2023-2024

STUDENT HANDBOOK
(Undergraduate)

İstanbul
Bilgi University

Dear Students,

We are starting 2023-2024 Academic Year with the happiness of coming together with you again on our campuses. Due to the COVID-19 pandemic and the earthquake disaster that took place in our country, we have left behind an education period that we have been continuing with distance education tools for a long time. I hope this academic year will be a new beginning for all of us as we return to face-to-face education again.

We completed the last academic year with important achievements. Our University was ranked among the best universities of Europe in the 'World Universities Ranking: Europe 2024' list of QS, one of the world's respected higher education rating organization. According to the ranking, which evaluated a total of 690 universities from 42 member states of the Council of Europe, our University became the 6th best foundation university from Türkiye. BİLGİ was evaluated as the second best foundation university in Türkiye in terms of the employability of its graduates by recording a significant success particularly in the field of providing employment.

In addition, our University became the only university in Türkiye to be recognized with 5 stars by QS Stars. By receiving 5 stars in the fields of teaching, internationalisation, online education, employability of graduates, programme strength and inclusiveness, BİLGİ's success in these areas has been recognized internationally. In the coming period, we will continue our efforts to carry our University even further and to offer you a better education life.

I hope that the new academic year will be a new page in your educational life with the knowledge and experiences you will gain; I wish you all a successful academic year.

Prof. M. Ege Yazgan

Rector

Contents

2023-2024 Academic Calendar
ASSOCIATE AND UNDERGRADUATE PROGRAMS

2023

August 28	Deadline for Double Major-Minor-Internal Transfer Applications for Spring Semester
August 28-September 1	Admission of OSYS Students
August 30	Holiday (Victory Day)
September 5	BILET I (BİLGİ English Test)
September 12	Announcement of BILET I results
September 13	BİLET II Written Exam
September 14	BİLET II Oral Proficiency Test
September 25	Announcement of BİLET II results
September 29	Announcement of English Preparatory Program Classrooms

Fall Semester

September 25-29	Academic Registration for Fall Semester
October 2	Fall Semester Begins
October 9-11	Add/Drop Period
October 29	Holiday (Republic Day)
November 17	Deadline for Leave of Absence
November 18-26	Midterm Examinations
December 8	Deadline for Withdrawal

2024

January 1	Holiday (New Year)
January 5	End of Fall Semester Classes
January 9-21	Final Examinations
January 24	Submission and Announcement of Grades (Final Examinations)
January 29	Deadline for Double Major-Minor Applications for Spring Semester
January 29-February 3	Resit Examinations
February 6	Announcement of Grades (Resit Examinations)
February 6	Deadline for Make-up Examinations Applications
February 8	Make-up Examinations Commission
February 10-11	Make-up Examinations
February 12-16	Academic Registration for Spring Semester and Orientation
February 13	Submission and Announcement of Grades (Make-up Examinations)

Spring Semester

February 19	Spring Semester Begins
February 26-28	Add/Drop Period
March 30-April 7	Midterm Examinations
April 5	Deadline for Leave of Absence
April 10-12	Ramadan Holiday
April 23	Holiday (National Sovereignty and Children's Day)
April 28	Withdrawal Deadline
May 1	Holiday (Labor and Solidarity Day)
May 3	Deadline for Withdrawal
May 19	Holiday (Commemoration of Atatürk and Youth and Sports Day)

May 31	End of Spring Semester Classes
June 2-14	Final Examinations
June 7	İstanbul Bilgi University Foundation Day
June 16-19	Sacrifice Holiday
June 24	Submission and Announcement of Grades (Final Exams)
July 1-6	Resit Examinations
July 8-12	Graduation Ceremony
July 9	Submission and Announcement of Grades (Resit Exams)
July 9	Deadline for Make-up Examinations Applications
July 11	Make-up Examinations Commission
July 15	Holiday (Democracy and National Unity Day)
July 16	Summer School Begins
July 17-18	Make-up Examinations
July 19	Submission and Announcement of Grades (Make-up Exams)

ABOUT İSTANBUL BİLGİ UNIVERSITY

History

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

Over time, İstanbul Bilgi University has grown to encompass 3 campuses that cover nearly a total of 210,000 m², namely Kuştepe, Dolapdere and **santral**istanbul, where it continues to serve its students and the academic world in Turkey.

Having broken many new grounds in Turkey, İstanbul Bilgi University had a long-term partnership with Laureate Education, one of the largest international education networks in the world, between 2006-2019 with the aim of increasing the quality of education and research and becoming a university that can compete globally. In 2019, Can Holding joined the supporters of Bilgi Culture and Education Foundation.

The university currently has more than 20,000 students and more than 60,000 alumni, more than 1000 faculty members, 7 faculties, 3 institutes, and 3 vocational schools, and 150+ programs that provide education to its associate, undergraduate and graduate students.

Institutional Principles

The institutional principles adopted by our university regarding fundamental issues such as education, research-development-innovation, and community service are as follows:

Our Vision

Our Mission

Our Values

Fundamental Principles

Institutional Learning Outcomes

Academic Freedom

BİLGİ and Sustainability

Our Quality Policy

Campuses

İstanbul Bilgi University has three campuses: **santral**istanbul, Dolapdere, and Kuştepe. All of the campuses are centrally located and offer students a vivid and colorful student life full of social and cultural events. On the basis of a university approach that centers on students, İstanbul Bilgi University considers the campuses as a living space for students and hosts approximately 1000 activities on its campuses every year. Shuttles that provide free-of-charge service from city centers and dormitories to campuses make the university more accessible.

santralistanbul **Campus**

santralistanbul Campus is İstanbul Bilgi University's largest campus and is located on the banks of Haliç (Golden Horn) on 29 acres of green space that is easily accessible from every part of the city. It is a campus where culture, art and education are intertwined. The campus houses Turkey's first electrical power plant, which currently serves as Energy Museum awarded by DASA.

The campus also has restaurants that host various events. One of the most comprehensive transformation projects in Turkey in the field of culture and arts, **santral**istanbul carries the privilege of being a BİLGİ member to spatial dimensions.

Dolapdere Campus

Located 10 minutes from Taksim, the heart of activities, entertainment and city life, this campus received 'Building and Living Environment' architectural award in 2002. The campus also houses a dance and yoga studio.

Kuştepe Campus

Located in the center of İstanbul, five minutes away from Mecidiyeköy and Şişli, Kuştepe Campus is very close to the business world. English Preparatory Program, School of Advanced Vocational Studies, and Vocational School of Health Services are located in this campus. BİLGİ Writing and Learning Center that organizes workshops to help English Preparatory Program students is also located in this campus. Kuştepe Campus has a large library.

International Memberships

European University Association

The Magna Charta Observatory of Fundamental University Values and Rights

United Nations Global Compact (UNGC)

Principles for Responsible Business Education (PRME)

Global Compact

UN Global Compact Türkiye

National Memberships

KalDer (Türkiye Kalite Derneği)

PERYÖN (Türkiye İnsan Yönetimi Derneği)

TEGEP Eğitim ve Gelişim Platformu Derneği

Türkiye Kurumsal Yönetim Derneği (TKYD)

TEİD Etik ve İtibar Derneği

ACADEMIC PROGRAMS

Faculties

Faculty of Applied Sciences
Aviation Management
Banking and Finance*
Fashion and Textile Design
Gastronomy and Culinary Arts
International Retail Management*
Logistics Management
Sports Management
Tourism Management

Faculty of Law
Law

Faculty of Communication
Advertising
Arts and Cultural Management
Communication and Design Management
Digital Game Design
Management of Performing Arts
New Media and Communication
Photography and Video *
Public Relations and Publicity
Radio, Television and Film
Television Reporting and Programming
Visual Communication Design

Faculty of Business
Business
Business (BİLGİ – University of Liverpool/Dual Diploma)*
Business Administration
Economics
Economic and Finance (Honors)
Economics and Finance
International Finance
International Trade and Business
Management Information Systems
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
Energy Systems Engineering
Financial Mathematics*
Genetics and Bioengineering
Industrial Engineering
Mathematics
Mechanical Engineering
Mechatronics Engineering

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

Faculty of Social Sciences and Humanities
Comparative Literature
English Language and Literature
English Language Teacher Education*
History
International Relations
Music
Political Science and Public Administration
Psychology
Psychology (BİLGİ-University of Liverpool/Dual Diploma)*
Sociology

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)
Civil Air Transportation Management
Civil Air Transportation Management (Evening Education)
Civil Aviation Cabin Services
Civil Aviation Cabin Services (Evening Education)
Construction Inspection*
Construction Technology
Construction Technology (Evening Education)
Computer Programming
Cooking
Cooking (Evening Education)
Fashion Design
Fashion Design (Evening Education)
Graphic Design
Graphic Design (Evening Education)
Interior Space Design
Information Security Technology
International Trade
Marina and Yacht Management*
Maritime Transportation and Management*
Maritime Transportation and Management (Evening Education)*
Media and Communication Technologies
Photography and Videography*
Printing and Publishing Technologies
Public Relations and Advertising
Radio and Television Programming*

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)*
Electroneurophysiology*
Electroneurophysiology (Evening Education)*
Emergency and Disaster Management
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*
Physiotherapy
Physiotherapy (Evening Education)

New students will not be admitted into these programs.

ACADEMIC REGULATIONS and PROCESSES

Directives

In order to access all educational directives implemented at the university, please visit this address.

Summary information from the 'Credit System Undergraduate and Associate Degree Education and Examination Regulation' is provided below:

Academic Year

Every academic year is made up of two semesters consisting of 17 weeks. Exams are included in semester period. Following the completion of the academic year, a seven-week Summer School begins.

Academic Calendar

Academic calendar is annually determined by the Academic Board and published on the university website. Students are required to follow the academic calendar and the dates and periods stipulated by the University organs within the framework of academic calendar.

Education Period

The regular period of education at İstanbul Bilgi University 4 years (8 semesters) for undergraduate programs, 2 years (4 semesters) for associate programs and 5 years (10 semesters) for programs that combine undergraduate and graduate degrees. Suspension of enrollment periods are excluded from the education period.

The maximum education period at İstanbul Bilgi University is 7 years (14 semesters) for undergraduate programs, 4 years (8 semesters) for associate programs, and 9 years (18 semesters) for programs that combine undergraduate and graduate degrees (18 semesters).

The period spent in the English Preparatory Program and semesters during which the student is excused by the relevant executive board will not be included in the regular, maximum, and additional education period. 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 a higher education institution for a national or international exchange program shall be a part of the regular, maximum, and additional educational period.

The student's respective academic semester and year is calculated as follows on the basis of the semester-based credit load as proposed in the curriculum of the relevant undergraduate or associate degree program, and through the credit load completed by the student:

Completed credit	Semester / Year
0 – 23	1st semester / 1st year
24 – 47	2nd semester / 1st year
48 – 77	3rd semester / 2nd year
78 – 107	4th semester / 2nd year

108-137	5th semester/ 3rd year
138-161	6th semester / 3rd year
162-191	7th semester / 4th year
192 and above	8th semester / 4th year

Course Registration–Add/Drop

During their education period, students are required to register to the courses that they will attend in the semester at the beginning of that semester. Among the courses they are registered, students may change or drop elective courses, or substitute them with other elective courses during the add/drop period specified 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 degree program students.

Course registrations require the fulfillment of the financial liabilities towards the university. Course registration is made online on the dates specified in the academic calendar using SIS. For course registrations, a registration appointment should be made on SIS one week before registration week Appointment is limited to 120 minutes. It is therefore recommended that students obtain information about the courses that they wish to take from their academic advisors or meet with the Student Affairs advisors in order to learn about the registration process before registration. All registrations must be approved by the student's academic advisor.

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

Provided that their excuse is documented, students who fail to complete their course registrations 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 Department Head. Student's individual schedule consisting of the courses that the student will attend during each semester as well as possible changes to that schedule are finalized upon the approval of the advisor based on the course order in the undergraduate and associate degree programs and also considering the performance, prerequisites and the provisions of the related regulation.

Course Schedules

Courses in the schedule are divided into two categories: core curriculum and elective courses. Students are required to register for the core curriculum courses stipulated for their respective programs. Elective courses are selected by the students and approved by their advisors in consideration of their fields of interest. Faculty executive boards may allow a student to register for multiple elective courses with lower credits provided that required credit load is met. Given that a student passes a sufficient number of courses to meet his/her credit load, s/he is exempted from the credit load of the elective courses in place of which lower credit courses were.

Students can check the number of credits they have to take and the curriculum from 'Registration Status' on SIS. Information about the content of courses can be found under 'Course Catalog' on SIS and under ECTS Information Package on the main page by clicking 'Program Information.'

Credit Load

The students' regular semester credit load is thirty (30) credits. The maximum credit load during an academic year is eighty (80) credits, excluding the Summer School. However, one cannot exceed forty-two (42) credits during one semester.

Undergraduate students in the first and second semesters may not exceed the regular credit load except in exceptional circumstances as defined in the related directive.

The students' minimum semester credit load is twenty (20) credits. The minimum credit load rule does not apply to students who can graduate within two semesters at maximum. Faculty executive boards can reduce the minimum credit load of a student upon his/her application if required. Students cannot take courses that overlap and the cases in which overlapping courses are permitted are stipulated by the University Executive Board.

Attendance and Exams

Students are required to attend their registered courses, applications, laboratory studies, and all the exams and other academic studies required by these or the related instructor. The attendance status of students is evaluated by their respective instructor. The number of midterm exams, assignments, applications and other studies that the student is responsible for each course as well as requirements for being accepted to the final exam and the contribution of any exam, assignment and study to the end-of-semester performance is identified and communicated to the students by the instructor at the beginning of the semester.

Exam Rules

1. It is of great importance that invigilators arrive no later than 10 minutes before the exam begins. Room supervisors and at least one other invigilator are expected to be present in the exam room at all times.

2. Room supervisors/invigilators need to make sure that only those students whose names appear on the examination list take the exam. Students whose names are not on the list may not be permitted to take the examination.

3. In cases where the student's name does not appear on the list, but the student wishes to take the examination, the instructor may allow the student to take the examination, only after the student signs Course Add Form stating that 'the student's exam will be null and void, if, at the end of the investigation, it is found out that the student has not fulfilled his/her obligations toward the University.'

4. Invigilator should remind the students of the rules that they are required to abide by during the examination prior to the examination.

5. Examinations are expected to start on time. Room supervisors/invigilators have the right to make any seating arrangements that they deem appropriate.

6. Students taking the examination must sign the examination list in ink. They are not allowed to use pencils for signatures.

7. Any material(s) that students may wish to bring to the examination room should be left in a room to be specified by the room supervisor.

8. The examination should be conducted in an orderly manner and invigilators should not answer questions about the content of the examination. Questions requiring clarification should be addressed

by the course instructor or course contact person. Invigilators should avoid answering individual questions.

9. Invigilator should not engage in something else (such as reading a book, checking his/her phone, chatting with other invigilators, and marking exam papers) other than invigilation during the exam.

10. In case of cheating or an attempt to cheat during an examination, the following procedure shall be applied:

    i.   If the room supervisor suspects that a student is cheating on the exam, s/he should intervene at once and, whenever possible, another invigilator should also be present as a witness.

    ii. The student's examination booklet as well as any unauthorized material(s) should be seized by the invigilator. This should also be indicated on the cover of the examination booklet as well as on the examination report.

    iii. The room supervisor should take the booklet and any unauthorized material(s) and prepare a report with the student's name, ID number, the course code, exam date and time, explaining all the details of the incident. All invigilators in the room should sign the report. The report should be submitted to the course contact person. (Please note that the penalties for cheating or plagiarism are a failing grade for the examination or assignment in question and reporting the incident to the relevant Disciplinary Committee, which may take the required disciplinary action.)

11. The room supervisors/invigilators should make sure that students keep their mobile phones and other devices (such as smartwatch and headphones) in their bags or pockets during the examination. A report should be prepared about the students who do not comply with this rule. The invigilator should not personally look at the student's phone. In case the phone is placed somewhere that is publicly visible, a report should be prepared without checking the phone. The invigilator can check the student's phone only with his/her agreement. Provided that the student rejects to show his/her phone, a report should be prepared about this issue and the student should be told that this might be used as a proof indicating that the student 'has cheated.'

12. Given that the content of the phone and messages are shown by the student, it can also be photographed with the consent of the student. It is also included in the report.

13. One can check students' phones only within the scope of what has been referred to above; room supervisors/invigilators cannot seize students' phones or look at their phones without their permission.

14. During the examination, some other issue other than cheating may need to be recorded. For this end, 'Example Cheating Report' can be adapted to the incident at hand and the incident can be reported.

15. Students should not leave the examination room until they have turned in their exam booklets. If a student has an urgent need to go to the restroom during an examination, s/he should be accompanied by one of the invigilators. In case there is only one invigilator, one should receive support from the other examination rooms.

16. At the end of the examination, the number of the exam papers collected should be checked against the number of students who have taken the exam.

17. At the end of each exam, invigilators should fill in the Examination Report prepared by Students Office in ink (pencils should not be used), and the room supervisor should submit the Examination Report to the Course Contact Person.

Cheating and Plagiarism

In cases where a student cheats or attempts to cheat during an exam, partially or completely plagiarizes an 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 instructor with a written report. In such cases, a student caught cheating or plagiarizing is given a failing grade for that exam or assignment. The student is also subject to action in accordance with the related provisions of the Student Disciplinary Regulation of 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 assessments. This grade is referred to as 'raw grade.' Decisions as to which raw grade corresponds to which letter grade are taken and reported by the related instructor with the grades of the students.

The final exam grades can be viewed under 'Grades' on the Student Information System (SIS) as of the date declared in the Academic Calendar for the announcement of grades. The midterm exam grades are announced on BİLGİ Learn by the related course instructor.

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

Letter	Numeric values	Description
A	4.00	Excellent
A-	3.70	Excellent
B+	3.30	Good
B	3.00	Good
B-	2.70	Good
C+	2.30	Average
C	2.00	Average
C-	1.70	Pass on probation
D+	1.30	Pass on probation
D	1.00	Pass on probation
F	0	Fail

Courses not included in the calculation of the GPA but included in the calculation of completed credits are given the letter 'P' for pass and 'F' for fail.

'C-,' 'D+' and 'D' denote that the course is passed 'on probation.' 'F' is assigned to students who are unable to get a 'D' or 'P.'

Course Status of Students

The course status of 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) of a graduation thesis or project.

EC (Exempt course): Used for recognized courses that are given exemption. Exemption decision also defines whether elective courses equivalent to the credit of the exempt course will be accepted.

EE (Exempted by examination): Used for courses which are given exemption as a result of the exam for the courses determined by the Academic Board upon the recommendation of the relevant faculty or school board. Decisions as to whether an elective course with a credit equivalent to that of the exempt course will be recognized are given by the relevant faculty or school executive board.

I (Incomplete): Used for students who fail to complete in time the requirements of a course that includes a project, thesis, graduation assignment or similar studies due to an excuse acceptable by the instructor of the course. These students are required to complete their missing studies within a maximum of two weeks starting from the end of the exam period. The grade 'I' is converted to 'F' for students who fail to complete their requirements. However, the relevant executive board may grant the student an extension period of a maximum of two weeks if the instructor using the grade files an application before the deadline.

L (Registration suspended or on leave): Used for students that have suspended their registrations.

NA (did not fulfill the requirements for admission to the final exam): The term is used for students who failed to fulfill the requirements for taking the semester final exam. NA is converted to 'F' grade after the announcement of the results for the resit exams.

NC (No credit): Used for the no credit courses pursuant to the program or upon the advisor's approval. Students are required to fulfill all the requirements of this course. Credits for these courses are not included in the total credit load and the grades received are not used for the calculation of grade point average.

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

NP (did not take the semester final exam): Used for students who did not take the semester final exams. Students who fail to attend the make-up exam to be made before the beginning of the next semester receives 'F' grade. However, long-term excuses and enrollment suspensions that are in line with the directive are accepted.

R (Repeat): It shows that the course was repeated because of some reason.

TO (recognized course that has been taken from another higher education institution): With the decision of the registered faculty's executive board at BİLGİ, TO refers to the recognized courses that have been taken in another higher education institution except those courses that have been transferred or taken as part of exchange programs in the orientation of the students

who transferred to an undergraduate or associate degree program in İstanbul Bilgi University from another higher education institution through lateral transfer.

Students can be granted exemption for the courses to be completed with recognized courses. While the credits and grades of the recognized courses are displayed separately on the transcript, these credits and grades are excluded from the grade point average calculation.

TI (course recognized and taken at İstanbul Bilgi University): The term refers to the recognized courses of students whose status as a student at BİLGİ ended due to some reason including graduation and who was later enrolled in a different program of the University.
Students can be granted exemption for the courses to be completed with recognized courses. While the credits and grades of the recognized courses are displayed separately on the transcript, these credits and grades are excluded from the grade point average calculation.

W (Withdrawal): Given to students who withdraw from a registered course within the stipulated withdrawal period in the academic calendar. Students cannot withdraw from the core courses of their programs. They can only withdraw from their elective courses or from the courses that they repeat in order to obtain better grades until the last four weeks of the end of classes. In case students withdraw from elective courses or from the courses that they repeat in order to obtain better grades, their previous grades are shown and taken as basis while the grade point average is calculated.

S (course taken as special student): Used for courses attended as a special student. The grades and credits of these courses are included in the calculation of the credits and grade point average.

TA (course taken and recognized as part of joint or double degree programs): Used for the recognized courses that students took as part of joint or double degree programs from other higher education institutions as a student of İstanbul Bilgi University. With recognized courses, students are granted exemption for the courses they need to complete. Credits and grades of the recognized courses are shown in transcripts and included in the calculation of grade point average in line with the protocol provisions of joint or double degree programs.

TE (course taken and recognized as part of a student exchange program): Used for the recognized courses that students took from other higher education institutions as part of exchange programs as İstanbul Bilgi University students. With recognized courses, students are granted exemption for the courses they need to complete. While the credits and grades of the recognized courses are shown in the transcripts separately, decisions as to whether these credits and grades will be included in the average grade point calculation are taken by faculty executive board.

TT (recognized course that was taken from a different higher education institution to which the student was transferred): Used for the courses recognized in the orientation of students admitted to İstanbul 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 these credits and grades will be included for grade point average calculations are made by faculty executive board.

Announcement of Grades and Factual Error Objections

Final course grades given with a corresponding letter equivalent are reported to Registrar's Office by the instructors within 7 days following the final exam period of the semester and grades are announced by the Student Affairs Office. Objections to announced course grades can only be made for factual errors. Factual errors refer to those errors made in the calculation of the grade point average and that do not require a re-evaluation of the examination sheet. Students who would like to object to a factual error must file a written application to the Student Affairs Office within a maximum of three days after the announcement of course grades. Student Affairs Office forwards the applications to the relevant Dean's/Director's Office.

Dean's/Director's Office submits the applications to the relevant instructor for review. The instructor reports the review results of the applications to Dean's/Director's Office. Provided that a change is required in the course grade, a report showing the source of the mistake and justifying the change in the course grade are attached to the review results with the exam documents.

The required change is made with the decision of the relevant faculty executive board and reported to the Student Affairs Office by the Dean/Director in writing. The review of factual error objections takes into consideration the factual errors in midterm exams, assignments, and other studies along with the factual errors in final exams.

You can object to your grades within 3 workdays following the announcement of grades by filling out 'Factual Error Form' and submitting it to Student Affairs Office.

Repeating a Course

Students receiving (F) grade from a core curriculum course must repeat the course as required by the credit load and course selection rules. Provided that the course(s) that need to be repeated are not included in the curriculum any more, the course(s) that shall substitute them with, at least, the same number of credits are determined by the faculty executive board.

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

Students can also repeat the courses for which they receive a conditional pass. The new course grade that the student receives from the repeated course or the new elective course replaces the former course grade; however, the former grade is indicated in the academic record and transcript.

Grade Point Averages

Student performance is followed with 'Semester Grade Point Average' (SPGA) of the courses taken during the completed semester and 'Cumulative Grade Point Average' (CPGA) calculated for all the courses the student takes.

Except for the credits of the courses not included in the average, these 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 on probation during the next semester. Students on probation are not assigned credits higher than the regular credit load. These students cannot take part in management of student clubs.

If a student on probation cannot increase his/her GPA above 1.75 at the end of the semester, this student will be considered to have demonstrated unsatisfactory progress. These students may take a maximum of thirty credits and must repeat the courses that they failed in the curriculum of that semester. The failing students' obligation to repeat courses cannot be postponed.

Students who raise their cumulative grade point average up to 1.75 or above are taken off the on-probation or unsatisfactory progress status.

The existing academic standing of the students who do not register or whose registration is not done continues.

Graduation

For a student to graduate from a registered undergraduate program, s/he is required to receive a minimum 2.00 grade point average from the curriculum of their program and has a minimum GPA of 2.00.

Of those who fail to meet these requirements:
a) Students who have a minimum GPA of 2.00 and are unable to fulfill their graduation requirements due to having received an (F) in one course are granted the right to attend a supplementary exam for that specific course. The students with a GPA below 2.00 and who received an (F) from a single course are granted the right for a supplementary exam provided that their GPA rises to 2.00 or above if they pass the course. The exam is not subject to any restriction in terms of highest grade and the grade received by the student replaces the former grade. Students who fail the supplementary exam or who cannot raise their GPA above 2.00 are required to follow the rules pertaining to repeating a course.
b) Despite having passed all courses, students who fail to meet the graduation requirements due to the fact that their GPA is below 2.00 are granted the right to take an exam in a course of their own choice on the condition that they raise their GPA to 2.00 or above. The exam is not subject to any restriction in terms of highest grade and the grade received by the student replaces the former grade. Students who fail the supplementary exam or who cannot raise their GPA above 2.00 are required to follow the rules pertaining to repeating a course.

Graduation Ceremony

Graduation ceremonies are organized in the spring semester after final exams. The graduation ceremony dates are determined by the University Executive Board and announced on the university website.

Absence and Inability to Participate in an Exam due to Extenuating Circumstances:
Extenuating circumstances due to health reasons:

Except for surgical procedures performed in clinics, operations requiring hospitalization and inpatient treatments are accepted as extenuating circumstances. Extenuating circumstances should be officially documented in writing in a report with the protocol number from the relevant medical institution. If required, the student can be referred to the health boards of the arbitration hospitals; official authentication of the report can be requested from the hospital that provided the report and legal

action can be taken. Medical reports that are supported with technical medical assessments such as blood tests, body fluid tests, and culture tests, which are issued with a protocol number can be accepted as medical excuse by Excuse Commission provided that the diagnosis is proven with technical medical assessment.

Extenuating circumstances due to other reasons:

Death of a relative: Provided that death and burial dates along with kinship are documented, death of blood relatives including second degree relatives and first-degree relatives by marriage can be accepted as a valid excuse for not participating in exams. However, the duration for this excuse cannot exceed a total of five (5) workdays.

Other circumstances: Conflicting exam hours at the university, exams conducted by ÖSYM, social events and natural disasters can be accepted as extenuating circumstances. Other circumstances that can be accepted as valid excuses are reviewed by the University Executive Board upon the proposal of the Excuse Commission.

Suspension of Enrollment

Students may suspend their studies for a total of four semesters during their education period including the English Preparatory Program provided that they document their legitimate reasons and do not exceed two consecutive semesters. Enrollments are suspended for one semester at minimum. Suspension periods due to reasons such as severe and serious diseases, military service, imprisonment or conviction are determined exclusively by the University Executive Board. Suspended semesters are not included in the calculation of the periods regarding academic standing.

The following circumstances are acceptable as legitimate reasons for suspension of enrollment:

(1) Health related excuses of students documented by physicians of the relevant departments of hospitals authorized to issue official medical board reports, and approved by the health board.
(2) Provided that it is documented with a certificate issued by the highest competent authority of the area, natural disasters forcing the student to postpone his/her studies.
(3) State of final conviction that does not result in the termination or the cessation of the student status pursuant to the disciplinary provisions that the student is subject to.
(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.

Cancellation of Enrollment
Students who would like to cancel their enrollment can fill out the cancellation of enrollment form, make their personal application to the Student Affairs, and cancel their enrollment by completing the required procedures. The rules that need to be observed in cancellation of enrollment procedures are determined in the framework of Financial Principles and Procedures that are subject to İstanbul Bilgi University Credit System Undergraduate and Associate Degree Education and Examination Regulation.

Double Major

Double Major education is when a student registered in an undergraduate program of the University decides to study in another undergraduate or associate program of the University in order to receive a second diploma and when a student registered in an associate degree program decides to study in another associate degree program of the University in order to receive a second diploma.

It is not possible to register for more than one double major programs at the same time or register for both double major and minor in the same undergraduate program.

During double major education, if one's GPA drops below 2.60 twice or one's GPA in his/her double major drops below 2.00 twice, the student's registration in the second program is cancelled and the student loses his/her double major student status.

If the student does not take courses from the double major program two consecutive years even though the courses the student has to take or might take have been opened, the student's registration from the second double major is cancelled.

Application Terms:
- Completion of the core courses and the credit load of the registered undergraduate program at the beginning of the semester in which the application is made and passing all the courses
- A minimum of 3.00 GPA
- Being placed in the 20% of program's success rating or meeting the base point of the second major program when one begins his/her main major degree (in case one takes courses from the summer school of the University or other higher education institutions, the ranking after the Summer School is taken as basis).
- Meeting the special requirements of the program that one applies (prerequisite courses and success rating)

Application Dates

One can apply to double major during the 3rd semester at the earliest and 5th semester at the latest. The application dates are announced in the academic calendar.

Minor

Minor education is a second undergraduate program attended by students enrolled in an undergraduate program of the University to increase their knowledge. The program in which the student is enrolled in on the date of application is referred to as the 'major', while the undergraduate program to which one's application has been accepted is called 'minor.'

One cannot be enrolled in more than one minor programs at the same time. Students pursuing an associate degree cannot register in a minor program.

In order to continue the minor program, a minimum of 2.40 GPA is required in one's major program. Registrations of those students failing to meet this requirement or who does not take courses from the minor program two consecutive semesters even though the program offers courses that the student needs to take or might take are cancelled.

Application requirements
- A minimum of 2.60 GPA
- Successful completion of the core courses and the credit load of the registered undergraduate program at the beginning of the semester in which the application is made and passing all the courses

Application dates

Applications for a minor must be made no earlier than the third semester and no later than the sixth semester. Application dates are announced on the academic calendar.

Internal Transfer

Two different methods are applicable for internal lateral transfer following the latest changes in CoHE regulations:

Internal Transfer Pursuant to Central Placement Score

This is the assessment based on students' scores that they receive in the exam regardless of achievement requirements and program equivalence. Students who have been placed in İstanbul Bilgi University on the basis of their central placement exam scores and who are still registered can make an application to be transferred to a department for which their scores are sufficient. Central placement exam scores received in the year of registration should be equal to or more than the base score of the program that one would like to be transferred. It is possible to make an internal transfer application to any program for which one's base score is sufficient.

Internal Transfer Pursuant to Achievement Requirement

İstanbul Bilgi University students can apply to departments that are equivalent to their registered programs. They are required to successfully pass all the courses they take and have a minimum GPA of 2.40. Another important requirement is that the central placement score that they receive during registration should be equal to or more than the lowest score announced by ÖSYM in that year for equivalent departments in national universities in terms of the department that one would like to be transferred to and they should meet the special requirements stipulated by the program.

Internal transfer applications can be made at the end of the first semester at the earliest and in the beginning of the third semester at the latest for associate degree students and at the end of the second semester at the earliest and in the beginning of the sixth semester at the latest for undergraduate students. Application dates and assessment results can be obtained from the Student Affairs Office.

External Transfers

Subsequent to the latest changes in CoHE regulations, one can transfer to İstanbul Bilgi University by following two different methods.

External Transfer Pursuant to Central Placement Score

This is the assessment based on students' central placement scores regardless of achievement requirements. In accordance with Council of Higher Education Regulation, students who have been placed in a university in Turkey with central placement score and who are still registered can apply for external transfer. Central placement scores that students receive during the registered year should be equal to or more than the base score of the program that one would like to be

transferred to. It is possible to make an external transfer application to any program for which the base score is sufficient. One can make an application in all classes including English Preparatory Program. Students can benefit from this type of transfer only once.

External Transfer Pursuant to Achievement Requirements
Applications can be made from national and foreign universities to equivalent programs. The equivalency of the school that the applicant is registered to has to be approved by CoHE. Applications can be made at the end of the first semester for associate degree students and at the end of the first year for undergraduate students at the earliest. The students are required to successfully pass all the courses that they take at the university from which they are going to leave and have a minimum GPA of 2.40 out of 4.00. For the applications to be made to programs providing education in English, the applicants should be competent in English.

Courses taken from other universities can be recognized by the decision of the Executive Board of the relevant Faculty and Vocational School of the program to which the student will be transferred.

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

While choosing programs in DGS, one can only continue his/her education in the undergraduate program from which the associate degree was received. One can view these fields from DGS guide.

Students who are placed via DGS are required to apply to Student Affairs Office by filling out the **Course Exemption Form** to be exempted from previously attended courses.

Course Exemption
Provided that an İstanbul Bilgi University student has previously completed the same/equivalent course at İstanbul Bilgi University or at another higher education institution, s/her can be exempted from a course by submitting a petition written to the respective Faculty Executive Board, along with the official transcript and the approved course content to the Student Affairs Office. The application is reviewed by the Faculty Executive Board.

Diploma Supplement
A Diploma Supplement (DS) is a complementary and explanatory document given by higher education institutions in addition to diploma. Diploma Supplement contributes to the recognition of the education of a college graduate in other countries and education systems and provides detailed information regarding the graduate's academic degree, level, content, and professional competencies.

The Diploma Supplement is prepared in a commonly used European Language (English) and given to students automatically with their diploma with no additional cost. Your diploma supplement will be sent to your e-mail address with electronic signature.

The benefits of a Diploma Supplement for a student are as follows:
- Having a diploma that can be more easily understood and compared outside of Turkey.
- Having a document that contains the complete definition of the competencies that a student acquires during his/her academic development and education.

- An objective expression of a student's achievements and competencies.
- Providing an easier access to job opportunities or advanced educational opportunities abroad and supporting employability.

ECTS Information Package

This is a website containing the institutional information about the university (vision-mission-principles, administration, academic calendars etc.), academic programs (distribution of faculty programs and all the content information about the programs), courses included in the programs (technical and content information for all courses) and useful information for students (such as information on accommodation, infirmaries, contracted providers, disabled student services, language courses, internships, community life and sports opportunities, and student clubs). The webpage can be accessed by clicking on 'ECTS Information Package' tab under the 'Academic' heading on the university's homepage or through the https://ects.bilgi.edu.tr/Institutional address.

Honor and High Honor Certificates

For undergraduate students:
Students who complete their education with a GPA of 3.50 or above after a maximum of eight semesters are included in high honor roll and students who complete their education with a GPA between 3.00 and 3.49 are included in the honor roll. A certificate honoring this achievement is presented to them along with their diplomas. However, students who have received a disciplinary punishment are not included in high honor and honor roll. In the calculation of eight semesters, the time period spent studying abroad in an international student exchange program is not taken into consideration. The total time for students who begin their undergraduate education in the spring term after having achieved English proficiency is nine terms.

For associate degree students:
Students who complete their education with a GPA of 3.50 or above after a maximum of four semesters are included in high honor roll and students who complete their education with a GPA between 3.00 and 3.49 are included in honor roll. A certificate honoring this achievement is presented to them along with their diplomas. However, students that have received a disciplinary punishment are not included in high honor and honor roll.

FINANCIAL PROCEDURES AND PRINCIPLES

Tuition
Current associate degree and undergraduate students can access the information on tuition fee from their Student Page (SIS).

Financial Procedures and Principles to be Followed in the Suspension of Enrollment
The procedures and principles to be applied in the suspension of enrollment requests of the students in all classes and semesters including English Preparation Class are as follows:

The student who applies for suspension of enrollment within the first seven weeks following the start of the semester for which the enrollment will be suspended is not considered to have attended

that semester and is not obliged to pay the tuition fee. Students who apply for the suspension of enrollment after the first seven weeks following the start date of the semester for which enrollment will be suspended and before the start of the final exams are considered to have attended that semester, but they are obliged to pay only half of the tuition fee of that semester. This tuition fee is paid during the suspension of enrollment application at the latest and is not refunded or accepted as the tuition fee of the following semesters.

Students who apply for the suspension of enrollment within the first seven weeks following the start date of the first semester that they first enroll to the University are obliged to pay half of the semester tuition fee per semester for which they apply for the suspension of enrollment. This enrollment fee is paid, at the latest, during the suspension of enrollment application and is deducted from the tuition fee to be paid at the start of education after the enrollment suspension if the student continues his/her education. In case the student disenrolls or does not continue his/her education after the suspension of his/her enrollment, the fee is not refunded as part of the provisions stipulated in the relevant article of financial procedures and principles.

Financial procedures and principles to be Followed in the Cancellation of Enrollment
 Students who apply to cancel their enrollment at İstanbul Bilgi University until the start date of the first semester, including the English Language Preparatory Program and all classes, are obliged to pay 10% of the annual tuition fee while students who apply to cancel their enrollment starting from the beginning of the first semester they were enrolled until the start date of the following semester are obliged to pay 50% of the annual tuition fee.

Students who apply for cancellation of enrollment after the first semester for which they registered are subject to the following procedures:
- Students who make their application for cancellation between the registration renewal date of the fall semester (first semester) and the start date of the fall semester (first semester) are obliged to pay 10% of the annual tuition fee.
- Students who make their application for cancellation after the beginning date of the fall semester (the first semester) but until the end of course add-drop period of the fall semester (first semester) are obliged to pay 25% of the annual tuition fee.
- Students who make their application for cancellation after the end of course add-drop period but before the beginning date of the spring semester (the second semester) are obliged to pay 50% of the annual tuition fee.
- Students who make their application for cancellation after the beginning date of the spring semester (the second semester) but until the end of course add-drop period are obliged to pay 75% of the annual tuition fee.
- Students who make their enrollment cancellation application after the end of course add-drop period of the spring semester (the second semester) are obliged to pay the entire annual tuition fee.
- For irregular students (students starting their undergraduate education in the spring semester [second semester]), the spring semester (second semester) is taken as the basis for the implementation of these terms.

Financial Procedures and Principles for Additional Courses and Credit Load
Except for double major students, on the condition that the total credit load of the enrolled program does not exceed twenty percent, no additional tuition credit fee is collected from students who take more

courses and credits than regular credit and course load of the program in which they are enrolled, and who have not completed their normal period of study.

Financial Procedures and Principles for Double Major Students

No additional fee is collected from double major students other than their annual tuition fee for their primary major and the fees for additional courses and credits. Students who exceed their normal period of study are obliged to pay tuition fee per credit regardless of the fact that they graduate from their major or not.

Financial Procedures and Principles in Case of Exceeding the Regular Educational Period

Excluding the English Language Preparatory Program and enrollment suspension periods, tuition fee per credit for each semester is collected from students exceeding the normal education period, which amounts to eight semesters for undergraduate education and four semesters for associate degree education. The tuition fee per credit is calculated by dividing the annual tuition fee of the program in which the student is enrolled in to 60 credits. The tuition fee that students exceeding the normal period of study are obliged to pay for the academic year they are enrolled in cannot exceed the annual tuition fee of the relevant program

Financial Procedures and Principles to be Followed in Case of Early Graduation

In accordance with the last paragraph of Article 27 of the İstanbul Bilgi University Credit System Undergraduate and Associate Degree Education Examination Regulations, students who can graduate at the end of the seventh semester of their normal education period are refunded half of their paid annual tuition fee on their request.

SIS (Student Information System)

BİLGİ SIS is the Student Information System of İstanbul Bilgi University. Students can access their BİLGİ SIS pages using their e-mail addresses with bilgi.edu.tr extension and their passwords.

Students can register for classes, follow up their courses, view their grades, request documents, monitor their academic status, and follow announcements via BİLGİ SIS.

Course Registration

Course registration is conducted online through SIS. Computers in common areas and laboratories are also open for course registrations during the registration process.

By using the Registration tab on https://sis.bilgi.edu.tr (SIS/Student Page), a student can check the courses and course packages opened for his/her program and can see which packages and courses s/her would like to take. A student should make sure that the courses s/he would like to take do not overlap with his/her elective courses, that they are opened for his/her program, and the prerequisite course, if there is one, has been taken. Pursuant to İstanbul Bilgi University Credit System Undergraduate and Associate Degree Education Regulation, the maximum number of credits that a student can take during a semester has been determined. For this reason, the courses should be chosen in accordance with the terms of the directive. After course registration is completed on SIS, the academic advisor's approval should be obtained during registration week.

For course registration, one should log into the system at the appointed time and date by using the Registration tab and complete course registration within 120 minutes. The 'registration' code should be shared with the academic advisor and approval should be obtained.

Provided that one starts the registration process for a course that requires '**Consent**' without obtaining approval, the registration process might not be completed within 120 minutes. There are three appointment options for course registration:

- Appointment for a specific day and hour through the system,
- Afternoon appointment on the same day
- Afternoon appointment on the last day of registration

What is a prerequisite?
A prerequisite is a course that should be taken and passed before another course in the program of the students can be taken. Course contents and the restrictions/conditions of courses can be viewed under '**Course Catalog**' page on SIS.

What is special condition?
It suffices to have taken the prerequisite course. Courses that have 'a special condition' can be found under '**Course Catalog'** page on SIS.

What is consent?
Some courses might require a special background. One should obtain consent for these courses by meeting with the instructor of the course. However, obtaining a 'consent' does not guarantee a place in the class.

What is restriction?
If the content of a course that a student would like take as elective is similar to another course with a different course number, the system does not allow the student to take this course as an elective. These courses can be found under '**Course Catalog**' page on SIS.

Add/Drop
The University opens after the registration week. Add/Drop period begins during the last three days of the second week of classes. During Add/Drop period, one can only change his/her elective courses or can add or drop courses within the credit load limits. Once the changes are completed, the academic advisor should be informed about Add/Drop code and the changes, and consent should be obtained by 10.00 am the following day at the latest.

Section Change
During the two weeks following the Add/Drop period, one can change sections to avoid any conflict. The changed 'section' should not conflict with the course schedule of the student. The printout of this procedure should be taken and submitted to the relevant faculty secretary with the signature of the instructor to whose 'section' one would like to take. For certain classes (such as HTR, TK, Academic English), 'section' change is made through the approval of course coordinators.

Withdrawal

Withdrawal is given to students who withdraw from a course by fulfilling the required procedures before the allocated time for withdrawal in the academic calendar expires. Students cannot withdraw from their core courses. They can withdraw from their elective courses and the core courses that they repeat in order to increase their grades until the last four weeks of the classes. In case students withdraw from their core courses that they repeat to increase their grades or their elective courses, their status regarding these courses are shown with their previous grades and their grade point average is calculated with their previous grades.

Course Exemption

In order to obtain course exemption for the same/equivalent courses that a student has taken from another higher education institution or from İstanbul Bilgi University as a student of İstanbul Bilgi University, one should apply to the Student Affairs Office with a petition addressed to the relevant faculty executive board, official transcript, and approved course contents. The application is reviewed and concluded by faculty executive board.

Leave of Absence

Reasons for taking a leave of absence in the new academic year are as follows: financial problems, incomplete course grade, changing department, application for a double major or minor, being a DGS student, being an exchange student, application for a course exemption.

Midterm and Final Exams

Midterm and final exam dates can be viewed under 'Exam' on SIS prior to the exam dates specified in the academic calendar.

Resit Exam

Resit exams are held after final exams of each semester. One can take a resit exam for the course that one got an 'F' grade provided that the course was taken during that semester.

Make-up Exam

Students who have not taken the final or resit exam and whose excuses are accepted can take a make-up exam. One cannot be excused both for final and rest exam.

Access to Semester Grades

Final exam grades can be viewed under 'Grades' on SIS as of the announcement of the grades date stipulated in the academic calendar.

All grades that are related to the methods of assessment of the courses (i.e. assignments, midterms, quizzes etc.) can be viewed from the student pages during the semester.

Transcript Requests

Transcript requests can be made using SIS by following the steps below.

1. Log into '**SIS**.'
2. Click on '**Document Request**.'
3. After choosing **'Transcript'** option, click on **'New Request'.** After reading the explanations and checking the box, click on **'Save.'**

Your transcript requests will be sent to your bilgi.edu.tr e-mail address as one file both in English and Turkish via the Electronic Document Management System (EBYS) and no printed copies will be submitted to you by the Student Affairs Office.

Student Certificate Requests
Student Certificate requests can be made using SIS by following the steps below.

1. Log into '**SIS**.'
2. Click on '**Document Request**.'
3. After choosing **'Student Certificate,'** click on **'New Request'** and choose the language option for the student certificate (English/ Turkish) and complete the procedure by clicking on '**Save.'**

Your student certificate will be sent to your bilgi.edu.tr e-mail address via EBYS and no printed copies will be submitted to you by the Student Affairs Office. In case of necessity, you can print the document that is sent to you or send it via e-mail to the institutions that require it.

As long as your student status remains the same, you can print out your student certificate, which is sent you as e-signed, as many as you want.

Disciplinary Certificate Requests

Disciplinary Certificate requests can be made using SIS by following the steps below.

1. Log into **'SIS.'**
2. Click on '**Document Request**.'
3. After choosing **'Disciplinary Certificate,'** click on **'New Request'** and choose language option for disciplinary certificate (English/ Turkish) and complete the procedures by clicking on **'Save.'** In case of necessity, you can print the document that is sent to you or send it via e-mail to the institutions that require it.

As long as your disciplinary status remains the same, you can print out your disciplinary certificate, which is sent you as e-signed, as many as you want.

Other Document Requests

You can create your other document requests by using the 'Other' option. While using this option, please fill in the 'comment' section for your requested document.

The steps to be followed are as follows:

1. Log into '**SIS**.'
2. Click on **'Document Request.'**
3. Select Other option and click on 'New' button and check your preferences.
   - Turkish/English
   - Number
4. The explanation regarding your requested document should be written in the comment box.
5. After selecting the campus from which you would like to pick up your document, you can complete the procedure by clicking on '**Save**.

LIFE AT BİLGİ

Student Affairs Office

The goal of Student Affairs Office is to inform all undergraduate-associate degree students about academic and administrative issues starting from their registration at BİLGİ until their graduation and help them fulfill their needs during their university education.

The Student Affairs Office's areas of service are listed below:

- Course registration, course exemption, course add-drop, withdrawal
- Registration procedures, suspension of enrollment, cancellation of enrollment
- Excuse reports
- Factual error objections
- Lateral transfers
- Departmental changes
- Double Major, Minor
- Student certificates
- Transcript
- ID
- Health reports
- Graduation documents
- Diplomas

The Student Affairs Offices are open between 08:30-17:00 on weekdays.

Library

BİLGİ Library offers a rich collection of books, e-books, journals, e-journals, music CDs, DVDs, online films, academic Internet resources, music scores, and other printed materials. The collection of the library is continually expanded with the suggestions of students and academics, and hosts more than 188,000 printed sources in its collection.

BİLGİ e-Library contains more than **650.000** electronic books, **62,500** electronic journals, 125 electronic databases, and e-encyclopedias. You can access these resources on and off-campus any time of the day.

The library offers e-book readers and tablets, which have e-ink technology and do not strain eyes, through which thousands of books can be read. It also provides access to more than 7500 newspapers and journals in their original formats published in 60 different languages in 100 countries.

Information experts give applied courses at all levels regarding research methods, access to e-sources, and use of internet for academic purposes.

The current news, activities, and developments about the library can be followed from the website of the library and social media.

International Opportunities

Founded with the spirit of becoming an 'international university', İstanbul Bilgi University has made a difference with its international student mobility, its high number of international faculty members among the other universities in Turkey, and with its diverse international activities. Thanks to its student exchange, joint programs, short-term certificate programs, and periodical collaborations with more than 260 leading universities in 48 countries, BİLGİ provides its students the opportunity to gain international education experience.

The Global Talent Management Center (BİLGİTalent) is the unit in charge of sending students to exchange programs for one or two semesters and hosting the exchange students coming from the institutions abroad that BİLGİ collaborates for education/internship. BİLGİTalent provides service in areas such as Erasmus student and staff exchange, bilateral exchange programs, summer school and language programs. The number of international students that have completed their entire education at BİLGİ is now more than 2000.

Erasmus Exchange Programs
Erasmus Program was established by the European Union to provide an international dimension to higher education not only in Europe but also in different countries across the world and to increase quality by encouraging multinational collaborations among universities.

İstanbul Bilgi University joined the Erasmus Program in 2004-2005 Academic Year. BİLGİ has student and staff exchange agreements with more than 260 universities in 48 countries. BİLGİ offers its students the opportunity to live and study in Europe to expand their educational and cultural horizon. For this purpose, many BİLGİ departments have established Erasmus partnerships with their peers from leading European and world universities. Students participating in the Erasmus Program can continue their education at the partner universities of BİLGİ for a semester or for the entire academic year and have the credits of the courses they passed recognized.

At the end of the Erasmus exchange period, students should return to their universities and complete their programs. Credits received from the partner university will be presented to the approval of the relevant BİLGİ units and students apply to BİLGİ for graduation.

The Erasmus Program at BİLGİ is run by Erasmus Office at the institutional level. Erasmus Office is responsible for procedures such as announcements, applications, selection of students, and grants. In addition, each BİLGİ department has an Erasmus department coordinator in charge of the department's academic counselling and departmental agreements.

Erasmus+ Placement (Internship) Program
Erasmus+ Placement (Internship) Program is one of the Lifelong Education Programs of the European Union. A placement is the professional or administrative working period that a student spends at an institution, university or academic center that is related to his/her area of study in a

participating European country. Placements help students adapt to the requirements of the labor market, acquire specific skills, and improve their professional experiences. The duration of a placement should be a minimum of 2 months (60 days) and a maximum of 12 months for undergraduate, graduate, and PhD students.

Bilateral Exchange and Swiss Mobility Programs
Bilateral exchange and the Swiss Mobility programs are mutual agreements made with universities from countries such as Switzerland, U.S.A., Canada, South Korea, and Japan. Students who are admitted to such exchange programs can attend a partner university for one semester or an entire academic year. Before applying for exchange, undergraduate students should complete one year and graduate students should complete one semester of their academic programs at BİLGİ.

International Preparatory and Language Programs
İstanbul Bilgi University offers its English Preparatory Program students the chance to spend a portion of or their entire language education in the U.S. or Canada. English Preparatory Program students from every level and students who do not want to become irregular students and improve their English proficiency can participate in these exchange programs. Students can attend 6 different universities in 5 different states in the U.S. and 3 different universities in Ontario, Canada.

SUMMER AND WINTER PROGRAMS:

Every summer and winter, programs in various fields are offered in partner universities. Including social and cultural activities, these programs are open to all students.

For detailed information about the programs:

Bilateral Exchange Programs Office: bilateral@bilgi.edu.tr
Erasmus Exchange Programs Office: erasmus@bilgi.edu.tr

University of London Honor Programme
At BİLGİ, students can receive a diploma both from İstanbul Bilgi University and the University of London by completing one of the Honor Programmes jointly carried out with London School of Economics and Political Science (University of London).

Any İstanbul Bilgi University student that has completed the freshman courses and meets the criteria stipulated by the Faculty of Business can study in the Honor Program as of their second year depending on their exam and interview results after the application.

Students registered to Economics Program can enroll in Economics and Finance Honor Programme; students registered to Business-Economics programs can enroll in Economics and Management Honor Programme, and students registered to Business program can enroll in the Management and Digital Innovation Honor program meprovided that they have completed their freshman courses and successfully passed their English and Mathematics courses in particular without having to take theexam and interview.

Students enrolled in Honor Programmes are also enrolled at the University of London as students of the University of London. Course contents and materials are prepared by the London School of Economics (LSE) at the University of London. Students of these programs take the exams prepared by LSE at the end of the year. Students who pass these exams are qualified to obtain both BİLGİ

and University of London diplomas. İstanbul Bilgi University is the sole institution with which University of London with more than 50,000 students from 190 countries has agreement in Turkey.

University of London (LSE) Honor Programmes:
- Economics and Management
- Economics and Finance
- Management and Digital Innovation (will begin in 2021)

Student Support Center

Student Support Center acts as a bridge between students and academic and administrative units for the purpose of improving the quality of student life at BİLGİ. Working to improve the social lives and satisfaction of students, Student Support Center contributes directly to the student-centered educational philosophy of İstanbul Bilgi University.

Student Support Center is in charge of the functioning of Student Council, student clubs, scholarships, dormitories, Sports Unit, and Unit for Students with Disability.

Student Council
İstanbul Bilgi University Student Council aims to fulfill the wishes of all the students in the university and represent them in the best possible way. Having a democratically elected administrative structure with a representative from each candidate faculty and department, Student Council actively participates in all the boards of BİLGİ that works on students and represents the students in the best possible way. The president of Student Council also participates in the University Executive Board meetings on behalf of all students. Detailed information about the Departmental Student Representative elections is announced on the website.

Student Clubs
Social activities are crucial for preparing students for real life and improving their communication skills. Well-organized social activities help students identify themselves with the university and develop a strong sense of belonging. Student clubs are an important part of social life at BİLGİ. These clubs are shaped by students' ideas and grow with their efforts. Student clubs at BİLGİ are categorized under four headings. To join one of these clubs, students can go to the club stands during Club Promotion Days or send an e-mail to the contact person indicated on the relevant club's webpage.

Idea Clubs
Clubs with Academic Content
Clubs with Sports and Arts Content
Social Responsibility and Hobby Clubs

For further information about Student Clubs, please click here.

Scholarships

ÖSYS Scholarships

These are non-refundable scholarships that are granted to students who have been placed to the scholarship student quotas specified in the ÖYSY exam booklet and cover the tuition fee partially or entirely. For students to benefit from ÖSYS scholarships, they need to prefer 'with scholarship, code in the university entry booklets. ÖYSY scholarships are granted for a maximum of eight years in undergraduate education (two years for English Preparatory Program*+six years for undergraduate education) and a maximum of 5 years for associate degree programs (two years for English Preparatory Program*+three years for associate degree education). No scholarships are granted for Summer School.

Applies to programs offered in English.

Sports Scholarships

Students who are admitted to a national team or achieve high performance after being admitted to a university team can be offered non-refundable sports scholarship with the proposal of Sports Unit and at the rates to be specified by Scholarship Committee. The primary criterion for the scholarship is student's academic achievement and also representing İstanbul Bilgi University in the university team of his/her branch. The sports branches in which scholarship will be granted are determined by Scholarship Committee in line with the opinion of Sports Unit. The scholarship does not cover the Summer School.

Need Based Scholarships

BİLGİ students who need financial support can apply for a need based scholarship provided that they continued their education for at least one academic year as active students and who document the financial and psychological hardships they go through. Students whose applications are accepted sign a commitment letter. This scholarship is granted for one semester or an academic year and does not cover Summer School.

International Baccalaureate (IB) Grants

Students who have graduated from international baccalaureate (IB), French Baccalaureate, *Matura*, *Maturita* or *Abitur* programs of high schools and placed with ÖSYM exam are granted a 25% non-refundable tuition fee discount throughout their associate degree and undergraduate studies at İstanbul Bilgi University (two years for English Preparatory Program* plus four years departmental studies for undergraduate students; two years for English Preparatory Program* plus two years departmental studies for associate degree students). IB grants do not cover Summer School.
Applies to programs offered in English and is cancelled in case a student's GPA is under 2.00.

Sibling Discount

Siblings of currents students and graduates of İstanbul Bilgi University are granted a 10% sibling discount provided that they are admitted to a program in İstanbul Bilgi University. The discount is valid for associate degree, undergraduate, and graduate programs.

Alumni Discount

Students who graduated from an associate degree, undergraduate or graduate program from İstanbul Bilgi University receive 30% discount if they enroll in a new program.

Teacher Discount

Children of active or retired teachers and faculty members are granted a 10% discount if they are admitted to a program in İstanbul Bilgi University.

Dormitories

İstanbul Bilgi University provides dormitory service within the framework of the agreements made with private dormitories close to the campuses. These dormitories offer various options including single rooms, double rooms, and rooms for four students.

Available dormitories:
- Republica Academic Ortaköy
- Republica Aparts Maslak
- Republica Florya Boys' Dormitory
- Republica Aparts Büyükçekmece

For detailed information about dormitories, please [click](#).

Sports Activities

Sports is an inseparable part of social life and plays a crucial role in the university life. Students can join the competitions among the universities from 17 different branches. Teams train at open and closed sports halls that are close to the campuses. In addition, students can participate in tournaments jointly organized by the clubs and Sports Unit in which both students and academics can participate. Students can also organize these activities on their own.

Our Sports Teams

- American Football
- Chess
- Fencing
- Flag Football
- Frisbee
- Futsal
- Rowing
- Rugby
- Table Tennis
- Tennis
- Triathlon
- Sailing
- Skiing & Snowboard
- Soccer
- Swimming
- Volleyball

- Water Polo

Unit for Students with Disability
Unit for Students with Disability is the unit where students who study at İstanbul Bilgi University and who have visible or invisible, continuous or discontinuous health problems and experience difficulties in learning can receive information and support about 'Life Without Barriers.' The unit works to facilitate the lives of students with disability or in need of special assistance and ensure their active participation in university life.

For more information about the Unit for Students with Disability, please [click](#).

[ENGELSİZ BİLGİ](#)

Psychological Counseling Unit
Psychological Counseling Unit (PCU) aims to assist İstanbul Bilgi University students in dealing with any psychological problem they may experience during their university life. One can receive psychological support from PCU regarding many issues such as anxiety, depression, academic problems, and relationship difficulties. PCU has offices at every campus and provide online services if required.

PCU team consists of full-time and part-time counselors, a part-time psychiatrist and an administrative assistant. Psychologists who continue their education at our University's Psychology Master Program work half-time under the supervision of the clinician faculty members of Psychology Master Program.

PCU offers individual counselling, group sessions, training seminars, and psycho-educational services.

Individual counseling is the process of talking with an expert to work out a problem. All individual counseling sessions at PCU is free of charge and organized on an appointment basis except for emergencies. One can make an appointment by filling out the form on the website and forwarding it to the unit via e-mail.

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

PCU organizes trainings and seminars every semester on different subjects prepared by PCU experts and invited speakers. One can obtain information about frequently encountered problems and their solutions in these seminars and gain the skills required in academic, professional, and social life.

The brochures providing information about the frequently encountered problems during university life and ways to cope with these problems can be found on the website. Each semester, psycho-educational articles that address certain issues in more detail are added to these brochures.

For further information about all the activities of PCU, its sources, and processes, you can visit our offices at each campus and visit pdb.bilgi.edu.tr.

Unit for the Prevention of Sexual Harassment and Assault

İstanbul Bilgi University's academic and administrative staff, students, subcontractor firm representatives and employees, all the people and business employees that provide service can apply to the Unit regarding any sort of sexual harassment and assault that takes place on university campuses and in the places and vehicles that have been allocated to the service of the university or in digital environment. Individuals who think that they have been subjected to sexual harassment and/or assault or witnesses such as act can contact the Unit by sending an e-mail to ctsob@bilgi.edu.tr. You are not required to provide any other information except for your contact information. All the applications and interviews are kept confidential. You can reach detailed information on the Unit from http://ctsob.bilgi.edu.tr.

BİLGİTalent – Talent Development and Internship Coordination Office

BİLGİTalent offers many opportunities for discovering your potential, realizing your dreams, planning your future, becoming aware of your competencies and starting your career one step ahead within the increasingly competitive circumstances of the changing world. You can benefit from these opportunities by visiting BİLGİTalent team, registering on BİLGİTalent online platform (https://www.bilgi.edu.tr/en/talent/), following the social media accounts (@bilgitalent) or sending an e-mail to the team at bilgitalent@bilgi.edu.tr and santral.staj@bilgi.edu.tr – dolapdere.staj@bilgi.edu.tr – kustepe.staj@bilgi.edu.tr.

Counselling Services
One-to-one counselling is one of the most distinguished services of BİLGİTalent and provided by the experts in their fields. In line with the current and future goals of students, counselling services ensure that students learn about themselves and their abilities, infuse their lives with meaning, and obtain guidance about their future. Within the scope of one-to-one counselling, the Office also provides career counselling, coaching, CV counselling, and mock interview.

Discovering Talent and Developing Competencies
BİLGİTalent carries out individual and professional development educational programs, case studies with company professionals, and one-to-one interview simulations so that students and alumni, can discover their skills and competencies.

Coming Together with the Top Professionals in the Industry and BİLGİTalent Fest
Bringing the leading companies from Turkey and abroad and students, BİLGİTalent allows students to follow the innovations in the sector they are interested in, to benefit from the experience of sector professionals, and to have the chance to talk with them. It provides support for students and alumni to meet the companies so that they can benefit from part-time or full-time job or internship opportunities.

Job and Internship Opportunities
Upon the request of students from Vocational Schools, Vocational School of Health Services and the Faculty of Health Sciences, all of which all have mandatory internship, BİLGİTalent internship team places these students in leading companies of the industry. Faculty and vocational school students and graduates can apply for internship and jobs on BİLGİTalent platform among more than 1000 postings. BİLGİTalent continues to add new companies to its company pool by widening its collaborations within the industry.

Alumni Relations Office

Having a large alumni ecosystem with over 60,000 alumni, İstanbul Bilgi University continues to support its students even after their graduation by supporting their development in every field. The foundational goal of Alumni Relations Office is to make our alumni feel that we arestill by their side, that we try to make being a member of BİLGİ Family even a more valuable and enjoyable experience for them. The bond between BİLGİ and its students is not limited to a time period that begins as a student and ends with graduation.

In accordance with BİLGİ's 'Learning not for school but for life' motto, we aim to support our students in their professional or academic careers after graduation.

We care about bringing our students with national and international sources that will support their individual and professional development processes and providing guidance to them in realizing their potential. We aim to strengthen the bond and interaction among the alumni, organize activities that contribute to life-long learning an development of our alumni, increase the solidarity among pour alumni, organize events that bring our alumni together with our current students, spread the spirit of BİLGİ, contribute to making BİLGİ community that grows and improves by learning from one another, and in brief, to maintain the perception that 'BİLGİ is always there for you.'

Information Technologies

İstanbul Bilgi University has an information network equipped with the latest technology. There are many computers for the use of our students in laboratories and free area. BİLGİ wireless network coverage and bandwidth is increased in line with the need for mobile access.

Student e-mail account: Every student is assigned an e-mail address with bilgiedu.net extension during registration. Students have the right to use this account throughout their educational life and after their graduation. The students are also assigned e-mail addresses with stu.bilgi.edu.tr extension so that they can benefit from academic memberships. The e-mails that are sent to this address also reach to e-mail addresses with bilgiedu.net extension.

SIS Message Box: Every announcement and informative text that might interest the University and the student is sent to the message box on SIS. It is therefore of importance that this box is frequently checked.

IT Support: Issues such as the computers in the laboratories and common areas, the software installed on the lab computers, and internet service can be followed from https://it.bilgi.edu.tr. You can contact ithelpdesk@bilgi.edu.tr and (0212) 311 6666 support line to receive help.

Food and Beverage Services

There are cafeterias at all campuses for the convenience of BİLGİ students and staff. Student cafeterias are popular and lively places where students eat and come together with their friends.

These cafeterias operate from Monday to Friday at Kuştepe, Dolapdere, and **santral**istanbul Campuses. They serve fast food, beverages, cold snacks and hot meals every day.

Additionally, Gastro Corner, Kampüs hane, Sarıyer Börekçisi, Just Black Coffee, No 55, Caffe Nero, Lokma Restaurant,Lokanta Sosyal, Sant Orjinal, Espresso Lab Cafe, Sailorsshack Cafe, Blab Coffee provide service at**santral**istanbul Campus.

Transportation Services
There are parking areas available on **santral**istanbul and Dolapdere Campuses for those students who would like to come to the campuses with their own vehicles. Additionally, there is shuttle service between the campuses (**santral**istanbul, Dolapdere, and Kuştepe Campuses) and to certain destinations every weekday.

For detailed information, please [click](#).

Parking Areas
There are parking areas available on **santral**istanbul Campus for those students who would like to come to the campus with their own vehicles.

For **santral**istanbul Campus, there are two different types of parking area subscriptions for vehicles: The 'Campus parking area" and 'Mosque-entrance parking area'. You can choose one of these two options for your monthly subscription. Since your subscription cannot be used in both parking areas, you should choose accordingly.

Health Care Services
İstanbul Bilgi University provides free medical care at its campuses. Campus infirmaries provide service between 8:30- 16:45 on weekdays. Two physicians and four registered nurses help students with minor illnesses or injuries in the infirmary. For more serious medical problems, BİLGİ students are referred to a hospital. All registered students can have an examination in the infirmaries free of charge. Prescriptions for male and female students under 25 are covered by pharmacies within the scope of medico-social support.

Copy Centers
Copy centers are available for all students and faculty members on weekdays between 8:30- 17:30 on the C floor at Kuştepe Campus, on the ground floor of the main building at Dolapdere Campus.

Communication with Students

BİLGİ Line
This system was established to follow up and quickly respond to every type of academic and administrative request, suggestion and complaint of students. Students can share their requests, suggestions, and complaints through their SIS pages and also follow up the responses from their SIS pages.

Right to Information
The Right to Information Unit has been established within İstanbul Bilgi University at the address given below to respond to enquiries made in accordance with the Right to Information Law no 4982.

Enquires can be made in one of the following ways: Personal enquiries and those sent by e-mail should be made to the address given below. Fax enquiries need to be sent to 0 212 216 24 14 and e-mail enquiries should be submitted to bilgiedinme@bilgi.edu.tr by filling out the forms on this link.

BİLGİ Ethics Helpline

BİLGİ Ethics Helpline allows İstanbul Bilgi University students and staff to reports violation of behavior and ethical rules and principles along with unlawful practices in a confidential and secure manner. You can access BİLGİ Ethics Helpline through this link.

Situations Requiring Disciplinary Action

For situations requiring disciplinary action pursuant to Higher Education Institution Student Disciplinary Directive, students apply to the relevant Academic Unit with a petition. A disciplinary investigation is opened if required and carried out in accordance with the directive. For the Student Disciplinary Directive, please click.

Technology and Labs

Computers – Internet

The computer laboratories located at Kuştepe, Dolapdere and **santral**istanbul Campuses are always in use by İstanbul Bilgi University students with internet access across all campuses and a computer network that allows for global communication. Some of the laboratories at Kuştepe Campus have been designed to accommodate the English Preparatory Program students for their language education.

In addition, there are computer laboratories at Kuştepe Campus that have special equipment for the use of departments of vocational schools. At Dolapdere Campus, there is a design laboratory where special software is provided for Fashion and Textile Design students. At **santral**istanbul Campus, there are many computer laboratories where vocational applications and design programs are mainly used by the faculties of Architecture, Engineering and Natural Sciences, and Communication.

The Internet capacity at the campuses is sufficient to meet current needs. The wired-wireless network infrastructure is continuously monitored and the wireless range and internet band-width are increased as needed.

BİLGİ Learning Management System (BİLGİ Learn)

BİLGİ Learn (Moodle) is used as the learning management system at our university. All students can access this system via https://learn.bilgi.edu.tr and log into the system with their BİLGİ e-mail address and password.

BİLGİ Learn Assistance

The system can be accessed by using your bilgiedu.net e-mail address (username@bilgiedu.net; example: ahmet.yilmaz@bilgiedu.net) and your password.

If you receive a message stating that your password is incorrect, you are required to send a text to 2322 by writing 'bilgipass' and renew your password by following the steps under 'change your password' on https://sis.bilgi.edu.tr with your 8-digit temporary password.

There is also a support website on which you can access the user manuals and videos for BİLGİ Learn systems. You can access this website via https://lmssupport.bilgi.edu.tr/ and follow up the trainings and announcements of UZEM.

You can share all your questions and problems about Learning Management System by contacting lms.support@bilgi.edu.tr along with your contact information and the details of your problem.

Faculty of Architecture Workshops

All educational activities in the three departments of the Faculty of Architecture continue in the award-winning Boiler Room of the restored and converted old Silahtarağa Power Plant at **santral**istanbul Campus since the 2007-2008 Academic Year. The design education provided in the studios lies at the heart of ths education. BİLGİ Faculty of Architecture can study in these studios 7/24. Graduate students are given their own computers in the studios.

BİLGİ.MAKE (Maker Lab)

The computer assisted maker lab within the faculty provides analog and digital production possibilities and can be used throughout the year bot during and outside of classes . In addition to laser cutters, CNC routers, 3 dimensional printers, a vacuum sculpting device, a 6-axle robotic arm, a ceramic lathe and oven, wood and metal engraving devices, students can actively use various electrical tools and manual devices after receiving basic orientation training by reserving the lab through an appointment. http://yap.bilgi.edu.tr

Computer Laboratory

In addition to the studios and maker labs, there is a computer lab available for the use of faculty of architecture students. This lab is connected to the maker lab and has 40 computers with state-of the-art software and hardware.

Faculty of Engineering and Natural Sciences Laboratories

The laboratories of the Faculty of Engineering and Natural Sciences are classified as computer laboratories, wet floor laboratories, and educational and research laboratories.

Computer Laboratories: There are five computer laboratories in E3 building. Two of these laboratories are special purpose laboratories and the remaining three are educational laboratories. All of these computer laboratories are equipped with cutting edge hardware and software.

Wet Laboratories: Chemistry, Microbiology/Industrial Microbiology, Biology/Molecular Biology and Genetics Laboratories are established to meet the needs of basic science and engineering education. Cell Culture, Protein Engineering and Biotechnology Laboratories are other wet laboratories used as research laboratories.

Education Laboratories: Education laboratories are located in E2, E3 and ÇSM buildings. The

Physics Laboratory used in physics courses is located in the E2 building, while the laboratory studies of chemistry courses are carried out in the Engineering Chemistry Laboratories in the ÇSM building. The Biology Laboratory, Microbiology Laboratory and Genetics Laboratory used in the educational activities of the Department of Genetics and Bioengineering are also located in the ÇSM building. The Mechanical and Materials Laboratory, Thermodynamics and Heat Transfer Laboratory, Materials and Strength Laboratories, Embedded Systems Laboratory, Electronic Circuits Laboratory and Energy Systems Laboratory, which are among the training laboratories of other engineering departments, are located in the E3 building.

Research Laboratories: The research laboratories of the Faculty of Engineering and Natural Sciences are mainly located in the E3 and ÇSM buildings, while the Construction, Building Materials and Geotechnical Laboratory and the Hydraulics Laboratory, coordinated by the Department of Civil Engineering, are located in two separate buildings on **santral**istanbul Campus.

The research laboratories located in the E3 building are as follows:
- Biomedical Instrumentation and Signal Interpretation Laboratory
- Energy Studio
- Integrated Systems Laboratory
- Ergonomics Laboratory
- Flexible Production Laboratory
- Microsystems Laboratory
- Game and Animation Laboratory
- Robotics and Intelligent Motion Control Laboratory
- Machine Vision and Learning Laboratory
- Artificial Intelligence and Data Science Research Laboratory

The research laboratories located in ÇSM building are as follows:
- Biotechnology Laboratory
- Cell Culture Laboratory
- Production Laboratory
- Engineering Research Laboratory
- Protein Engineering Laboratories
- Robotics Laboratory

Music Studios
All members of BİLGİ Department of Music can use these specially designed studios.

Studio A and Mixing Studio

The main recording studio (Studio A), designed in line with world standards with an SSL Aws 900+ console and a 5.1 surround audio system, and the mixing studio, which was also built as a MIDI/Sound Station, are not only used as part of classes and student projects but also for the realization of the projects carried out within the University.

Rehearsal Studio

Designed for workshops and concerts, the rehearsal studio is equipped with a four-channel audio system. Students can also use this studio outside of their course and activities.

MIDI Lab

Students can use the latest music software at MIDI Lab, which is equipped with a digital mixer, 20 iMacs, M-Box and MIDI interfaces, and a four-channel audio system.

Technology at the Faculty of Communication

alt_lab

alt_lab is the innovation lab of the Faculty of Communication focusing on high technology. alt_lab brings people together, creates ideas and converts ideas to projects and projects to products. There are two 3D printers, various brands of VR equipment, a 360-degree camera and 5 shared work computers. alt_lab is the meeting point of software, design, communication and art and has been designed as an anti-discipline meeting place.

RGB Studios
Red Studio

Red Studio is the newest member of the Faculty of Communication's video production centers, RGB, which is IP-based and designed for news and TV production, including four cameras and stage direction. Red Studio is comprised of a main and a mezzanine floor. In main floor, watching and meeting rooms, editing units and filming platform are located. A broadcast ready jib camera crane, one camera dolly, five prompter featured Panasonic cameras including a robotic one and four led panels as decoration/video wall are available for shootings in the platform.

The center of the editing units, as an extension of the shooting platform, is made up of six iMac computers that are used in the post stages of all these productions. Red Studio can also work as a design unit with this equipment. Red Direction Room located in mezzanine floor and is functionally integrated with the whole system serves as the heart of the studio. All processes among light, sound, picture selection, prompter, character generator and production-management are controlled through this room. With next generation infrastructure, external connections can be increased on demand. The broadcast can be transferred to/from external sources like Skype and YouTube via 3G based live broadcasting vehicle of the Faculty.

Main control room to which the system is connected can transfer the incoming broadcast to any internet platform. Main control room also provides broadcast transition between Green and Red Studios and enables the productions requiring double studios and simultaneous live broadcasting.

Green Studio

Green Studio is the main production studio of Faculty of Communication and has acoustic isolation and professional broadcasting standards within 200 square meters. Supported by HD direction, light and control room, the Green Studio also has a backstage and a makeup room. Green Studio also allows the entrance of vehicles inside the studio and it is accessible for students' various needs from television program formats to short films, from performing arts to recording of live concerts.

Blue Studio

The last division of RGB Studios is the BLUE Studio of Faculty of Communications, which serves as a game development laboratory. In order to support all phases of game development for different platforms such as PC, mobile and virtual reality, BLUE Studio offers industry-standard software such as Unity, Unreal Engine, Cryengine, Adobe Creative Cloud, AutoDesk Design Suite and Blender and 22 computers with the latest hardware. BLUE Studio is open 24 hours a day, 7 days a week and is located at **santral**istanbul Campus.

Play Space

Playroom prototyping laboratory at the Faculty of Communications offers a free workspace where students can perform design, development and test applications in a wide variety of environments. In addition to game consoles such as Play Station 4 Pro, Play Station 3, Play Station Portable, and Xbox One, the lab also has a digital and analog game library where students can experience different types of games. Play Space also has the necessary hardware and basic motion capture hardware for game testing and development for different virtual reality platforms. As part of the game prototyping process, students can also use game design sets and 3D printing systems in Play Space. Play Space is open 24 hours a day, 7 days a week and is located at **santral**istanbul Campus.

Mac Lab

For the needs of the Faculty of Communication students, video and audio editing, motion graphics applications and post-production operations are carried out at Mac Lab with 30 iMac computers.

RadyoVesaire Studio

RadyoVesaire broadcasts on Internet via using RCS program. In the radio studio consisting of a broadcast room, an office and an archive room, students formulate a broadcasting strategy and create different types of live programs. From music to sports, from game culture to literature, many programs are broadcast in different languages.
http://radyovesaire.xyz/

Newsroom

HaberVesaire internet newspaper published by the students of Department of Media by assuming the roles of journalists and editors operates in the Newsroom **at santral**istanbul Campus with 2 iMacs, 1 professional color printer, sound recorders and camera sets. www.habervesaire.com

Black and White Studios

The Black and White Studios provides a working and workshop environment for the different performances of students specializing in Performing Arts at the Department of Management of Performing Arts. In both dance studios, performances can be prepared, recorded, and presented live to the audience. Dance Studios have dressing rooms and showers.

Insight Lab for Qualitative Research

Interdisciplinary research laboratory was established to promote qualitative research in both academic and private sectors. Insight Lab has the appropriate technological equipment (one-way mirrored studio, professional/wireless listening system, audio and video recording) in order to carry out in-depth interviews and conduct focus group discussions with 4-8 participants. In addition, the lab offers undergraduate and graduate students the opportunity to practice qualitative methods in research methodology courses. Insight Lab's interdisciplinary nature, under

the coordination of the Faculty of Communication, provides cooperation with all the faculties and departments.

Dubbing and Audio Editing Studio
In the acoustic studio, equipped with the Pro Tools Audio Recording, Editing and Production System, students can perform dubbing and sound mixing.

Post-production Rooms
Within the Faculty of Communication, there are 4 editing rooms that can be used 24 hours a day, 7 days a week by making an online appointment. There are 2 iMacs in each room. Students can carry out their post-production work in these rooms located at E1 building.

Equipment Room
This room has 25 Full HD video cameras, 30 still cameras (4 Canon Mark IV, 3 Canon Mark III, 12 Canon 700D, 5 Canon 600D etc.), 2 drones and 7 GoPro to be used in the applied course projects of Faculty of Communication students. Additionally, the room also has in-studio and outside ARRI lights, light accessories, dollies with rails and wheels, microphones, and sound recorders. This unit where maintenance and repair services are provided for the equipment also has the capacity to meet all the technical needs of the Faculty of Communication students.

TV Production Unit
TV Production Unit is responsible for keeping all the studios and laboratories of the Faculty of Communication up to date, for the management of equipment room, for providing support to students regarding their production and post-production needs. The unit is also in charge of managing all the technical equipment including camera, live broadcast vehicle, camera, studio and all the other equipment that students would like to reserve for their projects through an online appointment system.
https://booking.bilgi.edu.tr

Faculty of Health Sciences Laboratories

Department of Nutrition and Dietetics:

Principles of Nutrition Laboratory:
This is an applied laboratory where Nutrition and Dietetics students learn about nutrition, nutritional groups, and the preparation and cooking techniques of food.

Nutritional Anthropometry Laboratory:
The Nutritional Anthropometry Laboratory is used as the applied laboratory for the 'Evaluation of Nutritional Status' course.

Basic Sciences Applied and Food Chemistry Laboratory:
The Basic Sciences Applied and Food Chemistry Laboratory is used for organic chemistry, general chemistry, food chemistry, and food microbiology applications and for biology, biochemistry and microbiology applications.

The following departments use the Basic Sciences Applied and Food Chemistry Laboratory:
• Department of Physiotherapy and Rehabilitation
• Department of Child Development

- Department of Nutrition and Dietetics
- Department of Nursing
- Department of Occupational Therapy
- Department of Perfusion

Detailed information about the Department of Nutrition and Dietetics laboratories can be accessed from this link.

Department of Child Development:

Behavioral Diagnosis Evaluation and Child Focused Family Counseling Unit:
This is an applied unit in which developmental characteristics of children and their developmental needs are ascertained. The unit also conducts family interviews and provides guidance regarding children's development, managing their problematic behaviors, and developing correct parental behaviors.

Child Support and Early Intervention Unit:
This unit is responsible for the preparation and application of development support programs that are developed in accordance with early intervention principles for children that 'develop differently' and their families depending on the developmental evaluation result.

Department of Child Development Application Laboratory:
This multipurpose laboratory can be used for the execution of a variety of applied classes (music, drama, dance, art, gymnastics etc.).

Detailed information about the Department of Child Development Application Laboratories can be accessed from this link.

Department of Physiotherapy and Rehabilitation:

Transfer Activities Laboratory:
This laboratory is used to understand the needs, plan the transfer, and ensure the mobilization of neurological and orthopedic patients with mobility issues. This laboratory serves as a space where students prepare themselves for the clinical field by using this place in order to understand the needs of the patients and to experience their skills as physiotherapists.

Electrophysical Agents - Therapeutic Exercises- Manual Therapy Laboratories:
This is a multipurpose laboratory where basic knowledge about physiotherapy applications is combined with skills. Department of Physiotherapy and Rehabilitation students can use this lab to make detailed measurements and evaluations of the muscular skeletal system, and implement treatment methods for issues such as muscular shortness, weakness, and posture disorders.

Healthy Living Laboratory:
In this laboratory, Department of Physiotherapy and Rehabilitation students learn about various exercises that help people of any age to protect and develop their health and increase the functionality of their motor system if it has been affected by an illness.

Heat-Light-Hydrotherapy Laboratory:

Physical therapy agents are used during the definitive treatment phase. In this phase, heat-based applications such as heat, light, hydrotherapy, and electrotherapy are typically used.

The Heat-Light-Hydrotherapy Laboratory is used by Department of Physiotherapy and Rehabilitation students for implementing basic skills such as communicating with patients, evaluating them, preparing them for treatment, positioning them and informing them as part of group work.

Anatomy Laboratory: Anatomy Laboratory creates an application area for the students studying at the Faculty of Health Sciences with the latest model anatomy models in the laboratory in addition to theoretical courses. Students who have the opportunity to examine the human body in separate sections with modern models in the anatomy laboratory also receive training with supported 3D programs during practice.

Detailed information about the Department of Physiotherapy and Rehabilitation Laboratories can be accessed from this link.

Department of Nursing:

Department of Nursing Basic Skills Laboratory and Simulation Center:
This is an applied laboratory for the Department of Nursing students to develop their psychomotor skills and learn about nursing care in a secure environment. This laboratory and simulation center provide students the opportunity to combine both their knowledge and skills and prepare for a real clinical experience.

Detailed information about the Department of Nursing Laboratories can be accessed from this [link.](link)

Department of Perfusion:

Department of Perfusion Basic Education Laboratory:
In the Department of Perfusion Basic Education Laboratory, students learn how perfusion works by practicing its concepts and experience various application models. Additionally, the practical application of the 'Advanced and Basic Life Support' course is carried out in this laboratory.

Detailed information about the Department of Perfusion Basic Education Laboratory can be accessed from this link.

Department of Occupational Therapy:

Occupational Therapy Basic Education Laboratory:
The Occupational Therapy Basic Education Laboratory is a practical application laboratory for students. This is a lab that allows for the application of tests specific to occupational therapy and for the practical application of self-care activities in home environment. Additionally, art education lessons that have therapeutic value like paper marbling, art therapy, traditional art workshop and painting lessons are also offered in this laboratory.

Detailed information about the Occupational Therapy Basic Education Laboratory can be accessed

from this link.

Department of Health Management:

Computer Laboratory:
There are 30 computers in this lab and students develop the skills to use programs like Basic Accounting, Advanced Accounting and Health Systems Package Programs that they will use in their work life.

Detailed information about the Department of Health Management Computer Laboratory can be accessed from this link.

Laboratories of the Vocational School of Health Services

The Vocational School of Health Services provides students with the opportunity to supplement their education with practical experience through its healthcare labs, which have been recently renovated using state-of-the-art technology.

Students of Vocational School of Health Services can benefit from the laboratories below:
- Anesthesia and Operating Room Services Lab
- Pathology and Medical Laboratory Techniques Lab
- Mouth and Dental Health Lab
- Dental Prosthesis Technologies Lab
- Opticianry Lab
- Emergency and First-Aid Lab
- Audiometry Lab
- Dialysis Lab
- Physiotherapy Lab
- Basic Health Applications Lab

Useful Information

BİLGİ Password
For all the services like SIS (Student Information System), BİLGİ Learn, Library or BİLGİ e-mail, the same password is used. In case you forget your password:
- Write 'bilgipass' and send it to 2322 to receive a temporary password. The password must be changed after its firs use. A new password can be created by following the steps under 'Change Password' on sis.bilgi.edu.tr (Student Information System) page.
- A new password can be created by verifying registered personal information at the following link.

BİLGİ Learn (Learning Management System)
BİLGİ Learn is İstanbul Bilgi University's Learning Management System. Students can access BİLGİ Learn by using their bilgiedu.net user names and passwords.

Students can follow their lessons, any announcements, course material, and assignments shared by their instructors, submit their assignments, and join synchronous lessons by using BİLGİ Learns

Students are required to follow all the announcements and updates posted on BİLGİ Learn.

BİLGİ Secure – Wi-fi
High capacity BİLGİ Secure wireless network service with security certificate is available for all students and employees of the university. It can be accessed via BİLGİ password.

Bilgi.edu.net e-mail address and Office365 platform for Students
Students can use applications such as OneDrive cloud disk space as well as Online Office applications from the web interface that they access by using their e-mails. They can share the files that they uploaded to OneDrive with anyone they want. They can access their files through Windows PC/Mac or with their mobile devices from anywhere.

In addition, the most recent versions of MS Office applications can also be installed on the personal computers of students free of charge for offline usage.

Lost and Found

You can send an e-mail to guvenlik@bilgi.edu.tr describing your lost item (brand, color, shape, a photo etc.) and when and where you lost the item. If you receive a positive response, please follow the directions provided in the response e-mail. In the event that you wish to provide further information about the lost item or turn in a found item or you wish to reclaim your lost item, please apply to the Security Supervisor Office on Campus. The lost and found office on the **santral**istanbul Campus is located to the left of the historical gate entrance, in a container within the Technical Service area.

Campus Security

7/24 private security service is provided at all campuses of İstanbul Bilgi University and campuses are monitored with CCTV System. All campuses have a controlled entrance with a turnstile system.

Student IDs
Student IDs for new students are provided upon registration. If a student loses his/her student ID, s/he can learn the cost and bank information for the relevant year from the Student Affairs Office. Once the fee is deposited in the bank, the student can receive his/her student ID from **santral**istanbul Campus Student Affairs Office with the bank receipt.

Student Travel Card
To obtain a travel card, students are required to personally apply to İETT.

Faculty Contact Information
By writing the name and last name in the 'Search' section located at the upper right-hand corner of SIS (Student Page), the contact information and teaching schedule of a faculty member can be accessed.

Contact Information / What-Where?

BANK

Branch: **santral**istanbul Campus, EN-1 ATM:
santralistanbul Campus, behind Caffe Nero
Dolapdere Campus, Garden
Kuştepe Campus, Main entrance

BOOK STORE/STATIONARY SHOP

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santralistanbul Campus, EN-1

GLOBAL TALENT MANAGEMENT CENTER

Global Affairs: **santral**istanbul Campus, container next to E3
Tel: (212) 311 7199-7130-7836
e-mail: globalaffairs@bilgi.edu.tr

Erasmus+ Program: erasmus@bilgi.edu.tr
Tel: 0212 311 71 99

Bilateral Agreements: bilateral@bilgi.edu.tr
Tel: 0212 311 71 30

Talent Development Office: **santral**istanbul Campus, ÇSM Z-110 /
Tel: (212) 311 7272-7587-7846
 e-mail: bilgitalent@bilgi.edu.tr

Alumni Relations Office: **santral**istanbul Campus, ÖDM 201 /
Tel: (212) 311 7260
e-mail: alumni@bilgi.edu.tr

Internship Coordination Office: **santral**istanbul Campus, ÇSM Z-110
Tel: (212) 311 66 85

Dolapdere Campus, A-314
Tel: (212) 311 6320

Kuştepe Campus, A-205
Tel: (212) 311 72 20

HAIRDRESSER

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santralistanbul Campus, behind Caffe Nero

INFIRMARY

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santralistanbul Campus, Student Support Center Building (behind the Activity
Tent) Tel: (212) 311 7669 - 7670

Dolapdere Campus, 155/ Tel: (212) 311 5221 - 5301

Kuştepe Campus, Old Building- B02 / Tel: (212) 311 6314 –

6444 e-mail: health@bilgi.edu.tr

İSTANBUL BILGI UNIVERSITY PUBLISHING BOOKSTORE

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santralistanbul Campus, ÇSM- Energy Museum

LIBRARY

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

PHOTOCOPY CENTERS

Dolapdere Campus, Canteen floor / (212) 311 5128
Kuştepe Campus, Canteen floor / (212) 311 6235

PSYCHOLOGICAL COUNSELING

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santralistanbul Campus, L2 building / (212) 311 7673 - 7674
Dolapdere Campus, 603-A, 603-B / (212) 31 521- 7674
Kuştepe Campus, A-229, A-231 / (212) 311 6252 - 7674
pdb@bilgi.edu.tr

SECURITY

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santralistanbul Campus / Tel: (212) 311 7855
Dolapdere Campus / Tel: (212) 311 5155
Kuştepe Campus / Tel: (212) 311 6155

STUDENT ACCOUNTING

Undergraduate/Associate Student Accounting:
santralistanbul Campus, ÇSM-107
Kuştepe Campus, A-235
Tel: 444 0 428
muhasebe@bilgi.edu.tr

Graduate Student Accounting:
santralistanbul Campus, L1-Z07
Tel: 444 0 428
muhasebe@bilgi.edu.tr

STUDENT AFFAIRS

Associate/Undergraduate Student Affairs:
santralistanbul Campus, ÇSM-112
Dolapdere Campus, 314
Kuştepe Campus, A301, 515
Tel: 444 0 428
öğrenciişleri@bilgi.edu.tr

International Student Advising
Office:
advising@bilgi.edu.tr
0212 311 51 52

Graduate Student Affairs:
santralistanbul Campus, L-1
Tel: (212) 311 7176-7357
lisansustu@bilgi.edu.tr

STUDENT SUPPORT CENTER

santralistanbul Campus, behind Activity Tent, container
Tel: (212) 311 5034
Kuştepe Campus, A Block /
Tel: (212) 311 6286
e-mail: ssc@bilgi.edu.tr

STUDY HALLS

santralistanbul Campus, ÇSM entrance-Z15-ÇSM 1st, 2nd and 3rd floors,
Dolapdere Campus, Canteen floor, 612
Kuştepe Campus, A301, BZ-11

Contact information for other units: 444 0 428
Click for more information about administrative departments.