## 2018-2019 Academic Calendar

### 2018

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event / Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 September-7 September</td>
<td>Admission of OSYS Students</td>
</tr>
<tr>
<td>7 September</td>
<td>Deadline for Double Major-Minor Applications</td>
</tr>
<tr>
<td>8 September</td>
<td>BİLET I (BİLGI English Test)</td>
</tr>
<tr>
<td>12 September</td>
<td>Announcement of BİLET I results</td>
</tr>
<tr>
<td>12 September-18 September</td>
<td>Academic Registration for Fall Semester (<em>Except the weekend of September 15-16</em>)</td>
</tr>
<tr>
<td>14 September</td>
<td>BİLET II (speaking)</td>
</tr>
<tr>
<td>15 September</td>
<td>BİLET II (written)</td>
</tr>
<tr>
<td>18 September</td>
<td>Announcement of BİLET II results</td>
</tr>
<tr>
<td>18 September</td>
<td>Orientation</td>
</tr>
</tbody>
</table>

### Fall Semester

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event / Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 September</td>
<td>Fall Semester Begins</td>
</tr>
<tr>
<td>19 September</td>
<td>Academic Registration for Fall Semester (<em>First year students that passed BİLET</em>)</td>
</tr>
<tr>
<td>26 September-28 September</td>
<td>Add/Drop Period</td>
</tr>
<tr>
<td>28 October-29 October</td>
<td>Holiday (Cumhuriyet Bayramı)</td>
</tr>
<tr>
<td>10 November-18 November</td>
<td>Midterm Examinations</td>
</tr>
<tr>
<td>27 November</td>
<td>Withdrawal Deadline</td>
</tr>
<tr>
<td>25 December</td>
<td>End of Fall Semester Classes</td>
</tr>
<tr>
<td>27 December-30 December</td>
<td>Final Examinations</td>
</tr>
</tbody>
</table>

### 2019

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event / Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 January-10 January</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>14 January</td>
<td>Announcement of Grades (Final Examinations)</td>
</tr>
<tr>
<td>20 January-25 January</td>
<td>Resit Examinations</td>
</tr>
<tr>
<td>28 January</td>
<td>Announcement of Grades (Resit Examinations)</td>
</tr>
<tr>
<td>28 January</td>
<td>Deadline for Double Major-Minor Applications</td>
</tr>
<tr>
<td>29 January-30 January</td>
<td>Make-up Examinations</td>
</tr>
<tr>
<td>31 January</td>
<td>Announcement of Grades (Make-up Examinations)</td>
</tr>
<tr>
<td>4 February-8 February</td>
<td>Academic Registration for Spring Semester and Orientation</td>
</tr>
</tbody>
</table>

### Spring Semester

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event / Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 February</td>
<td>Semester Begins</td>
</tr>
<tr>
<td>18 February-20 February</td>
<td>Add/Drop Period</td>
</tr>
<tr>
<td>30 March-7 April</td>
<td>Midterm Examinations</td>
</tr>
<tr>
<td>19 April</td>
<td>Withdrawal Deadline</td>
</tr>
<tr>
<td>23 April</td>
<td>Holiday (Ulusal Egemenlik ve Çocuk Bayramı)</td>
</tr>
<tr>
<td>1 May</td>
<td>Holiday (Emek ve Dayanışma Günü)</td>
</tr>
<tr>
<td>17 May</td>
<td>End of Spring Semester Classes</td>
</tr>
<tr>
<td>19 May</td>
<td>Holiday (Atatürk’ü Anma, Gençlik ve Spor Bayramı)</td>
</tr>
<tr>
<td>20 May-1 June</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>4 June-7 June</td>
<td>Holiday (Ramazan Bayramı)</td>
</tr>
<tr>
<td>7 June</td>
<td>Foundation Day</td>
</tr>
<tr>
<td>10 June</td>
<td>Announcement of Grades (Final Examinations)</td>
</tr>
<tr>
<td>16 June-21 June</td>
<td>Resit Examinations</td>
</tr>
<tr>
<td>24 June</td>
<td>Announcement of Grades (Resit Examinations)</td>
</tr>
<tr>
<td>26 June-27 June</td>
<td>Make-up Examinations</td>
</tr>
<tr>
<td>28 June</td>
<td>Announcement of Grades (Make-up Examinations)</td>
</tr>
<tr>
<td>28 June-3 July</td>
<td>Graduation Ceremonies</td>
</tr>
<tr>
<td>1 July</td>
<td>Summer School Begins</td>
</tr>
</tbody>
</table>

1 July: Summer School Begins
From the RECTOR

Dear Students

I am very happy to welcome you at Istanbul Bilgi University

It is obvious that you will develop your character and knowledge at every step of your existence. Still, the University education forms a very dense lap of time where you have many opportunities to develop your intellect. We should work together to make out of this period the best of your time.

The bedrock of your university studies will be formed by the courses you will take, the readings you will do, the activities you will participate in. Do not ever miss your courses and take very seriously the reading lists you will be given. Every show you will see, every conference you will attend, any visual or audio medium you will watch or hear will influence your formation, your education. It would be thus a good idea to choose intelligent, creative and inquisitive activities.

With more than a hundred Student Clubs, with over thousand different academic and cultural activities per year, with a myriad of social responsibility projects, BILGI offers a genuine platform to deepen and diversify your education and knowledge, and will continue to offer even more possibilities in the future.

A university consists of a safe and protected space within the society, where learning is as important as social activities and projects. The fact that you are in a peculiar place within the society should not mean that you would be cut off from the society. BILGI, which has always been a university always extremely implicated in social developments, will help you not only to prepare you for your professional life, but to better understand life in society, to forge out creative solutions to emerging problems.

We deliver, as BILGI, a high quality university education, having established already a reputable tradition in Turkish higher education. We expect all of you to share your experience and knowledge not only for your professional career but also with the society, through social projects once you graduate.

Our main objective remains to educate and form young minds confident in themselves, happy to help their next of kin. Our tradition has been to respect pluralism, tolerance, equal respect for each individual, for each thought. We have upheld these values and we hope that you will continue to uphold our traditions.

Let me wish you a happy, prosperous academic year, full of successes.

With my best regards

Prof. Ege Yazgan
Rector p.i.
ABOUT İSTANBUL BİLGİ UNIVERSITY

History

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

İstanbul Bilgi University has made contribution to its students and academic life in Turkey with its 4 campuses in Kuştepe (25,000 m²), Dolapdere (18,000 m²), santralistanbul (112.000 m²), Kozyatağı (165,000 m²) and santralistanbul-Additional Building.,

Having realized many firsts in its 22 years and with the aim of increasing the quality of education and research and becoming a university that can compete globally, İstanbul Bilgi University began a long-term partnership with Laureate Education, one of the largest international education networks in the world, in 2006 and continues to be a part of this network.

The university currently has more than 25,000 students and 30,000 graduates; nearly 1,000 academic staff members, 7 faculties, 3 institutes, 4 schools, 3 vocational schools, and more than 150 programs that provide education to its associate, undergraduate and graduate students.

Values

The values adopted by the university under such basic headings like teaching-learning, research-development-innovation and community service can be seen below:

- **Our Vision**
- **Our Mission**
- **Our Values**
- **Fundamental Principles**
- **Institutional Learning Outcomes**
- **Academic Freedom**
- **BİLGİ and Sustainability**
**Campuses**

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

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

**Kuştepe Campus**
Located in the center of Istanbul, five minutes away from Mecidiyeköy and Şişli, this campus is very close to the business world. Besides hosting a large library, Kuştepe has a basketball, volleyball and handball court, an indoor football court and table tennis areas available.

**DolapdereCampus**
Located 10 minutes from Taksim, the heart of activities, entertainment and city life, this campus received an architectural award in 2002. Besides hosting a library, the Dolapdere campus has a semi-Olympic swimming pool, a fitness area, a basketball court, a dance studio and a yoga studio.

**Kozyatağı Campus**
Located on the Asian side of Istanbul, a minute away from the Kadıköy-Kartal metro, the Kozyatağı campus is in close proximity to the business world and houses the MBA and Marketing Communication (Marcom) graduate program and some associate degree programs (Culinary, Computer Programming, Cyber Security, Maritime Transportation and Management, Marina and Yacht Management).

**BİLGİ and Laureate International Universities Network**

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

İstanbul Bilgi University is the first and only member of the Laureate International Universities network in Turkey and with this collaboration, BİLGİ gives its students the opportunity to conduct undergraduate or graduate studies at the member institutions of the network. BİLGİ students, who have the opportunity to be a student at one of – 40 campuses, are able to be a part of an academic community that spans more than 15 countries.
International Memberships

- Laureate International Universities
- European University Association
- Observatory
- The Global Compact
- PRME: Principles for Responsible Management Education
- OECD Higher Education Programme 2014
- AACSB Business Education Alliance: Member

National Memberships

- KalDer Türkiye Kalite Derneği
- PERYÖN Türkiye İnsan Yönetimi Derneği
- TEGEP Türkiye Kurumsal Yönetim Derneği
ACADEMIC PROGRAMS

Faculties

Faculty of Law
Law

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

Faculty of Business
Business Administration
Business Informatics
Business-Economics
Economics
Economics and Finance (Honors)
Economics and Management (Honors)
International Finance
International Trade and Business
Marketing
Political Economy and Social Philosophy*

Faculty of Architecture
Industrial Design
Interior Design
Architecture

Faculty of Engineering and Natural Sciences
Civil Engineering
Computer Sciences *
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
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 Teacher Education
European Union Studies
History
International Relations
Music
Political Science
Political Science (BILGI-University of Liverpool / Dual degree) *Psychology
Psychology (BILGI-University of Liverpool / Dual degree) *
Sociology

Schools

School of Aviation
Aviation Management

School of Sports Sciences and Technology
Sports Management

School of Tourism and Hotel Management
Gastronomy and Culinary Arts
Tourism and Hotel Management

School of Applied Sciences
Banking and Finance
Fashion Design
International Logistics and Transportation
International Retail Management

Vocational Schools

Vocational School of Justice
Justice

School of Advanced Vocational Studies
Associate Degree Programs
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)
Computer Programming
Construction Inspection*
Construction Technology
Construction Technology (Evening Education)
Cooking
Cooking (Evening Education)
Cyber Security
Fashion Design
Fashion Design (Evening Education)
Graphic Design
Graphic Design (Evening Education)
Interior Space Design
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)
Radiotherapy*
Radiotherapy (Evening Education)*
Social Services

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

Directives

In order to access all educational directives used at the university, please visit this address: https://www.bilgi.edu.tr/en/life-at-bilgi/student/rules-and-regulations/.

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

Academic Year

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

Academic Calendar

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

Education Period

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

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

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

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

<table>
<thead>
<tr>
<th>Fulfilled credit</th>
<th>Semester / Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 – 23</td>
<td>1st semester / 1st year</td>
</tr>
<tr>
<td>24 – 47</td>
<td>2nd semester / 1st year</td>
</tr>
<tr>
<td>48 – 77</td>
<td>3rd semester / 2nd year</td>
</tr>
<tr>
<td>78 – 107</td>
<td>4th semester / 2nd year</td>
</tr>
</tbody>
</table>
Course Registration—Add/Drop

Throughout the period of their education, students are required to register to the courses they will attend throughout the respective semester at the beginning of that specific 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 in the academic calendar with the approval of their advisors and within the minimum and maximum credit limits as defined in the regulation for undergraduate and associate program students.

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

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

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

Academic Advising

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

Course Schedules

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

Students can learn the credit amount and curriculum they are responsible for by checking the “Registration Status” tab on SIS. Information about course content can be found under the tab “Course Catalog” on SIS and under the ECTS Information Package heading on the main page by clicking “Program Information.”
Credit Load
The students' regular semester based credit load is thirty (30) credits. The maximum credit load during one academic year is eighty (80) credits, except for the summer school, however forty-two (42) credits may not be exceeded 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 associated directive.

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

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

Exam Rules
All rules as they pertain to exams given at the university have been approved by the University Executive Board. Students are expected to adhere the following rules:

1. Only the students whose names appear on the examination list can take the examination. 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 the official 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 to the University”.

2. Students are required to show their university identification card at every examination.

3. Students who are more than 15 minutes late, will not be allowed to take the exam.

4. Students must take the seats that invigilators show them. In other words, invigilators might change the seats of students. It is necessary to draw up a written report in the case of objection or incompliance.

5. Calculators, dictionaries, class notes or textbooks should be left inside the room at a place specified by the room supervisor. At the invigilators’ request, students may also be asked to turn in any other items that may arouse suspicion.

6. Students will keep their mobile phones and all their apparatus (smart watches- headphone) in their bags/pockets unreacheable and turned off. If their mobile phones are in a visible location or they stare at them, actions might be taken in accordance with the provisions of suspicion to cheat in exams of the Student Discipline Regulations of Higher Education Institutions.
7. All answers must be written in the stamped examination booklet distributed by the Invigilators. Students must make sure that their names and student ID numbers appear on the examination booklet, and when used, on the optic forms as well.

8. The examination list must be signed in ink. Pencils are not allowed for signatures.

9. Students are expected to respect each other’s right to complete their exams in quiet, and should leave the examination building after they have turned in their exam booklets. The Room Supervisor may ask students to leave the building in order to prevent any noise from disrupting the examination.

10. In the event of the presence of the actions like cheating, attempting to cheat, plagiarism from any source, keeping their mobile phones in a visible location and turned on or staring at them, they are reported in writing by the room superintendent and/or invigilators and notified to the head supervisor right away. In this case, upon the report of discipline superior, the Discipline Board rules in line with the legislation for inflicting a consistent disciplinary punishment.

Cheating and Plagiarism

Cases where a student cheats or attempts to cheat during exams, partially or completely plagiarizes their assignment without providing references or where the student is found not to have completed his/her assignment on his/her own shall immediately be reported to the respective Dean/Director’s office by the relevant lecturer with a written report. In such cases:

A student caught cheating or plagiarizing is given a fail note for that specific exam or assignment. The student is also subject to action in accordance with the relevant 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 evaluations, this grade is referred to as the "raw grade". Decisions as to which raw grade range shall correspond to which letter grade are made and reported by the relevant lecturer together with the respective grades of the student.

The final exam grades can be viewed under the “Grades” tab on the Student Information System (SIS) pages as of the date declared in the academic calendar for the announcement of grades. The midterm exam grades are announced via the BILGi Online pages by the respective course instructor.

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

<table>
<thead>
<tr>
<th>Letter</th>
<th>Numeric values</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
<td>Average</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Average</td>
</tr>
</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.

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

Course Status of Students

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

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

EC (Exempt course): Is used for courses which are given exemption among the recognized courses. Decisions for exemption also define whether elective courses equivalent to the credit of the exempt course will be accepted.

EE (Exempted by examination): The term is used for courses which are given exemption as a result of the exam held in the courses defined by the Academic Board as per the relevant Faculty or School Board's recommendation.

Decisions as to whether an elective course with a credit equivalent to that of the exempt course will be recognized are given by the relevant Faculty or School's Executive board.

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

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

NA (Did not fulfill the requirements for admission to the final exam): The term is used for students who failed to fulfill the requirements of the semester final exam. This sign is converted to an "F" grade after the announcement of the results for the make-up exam.
NC (No credit): Used for the no credit courses as per the program or upon the advisor’s approval. Students are liable for fulfilling the requirements of this course. Credits for these courses are not included in the total credit account, nor are the grades used in the calculation of the grade average.

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

NP (Not participated in the semester final exam): Used for students who were absent for the semester final exams. Students who fail to attend the make-up examination to be held prior to the commencement of the enrollment period for the subsequent semester earn an "F" grade. However, long term excuses and on-holds accepted in accordance with this Directive are excepted.

R (Repeat): Denotes that the course was repeated for a given cause.

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

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

W (Withdrawal) Withdrawal from a class can only be done for elective classes and repeated C-, D, D+ graded core courses using SIS during the period stipulated in the academic calendar. However, withdrawal from a class can only be done if the credit level does not go below the minimum (20 credits). Unsatisfactory progress students cannot withdraw from an elective class that they received an F in. Academic advisor consent must be obtained through SIS.

S (Course attended as special student): Used for courses attended under the special student status. The grades and credits of these courses are considered in the calculation of the credits and grade point average.
**TA (Course attended and recognized within the Joint or Double Degree programs):** Used for the courses attended and recognized by the Istanbul Bilgi University students within the collective or supplemental graduate programs of other institutions of higher education. Recognized courses may grant exemption for the student from the courses to be completed. Credits and grades of the recognized courses are denoted in the transcripts and included in the calculation of the grade point average subject to the provisions of the protocol of the collective or supplementary graduation programs.

**TE (Courses attended and recognized within the scope of a student exchange program):** Used for the courses attended and recognized by the Istanbul Bilgi University students within the exchange programs of other institutions of higher education. Recognized courses may grant exemption for the student from the courses to be completed. While the credits and grades of the recognized courses are denoted in the transcripts, decisions on the matter as to whether such credits and grades will be included in the average grade point calculation are given by the faculty's executive board.

**TT (Course attended and recognized in a different higher education institution of undergraduate transfer):** This term is used for the courses recognized in the orientation of students admitted to Istanbul Bilgi University by undergraduate transfer from a different higher education institution, and for which exemptions are granted. Although credits and grades of the recognized courses are indicated separately in student transcripts, decisions as to whether such credits and grades will be taken as a basis for grade point average calculations are made by the faculty's executive board.

**Announcement of Grades and Factual Error Objections**

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

Factual error objections can be made within 3 business days after the announcement of the grades by filling out a “Factual Error Form” and personally submitting it to the student affairs office.
Repeating a Course

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

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

Students may also repeat the courses for which they received a conditional pass. While the pass grades earned from a repeated course or from a new elective course in terms of elective courses shall substitute the former grade, the past grade shall also be listed in the academic records and transcripts.

Grade Point Averages

Student performance is monitored through the "Semester Grade Point Average" (SGPA) of the courses they took part in during the past semester, and the "Cumulative Grade Point Average" (CGPA) calculated for all courses attended.

Except for the credits of the courses not included in the average, such averages are calculated using the following method:
(1) "Course's contribution to average" (equals to) "numeric value of the course grade point" (multiplied with) "course credit";
(2) "Average" (equals to) "total contribution to average of all courses" (divided to) "total credit".

Academic Standing

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

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

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

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

Graduation

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

Of those who fail to satisfy these conditions:

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

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

Commencement Ceremony
Commencement ceremonies are held in the spring term after final exams. The commencement ceremony dates are determined by the University Executive Board and announced on the university website.

Absences and Inability to Participate in an Exam due to

Extenuating Circumstances:
Except for surgical procedures performed in clinics, operations requiring hospitalization and inpatient treatments are acceptable as extenuating circumstances. Extenuating circumstances must be documented in writing by a report and protocol number obtained from the relevant medical institution. The student may be referred to the health boards of the arbitration hospitals, official submission of reports may be asked for and legal action may be taken where appropriate. Medical reports that are supported with technical medical assessments such as blood tests, body fluid tests, culture tests, which are issued under a protocol number may be accepted as medical excuse by Excuse Commission in case diagnostic is proved by technical medical assessment.

Extenuating circumstances for reasons other than health:
Death of a relative: Provided the documentation of the death and burial dates and kinship, death of blood relatives up to 2nd grade and 1st grade close relatives is acceptable as an extenuating circumstance of absence from exams. However, the time of the extenuating circumstance so accepted shall not exceed a total of five (5) working days as of the date of death.
Other circumstances: Exam hours that conflict at the university, exams conducted by ÖSYM, social events and natural disasters can be accepted as an extenuating circumstance. Other cases acceptable for excuse are considered by the University Executive Board upon the proposal of the Excuse Commission.

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

The following conditions are acceptable as legitimate reasons:

(1) Health related excuses of students documented by physicians of the relevant departments of hospitals authorized to issue official reports of medical councils, and approved by the health board.
(2) Provided it is documented with a certificate issued by the highest competent authority of the area, natural disasters forcing a postponement of the student's study.
(3) State of final conviction which, due to the disciplinary provisions applicable on the student, do not result in the termination or cessation of the student status.
(4) Cases where the student loses his right to postpone his military service regardless of his status, or is enlisted due to the termination of his postponement.
(5) Student's arrest.

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

**Withdrawal**

Students who are willing to withdraw from the university may do so by filing an application in writing with the Student Affairs Office and by completing required transactions. Rules to be observed in Withdrawal procedures are determined in Financial Principles and Procedures for students those are subject to Istanbul Bilgi University Credit System Under Graduate Associate Degree Education and Examination regulations.

**Double Major**

If a student is registered in an undergraduate program of a university and then also decides to study in another undergraduate or associate program of the same university for the purpose of obtaining a second degree, then this type of education is referred to as a Double Major. Also an associate program student may apply to study in the another associate programme as a Double Major. In order to apply, a student must complete all the core course credits before the application, received no F grades, have a minimum GPA of 3.00 and be within the top 20 percentile of the departments achievement list or applicants OYSM score should meet the applied programs minimum placement score. The latest a student can apply for a Double Major is at the beginning of the fifth academic semester.

Application date is announced on 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 which the student is enrolled in on the date of application is referred to as the "major," while the undergraduate program subject to application and admission is the "minor.” No simultaneous enrollment in multiple minor programs is allowed.
To continue in a minor program, students are required to achieve a minimum GPA of 2.40 for the principal major.
Students that fail to meet this requirement and fail to attend the offered minor program courses for two subsequent semesters will be suspended from the minor program.

Application conditions
Achieve a minimum overall GPA of 2.60.
Successfully complete all core curriculum course requirements and credit loads for the semesters up to the semester the application is being made for.

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

Internal Transfers

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

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

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

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

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

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

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

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

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

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

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

A diploma appendix (DA) is an official document that summarizes a student’s educational life by detailing their courses, course schedules and ranking. Diploma appendix helps with recognition of education taken of university graduates in other countries and education systems; as well as provides detailed information on academic grade granted to graduate, its contents and professional competencies.

Diploma Appendix is prepared in an European Language (English) and given to the student automatically with their diploma at no additional cost. Your diploma appendix will be sent to your e-mail address with electronic signature.

The benefits of a diploma appendix for a student:

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

ECTS Information Package

This is a web site that contains institutional information about the university (vision- mission- principles, management, academic calendars etc.), academic programs (faculty program distribution and content information about the programs), program courses (technical and content information for all courses) and useful information for students (accommodation, infirmaries, agreed with providers, handicapped student services, language courses, internships, community life and sports opportunities, student clubs etc.). The web page can be accessed by clicking on the “ECTS Information Package” tab located under the “Academic” heading on the university’s home page or through the “https://ects.bilgi.edu.tr/institutional” address.

Honor and High Honor Certificates

For undergraduate students:
Students that complete their education with a GPA of 3.50 or above after a maximum of eight terms of study are distinguished as high honor and those students that complete their education with a GPA between 3.00 and 3.49 are distinguished as honor students. A certificate honoring this achievement is presented to them along with their diplomas. However, students that have received a disciplinary punishment cannot receive this honor. When calculating the eight terms, any time spent studying abroad in an international student exchange program is not taken into consideration. The total time for students that begin their undergraduate study in the spring term after completing a term of study in the English Preparatory Program is nine terms.

For associate degree students:
Students that complete their education with a GPA of 3.50 or above after a maximum of four terms of study are distinguished as high honor and those students that complete their education with a GPA between 3.00 and 3.49 are distinguished as honor students. A certificate honoring this achievement is presented to them along with their diplomas. However, students that have received a disciplinary punishment cannot receive this honor.
Financial Procedures and Principles

Tuition

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

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

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

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

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

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

For students that withdraw from the university after the first semester they registered for:

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

**Financial procedures and principles for additional courses and credit loads**

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

**Financial procedures and principles for double major students**

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

**Financial procedures and principles if the regular educational period is exceeded**

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

**Financial procedures and principles upon early graduation**

Those students that have earned the right to graduate at the end of the seventh semester of their regular education period will be refunded half of their annual tuition cost.

**SIS (Student Information System)**

BiLGİ SIS is Student Information System of Istanbul Bilgi University. Students may access BiLGİ SIS pages by their e-mail addresses with bilgi.edu.tr extensions and passwords.
Students may register classes, follow up their class schedules may view their grades and request documents and may monitor their academic statuses and may follow ip announcements via BiLGİ SIS.

**Class Registration**

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

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

If registration for a class that requires “Consent” is attempted before consent has been obtained, registration may not be able to be completed within 120 minutes since “consent” for that course was not obtained. There are three appointment options for registration:

- System appointments for a specific day and time,
- Afternoon appointments on the same day and
- Afternoon appointments on the last day of registration.

What is a prerequisite?
These are courses that must be taken and passed before a specific course can be taken. Course content and any prerequisites can be found under the COURSE CATALOG heading on SIS.

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

What is consent?
Some courses require certain background knowledge. Consent is required to take these courses. A student can obtain consent by talking to the instructor of the said course. However, obtaining consent does not guarantee a place in the class.

What is restriction?
If the content of a course that a student wants to choose is like the content of a course with a different course number, the system does not allow the selection of this course as an elective. A list of these types of courses can be found under the COURSE CATALOG heading on SIS.

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

Section Change
The two weeks after the Add/Drop period is a time when the “section” of any conflicting classes can be changed.

The changed “section” must not conflict with the class schedule. The consent of the instructor teaching the “section” the change is to be made to must be obtained during the “section change” period and delivered to faculty secretary’s office. “Section” change consent for certain classes (HTR, TK, and Academic English) is done through the relevant course coordinators.

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

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

Leave of Absence
Reasons for leave of absence in a new academic year: Financial problems, incomplete course grade, department change, application for a double major or minor, being a DGS student, being an exchange student, application for a course exemption.

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

Make up exams
Make up exams are held after final exams of each semester. This right can be used for courses, which F grade is taken on condition that relevant course is taken in that semester.

Excuse Make up exam
Students those who are not taken final or make up exams and whose excuses are accepted may take excuse make up exams. No excuse rights can be used for both final and make up exams.

Access to term grades
Final Exam grades can be viewed under “Grades” in SIS as of grade announcement date, which is stated in Academic Calendar.
All notes concerned with methods of assessment of your courses (i.e. assignments, visas, quizzes etc.) can be viewed in student pages within the semester.

Transcript requests

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

1. Access “SIS.”
2. Click on “Document Request.”
3. After choosing the “Transcript” option, click on the “New Request” tab and click “Save” button after reading explanations and ticking approval box.

Your Transcript requests are sent to your addresses (......@bilgi.edu.tr) in one file in Both English and Turkish via Electronic Document Management System (EBYS) as e-mail and no printed student certificates are delivered by Student Affairs.

Student certificate requests

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

1. Access “SIS.”
2. Click on “Document Request.”
3. After choosing the “Student Certificate” option, click on the “New Request” tab and language option for student certificate (English/Turkish) is selected and transaction is completed by clicking “Save” button.

Your student certificate requests are sent to your addresses (......@bilgi.edu.tr) via EBYS as e-mail and no printed student certificates are delivered by Student Affairs. You may print out your document as required or sent relevant authorities as an e-mail.

Unless any change does not occur in your studentship status, you may take print out of your student certificate, which has been sent to you with e-signature in any number you desire.

Penalty certificate requests

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

1. Access “SIS.”
2. Click on “Document Request.”
3. After choosing the “Penalty Certificate” option, click on the “New Request” tab and language option for penalty certificate (English/Turkish) is selected and transaction is completed by clicking “Save” button.

Your penalty certificate requests are sent to your addresses (......@bilgi.edu.tr) via EBYS as e-mail and no printed student certificates are delivered by Student Affairs. You may print out your document as required or sent relevant authorities as an e-mail.

Unless any change does not occur in your disciplinary status, you may take print out of your penalty certificate, which has been sent to you with e-signature in any number you desire.

Other certificate requests

You may create your certificate requests in line with your needs other than certificates mentioned
above by using “Other” option. When using “Other” option, please complete comments section for certificate that you requested.

Procedure steps:

1. Access “SIS.”
2. Click on “Document Request.”
3. Select Other option, and click “New” button and selections are ticked
   - Turkish/English
   - Number
4. Explanation on certificate that you need is provided in comment box.

After selecting which campus do you want to take your certificate form

Procedure is completed by clicking “Save” Button.
LIFE AT BİLGİ

Undergraduate Student Affairs

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

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

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

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

Library

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

The BİLGİ e-Library contains more than 400,000 electronic books, 62,000 electronic journals, 125 electronic databases and encyclopedias. Access to these resources is available via the Internet, on or off-campus any time of the day.

e-Book readers that have e-Ink "electronic paper" reading screens are also available for check out. Users are able to check out e-books from the databases and continue to read offline as well. BİLGİ members can read thousands of e-books and provides access to over 7,000 newspapers and magazines in their original format in 60 different languages from 100 countries.

Information managers provide assistance in using the library’s print and electronic resources, formulating research strategies and answering general and in-depth questions.

All library news, activities, and developments can be followed from library web site and social media.
International Opportunities

İstanbul Bilgi University was founded with the spirit of becoming an “International university” and today is celebrating its 22nd anniversary. Bilgi has created a difference thanks to the high volume of international students it hosts, and the many international activities that it hosts. As a result of the momentum generated from efficiently utilizing the opportunities provided by being a member of the Laureate International Universities since 2006, Bilgi is firmly marching towards its goal of becoming one of the most ambitious universities in not only Turkey but the geographical region it is located in.

Bilgi has opened the door to more than 40 institutions located throughout North and South America, Europe, Asia/Pacific and Australia thanks to its collaboration with Laureate International Universities, and due to the more than 600 Erasmus exchange agreements in place, the doors to Europe are open for its students. Besides that, there are also unique bilateral exchange agreements specific to Bilgi in place with many global universities. The greatest advantage of being at the center of an educational network that spans four continents of the world is to have the power to offer students the opportunity to choose from hundreds of programs in dozens of countries that cater to their interests. In addition to this, diploma completion (2 + 2), double major programs in many prestigious universities abroad, and short term certificate programs allow students to study on an international platform.

The International Center is responsible for sending the students on one or two semester exchange programs and hosting the international exchange students sent by foreign institutions that the university collaborates with. The International Center provides assistance in such areas like the Laureate student exchange, Erasmus student and personnel exchange, dual exchange programs and summer schools. The number of international students that study exclusively at Bilgi is now more than 1,500.

Laureate International Network Programs:

Laureate International Universities is a trusted global leader in providing access to high quality, innovative institutions of higher education. The Laureate International Universities network includes more than 40 accredited campus-based and online universities. Laureate universities offer undergraduate, master’s and doctoral degree programs in fields including architecture, art, business, culinary arts, design, education, engineering, health sciences, hospitality management, information technology, law and medicine.

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

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

Exchange opportunity for undergraduate students semester and/or academic year long. Short term summer programs Language programs Short term certificate Postgraduate opportunities

**Laureate Summer Programs**

Universities within Laureate network provide summer schools in various fields every summer. Programs are equipped with social and cultural activities and are open for participation of all students. Relevant programs are held in schools located in United Kingdom, France, Italy, Germany and United States of America.

**Erasmus Exchange Programs**

The Erasmus Program was established by the European Union to encourage multinational cooperation among universities and to enhance the European dimension of higher education and to increase quality. The Erasmus Program improves student and instructor mobility, especially in Europe.

Istanbul Bilgi University started to participate in Erasmus Program in 2004-05 academic year. Bilgi has nearly 700 Erasmus Student Exchange Agreements in 27 countries with leading European universities. Bilgi offers its students the opportunity to live and study in Europe to expand their educational and cultural horizons within the framework of the Erasmus Program. For this purpose, many of Bilgi departments have established Erasmus partnerships with their peers from leading European universities. Students participating in the Erasmus Program may stay in the partner universities of Bilgi for a semester or for the entire academic year. Erasmus students may utilize EU mobility donations.

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

The Erasmus Program at Bilgi is run by the Erasmus Office at the institutional level. The Erasmus Office is responsible for announcements, applications, selection of students, grants etc. In addition, each Bilgi department has an Erasmus Department Coordinator who is responsible for academic consultation and departmental agreements.

**Erasmus+ Placement (Internship) Program**

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

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

Students who successfully complete the Erasmus+ Placement Program will be awarded a minimum of 4 or 6 ECTS credits as an elective course. Students with compulsory internship must consult with their departmental coordinators.

**Bilateral Exchange Programs**

Bilateral exchange programs are mutual agreements made with universities abroad. Students who are accepted for such exchange programs may attend a partner university for one semester or one academic year. Undergraduate degree students must have completed one year of their academic programs in BİLGİ before applying for a exchange; they must return to their own universities at the end of the bilateral exchange period and complete their education programs at their own universities. Credits received from a partner university will be transferred subject to the approval of the relevant BİLGİ units and the student will graduate from BİLGİ.

**South Korea Summer School**

Istanbul Bilgi University sends students to a monthly summer program thanks to bilateral agreements with reputable universities in South Korea. Students can take "Korean Language and Culture" lessons in their summer schools. BİLGİ students have the knowledge and experience of many different cultures and participate in various trips to Korea and China in the framework of the summer program. At the end of the program, students transfer their experience to BİLGİ as an elective course if they successfully pass the courses they have taken.

**Diploma Articulation Programs**

Students who want to complete an associate degree education to undergraduate education abroad or to complete a undergraduate degree education abroad have the option of completing the program in accordance with bilateral agreements made. In this way, students have the opportunity to study in subjects addressing today's sector needs such as Business Administration, Sport Management, Logistics, Fashion Design, Industrial Design, Interior Architecture in many prestigious universities in Italy, England and USA. Program acceptance criteria and fees are vary. For programs that require English proficiency a TOEFL or IELTS score is required and GPA expectations vary according to each university. Application are made by students directly to schools.

**University of London Honor Programs**

In BİLGİ, by completing one of the Honor Programs jointly run with the London School of Economics (University of London), students can have diplomas both from Istanbul Bilgi University and University of London.

The students of İstanbul Bilgi University can continue to the Honor Program according to the exams
and interview results provided that they have taken relevant first year courses and have completed high success. Students who are enrolled in the Economics program will be accepted to this program without examination if they have completed their first year courses and if they fulfill the conditions for horizontal transfer.

Students enrolled in Honor Programs are also enrolled at the University of London as students of the University of London. Course content and course materials are prepared by the London School of Economics (LSE) at the University of London; students of these programs take exams prepared by LSE. Students who pass relevant exams are qualified for both the BİLGİ and University of London diplomas. İstanbul Bilgi University is the sole contracted institution of the University of London in Turkey.

University of London (LSE) Honor Programs

- Economics and Management
- Economics and Finance

**Student Support Center**

The 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 levels of students, the Student Support Center is an essential element of the student-focused education philosophy of İstanbul Bilgi University.

The Student Support Center is responsible for the Student Council, student clubs, scholarships, dormitories, sports activities and the Unit for Students with a Disability.

**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. They 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 apply at the stands during the Club Promotion Days or send an e-mail to the contact person indicated on the relevant club’s webpage.

**Academic**

- BİLGİ Banking and Finance Club
- BiTarih
- BİLGİ Atelier
- English Language Teaching
- BİLGİ Entrepreneurs Club
- Independent Software Club
- Construction and Design Club
- Genetics and Bioengineering Club
- Logistics Club
IAESTE Club
Business Administration Club
Writing Club
BİLGİ Leaders Club
Debate Club
Politics Club
Psychology Club
Radio Vesaire Club
ERASMUS Club (Bilgi Volunteer Program)
BİLGİ Aviation Club
Sociology Club
Gastronomy and Culinary Arts Club
Mechanical Engineering Club
Model United Nations (MUN)
Law Studies Club
Human Rights Club
BİLGİ Environment Revolution and Nature (BERN)
Industrial Engineering and Operations Research Club
Ergotherapists Club
International Relations Club
BİLGİ Application
BİLGİ Nutrition and Dietetics Club
BİLGİ Civil Engineering Club
English Teaching Club
Socialist Legal Experts Club
BİLGİ Fashion Club
BİLGİ Innovation and Young Ideas
BİLGİ Robotics
BİLGİ Arbitration Club
IT and Development Club
BİLGİ Child Development Experts Club
BİLGİ Young Ambassadors of Science Club
BİLGİ Network Club
BİLGİ Retail Club
Business Society
Young Lawyers
Horizon Club
Law School Club
Progressive Lawyers Club
Pax Historia Club

Ideas
Anatolian Youth Club
Ataturkist Thought Club
Enlightenment Club
Wise Youth Club
BİLGİ Equal Gender Equality Club
BİLGİ Rainbow
BİLGİ Women’s Club
Freedom and Justice Initiative Club
Nationalist Thought Club
Sports and Arts
Bi'Music Club
Cycling Club
Dance Club
Mountaineering Club
BiLGİ Extreme
Underwater Sports Club (BİSUS)
Culture and Arts Club
Kravmagen Self Defense Club
E-Sports Club
Folk Dances Club
BiLGİ Sailing Club
BiLGİ Rowing Club
Riders of BiLGİ
Sahne Bi Mavi Club
BiLGİ Camping Club
BiLGİ Performing Arts Club
BiLGİ Sports Business Club
Science and Innovation Club

Social Responsibility and Hobbies
BiLGİ Community Volunteers (TOG)
BiLGİ Crows Muggle Quidditch Club
BiLGİ Ultraaslan Club
Open Doors Club
There’s Life at the Shelter Club
Excursion Club
Fenerbahçe Fans Club
Nature Lovers Club
The Internationals
BiLGİ Law S.O.S.K
BiLUM Club
Body Awareness Club
BiLGİ Cartoon Club
BiLGİ Trend Club
BiLGİ Engine Field Extreme Sports (EFES)
We Dream Club
Francophone Students Club
Cinema Club
BiLGİ Pomegranate Club
BiLGİ Red Crescent Club
BiLGİ Eagles

BiLGİ Accessible Education Unit

Students who have a disability or need special assistance may apply to this unit to obtain information on “Life Without Disabilities” at BiLGİ. The unit works to facilitate the lives, and ensure the active participation, of students who have a disability or need special assistance.
Scholarships

In addition to scholarships offered by the National Student Selection and Placement Center (ÖSYS), regular students who start their studies without a scholarship may apply for the following scholarship and grant schemes, which are offered in accordance with the decision of the Scholarship Committee based on the skills and achievements of applicants.

ÖSYS Scholarships
These full or partial no-payback scholarships are granted to students who benefit from the quotas specified in the exam booklet of the ÖSYS. In order to receive an ÖSYS scholarship, students must have ticked the “apply for scholarship” box on their university entry booklets. ÖSYS scholarships are granted for a maximum term of eight years in undergraduate education (two years for the English Preparation Program* + six years for undergraduate studies), and a maximum term of five years for associate degree programs (two years for the English Preparation Program* + three years for associate degree studies). No scholarships are granted for the Summer School.
* Applies to programs offered in English.

Achievement Grants
Students who meet the achievement grant criteria at the end of the second or third year of their studies are granted a 50% discount on the tuition of the subsequent academic year. Achievement grants are valid for one academic year, and do not cover the Summer School.

Sports Grants
Students who are admitted on a national team or achieve high performance after being admitted on a university team can be offered no-payback education grants at the rates to be proposed by the Sports Unit and approved by the Scholarship Committee. The primary criterion is the student’s academic achievement, and the secondary criterion is the student’s representing Istanbul Bilgi University on the relevant university team. Sports branches for which grants will be available are determined by the Scholarship Committee in accordance with the opinion of the Sports Unit.

Hardship Grants
BİLGİ students who are experiencing a hardship can apply for a hardship grant, provided that they remained actively enrolled for at least one academic year and can document the financial or psychological hardship they are experiencing. Hardship grants are valid for one semester or one academic year, and do not cover the Summer School.

International Baccalaureate (IB) Grants
Students who have graduated from a high school’s international baccalaureate (IB), French baccalaureate, Matura, Maturita or Abitur program are granted a 20% no-payback tuition grant throughout their associate-degree and undergraduate studies at Istanbul Bilgi University (two years English preparation* plus four years departmental studies for undergraduate students; two years English preparation* plus two years departmental studies for associate-degree students). IB grants do not cover the Summer School.
* Applies to programs offered in English.

Sibling Discount
Siblings of the students and graduates of Istanbul Bilgi University are granted a 10% sibling discount. The discount does not cover the Summer School.
Teacher Discount
Children of teachers and faculty members are granted a 10% discount. The discount does not cover the Summer School.

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

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

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

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

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

BİLGİTalent
BİLGİTalent, previously known as İstanbul Bilgi University Career Center, assists students throughout their university experience in their individual, academic and professional development process to set and realize goals, and thanks to their applied programs prepares students for their next journey in life.

Talent Consultancy & Competence Building
BİLGİTalent has a dedicated counselling staff that allows students to book one-on-one sessions regarding their career options, job interviews, CV preparation and more. BİLGİTalent provides various assessments such as Laurate Professional Assessment (LPA) to help students observe their competencies and unfold their potential.
Career Days for Sectoral Networking
Each year, BİLGİTalent brings students and partnered employers at various career events and workshops by collaborating with business partners from different sectors. Opportunities are provided to get to know the business world, benefit from industrial knowledge and develop competencies and a professional network.

Abroad Leadership Programs
BİLGİTalent's vision includes raising global citizens so each year, they provide opportunities for students to join multiple programs abroad. These programs assist their competency building process.

Mentorship Programs
BİLGİTalent provides mentorship programs for students to learn about the business life and more from professionals directly by bringing BİLGİ Alumni and students together.

On-Campus Employment
On-campus employment program provides an ongoing job experience on campus in various departments as they continue their education.

Job and Internship Opportunities
BİLGİTalent brings together over 700 different corporations from mand industries to provide a platform for students and employers. Thanks to the volunteer internship program, opportunities for gaining work experience are provided to students that do not have a mandatory internship requirement.

Activities
İstanbul Bilgi University organizes regular scientific and cultural events attended by world-renowned opinion leaders, offering students a unique opportunity for self-improvement. Past events have been attended by Bill Clinton (42nd President of the United States), Tony Blair (former British Prime Minister), Martin Schulz (President of the European Parliament), Madeleine Albright (former US Secretary of State), and George Papandreou (former Prime Minister of Greece). All activities at BİLGİ can be followed by accessing the following address: https://www.bilgi.edu.tr/en/life-at-bilgi/news-events/

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

Every student receives an email address with a @bilgiedu.net account. The student has the right to use this account throughout their educational life and after they have graduated. Every form of communication that interests the university and the student is sent to the email box located on SIS (Student Page). Therefore, it is vital that emails are checked frequently. All communication with regards to information technologies can be followed from the
Food and Beverage Services

İstanbul Bilgi University operates several facilities for the convenience of students and staff on its campuses.

The student cafeterias are popular and lively meeting places for both a relaxing meal and a social get-together with friends. The cafeterias operate Monday through Friday on the Kuştepe, Dolapdere and santralistanbul campuses. In these cafeterias, fast food, beverages, snacks and hot meals are served every day. Additionally, Papaz and Lokma restaurants and also cafeterias can be found on the santralistanbul campus along with the santraldükkan museum café, Şütte and Nero.

Transportation

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

For detailed information Shuttle service: http://www.bilgi.edu.tr/tr/universite/ulasim/shuttle/?universite-ulasim-menu

Car parks

There are car parks available on the santralistanbul campus for those students that wish to use their own vehicles.

On the santralistanbul campus, there are two different types of car park subscriptions for normal vehicles: The "Campus car park" and the "Mosque entrance car park". Students can choose one of the two options according to their preference and purchase the subscriptions from the car park they wish to use on a monthly basis. When choosing which option to pick, it is important for the students to remember that the subscription is valid for that car park only.

Sports Activities

Sports is an inseparable part of social life, and plays a crucial role in social life at Bilgi. The Kuştepe Campus offers a free indoor sports hall and a fitness center. The sports facilities at the Dolapdere Campus require membership, and include an indoor short-course swimming pool, a mini fitness center, a dance hall, and a yoga hall. Students and academics can participate in tournaments jointly organized by the clubs and the Sports Unit. Students can also organize their own tournaments.

Teams

- American football
• Fencing
• Frisbee
• Soccer
• Futsal
• Kickbox
• Rowing
• Table tennis
• Rugby
• Tennis
• Triathlon
• Volleyball
• Sailing
• Swimming
• Water polo
• Snowboard

Health Care Services
İstanbul Bilgi University operates free medical clinics for all Bilgi students. The infirmaries in the campuses provide services between 8.30-17.15 in weekdays. A physician and a registered nurse (serves primary care and the symptomatic relief of common illnesses) provide assistance for minor illnesses or injuries in the infirmary. For more serious medical problems, Bilgi students are referred to a hospital. Those who need physical examination can make an appointment through the nurses. Furthermore they can receive service at a discounted rate from various laboratory services.

Dormitories
The university obtains dormitory services from private dormitories around its campuses. These dormitories offer various options including single rooms, double rooms and rooms for four students.

Available dormitories:
• Konforist Girls’ Dormitory
• Konforist Boys’ Dormitory
• Santral Girls’ Dormitory
• Studio Santral Girls’ Dormitory
• Gayrettepe Bilgi Girls’ Dormitory
• Kağıthane Bilgi Girls’ Dormitory
• Şişli Bilgi Girls’ Dormitory
• Evlİstanbul Girl’s Dormitory
• Bilgi Boys’ Dormitory
• Republika Academic Aparts

Detailed information can be found at this address: https://www.bilgi.edu.tr/en/life-at-bilgi/student/student-support-center/dormitories/

CopyCenters
Copy centers are available for all students and faculty every weekday between the hours of 8:30-17:30 in weekdays on the C floor of the Kuştepe campus, on the ground floor of the main building on the Dolapdere campus and in front of E-2 Building on the santralistanbul campus.

**Student Council**

The structure of the Student Council demonstrates the highly privileged position students enjoy at Bilgi. Elected every two years, the Student Council is the perfect example of a democratic and student-focused approach to university education. The council plays an active role in all student-related boards at the university, thus meeting its obligation to represent students in the broadest sense. In addition, the president of the Student Council represents all students at meetings of the university’s Board of Directors.

Candidates who want to become a unit representative must meet the criteria listed below. Eligible candidates can enter the elections by applying to the Student Support Center Office as a candidate.

*Eligibility criteria:*

- Being enrolled in an associate, undergraduate or graduate program offered by the relevant department, or being enrolled in the English Language Preparation Program;
- (for students of associate and undergraduate programs and the English Language Preparation Program) enjoying the full range of rights granted to students under the Istanbul Bilgi University Credit-Based Undergraduate Education and Examination Regulations for Bachelor’s and Associate Degrees / (for graduate students) enjoying the full range of rights granted to students under the Istanbul Bilgi University Graduate Education Regulations;
- not having exceeded the normal duration of study;
- not being eligible for graduation until the end of the semester in which the elections are going to be held (in view of the relevant department’s curriculum and the courses the student is taking);
- not having suspended one’s studies and not having applied for a leave of absence during the semester in which the elections are going to be held;
- not having been suspended from the university as part of a disciplinary action;
- having a minimum GPA of 2.00 (for associate and undergraduate students), 2.80 (for master’s students), 3.20 (for Ph.D. students);
- not being a member of a political party and not being assigned a role on any organ of a political party;
- Special students, exchange students and degree-completion students may not apply.
- Minor degree students may not become a student representative of the department where they are taking that minor degree.
- Double-major students and students enrolled in more than one program may only become a student representative of one of the departments where they are enrolled.
Communication with Students

**BİLGİ Hattı (BİLGİ LINE)**

It is a system that is established to follow up and response every type of wish, suggestion and complaint of our students. Students may forward their wishes, suggestions and complaints from their pages and may follow up responses via student pages likewise.

Freedom of Information

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

**BİLGİ Ethics Helpline**

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

Unit for the Prevention of Sexual Harassment and Assault (UPSHA)

All members of İstanbul Bilgi University can report any form of sexual harassment and/or assault that they encounter on university campuses and at locations and/or vehicles assigned to the university to UPSHA. Any person who thinks hse7she witnessed any harassment and/or assault may report it to UPSHA by sending an email to ctsob@bilgi.edu.tr. No personal information besides contact information is needed to be provided. All submissions and discussions are confidential. Detailed information about UPSHA can be obtained from [https://ctsob.bilgi.edu.tr](https://ctsob.bilgi.edu.tr)

Technology and Labs

**Computers – Internet**

The computer laboratories located on the Kuştepe, Dolapdere and santralistanbul campuses are constantly being used by the students of İstanbul Bilgi University as they use the intranet between the campuses to search the internet, send e-mails and stay connected to the world. Some of the laboratories on the Kuştepe campus have been designed to accommodate the English Preparatory Program students for their language education. In addition, there are computer laboratories that have special equipment for use of vocational schools in Kuştepe and Kozyatağı Campuses. In Dolapdere Campus, design laboratory where special software that are provided for fashion design program students. In santralistanbul Campus, there are many computer laboratories where vocational applications and design programs mainly used by faculties of Architecture, Engineering and Communication.

The Internet capacity on the campuses is sufficient to meet the current needs. The wired-wireless network infrastructure is continuously monitored and the wireless range and Internet band-width are increased as needed.
BİLGİ Learn, Learning Management System (Blackboard)
With the exception of English Preparatory Program, BİLGİ Learn (Blackboard) LMS system is used by the students and faculty of Istanbul Bilgi University and can be accessed via https://learn.bilgi.edu.tr address.

English Preparatory Program students who will continue to use Moodle as LMS, can view the platform via https://lms.bilgi.edu.tr address.

Both platforms can be accessed with BİLGİ email address and its associated password.

BlackBoard Learn Assistance
The system can be accessed by using the bilgiedu.net (username@bilgiedu.net; Example: ahmet.yilmaz@bilgiedu.net) email address and associated password.

If an incorrect password message is received, by texting “Bilgipass” and sending it to ‘2322’ a 8 digit temporary password can be received.

This password can be changed by following the “change password” step on the https://sis.bilgi.edu.tr page.

To use the Learn platform on your mobile devices, ”BB Student” app must be downloaded.

Distance Learning
Center have a support site, https://lmssupport.bilgi.edu.tr/, which includes user manuals and videos for the LMS Systems of BİLGİ. By using the appointment system provided it the site and making an appointment with DLC team. The students can also recieve one-to-one support.

The email address lms.support@bilgi.edu.tr can be also used for further queries..

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. There are seven computer laboratories; four of these are special purpose laboratories and the rest are educational laboratories. Special purpose computer laboratories consist of the Simulation and Optimization Laboratory (of the Industrial Engineering Department), the Software Development Laboratory (of the Computer Engineering Department), the Telecommunication Systems Laboratory (of the Computer Engineering and Electrical & Electronics Engineering Departments), and the Gaming & Animation Laboratory (of the Computer Engineering and Electrical & Electronics Engineering Departments). All of these computer laboratories are equipped with cutting edge hardware and software. Wet floor laboratories (Chemistry, Microbiology/Industrial Microbiology, Biology/Molecular Biology and, Genetics) are run by the Genetics and Bioengineering Department and are designed to meet the educational needs in basic sciences and engineering. Another educational laboratory is the Physics Laboratory where experiments on mechanics, electricity and magnetism are conducted. In addition, the Cell Culture, Protein Engineering and Biotechnology Laboratories are used for research.

Other educational and research laboratories belonging to the various departments are as follows:
Computer Engineering Department: Computer Systems and Informatics Laboratory.

Electrical and Electronics Engineering Department: Embedded Systems, Microsystems, and
Electronic Circuits Laboratories.  
Industrial Engineering Department: Flexible Production, Ergonomics and Human Factors, Simulation and Optimization Laboratories
Civil Engineering Department: Structures, Materials, Geotechnical Engineering Laboratory.
Mechatronics Engineering Department: Robotics and Mechatronics Research Laboratories

**Studios of the Music Department**
All members of BİLGİ Music may use these specially designed studios.

*Studio A and Mixing Studio*
The main recording studio (Studio A), designed at world standards with an SSL AWS 900+ console and a 5.1 surround audio system, and the mixing studio, which was built as a MIDI/Sound Station, are used for performances of projects developed at the university, and also for lectures and student projects.

*Rehearsal Studios*
The rehearsal studio was designed for workshops and concerts, and is equipped with a four-channel audio system. Students also use this studio for activities other than lectures and events.

*MIDI Lab*
Students can use the latest music software at the MIDI Lab, which is equipped with a 32-channel digital mixer, 21 iMacs, M-Box and MIDI interfaces, and a four-channel audio system.

**Technology at Faculty of Communication**

**RGB Studios**

*Red Studio*
The Red Studio is the newest one of the Faculty of Communication’s video production center, RGB, which is IP based and designed for news and TV production, including four cameras and stage direction.

Red Studio comprise 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, thus specifies as the hearth of the studio. All processes among light, sound, picture selecting, prompter, character generator and production-management are controlled by this room.

Through next generation infrastructure, external connections can be increased on demand. The broadcast can be transferred to/from external sources like Skype, Youtube etc. via 3G based live broadcasting vehicle of the Faculty.

System connected main control room can transfer the incoming broadcast to any internet platform. Main Control provides broadcast transition between Green and Red Studios and enables the productions requiring double studios and simultaneous live broadcasting.
Green Studio
The head of the production studios of Faculty of Communication, the Green Studio has acoustic isolation and professional broadcasting standards within 200 square meters. Supported by HD direction, light and control room, the Green Studio additionally has a backstage and a makeup room. The studio has a door large enough for vehicles to enter. It is accessible to students’ diverse needs, from television program formats to short films, performing arts to recording of live concerts...

Blue Studio
The last division of RGB Studios is the BLUE Studio of Communications Faculty, which is a game development laboratory. In order to support all phases of game development work 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. The Blue Studio also offers 22 computers with up-to-date hardware. BLUE Studio is open 24 hours a day, 7 days a week and is located at santralistanbul 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 santralistanbul campus.

Live Broadcast Vehicle
Students are able to broadcast live via Internet from any location they desire by using the live broadcast vehicle of the Faculty of Communication. The vehicle supports up to 4 Betacam SP cameras and 2 VTRs, and if required, shooting quality can be enhanced with the use of jib. Students can broadcast live or recorded news from any location inside or outside of santralistanbul Campus via the live broadcast vehicle.

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 over the Internet via RCS. In the radio studio, which consists of an office and an archive room, students produce strategies of broadcast and create different types of live programs. Music to sports, game culture to literature, many programs are broadcasted in different languages. http://radyovesaire.xyz/

Newsroom
while publishing their news online through the website of HaberVesaire. HaberVesaire internet newspaper operates in the Newsroom at santralistanbul 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, Management of Performing Arts Degree Program offers a special workshop and workshop area for students who specialize in 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 the academic and private sector. Insight Lab has the appropriate technological equipment (one-way mirrored studio, professional / wireless listening system, audio and video recording) to make the in-depth interviews with 4-8 number of participants and focus group discussions. In addition, the lab offers undergraduate and graduate – doctoral 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 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.

Equipment Room
This room hosts 25 Full HD video cameras, 30 still cameras (4 Canon Mark IV, 3 Canon Mark III, 12 Canon 700D, 5 Canon 600D and others), 2 drones and 7 GoPro for use in the hands-on course projects of the students of the Faculty of Communication. Additionally, it hosts in-studio and outside ARRI lights, light accessories, microphones, sound recorders. At the same time the unit where the maintenance and repair of the equipment is made has the capacity to meet all the technical needs of the students of the Faculty of Communication.

Audiovisual Archive
Cinegy’s archive storage & retrieval tool and computer based broadcast system is hosting BBC Turkish Service’s and Istanbul Bilgi University’s audiovisual archive. Faculty of Communication students are invited to make use of this huge archive.

TV Production Unit
TV Production Unit is responsible of keeping all the studios of the faculty up to date, management of equipment room, providing support to students on their production and post-production needs. The unit is also managing online reservation system for the technical equipment lending (https://booking.bilgi.edu.tr). The TV Production Unit also provides content and technical support for the junior student screen tvsantral set up by the students of the Communication Faculty.

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

- Anesthesia and Operating Room Services Lab
- Pathology and Medical Laboratory Techniques Lab
- Dental Prosthesis Technologies Lab
- Opticianry Lab
- Emergency and First-Aid Lab
- Orthodontics Lab
- Audiology Lab
- Lab for Dialysis and Basic Health Practices Lectures
- Physiotherapy and Electroneurophysiology Lab

Useful Information

BİLGİ Password

All services like SIS (Student Information System), BİLGİ Online or bilgiedu.net (BİLGİ email) use a common password. If the password is forgotten: “bilgipass” should be sent as a text message to 2322 to get a temporary password. The password must be changed after it is first used. A new password can be created by using the “Change Password” step on the sis.bilgi.edu.tr (Student Information System) page.

- A new password can be created by verifying registered personal information at the following link: https://sis.bilgi.edu.tr/sisauth/home/accountoperations

BİLGİ Online

BİLGİ Online is Istanbul Bilgi University’s Learning Management System. Students can access the BİLGİ Online pages by using their bilgiedu.net user names and passwords. Students can follow their lessons and any announcements, course material and homework posted by their instructors and submit their homework using BİLGİ online.

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

BİLGİ Secure – Wi-fi

The BilgiSecure wireless network service is available for all students and employees of the university. The high capacity, secure network can only be accessed via 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 Office Online from the web interface of which they can access by using their e-mail accounts. They can upload, download or share files on their dedicated disk space on cloud. Whether you are using Windows PC / Mac or mobile devices, they can access your files from anywhere.

In addition, most recent versions of MS Office applications can also be installed free of charge on their personal computers for offline usage.
Lost and Found

You can send an email to guvenlik@bilgi.edu.tr describing your lost item (brand, color, shape, a photo of it, etc.) and when and where you lost the item. If you receive a positive response, please act according to the direction provided in the response email. In the event 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 at the Security Supervisor Office on campus. The lost and found office on the Santrallstanbul campus is located to the left of the historical gate entrance, in a container in the Technical Service area.

Campus Security

7/24 Security services are provided in all campuses of İstanbul Bilgi University and campuses are monitored with CCTV System. All of our campuses are provided with controlled entrance through card turnstile systems.

Student IDs

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

Paso (Travel card)

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

Contact Information / What-Where?

BANK

Branch: santralistanbul Campus, EN-1
ATM:
- santralistanbul Campus, behind Şütte
- santralistanbul-Annex building, behind Middle block-next to Beevs Burger
- Dolapdere Campus, Garden
- Kuştepe Campus, Main entrance

BOOK STORE/STATIONARY SHOP

santralistanbul Campus, EN-1

CAREER CENTER

santralistanbul Campus, ÇSM-110 / Tel: (212) 311 7846-7587-7986
Dolapdere Campus, A-314 / Tel: (212) 311 6320
Kuştepe Campus, A-205 / Tel: (212) 311 6453-5203-6685
e-mail: kariyermerkezi@bilgi.edu.tr / staj@bilgi.edu.tr

HAIRDRESSER

santralistanbul Campus, behind Şütte
INFIRMARY

**santral** Istanbul Campus, Student Support Center building (behind Activity Tent)
Tel: (212) 311 7669 - 7670
**santral** Istanbul -Annex building / Tel: (212) 311 7647
Dolapdere Campus, Z-01 / Tel: (212) 311 5221 - 5301
Kuştepe Campus, A Block- B02 / Tel: (212) 311 6314 - 6444
Kozyatağı Campus / Tel: (212) 311 7924
e-mail: health@bilgi.edu.tr

INTERNATIONAL CENTER

**santral** Istanbul Campus, next to E3-container
Tel: (212) 311 7558 - 7555
e-mail: int.center@bilgi.edu.tr

İSTANBUL BILGI UNIVERSITY PUBLISHING BOOKSTORE

**santral** Istanbul Campus, EN-1

LIBRARY

**santral** Istanbul Campus / Tel: (212) 311 7399
Dolapdere Campus, 6th floor / Tel: (212) 311 5258
Kuştepe Campus, B Block-ground floor / Tel: (212) 311 6394
e-mail: kutuphane@bilgi.edu.tr

PHOTOCOPY CENTERS

**santral** Istanbul Campus, in front of E-2, container / (212) 311 7244
Dolapdere Campus, Canteen floor / (212) 311 5128
Kuştepe Campus, Canteen floor / (212) 311 6235
e-mail: sinan.deger@egeburomak.com.tr

PSYCHOLOGICAL COUNSELING

**santral** Istanbul Campus, L2 building / (212) 311 7673 - 7674
Dolapdere Campus, 603-A, 603-B / (212) 311 5212 - 7674
Kuştepe Campus, A-229, A-231 / (212) 311 6252 - 7674
e-mail: pdb@bilgi.edu.tr

SECURITY

**santral** Istanbul Campus / Tel: (212) 311 7155
**santral** Istanbul -Annex building / Tel: (212) 311 7455
Dolapdere Campus / Tel: (212) 311 5155
Kuştepe Campus / Tel: (212) 311 6155
Kozyatağı Campus / Tel: (212) 311 7920

STUDENT ACCOUNTING

Undergraduate Student Accounting:
**santral** Istanbul Campus, ÇSM-107
Kuştepe Campus, A-235
Tel: 444 0 428
e-mail: muhasebe@bilgi.edu.tr
Graduate Student Accounting:
santral Istanbul Campus, L1-Z07
Tel: 444 0 428
e-mail: muhasebe@bilgi.edu.tr

STUDENT AFFAIRS

Undergraduate Student Affairs:
santral Istanbul Campus, ÇSM-112
Dolapdere Campus, 314
Kuştepe Campus, A301, 515
Tel: 444 0 428
e-mail: ogrenciisleri@bilgi.edu.tr

Graduate Student Affairs:
santral Istanbul l Campus, L-1 / Tel: (212) 311 7176-7357
Kozyatağı Campus, Z-02 / Tel: (212) 311 79 25

STUDENT SUPPORT CENTER

santral Istanbul 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

santral Istanbul Campus, ÇSM entrance-Z15-3rd floor, Library
santral Istanbul -Annex building, 417
Dolapdere Campus, Entrance floor, 612
Kuştepe Campus, A301, BZ-11
Kozyatağı Campus, -1st floor, B9-B11-B12

Contact for other administrative departments: 444 0 428

Click for more information about other administrative departments.