2023-2024

STUDENT HANDBOOK
(Graduate)

İstanbul
Bilgi University

Dear Students,

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

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

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

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

Prof. M. Ege Yazgan

Rector

Contents

2023-2024 Academic Calendar
GRADUATE PROGRAMS

2023

August 30	Holiday (Victory Day)
September 8-19	Internal Transfer Applications Deadline for Fall Semester
September 25-29	Academic Registration for Fall Semester and Orientation

Fall Semester

October 2	Fall Semester begins
October 9-11	Add/Drop Period
October 29	Holiday (Republic Day)
November 17	Deadline for Leave of Absence
December 8	Deadline for Withdrawal

2024

January 1	Holiday (New Year)
January 5	Deadline for Project/Thesis Submission
January 7	End of Fall Semester Classes
January 11-21	Final Examinations
January 24	Submission and Announcement of Grades (Final Exams)
January 27-February 2	Resit Examinations
January 29-February 8	Internal Transfer Applications for Spring Semester
February 6	Announcement of Grades (Resit Examinations)
February 12-16	Academic Registration for Spring Semester and Orientation Semester

Spring Semester

February 19	Spring Semester begins
February 26-28	Add/Drop Period
April 5	Deadline for Leave of Absence
April 10-12	Ramadan Holiday
April 23	Holiday (National Sovereignty and Children's Day)
May 1	Holiday (Labor and Solidarity Day)
May 3	Deadline for Withdrawal
May 19	Holiday (Commemoration of Atatürk and Youth and Sports Day)
May 31	Deadline for Project/Thesis Submission
June 1	End of Spring Semester Classes
May 2-14	Spring Semester Final Exam
June 7	İstanbul Bilgi University Foundation Day
June 16-19	Sacrifice Holiday
June 24	Submission and Announcement of Grades (Final Exams)
July 2-7	Resit Examinations
July 9	Submission and Announcement of Grades (Resit Examinations)
July 13-14	Graduation Ceremony
July 15	Holiday (Democracy and National Unity Day)
July 16	Summer School Begins

ABOUT İSTANBUL BİLGİ UNIVERSITY

History

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

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

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

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

Institutional Principles

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

Our Vision

Our Mission

Our Values

Fundamental Principles

Institutional Learning Outcomes

Academic Freedom

BİLGİ and Sustainability

Our Quality Policy

Campuses

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

santralistanbul **Campus**

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

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

Dolapdere Campus

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

Kuştepe Campus

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

International Memberships

European University Association

The Magna Charta Observatory of Fundamental University Values and Rights

United Nations Global Compact (UNGC)

Principles for Responsible Business Education (PRME)

Global Compact

UN Global Compact Türkiye

National Memberships

KalDer (Türkiye Kalite Derneği)

PERYÖN (Türkiye İnsan Yönetimi Derneği)

TEGEP Eğitim ve Gelişim Platformu Derneği

Türkiye Kurumsal Yönetim Derneği (TKYD)

TEİD Etik ve İtibar Derneği

ACADEMIC PROGRAMS

Institutes

European Institute
Institute of Graduate Programs
Institute of Information and Technology Law

Master Programs

Accounting and Auditing
Architectural Design
Architectural History, Theory and Criticism
Banking and Finance
Banking and Finance Distance Learning
Cinema and Television
Clinical Psychology
Comparative Literature
Construction Management
Culture Management
Cultural Studies
e-MBA Turkish
e-MBA English
Economics
Electrical and Electronics Engineering
Energy Systems Engineering
Entrepreneurship and Innovation in Technology
European Studies
European Studies Double Major Program (İstanbul Bilgi University and Europa-Universität Viadrina Frankfurt-Oder)
Financial Economics
Health Services Management
Health Services Management Distance Learning
History
Human Resources Management
Human Resources Management Distance Learning
Information and Technology Law
Intelligent Systems Engineering
Interactive Marketing / Next Academy
International Finance
International Political Economy
International Relations
Law (Economics Law/Human Rights Law)
Management Information Systems
Management Information Systems Distance Learning
Management of Social Projects and Non-Governmental Organizations

Marketing

Marketing Communication / Brand School

Mathematics

MBA

Media and Communication Systems

Nutrition and Dietetics

Organizational Psychology

Philosophy and Social Thought

Physiotherapy and Rehabilitation

Public Relations and Corporate Communication

Sociology

Trauma and Disaster Mental Health

Turkish-German Economics Law Joint Master Program (İstanbul Bilgi University-University of Köln)

Visual Communication Design

Doctoral Programs

Business Administration

Communication Sciences

Economics

Mathematics

Political Science

Private Law

Public Law

ACADEMIC REGULATIONS and PROCESSES

Directives

In order to access all educational directives implemented at the university, please visit [this address](#).

Summary information from the 'Graduate Education Directive' is provided below:

Academic Year

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

Academic Calendar

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

Education Period

The regular period of education at İstanbul Bilgi University for graduate programs without a thesis is 1.5 years (3 semesters), for graduate programs with a thesis 3 years (6 semesters) and for doctoral programs 6 years (12 semesters). Suspension periods and Summer School are excluded from the education period.

The maximum period of education for graduate programs with a thesis and doctoral programs is 4 semesters. Students that fail or cannot complete the program within this period are disenrolled.

Starting from the date that a student registers for a graduate program, all semesters spent at the university, whether registered or not, and any semesters the student spends at a higher education institution as part of a national or international exchange program shall be a part of the regular, maximum educational period.

Course Registration–Add/Drop

During their education period, students are required to register to the courses they will attend throughout the respective semester at the beginning of that semester. Among the courses they are registered for, students may change or drop elective courses, or substitute them with other elective courses during the add/drop period specified in the academic calendar with the approval of their advisors and within the minimum and maximum credit limits as defined in the regulation.

Course registrations require the fulfillment of the financial liabilities towards the university. Course registration is made online on the dates specified in the academic calendar using SIS. It is therefore advised that before registration, students should obtain information about the courses they wish to take from their academic advisors or discuss the registration process with

Graduate Student Affairs advisors. All registrations must be approved by the student's academic advisor.

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

Provided their excuse is documented, students who fail to register for courses are permitted to file an application to the University's Executive Board through Graduate Student Affairs.

Academic Advising

For each student, an academic advisor is appointed by their respective Head of Department. Student's individual schedule consisting of the courses that the student will attend during each semester as well as the possible changes to that schedule are finalized upon the approval of the advisor based on the course order in the graduate programs, also considering the performance, prerequisites and the provisions of the related regulation.

Course Schedules

Courses in the schedule are divided into two categories: core curriculum and elective courses. Students are required to register for the core curriculum courses proposed for their registered program. Elective courses are selected by the students and approved by their advisor in consideration of their fields of interest.

Credit Load

The students' regular semester-based credit load is forty-five (45) credits, excluding the thesis/project. The maximum credit load during one academic year is ninety (90) credits, excluding Summer School.

Attendance and Exams

Students are required to attend any registered classes, applications, lab studies and exams and all the other academic studies required by the class of the instructor of the course. The attendance status of students is evaluated by their instructors. The number of midterm exams, assignments, applications and further studies that the students are responsible for each course as well as the requirements for being accepted into the final exam and the contribution of any exam, assignment and study to the end-of-semester performance is determined and communicated to the students by the instructor at the beginning of the semester.

Exam Rules

All the rules pertaining to the exams administered at our University have been approved by the University Executive Board. Students are expected to adhere to the following rules:

- 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 their obligations to the university'.

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

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

- Students must take the seat that invigilators show them. In other words, invigilators can change the seats of students. The invigilator can draw up a written report in the case of objection or incompliance.

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

- Students will keep their mobile phones and all their apparatus (smart watches-headphones) in their bags/pockets unreachable 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.

- 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.

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

- 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.

- In the event of actions such as cheating, attempting to cheat, plagiarism from any source, keeping mobile phones in a visible location, as turned on or staring at them, these actions are reported in writing by the room supervisor and/or invigilators and the head invigilator is notified immediately. This student may not pass the course and is referred to Disciplinary Board.

Cheating and Plagiarism

In cases where a student cheats or attempts to cheat during an exam, partially or completely plagiarizes an assignment without providing references or where the student is found not to have completed his/her assignment on his/her own shall immediately be reported to the respective Dean/Director's Office by the relevant instructor with a written report. In such cases, a student caught cheating or plagiarizing is given a failing grade for that exam or assignment. The student is also subject to action in accordance with the related provisions of the Student Disciplinary Regulation of Higher Education Institutions.

Grades

For each course they attend, students are given a grade between 0 (zero) and 100 (one hundred) as a result of the required exams and similar assessments. This grade is referred to as the 'raw grade'. Decisions as to which raw grade range shall correspond to which letter grade are made and reported by the relevant instructor 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) as of the date declared in the Academic Calendar for the announcement of grades. The midterm exam grades are announced on BİLGİ Learn by the respective course instructor.

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

For Master Students:

Letter	Numeric values	Description
A	4.00	Excellent
A-	3.70	Excellent
B+	3.30	Good
B	3.00	Good
B-	2.70	Average
C+	2.30	Pass on probation
F	1.75	Fail

For Doctoral Students:

Letter	Numeric values	Description
A	4.00	Excellent
A-	3.70	Excellent
B+	3.30	Good
B	3.00	Good
B-	2.70	Average
F	1.75	Fail

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+' and 'B-'denote that the course is passed 'on probation.' 'F' is assigned to failed students and students who are unable to achieve a 'C+' (B- for doctoral programs) or 'P' level.

Course Status of Students

The course status of the student 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 for the no grade and no credit semester(s) of a graduation thesis or project.

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 a similar study, in a timely fashion due to an excuse acceptable by the instructor. 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 'F' for students who fail to make up for this. However, the relevant executive board may grant the student an extension period up to two weeks if the instructor, who gives the grade, files an application before the deadline.

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

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.

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

R (Repeat): Used for courses that are repeated a reason.

TO (Course recognized and taken at another higher education institution): Except for the courses transferred during orientation of students admitted to one of İstanbul Bilgi University's graduate 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 higher education institution during the student's time at İstanbul Bilgi University. For the recognized courses, the students may be granted an exemption for the courses to be completed. While the credits and grades of the recognized courses are shown separately on the transcript, such credits and grades are excluded from the grade average calculation.

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

W (Withdrawal): Given to students who withdraw from a registered course within the stipulated withdrawal period in the academic calendar. Students cannot withdraw from the core courses of their programs or from the courses that repeat for receiving 'F.' Students cannot apply for withdrawal during the last four weeks of the classes.

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 İstanbul Bilgi University students within the joint or

double degree graduate programs of other higher education institutions. Recognized courses may grant exemption for the student from the courses to be completed. With recognized courses, students are granted exemption for the courses they need to complete. Credits and grades of the recognized courses are shown in transcripts and included in the calculation of grade point average in line with the protocol provisions of joint or double degree programs.

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

Announcement of Grades and Factual Error Objections
Final course grades given with a corresponding letter equivalent are reported to the Registrar's Office by the instructors within 7 days following the final exam period of the semester and grades are announced by the Graduate Student Affairs Office. Objections to announced course grades can only be made for factual errors. Factual errors refer to those errors made in the calculation of the grade point average and that do not require a re-evaluation of the examination sheet. Students willing to object to a factual error must file a written application to the Graduate Student Affairs Office within a maximum of three days after the announcement of course grades. The Graduate Student Affairs Office forwards the applications to the relevant Dean/Directo r's office. Dean's/Director's Office then submits the application to the respective instructor for review. The instructor informs the Dean's/Director's Office regarding the results of the applications. Provided that a change is required in the course grade, a report showing the source of the mistake and justifying the change in the course grade are attached to the review results with the exam documents. The required change is made by the decision of the relevant faculty's executive board and reported to the Graduate Student Affairs Office by the Dean in writing. The evaluation of factual error objections takes into consideration the factual errors in midterm exams, assignments and other studies along with those relating to the end- of-semester final examinations.

Factual error objections can be made within 3 workdays following the announcement of grades by filling out a 'Factual Error Form' and personally submitting it to the Graduate Student Affairs Office.

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

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

Students can also repeat the courses for which they receive a conditional pass. The new course grade that the student receives from the repeated course or the new elective course replaces the

former course grade; however, the former grade is indicated in the academic record and transcript.

Grade Point Averages

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

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

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

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

Academic Standing

Graduate students with a GPA below 2.80 and doctoral students with a GPA below 3.20 at the end of any semester shall be on probation throughout the subsequent semester. Students who do not register for courses or whose course registration is not done remain in their existing status.

Graduation

To graduate from a graduate program that they attend, students are required to receive a minimum 2,80 (3,20 for doctoral students) grade point average from the curriculum of their program and have a minimum GPA of 2,80 (3,20 for doctoral students).

Graduation Ceremony

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

Enrollment Suspension

Students may suspend their enrollment for a total of four semesters during their entire study period provided that 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 Executive Board. Suspended semesters are not included in the calculation of the periods relating to academic standing.

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

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

(2) Provided that it is documented with a certificate issued by the highest competent authority of the area, natural disasters forcing the student to postpone his/her studies.

(3) State of final conviction that does not result in the termination or the cessation of the student status pursuant to the disciplinary provisions that the student is subject to.

(4) Cases where the student loses his right to postpone his military service regardless of his status, or is enlisted due to the termination of his postponement.

(5) Student's arrest.

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

Cancellation of Enrollment

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

Internal Transfers

Students can transfer from the program they are enrolled in to another program. The following conditions must be met for internal transfer:

- At least one-year attendance to classes within the enrolled graduate program.
- No exmatriculation for any reason whatsoever.
- To meet all the admission criteria stipulated by the program that the student will betransferred to.
- The transfer application must be accepted by the director of the program to which the student will be transferred to.

Course Exemption

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

Processes

Administrative and academic requests at the university are made by submitting a written petition. Petitions can be submitted to the Graduate Student Affairs Office or sent as a signed e-mail to the lisansustu@bilgi.edu.tr address. Petitions received by the Graduate Student Affairs Office are forwarded to the relevant unit.

Forms

The forms required for academic and administrative requests at the university can be accessed by clicking here.

Diploma Supplement

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

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

The benefits of a Diploma Supplement for a student are as follows:
- Having a diploma that can be more easily understood and compared outside of Turkey.
- Having a document that contains the complete definition of the competencies that a student acquires during his/her academic development and education.
- An objective expression of a student's achievements and competencies.
- Providing an easier access to job opportunities or advanced educational opportunities abroad and supporting employability.

ECTS Information Package

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

Financial Procedures and Principles

Tuition

Information on graduate program tuition fees can be found here:
https://www.bilgi.edu.tr/en/academic/graduate/tuition-fees/

Financial Procedures and Principles to be Followed in the Suspension of Enrollment

Suspension of enrollment applications are made during the dates specified by the University Executive Board.

In case the suspension of enrollment applications made during the dates specified by the University Executive Board are accepted, the below mentioned procedures and principles are followed:

If the tuition fee has been paid in advance, the paid fee is counted for the semester of semesters in which the student will continue his/her education. If the program tuition fee is paid in installments,

the installments are still paid during the suspended semester or semesters. This payment is counted for the semester or semesters in which the students will continue his/her education.

If the student does not renew registration and resume education or cancels his/her enrollment when the semester begins, the procedures and principles regarding cancellation of enrollment are applied.

For a student to make a request for suspension of enrollment, the overdue installments must be paid.

Financial Procedures and Principles to be Followed in the Cancellation of Enrollment
Except for the English Language Preparatory Program, the following procedures and principles apply to all graduate programs for the cancellation of enrollment.

In the implementation the relevant financial procedures and principles, the application date for the cancellation of enrollments is taken as the basis. If the application date coincides with weekend, official or administrative holiday, the next workday is taken as the basis.

Provided that the application for cancellation of enrollment is made before the student begins education and before the beginning of the semester specified in the academic calendar of the relevant institute, the student is required to pay 25% of the tuition fee.

In case the application is made after the beginning of the semester specified in the academic calendar of the relevant institute (including the beginning date of the semester), the student is required to pay the tuition fee to be calculated in accordance with the amount paid during registration and/or through the program tuition fee that s/he undertook to pay (the total number of past semesters including the current semester). Given that the tuition fee calculated in this manner is less than 25% of the total tuition fee, the student is required to pay 25% of the total tuition fee.

In case of cancellation of enrollment for scholarship students, the amount to be taken as the basis is the amount that is left after deducing the scholarship amount from the total tuition fee.

Regarding the cancellation of enrollment applications of the students at English Preparatory Program, 'The Financial Procedures and Principles for the Students subject to İstanbul Bilgi University Credit System Undergraduate and Associate Degree Education and Exam Directive' are implemented.

SIS (Student Information System)

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

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

Course Registration

Course registration is done online through SIS. Furthermore, computers in common areas and laboratories are open for course registration.

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

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

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

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

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

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

Withdrawal

Students can withdraw from courses only within the specified time period in the academic calendar through SIS (Student Page). A student cannot withdraw from an elective courses for which s/he receives 'F.' Advisor's approval through SIS should be obtained.

Course Exemption

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

Suspension of Enrollment

Reasons for suspending enrollment in a new academic year: Financial problems, incomplete course grade, being an exchange student.

Midterms and Finals

The schedule for the midterm and final examinations is determined and announced by the coordinator of the program.

Resit exams

Resit examinations are held on the dates specified in the academic calendar. The make-up examination schedule is determined and announced by the coordinator of the program.

Access to Semester Grades

Final exam grades can be viewed under 'Grades' on SIS following the grade announcement date, which is stated in the academic calendar. The midterm exam grades are announced via BİLGİ Learn by the course instructor.

Transcript Requests

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

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

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

Student Certificate Requests

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

1. Log into '**SIS**.'
2. Click on '**Document Request**.'

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

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

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

Other Document Requests

If you have any other requests that are different than the ones mentioned above, you can send an e-mail to lisansustu@bilgi.edu.tr.

Military Conscription/Deferment Procedures

Military conscription and deferment procedures are made in accordance with the Military Law No. 1111. The military conscription and deferment procedures of male students who are Turkish citizens, and who are students in or are newly enrolled in a Master or doctoral program at the university are followed up by the Graduate Student Affairs Office.

Graduate program students older than 33 (35 for doctorate students) do not have the right to defer their military conscription.

If there is a change in the military obligation status of a student, information must be provided to the Graduate Student Affairs Office. In this way, all military related procedures can be carried out without any mistakes.

The law requires that the list of students who have graduated, suspended or cancelled their enrollment should be sent to the respective military recruitment office within 2 months from the date of transaction. Students are required to apply to their respective military recruitment office as soon as possible after their relation with the university has ended. Military deferment procedures are carried out unless situations such as being older than 35, draft evasion or being shown as enrolled to another higher education institution exist. The average deferment period is 1.5 years for students of graduate programs without a thesis, 3 years for students of graduate programs with a thesis and 7 years for doctorate students.

LIFE AT BİLGİ

Graduate Student Affairs

The purpose of Graduate Student Affairs is to inform all graduate students about academic and administrative issues starting from their registration at the university until their graduation and help them meet their needs during their university education.

There are graduate student advisors at the Graduate Student Affairs Office. Advisors assist students with regard to academic and administrative issues, help establish communication between administrative and academic staff and work in coordination with relevant units.

The areas of service of the Graduate Student Affairs Office are listed below:
- Registration, registration suspension, and cancellation of registration
- Course registration, course exemption, course add-drop, withdrawal from a course
- Factual error claims
- Lateral transfers
- Department changes
- Student certificates
- Transcripts
- ID
- Advising for foreign students
- Graduation documents
- Diplomas

Graduate Student Affairs Office is open from 09:00-19:30 on weekdays and 09:30-14:30 on Saturdays.

Library

BİLGİ Library offers a rich collection of books, e-books, journals, e-journals, music CDs, DVDs, online films, academic Internet resources, music scores, and other printed materials. The collection of the library is continually expanded with the suggestions of students and academics, and hosts more than 186,000 printed sources in its collection.

BİLGİ e-Library contains more than **640.000** electronic books, over **62,500** electronic journals, 125 electronic databases, and e-encyclopedias. You can access these resources on and off-campus any time of the day.

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

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

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

International Opportunities

Founded with the spirit of becoming an 'international university', İstanbul Bilgi University has made a difference with its international student mobility, its high number of international faculty members among the other universities in Turkey, and with its diverse international activities. Thanks to its student exchange, joint programs, short-term certificate programs, and periodical collaborations with more than 260 leading universities in approximately 50 countries, BİLGİ provides its students the opportunity to gain international education experience.

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

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

İstanbul Bilgi University joined the Erasmus Program in 2004-2005 Academic Year. BİLGİ has student and staff exchange agreements with more than 260 universities in approximately 50 countries. BİLGİ offers its students the opportunity to live and study in Europe to expand their educational and cultural horizon. For this purpose, many BİLGİ departments have established Erasmus partnerships with their peers from leading European and world universities. Students participating in the Erasmus Program can continue their education at the partner universities of BİLGİ for a semester or for the entire academic year and have the credits of the courses they passed recognized.

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

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

Erasmus+ Placement (Internship) Program
Erasmus+ Placement (Internship) Program is one of the Lifelong Education Programs of the European Union. A placement is the professional or administrative working period that a

student spends at an institution, university or academic center that is related to his/her area of study in a participating European country. Placements help students adapt to the requirements of the labor market, acquire specific skills, and improve their professional experiences. The duration of a placement should be a minimum of 2 months (60 days) and a maximum of 12 months for undergraduate, graduate, and PhD students.

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

International Preparatory and Language Programs
İstanbul Bilgi University offers its English Preparatory Program students the chance to spend a portion of or their entire language education in the U.S. or Canada. English Preparatory Program students from every level and students who do not want to become irregular students and improve their English proficiency can participate in these exchange programs. Students can attend 6 different universities in 5 different states in the U.S. and 2 different universities in Ontario, Canada.

Student Support Center

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

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

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

Student Clubs

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

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

For further information about Student Clubs, please click here.

Scholarships

You can benefit from academic scholarship provided that you are deemed suitable as a result of the assessment of the jury of the program that you apply. For further information about scholarships click here.

Dormitories

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

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

For detailed information about dormitories, please click.

Sports Activities

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

Our Sports Teams
- American Football
- Fencing
- Flag Football
- Frisbee
- Futsal

- Rowing
- Rugby
- Table Tennis
- Tennis
- Triathlon
- Sailing
- Skiing & Snowboard
- Soccer
- Swimming
- Volleyball
- Water Polo

Unit for Students with Disability

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

For more information about the Unit for Students with Disability, please click.

ENGELSİZ BİLGİ

Psychological Counseling Unit

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

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

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

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

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

PCU organizes trainings and seminars every semester on different subjects prepared by PCU

experts and invited speakers. One can obtain information about frequently encountered problems and their solutions in these seminars and gain the skills required in academic, professional, and social life.

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

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

BİLGİTalent – Career and Talent Development Office

BİLGİTalent supports students and alumni throughout their individual, academic, and professional development so that they can discover themselves and realize their dreams and goals.
BİLGİTalent offers many opportunities for discovering your potential, realizing your dreams, planning your future, becoming aware of your competencies and starting your career one step ahead within the increasingly competitive circumstances of the changing world. You can benefit from these opportunities by visiting BİLGİTalent team, registering on BİLGİTalent online platform (https://www.bilgi.edu.tr/en/talent/), following the social media accounts (@bilgitalent) or sending an e-mail (bilgitalent@bilgi.edu.tr) to the team.

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

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

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

Leadership Development Programs Abroad
BİLGİTalent becomes involves in international projects in the fields of leadership, entrepreneurship, social innovation, and technology with participants across the world and

provides BİLGİ members the chance to discover the international innovations and new countries.

Mentorship Programs
With mentorship programs, BİLGİ students and alumni meet with the leaders and professionals from leading companies, be inspired through their career journeys, and establish new communication networks.

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

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

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

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

Activities

İstanbul Bilgi University organizes nearly 1000 events every year including music festivals, exhibitions, international conferences, workshops, and competitions. The university offers a vivid student life with lots of events from European Nuclear Research Center's (CERN) "Accelerating Science" exhibition to the GAMES Congress that brought together many Nobel award winning scientists, from the Young Social Entrepreneurs Awards to the Crystal Apple Awards and many other annual activities along with the winter.101 and spring.101 festivals. With these activities in which world-famous figures and opinion leaders participate, BİLGİ contributes to the development of its students.

Information Technologies

İstanbul Bilgi 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 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 e-mail address with a @bilgiedu.net extension. Students have the right to use this account throughout their educational life and after they have graduated. Every form of information that might interest the university and students is sent to the e-mail box located on SIS (Student Page). Therefore, it is vital that e-mails are checked frequently. All communication with regards to information technologies can be followed from http://it.bilgi.edu.tr.

Food and Beverage Services

There are cafeterias at all campuses for the convenience of BİLGİ students and staff. Student cafeterias are popular and lively places where students eat and come together with their friends. These cafeterias operate from Monday to Friday at Kuştepe, Dolapdere, and **santral**istanbul Campuses. They serve fast food, beverages, cold snacks and hot meals every day.

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

Transportation Services

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

For detailed information, please click**.**

Parking Areas

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

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

Health Care Services

İstanbul Bilgi University provides free medical care at its campuses. Campus infirmaries provide service between 8:30- 16:45 on weekdays. Two physicians and four registered nurses help students with minor illnesses or injuries in the infirmary. For more serious medical problems, BİLGİ students are referred to a hospital. All registered students can have an examination in the

infirmaries free of charge.

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

Communication with Students

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

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

Enquires can be made in one of the following ways: Personal enquiries and those sent by e-mail should be made to the address given below. Fax enquiries need to be sent to 0 212 216 24 14 and e-mail enquiries should be submitted to bilgiedinme@bilgi.edu.tr by filling out the forms on https://www.bilgi.edu.tr/en/university/about/institutional-principles/freedom-of-information

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

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

Situations Requiring Disciplinary Action

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

Technology and Labs

Computers – Internet

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

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

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

BİLGİ Learning Management System (Blackboard)

BİLGİ Learn (Blackboard) is used as the learning management system at the university. It can be accessed from https://learn.bilgi.edu.tr with a BİLGİ e-mail address and password **Blackboard Learn**

Blackboard Learn Assistance

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

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

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

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

Faculty of Architecture Workshops

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

BİLGİ.MAKE (Maker Lab)

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

Computer Laboratory

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

Faculty of Engineering and Natural Sciences Laboratories

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

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

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

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

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

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

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

Music Studios

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

Studio A and Mixing Studio

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

Rehearsal Studios

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

MIDI Lab

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

Technology at the Faculty of Communication

alt_lab

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

RGB Studios

Red Studio

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

The center of the editing units, as an extension of the shooting platform, is made up of six iMac computers that are used in the post stages of all these productions. Red Studio can also work as a design unit with this equipment.

Red Direction Room located in mezzanine floor and is functionally integrated with the whole system serves as the heart of the studio. All processes among light, sound, picture selection, prompter, character generator and production-management are controlled through this room. With next generation infrastructure, external connections can be increased on demand. The broadcast can be transferred to/from external sources like Skype and YouTube via 3G based live broadcasting vehicle of the Faculty.

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

Green Studio

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

Blue Studio

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

Play Space

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

Mac Lab

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

RadyoVesaire Studio

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

Newsroom

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

Black and White Studios

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

Insight Lab for Qualitative Research

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

Dubbing and Audio Editing Studio

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

Post-production Rooms

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

Equipment Room

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

TV Production Unit

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

Faculty of Health Sciences Laboratories

Department of Nutrition and Dietetics:

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

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

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

The following departments use the Basic Sciences Applied and Food Chemistry Laboratory:
- Department of Physiotherapy and Rehabilitation
- Department of Child Development
- Department of Nutrition and Dietetics
- Department of Nursing

- Department of Occupational Therapy
- Department of Perfusion

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

Department of Child Development:

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

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

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

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

Department of Physiotherapy and Rehabilitation:

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

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

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

Heat-Light-Hydrotherapy Laboratory:

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

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

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

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

Department of Nursing:

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

Detailed information about the Department of Nursing Laboratories can be accessed from this link.

Department of Perfusion:

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

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

Department of Occupational Therapy:

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

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

from this [link](#).

Department of Health Management:

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

Detailed information about the Department of Health Management Computer Laboratory can be accessed from this [link](#).

Laboratories of the Vocational School of Health Services

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

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

Useful Information

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

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

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

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

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

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

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

Lost and Found

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

Campus Security

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

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

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

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

Contact Information / What-Where?

BANK

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

BOOK STORE/STATIONARY SHOP

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santralistanbul Campus, EN-1

GLOBAL TALENT MANAGEMENT CENTER

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

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

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

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

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

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

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

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

HAIRDRESSER

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santralistanbul Campus, behind Caffe Nero

INFIRMARY

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

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

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

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

İSTANBUL BILGI UNIVERSITY PUBLISHING BOOKSTORE

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santralistanbul Campus, ÇSM- Energy Museum

LIBRARY

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

PHOTOCOPY CENTERS

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

PSYCHOLOGICAL COUNSELING

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

SECURITY

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

STUDENT ACCOUNTING

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

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

STUDENT AFFAIRS

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

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

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

STUDENT SUPPORT CENTER

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

STUDY HALLS

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

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