ECTS INFORMATION PACKAGE

STUDY GUIDE FOR INTERNATIONAL EXCHANGE STUDENTS

santral Istanbul Campus: Kazım Karabekir Cad. No: 2
34060 Eyup–Istanbul/ Turkey

Dolapdere Campus: Kurtulus Deresi Cad. No: 47
34440 Dolapdere–Istanbul/ Turkey

Kustepe Campus: Inonu Cad. No: 28 Kustepe
34387 Sisli–Istanbul/ Turkey

Call Center: +90 212 444 0 428
Website: www.bilgi.edu.tr
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**Istanbul BILGI University**

Istanbul Bilgi University was founded in 1996 as a private, non-profit institution and functions under the aegis of the Turkish Higher Education Council. The university currently has around 11,000 students, 600 academic staff members, 6 faculties, 4 institutes, 4 schools, and 7 programs associated with its Vocational Schools, and around 100 programs that provide education to its associate, undergraduate and graduate students. As of 2011, the university has graduated over 14,000 students. The language of instruction, except in the Faculty of Law, is English.

BILGI is a city university with 3 campuses located in central city neighborhoods, offering easy access to the social and cultural activities in Istanbul. Students are encouraged to take part in university governance, participate in student clubs and engage in voluntary work. Numerous community development programs and courses bring students and faculty into direct contact with local communities. Innovative academic programs and their curricula allow students to take many elective courses and pursue their intellectual interests alongside their major fields of study.

In 2006, BILGI joined the Laureate International Universities Network which provides quality higher education on an international scale with more than 50 campus-based and online universities in North America, Latin America, Europe and Asia.

**Istanbul**

Istanbul is a dynamic metropolis of 12 million people; the commercial, financial, artistic, cultural and education center of Turkey. Historically, Istanbul was the capital of Byzantine and Ottoman Empires and holds more than 2,000 years of diverse heritage. Istanbul is truly an extraordinary city, the only one in the world built on two continents. The bridges over the Bosphorus that connect the European and Asian sides symbolize its epithet, “crossroads of cultures”. Today, Istanbul retains its rich cosmopolitan character and is a great place to study as an international student. With its many museums, galleries, concert halls, year around festivals and lively night life, Istanbul has been branded as "one of the coolest cities in the world". Istanbul is the European Capital of Culture in 2010.
Academic Programs

Istanbul Bilgi University currently offers 48 undergraduate programs organized under its six faculties and 15 associate degree programs under its two vocational schools. All of the programs, except for those of the Schools of Advanced Vocational Studies, are four-year programs that lead to bachelor’s degrees. The Schools of Advanced Vocational Studies offers two-year study programs leading to a pre-bachelor’s degree.

Honors Programs students may earn a London School of Economics and Political Science external degree, along with their Bilgi BSc degree.

38 graduate study programs, organized under the auspices of the Institute of Social Sciences and Institute of Natural and Applied Sciences, lead to LL.M., MA, MBA, MFA, MSc, MArch and PhD degrees.

UNDERGRADUATE PROGRAMS

Faculty of Architecture
Architecture
Industrial Design
Interior Design

Faculty of Arts and Sciences
Comparative Literature
Computer Sciences
English Language Teacher Education
History
Financial Mathematics
Mathematics
Music
Psychology
Psychology (Bilgi–University of Liverpool / Dual Degree)
Sociology

Faculty of Communication
Film and Television
Photography and Video
Media and Communication Systems
Media and Communication Systems (Bilgi–University of Liverpool / Dual Degree)
Television Reporting and Programming
Visual Communication Design
Arts and Cultural Management
Management of Performing Arts
Advertising
Public Relations

**Faculty of Law**
Faculty of Economics and Administrative Sciences
Business Administration
Business Administration (BİLGİ–University of Liverpool / Dual Degree)
Business Informatics
International Finance
International Trade and Business
Business–Economics
Business–Economics (BİLGİ–University of Liverpool / Dual Degree)
Economics
Economics and Finance (Honors)
Economics and Management (Honors)
Political Economy and Social Philosophy
European Union Studies
International Relations
Political Science
Political Science (BİLGİ–University of Liverpool / Dual Degree) *

**Faculty of Engineering**
Civil Engineering
Computer Engineering
Computer Engineering (BİLGİ–University of Liverpool / Dual Degree)
Electrical and Electronics Engineering
Electrical and Electronics Engineering (BİLGİ–University of Liverpool / Dual Degree)
Energy Systems Engineering
Industrial Engineering
Genetics and Bioengineering
Mechanical Engineering

**Schools**
School of Applied Sciences
Fashion Design
International Logistics and Transportation

**School of Health Sciences**
Physiotherapy and Rehabilitation
Nursing
Nutrition and Dietetics
Occupational Therapy *
Speech Therapy *

**International Programs**
Business Administration (BİLGİ–University of Liverpool / Dual Degree)
Business–Economics (BİLGİ–University of Liverpool / Dual Degree)
Computer Engineering (BİLGİ–University of Liverpool / Dual Degree)
Electrical and Electronics Engineering (BİLGİ–University of Liverpool / Dual Degree)
Media and Communication Systems (BİLGİ–University of Liverpool / Dual Degree)
**GRADUATE PROGRAMS**

**Master Programs**

MA in European Studies

Double Degree MA in European Studies (İstanbul Bilgi University and Europa-Universität Viadrina Frankfurt-Oder)

MA in Banking and Finance

LL.M / MA in Information and Technology Law

e-MBA

MSc in Economics

MA in Philosophy and Social Thought

MSc in Financial Economics

MFA in Visual Communication Design

MA in Public Relations and Corporate Communication

LL.M / MA in Law (Business Law/Human Rights Law)

MA in Human Resource Management

MA in Comparative Literature

MA in Clinical Psychology

MA in Cultural Management

MA in Cultural Studies

MSc in Mathematics

**Doctoral Programs**

PhD in Economics

PhD in Communication

PhD in Business Administration

PhD in Public Law

MArch in Architectural Design

MBA

MA in Media and Communication Systems

MSc in Accounting and Auditing

MA in Organizational Psychology

MA in Marketing

MA in Marketing Communication

MA in Advertising Design

MA in Film and Television

MA in History

Joint LL.M in Turkish-German Business Law (İstanbul Bilgi University-Cologne University)

MA in International Political Economy

MSc in International Finance

MA in International Relations

MSc in Construction Management

MSc in Management and Information Systems
PhD in Mathematics  
Private Law  
PhD in Political Science

* Programs not open to international exchange students

Click on Faculties/ Departments or Graduate Programs at www.bilgi.edu.tr to view the program descriptions, curricula and admission/graduation requirements of undergraduate and graduate degree programs.

BILGİ International

Istanbul Bilgi University places great importance on the internationalization of its programs, student body and faculty. It maintains exchange programs with numerous universities in Europe, North America, Japan and South Korea. BILGİ encourages international student and faculty exchange particularly via the Erasmus Program.

For detailed information, please see http://www.bilgi.edu.tr/en/information/international-center/

International exchange students
International students can study at Istanbul Bilgi University for one semester or academic year as exchange students based on the agreements between their home universities and BILGİ. Exchange students can come under the Erasmus and Bilateral Exchange Programs. The application and admission procedures as well as support services for exchange students are managed by the Erasmus Office (see below).

Application and Admission procedures
Exchange student nominations and applications should be made to the Erasmus Office.

BILGİ has an Online Nomination and Application system for international exchange students. Erasmus and Bilateral exchange students are nominated online by their home universities for an exchange study program at BILGİ. Subsequent to their nomination, students submit an online application.

The list of Erasmus and Bilateral Exchange partner universities are available at http://www.bilgi.edu.tr/en/information/international-center/foreign-students/erasmus-exchange/agreements/.

The deadline for fall semester exchange student applications is June 1. For spring semester, the deadline is November 1.

**Erasmus Office:**
Eski Silahtarağa Elektrik Santrali, Kazım Karabekir Cad. No: 2/13 Erasmus Office / Z – 109 34060 Eyüp – İstanbul TURKEY
Tel: + 90 212 311 5117/5218/5219
Fax: + 90 212 253 4702
e-mail: [erasmus@bilgi.edu.tr](mailto:erasmus@bilgi.edu.tr)

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**Studying at BILGI**

**Campuses**
BILGI campuses are equipped to provide for all the academic and extracurricular needs of students. Physical facilities comprise conference halls, film production, post–production, ensemble and recording studios, cinemas, a sports complex, computer laboratories and student cafeterias.

Santral Campus is home to the Faculty of Arts and Sciences, the Faculty of Communications and the Department of Business Administration and Economics and Santral is also home to the Museum of Contemporary Arts and the Museum of Energy.

Dolapdere Campus is home to the Faculty of Law, the departments of International Relations of the Faculty of Economics and Administrative Sciences, the departments of Computer Science and Mathematics of the Faculty of Arts and Sciences and the School of Advanced Vocational Studies.

Kustepe Campus hosts the English Language Program and the first year students of all academic programs.
Courses
BILGI offers around 1,000 undergraduate and 450 graduate courses every academic year. 100 level courses are introductory, 200 level courses are introductory to intermediary, 300 level courses intermediary to advanced, and 400 level courses are advanced level undergraduate courses. 500 level courses are graduate seminars, 600 level courses are MA/MSc thesis or project courses, 700 level courses are doctorate seminars, tutorials and thesis courses.

Courses indicated in the online course catalog as “recommended for international students” are conducted entirely or in large part in English. International exchange students, who do not speak Turkish fluently, can register for these courses only.

International exchange students may take courses from any faculty or department as electives, alongside their major field of study. Prerequisites, restrictions and special conditions for courses do not apply to international exchange students. They must instead obtain the approval of their Department Erasmus Coordinators at BILGI.

Click on the course catalog at http://www.register.bilgi.edu.tr/coursecatalog/yeni/index.asp?mmi=108&lang=en to view the full course catalog and the Courses Recommended for International Students.

Credits
Istanbul Bilgi University utilizes a credit system similar to systems used elsewhere in Turkey and in North America, which is based on lecture hours (1 credit point is equivalent to 1 semester lecture hour). Most courses carry either 3 or 4 BILGI credits.

In addition, in compliance with the European Credit Transfer and Accumulation System
(ECTS), each course is also assigned ECTS credits based on student workload. The ECTS system allows Erasmus exchange students to select their courses, the credits of which can easily be transferred to their home universities at the completion of their exchange program at BILGI. Most undergraduate courses are 5 or 6 ECTS credits. Most graduate seminars are 10 ECTS credits.

The normal credit load for one semester is 15–18 BILGI credits or 30 ECTS credits. We highly recommend international exchange students not to exceed the normal credit load.

**Academic regulations**

*University academic regulations are published in the Undergraduate Student Handbook and on the University web site. Below is a summary for regulations relevant for international exchange students.*

**Course registration**: Before the start of each semester, students in all programs must register for their courses. Short course descriptions for all courses can be found in the online Course Catalog. During course registration, student advisers provide students with advice about their choice of electives. A student's course schedule is subject to the approval of his/her adviser. Students may change elective courses within the Add/Drop period as indicated in the Academic Calendar and with the approval of their adviser. Students may withdraw from a course within the time period specified in the Academic Calendar.

**Attendance and Examinations**: At Istanbul Bilgi University attendance at lectures, classes, other academic activities and examinations is compulsory. The course instructor assesses the attendance of students. For each course, the instructor advises students at the beginning of each semester with regard to the requirements for midterm examinations, papers and other assignments, conditions for admission to final examinations, and the weighting of midterm examinations, assignments and other studies in the calculation of the final course grade.

Other than laboratory courses, projects and the like, which by their nature do not require an examination, a final examination is commonly given in all courses. Students are required to take final examinations if scheduled and such examinations are given on the dates specified in the Academic Calendar.

The grades of midterm examinations, homework and other assignments together with the semester final examination grade are calculated by the instructor. The instructor notifies the Registrar of the letter equivalent to the numerical score within 7 days following the end of the final examination period and this grade is announced by the Student Affairs Office.

Only arithmetic or other such errors may constitute grounds for appealing a grade. Such appeals must be filed with the Student Affairs Office by the student no later than 3 days after the date that the grades were announced.
Grades:

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

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

Other letters used to indicate the student’s course status are:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>NP</td>
<td>Not present at the final examination</td>
</tr>
<tr>
<td>R</td>
<td>Repeat course</td>
</tr>
<tr>
<td>NC</td>
<td>No credit granted</td>
</tr>
<tr>
<td>DP</td>
<td>Dissertation or project course without grade</td>
</tr>
<tr>
<td>L</td>
<td>Registration suspended or on leave of absence</td>
</tr>
<tr>
<td>NGR</td>
<td>Grade not submitted</td>
</tr>
<tr>
<td>T</td>
<td>Transferred course</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew from course</td>
</tr>
<tr>
<td>E</td>
<td>Provisional course grade</td>
</tr>
</tbody>
</table>

The abbreviation “I” is given by the instructor to students who were unable to finish projects, theses, papers and other similar requirements of the course due to extenuating circumstances. Students who have received an “I” have a maximum of two weeks after the end of the examination period to complete their work. The “I” is automatically replaced by an “F” for students who have not completed their work within the specified period.

Students who do not take the semester final examination of a particular course receive the letter grade NP. The NP grades of students who do not present valid extenuating circumstances for not attending the final examination are automatically converted to an “F”.

Students not present at a final examination due to an extenuating circumstance which has
been accepted by the University, have the right to take another examination during the Make–Up Examination period as specified in the Academic Calendar.

The abbreviation “E” is given by the instructor as a provisional course grade for students whom the instructor decides to give another examination to be offered during the Make–Up Examination period as specified in the Academic Calendar. The final course grade of the student with an “E” is registered as “D” if the student passes the “E–Examination” or as “F” if the student does not take that examination or fails it.

Study Facilities

Library
BILGI libraries at Santral, Dolapdere and Kustepe campuses offer an extensive system in support of university degree programs, research and teaching. An impressive collection of books, periodicals, e–books, e–journals, academic internet resources, music scores and other printed resources is available in the Library. Extensive audio–visual and sound recording collections are also available. The Library offers essential and supplementary resources for students in all academic disciplines. BILGI libraries have an extensive selection of electronic journal and e–book databases. Electronic journals and e–books are available via the BILGI homepage on–campus and off–campus. BILGI librarians and information managers provide assistance in using the Library’s print and electronic resources, formulating research strategies and answering general and in–depth questions. Individual student instruction and classes and workshops are also available to help students use the library most efficiently.

Library Hours
Term: 09:00–20:00 Monday–Friday

11:00–17:00 Saturday

Term Break/Summer Break: 09:00–17:30 weekdays

Study Hall Hours
08:30–22:30 everyday

Library hours are extended during mid–terms and final exams. The Library is closed on public holidays.

For further information about the library policies, visit the library web site at http://library.bilgi.edu.tr
**Computer Laboratories**

Istanbul Bilgi University has nine computer laboratories at the Kustepe campus, twelve at the Dolapdere campus, eight at the Santral campus and one at the Tophane Dormitory. In addition to the laboratories, at Dolapdere there is a Center of Advanced Studies in cooperation with IBM.

Apart from the free labs that provide convenient and easily accessible spaces where students can do their assignments, undertake research or just surf the net (open 08:30–23:00), there are also study halls at the Dolapdere and Kustepe campuses where students are free to use PCs for research and writing as well as surfing the net or playing games.

**The Internet**

All computers are, along with the academic and administrative computers, connected to the internet and all three campuses are interconnected to function as one big intranet. Every Istanbul Bilgi University student has an e-mail address that they can keep even after they graduate. New students may acquire their own e-mail accounts during their registration process.

**BILGI website: [www.bilgi.edu.tr](http://www.bilgi.edu.tr)**

The Istanbul Bilgi University web site has been designed to serve as an information and referral service for BILGI community members and visitors. The site keeps growing with regular updates pertaining to various aspects of university life.

In addition to containing detailed information on admissions, faculties, programs, rules and regulations, various events and activities taking place at BILGI campuses and elsewhere can be accessed and followed through the web site. The Calendar of Events, which is updated weekly, informs the BILGI community about conferences, concerts, workshops, exhibitions, sports activities and student club activities. The BILGI Library pages permit online public access to the catalogue as well as to electronic journals, online books and links to various related sites.

Students can also log onto their personal information pages ("Student Pages" link) to view their course schedules, grades, board results and attendance.

The “Online Education System" allow students to access and receive course materials, messages and evaluations online from their instructors at their personal computers. The system is intended to help students chart their own study time, and provides assistance to instructors in communicating with their students.

**IT Learning Unit (ITLU)**

ITLU is located at the BILGI Dolapdere campus and operated by IT instructors. ITLU conducts courses to improve the computer skills of students and to equip them with the tools essential for their education and career. The ITLU group also provides students with help and guidance in using computers for their individual studies, projects and research whenever they are in need of assistance.
Production and Post–Production Studios
The production and post–production studios at the Kustepe campus were established to provide for the practical training needs of undergraduate and graduate students of the Faculty of Communication.

Ensemble and Recording Studios
The Music Department has two ensemble studios that are equipped to enable student groups to practice, and a recording studio available for recording demos, soundtracks, student projects and the like.

Student Life

Cost of living
Estimated living expenses for international students, excluding accommodation, are around 300–400 euros per month depending on the student's lifestyle. Books and administrative fees are approximately 100 to 150 euros per semester.

Accommodation
BILGI operates a Residential Hall for men and women located in the Golden Horn area, offering a variety of room choices: two, four, six and person rooms. The Residence Hall is equipped with computer and study rooms, kitchenettes and laundry facilities. Daily room cleaning, a simple breakfast and shuttle service to campuses are also provided.

The Residence Hall is centrally located and within walking distance of some of Istanbul’s most interesting and attractive social and cultural spots, restaurants and transportation lines. Detailed information about the facilities and prices can be obtained at http://www.bilgi.edu.tr/en/student-life/general-secretariat-coordination-unit/dormitory-and-residence-halls/?general-sec-co-unit-menu.

International exchange students should make a request for reservation with their online application to the Erasmus Office.

Transportation
Shuttle buses, operated by BILGI, connect all the campuses and the Residence Hall. Students and staff may use the shuttle service free of charge. One transfer hour must be allowed in between any two courses offered on different campuses.
Meals
BILGI campuses host several canteens for the convenience of the students and staff. The student canteens are popular and lively meeting places for both a relaxing meal and a social get-together with friends. Hot lunches are served between 11:45–15:00. Fast food, beverages and snacks are also available. Students pay in cash.

Medical facilities
The university operates free medical clinics for all BILGI students at each campuses. Facilities are open Monday through Friday 09:00–17:30. A physician and a registered nurse provide assistance for minor illnesses or injuries at each campus.

Psychological Counseling Service
Istanbul Bilgi University offers special assistance to students who feel the need for additional support in dealing with personal or psychological matters. Psychological counselors are available by appointment for private consultations. The counseling service also provides students with workshops and group seminars on a variety of topics related to student health and adjustment to university life. For more information, please visit: http://www.bilgi.edu.tr/en/student-life/health-services/psychological-counselling/?health-services-menu

Facilities for Special-needs Students
All campuses have wheelchair access and transportation aid service. The Student Affairs Office should be consulted in advance to ascertain which facilities and services may be provided for other special needs. A note of caution is that Istanbul is not special needs-friendly in its transportation infrastructure.

Sport Facilities
A semi-olympic size indoor swimming pool is available for the use of students at the Dolapdere campus, as well as a fitness center and a basketball court. These facilities are operated by the Istanbul Bilgi University Alumni Association. The facility is open 07:30–22:30 Monday through Friday, 08:30–21:00 on Saturday and 14:00–20:00 on Sunday.

Kustepe Sports Hall is a center of fun and relaxation for BILGI students. In addition to basketball, volleyball and table tennis facilities, several courses are offered throughout the week to accommodate student interest in sports and recreation. The facility is open 09:00–22:00 Monday through Friday and 10:00–18:00 on Saturday and Sunday.

Bookstores
Textbooks for all classes at the university may be purchased at BILGI bookstores. In addition to textbooks, a limited variety of stationery supplies can also be purchased at the bookstores. The hours of operation are 08:30–17:30, Monday through Friday, at each campus.

Photocopying Facilities
BILGI offers photocopying services for both students and faculty. The university makes every
effort to offer the latest in photocopying technology to ensure fast and efficient service. The hours of operation for the photocopying centers are 08:30–17:30 at the Kustepe and Santral campuses and 08:30–20:00 at the Dolapdere campus, Monday through Friday. The photocopy center is also open 09:00–17:00 on Saturdays at the Dolapdere campus.

**Student Matters**
The development of a high quality student life at BILGI is assured by various administrative offices.

The Student Support Center acts as a liaison between the students and the faculty and administration and works in close cooperation with the Student Union for fostering a lively social and academic environment at the University.

The Student Affairs Office assists students, offering information and solutions with respect to a wide range of academic and administrative matters. All types of formal applications and inquiries regarding the academic status of the student are submitted to the Student Affairs Office. The Student Affairs Office, via the student counselors, assures the provision of prompt answers to student queries.

**Student Representation**
The student body at BILGI is represented by the Student Union. This elected body serves as a voice on various university boards for student concerns regarding academic and social life at the university. Elections are open to all registered students at BILGI.

**Clubs and Societies**
Istanbul Bilgi University offers students a wide variety of extra-curricular activities to suit the varied interests of the student body. Clubs range from athletic (snowboard, mountaineering, scuba diving, nature sports) to social/ political interest groups (Socialist Thought Club, Model United Nations Club, Substance Abuse Prevention Club) and other areas of student interest (Theatre Club, Dance Club, Amateur Photographers Club). Erasmus Student Club helps international exchange students adjust to life at BILGI and in Istanbul and organizes social activities.

**No-Smoking Policy**
In an effort to create a healthy, comfortable, dynamic and productive university atmosphere, BILGI has adopted a no-smoking policy, which applies to all students, staff and visitors. The success of this policy solely depends upon the thoughtfulness, consideration and cooperation of both smokers and non-smokers alike; therefore, the entire BILGI community must share the responsibility of adhering to and enforcing this policy.

**Green Electricity**
Since February 2010, BILGI uses green electricity, produced from renewable energy resources, on all campuses.
Information for Mobile Students

Visa
Students who are not Turkish citizens require a student visa to enter Turkey. Exceptions are made for those who are legal dependents of someone residing in Turkey on a diplomatic mission or with a valid residence and/or work permit. Student visas must be obtained before coming to Turkey from a Turkish Consulate. Student visas cannot be obtained within Turkey. International exchange students, after they complete their online applications, will receive a "Letter of Acceptance" from the BILGI Erasmus Office. With that, they must make a student visa application to the Turkish Consulate nearest to them. The Consulate will provide an application form upon request and the payment of an application fee. The process of issuing a student visa for Turkey generally takes around 6 weeks. Please consult the website of the Turkish Ministry of Foreign Affairs at www.mfa.gov.tr to learn the addresses and contact information of Turkish Embassies and Consulate Generals in your home country.

Residence permit
Within one month of a student’s arrival in Turkey, international exchange students should obtain a residence permit by application to the local authorities. BILGI Erasmus Office will help students obtain their residence permits. International exchange students should bring 12 passport size photos with them and expect to pay a fee of 80 euros for residence permit applications.

Insurance
It is strongly recommended that international students procure international health insurance, valid in Turkey, in their home countries, prior to their arrival in Turkey.

Orientation
BILGI Erasmus Office organizes a one-day orientation for international exchange students at the beginning of each semester, on the first day of registration week. Orientation day is announced on http://www.bilgi.edu.tr/en/information/international-center/foreign-students/erasmus-exchange/ and students are notified by e-mail in August (for fall semester) and December (for spring semester).

Language courses
During the academic year, international students at BILGI may enroll in Turkish Language for Foreigners, TK 111 and TK 112, Turkish language courses for beginners and intermediate level, respectively. Each course is 6 ECTS credits.

Turkish is one of the less frequently used European languages, therefore Erasmus students may participate in and receive mobility grants for Erasmus Intensive Language Courses in Turkish which are mostly organized in summer, before the beginning of the academic year. BILGI does not offer an EILC program. The list of Turkish universities which offer an ILC program can be found at the website of the Turkish National Agency www.ua.gov.tr
Money
The monetary unit is the Turkish Lira (TL). Traveler’s checks are not favored in Istanbul. ATMs can be found in even the smallest Turkish towns. Most accept international credit cards or bank cards (a strip of logos is usually displayed above the ATM). Almost all ATMs have a language key to enable you to read the instructions in English. Most commercial establishments accept international credit cards such as Visa, Master Card and American Express. The value-added tax, here called KDV, is 18%. Hotels typically combine it with a service charge of 10% to 15%, and restaurants usually add a 15% service charge. Value-added tax is nearly always included in quoted prices.

Climate
There are four rather distinct seasons in Istanbul: summer, autumn, winter and spring with temperatures ranging from 0 degrees Celsius in the winter months to 30 degrees Celsius in the summer. Clothes for all seasons, including a warm winter coat are needed.

Electricity
The electrical current in Turkey is 220 volts, 50 cycles alternating current (AC); wall outlets take continental-type plugs, with two or three round prongs.

Medication
Bring a supply of medications you take regularly. You may or may not find what you need in local pharmacies. While many pharmacies sell basic items for colds, headaches, or stomach-aches, you must see a doctor and get a prescription for many stronger medications. It is advisable to check with your Turkish embassy with regard to medications that you can legally bring into Turkey.

Useful links
Istanbul City guide
www.istanbul.com
www.istanbulcityguide.com
www.istanbultravelguide.net
www.ibb.gov.tr

Dining, arts and entertainment
www.timeout.com/travel/Istanbul/
www.biletix.com

Turkey guide
www.mfa.gov.tr
www.kultur.gov.tr