

2018-2019

STUDENT HANDBOOK
(Graduate)



**İstanbul
Bilgi University**

LAUREATE INTERNATIONAL UNIVERSITIES

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2018-2019 Academic Calendar

2018

10-14 September Academic Registration for Fall Semester
17 September Deadline for Internal Transfer Applications

Fall Semester

17 September

24-25-26 September Add/Drop Period
28 October - 29 October Holiday (Republic Day)
2 November Deadline for Leave of Absence
30 November Withdrawal deadline
21 December Deadline for Project/Dissertation Submission
23 December End of Fall Semester Classes
31 December Holiday (New Year)

Fall Semester Begins

2019

24 December - 8 January Final Examinations
1 January Holiday (New Year)
14 January Announcement of Grades
23-27 January Resit Examinations
30 January Announcement of Grades (Resit Examinations)
4-8 February Academic Registration for Spring Semester and Orientation
11 February Deadline for Internal Transfer Applications

Spring Semester

11 February

18-19-20 February Add/Drop Period
29 March Deadline for Leave of Absence
19 April Withdrawal deadline
23 April Holiday (Ulusal Egemenlik ve Çocuk Bayramı)
1 May Holiday (Emek ve Dayanışma Günü)
17 May Deadline for Project/Dissertation Submission
18 May End of Spring Semester Classes
19 May Holiday (Atatürk'ü Anma, Gençlik ve Spor Bayramı)
23 May-2 June Final Examinations
4-7 June Holiday (Ramadan Holiday)
7 June Foundation Day
10 June Announcement of Grades
13-16 June Resit Examinations
20 June Announcement of Grades (Resit Examinations)
28 June- 3 July Graduation Ceremonies

Spring Semester Begins

From the Rector

Dear Students,

Welcome to İstanbul Bilgi University. We will work together to ensure you to have a productive and successful university education, which will have substantial and even determining role in your lives. Undoubtedly that the University will take an important role in determining your future and professional career. I would like to suggest you not to take this education merely as success in classes.

Every show that you will see, every conference that you will attend every audio-visual media that you will hear and see will play an important role in your development and education. For this reason, we prefer you to participate selective, rationalist, questioning, and creative activities. BİLGİ makes and will continue to make its best to provide you a real university education and make you live this experience in full of its more than hundred student clubs, more than thousand academic and cultural activities in a year, and its social responsibility projects. Your active participation and contributions to this process will both enrich your education and formation to be received and will carry university life more pluralist, richer and more productive levels.

University is an exceptional area where research, reading, social activities and projects as well as education were precious. Being in an exceptional area within the society does not mean being isolated or diverged from the society. As an university, which is always be associated with the society and development of society, BİLGİ stands to help you to think about and change life and to create new solutions, beyond prepare you for life.

We are trying to give you a privileged education at İstanbul Bilgi University, which has an important place in the higher education institutions that exist in Turkey. We expect you to receive this privileged education not only for your own career, but also for your community and your society. Our fundamental goal is to make you salutary and self-confident persons in your lives. We have tried and will try to keep the basic principles such as pluralism, tolerance, equal respect for every individual and every opinion and freedom as always high.

I believe that we will archive this goal together.

I wish you successful and healthy semester in new academic year.

With my best love and regards,

Prof. Ege Yazgan
Acting Rector

ABOUT İSTANBUL BİLGİ UNIVERSITY

History

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

İstanbul Bilgi University has made contribution to its students and academic life in Turkey with its 4 campuses in Kuştepe (25.000 m²), Dolapdere (18.000 m²), **santral**istanbul (112.000 m²), Kozyatağı (165.000 m²) and **santral**istanbul-Additional Building.,

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

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

Values

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

[Our Vision](#)

[Our Mission](#)

[Our Values](#)

[Fundamental Principles](#)

[Institutional Learning Outcomes](#)

[Academic Freedom](#)

[BİLGİ and Sustainability](#)

Campuses

İstanbul Bilgi University has four campuses: **santralistanbul**, Dolapdere, Kuştepe and Kozyatağı. All of the campuses are centrally located and offer the students a vivid and colorful student life full of social and cultural events. Because İstanbul Bilgi University centralizes the role of the student, the campuses become centers of life and as a result the university hosts more than 1,000 activities on its campuses every year. The free shuttle services between campuses and also from central points in the city make the university more accessible.

santralistanbul Campus

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

Kuştepe Campus

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

Dolapdere Campus

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

Kozyatağı Campus

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

BİLGİ and Laureate International Universities Network

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

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

academic community that spans more than 15 countries.

International Memberships



National Memberships



ACADEMIC PROGRAMS

Institutes

Institute of European Union

Institute of Information and Technology Law

Institute of Graduate Programs

Graduate Programs

European Studies
European Studies Double Major Program (İstanbul Bilgi University and Europa-Universität Viadrina Frankfurt-Oder)
Banking and Finance
Banking and Finance Distance Learning
Information and Technology Law
e-MBA Turkish
e-MBA English
Economics
Philosophy and Social Thought
Financial Economics
Visual Communication Design
Public Relations and Corporate Communication
Law (Economics law/Human rights law)
Human Resources Management
Human Resources Management Distance Learning
Comparative Literature
Clinical Psychology
Culture Management
Cultural Studies
MBA
Media and Communication Systems
Accounting and Auditing
Organizational Psychology
Marketing
Interactive Marketing / Next Academy
Marketing Communication / Brand School
Cinema and Television
Management of Social Projects and Non-Governmental Organizations
Sociology
History
Turkish-German Economics Law Common Graduate Program (İstanbul Bilgi University-University of Köln)
International Economics-Politics
International Finance
International Relations
Management Information Systems
Management Information Systems Distance Learning
Entrepreneurship and Innovation in Technology
Intelligent Systems Engineering
Electrical and Electronics Engineering

Energy Systems Engineering
Mathematics
History, theory and criticism of architecture
Architectural design
Construction management
Physiotherapy and Rehabilitation
Health Services Management
Health Services Management Distance Learning
Nutrition and Dietetics
Trauma and Disaster Mental Health

Doctorate Programs

Economics
Communication Sciences
Business Administration
Public Law
Private Law
Political Sciences
Mathematics

ACADEMIC RULES and REGULATIONS

Directives

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

Summarized information on “Graduate Education-Training Directives is given below.

Academic Year

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

Academic Calendar

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

Education Period

Period of study in İstanbul Bilgi University is 1,5 years (3 semester) for graduate programs without thesis and 3 years (6 semesters) for graduate programs with thesis and 6 years (12 semesters) for doctorate programs. Study suspension periods and summer schools are excluded from the education period.

Maximum period for successful completion of classes in graduate with thesis and doctorate programs is 4 semesters. Students those who cannot complete or fail at the end of such period

are dismissed.

Semesters that are spent in domestic or foreign high education institutions within scope of exchange programs and all semesters that the student is enrolled or semesters without enrolment due to non-renewal of enrolment from the date of first enrolment to graduate program are included in maximum and additional education period.

Course Registration –Add/Drop

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

Enrolment to the courses requires the fulfilment of the financial liabilities assumed towards the University. Course registration is done online on the dates specified in the academic calendar using SIS. Thus, it is advised that before registration occurs, the student should obtain information about the courses to take from their academic advisors or discuss the registration process with Graduate Student Affairs advisors. We would like to remind you that all registrations must be approved by the student's academic advisor.

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

Provided their excuse is documented, students who fail to enrol 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. The individual curriculum made up of the courses to be attended by the student during each semester as well as possible changes to the individual curriculum become final upon approval by the advisor based on the course order in the graduate programs, also considering the performance, prerequisites and the provisions of this Regulation.

Course Schedules

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

Credit Load

The students' regular semester based credit load is forty five (45) credits excluding project. Maximum credit load is ninety (90) credits in an academic year excluding summer school.

Attendance and Exams

Students are liable for attending any enrolled courses, applications, lab studies and exams and all

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

Exam Rules

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

- Only the students whose names appear on the examination list can take the examination. In cases where the student's name does not appear on the list but the student wishes to take the examination, the instructor may allow the student to take the examination, only after the student signs the official form stating that "the student's exam will be null and void, if, at the end of the investigation, it is found out that the student has not fulfilled his/her obligations to the University".
- Students are required to show their university identification card at every examination.
- Students who are more than 15 minutes late, will not be allowed to take the exam.
- Students must take the seats that invigilators show them. In other words, invigilators might change the seats of students. It is necessary to draw up a written report in the case of objection or incompliance.
- Calculators, dictionaries, class notes or textbooks should be left inside the room at a place specified by the room supervisor. At the invigilators' request, students may also be asked to turn in any other items that may arouse suspicion.
- Students will keep their mobile phones and all their apparatus (smart watches- headphone) in their bags/pockets unreachabe 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 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 the presence of the actions like cheating, attempting to cheat, plagiarism from any source, keeping their mobile phones in a visible location and turned on or staring at them, they are reported in writing by the room superintendent and/or invigilators and notified to the head supervisor right away. In this case, upon the report of discipline superior, the Discipline Board rules in line with the legislation for inflicting a consistent disciplinary punishment.

Cheating and Plagiarism

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

A student caught cheating or plagiarizing is given a fail note for that specific exam or assignment.

The student is also subject to action in accordance with the relevant provisions of the Student

Disciplinary Regulation of Higher Education Institutions.

Grades

For each course they attend, students are given a grade between 0 (zero) and 100 (one hundred) as a result of the required exams and similar evaluations, this grade is referred to as the "raw grade". Decisions as to which raw grade range shall correspond to which letter grade are made and reported by the relevant lecturer together with the respective grades of the student.

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

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

For Graduate Students,

Letters	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	0	Fail

For Doctorate students:

Letters	Numeric Values	Description
A	4.00	Excellent
A-	3.70	Excellent
B+	3.30	Good
B	3.00	Average
B-	2.70	Pass on Probation
F	0	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 given to failed students and students who cannot achieve 'C+' (for doctorate programs 'B-') or "P" levels.

Course Status of Students

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

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

I (Incomplete): The term refers to students who fail to complete the requirements of a course, which is based on a project, thesis, graduation assignment or similar study, in a timely fashion due to an excuse acceptable by the lecturer. Such students are required to make-up for their missing studies within a maximum of two weeks starting from the end of the relevant examination term. The grade "I" is converted to an "F" for students who fail to make-up the deficit. However, maximum two weeks of respite may be given to student by relevant board on condition that academic member who give grades apply before the end of period.

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

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

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

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

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

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

W (Withdrawal): Used for students who complete the required proceedings and withdraw from a course prior to the deadline designated in the academic calendar. Students cannot withdraw from

mandatory courses of their program or courses repeated due to an "F" grade. No withdrawal applications can be filed four weeks before the end of the courses.

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

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

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

Announcement of Grades and Factual Error Objections

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

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

Repeating a Course

Students receiving an (F) from a core curriculum course must repeat the course in accordance with the credit load and course selection rules. Course(s) which shall substitute the repeated course

with the same number of credits at minimum are defined by decision of the executive board of the institute in cases where the core curriculum courses which require repeat have been excluded from the curriculum.

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

If students does not achieve GPA of 2.80 (3.20 for doctorate students) which is required for graduation, they may repeat courses that they took Pass on Probation grade. While the pass grades earned from a repeated course or from a new elective course in terms of elective courses shall substitute the former grade, the past grade shall also be listed in the academic records and transcripts.

Grade Point Averages

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

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

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

"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 doctorate students with GPA below 3,20 at the end of any semester shall be on probation throughout the subsequent semester.

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

Graduation

To graduate from a graduate program that they attended, students are required to receive a minimum 2.80 (3,20 for doctorate students) grade point average from the curriculum of their program and have a minimum GPA of 2.80 (3,20 for doctorate students).

Commencement Ceremony

Commencement ceremonies are held in the spring term after final exams. Dates of commencement ceremonies are determined by the University Executive Board and announced on the university web site.

Registration Suspension

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

The following conditions are acceptable as legitimate reasons:

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

Provided it is documented with a certificate issued by the highest competent authority of the area, natural disasters forcing a postponement of the student's study.

State of final conviction which, due to the disciplinary provisions applicable on the student, do not result in the termination or cessation of the student status.

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.
Student's arrest.

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

Withdrawal

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

Internal Transfers

- Students can transfer from programs that they enrolled to another program.
- Following conditions must be met for internal transfer:
 1. At least one-year attendance to classes of enrolled graduate program,
 2. No ex-matriculation for any reason whatsoever.
 3. To meet all acceptance criteria concerned with the program which the student will transfer.
 4. ç) The transfer application must be found acceptable by the director of the program to be transferred.

Course Exemption

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

Processes

Administrative and academical requests in our university are made by submitting written petition. Petitions may be delivered to graduate Student Affairs Office or may sent as signed e-mail to lisansustu@bilgi.edu.tr address. Petitions are received by Graduate Student Affairs and forwarded to relevant unit.

Forms

There are forms required to be used for academic and administrative requests in our university: Forms may be accessed <https://www.bilgi.edu.tr/en/life-at-bilgi/student/graduate-student-affairs/forms/>

Diploma Supplement

A diploma supplement is an supporting and explanatory document that is given together with diploma by high education institutions. Diploma supplement helps with recognition of education taken of university graduates in other countries and education systems; as well as provides detailed information on academic grade granted to graduate, its contents and professional competencies.

Diploma supplement is prepared in an European Language (English) and given to the student automatically with their diploma at 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:

Have a diploma that can be easily understood and compared outside of Turkey.

Contains complete definitions of a student's academic development and the competencies earned during their educational life.

It is a non-biased pronouncement of a student's achievements and competencies.

Provides easier access to job opportunities or advanced educational opportunities abroad.

Supports employability.

ECTS Information Package

This is a web site that contains institutional information about the university (vision-mission-principles, management, academic calendars etc.), academic programs (faculty program distribution and content information about the programs), program courses (technical and content information for all courses) and useful information for students (accommodation, infirmaries, agreed with providers, handicapped student services, language courses, internships,

community life and sports opportunities, student clubs etc.). The web page can be accessed by clicking on the “ECTS Information Package” tab located under the Tools and Services heading on the university’s home page or through the “<http://ects.bilgi.edu.tr/Institutional>” address.

Financial Procedures and Principles

Tuition

Information on graduate program tuition fees can be accessed <https://www.bilgi.edu.tr/en/academic/graduate/tuition-fees/> address.

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

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

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

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

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

Except for the English Language Preparatory Program, the following procedures and principles apply to all graduate programs for withdrawal:

Refunds for tuition fees are made on the Turkish Lira amount on the date
That the tuition fee is collected in cash and in the Turkish Lira account,
Which is stated in writing by the student.

In the event that the application for withdrawal is made before the student
Starts studying and before the beginning of the semester in the academic calendar
of the institution concerned, the full amount of the student's actual payment is refunded. In the
case where the application for withdrawal is made

In the first semester of the student and after the beginning of the semester in
The academic calendar of the relevant institute, but only until the last date (inclusive of the last

date)

For adding and leaving courses; the student is obliged to pay 5% of the prepaid Tuition fee before the scholarship and deduction and 10% of the tuition fee paid and / or undertaken to pay during registration.

In cases where the application for withdrawal is made prior to the deadline for the addition and withdrawal of courses in the academic year following the first semester of the student and in the academic calendar of the relevant institute, the student is obliged to pay the tuition fee to be calculated on the program tuition fee which he / she has paid and / or commits to pay at the time of enrollment for the study periods previously enrolled.

In cases where the application for withdrawal is made after the deadline for adding or withdrawing courses in the relevant institution's academic calendar, the student is obliged to pay the tuition fee at that time calculated on the program tuition paid and / or paid for at the time of enrollment.

When the withdrawal application is based on the date on which it is made; if overpayment is made more than stipulated, overpayment will be refunded, if the payment is less than stipulated, the remaining amount will have to be completed during the registration process.

For scholarship students, the amount to be deducted in the case of withdrawal is the remaining amount after the amount of scholarship is deducted from the total tuition fee. The application deadlines set forth in (d) and (e) shall be taken as the basis for the amounts due for the course redemption.

Financial procedures and principles if the regular educational period is exceeded

a) Tuition fee of program covers maximum education period, which is determined for relevant graduate program in Graduate Education and Training Regulations on condition that provisions concerned with obligation to pay additional tuition fee is reserved.

b) Scholarship students are obliged to pay fees to be calculated over tuition fees determined by the board of trustees by applying scholarship in case they repeat classes due to fail. Suspending registration or disenrollment does not remove this payment obligation.

c) Including students those who utilize scholarships and discounts, student those who will take courses more than mandatory credits of relevant program shall be obliged to make payment over following additional tuition fees of relevant department in all circumstances. Suspending registration or disenrollment does not remove this payment obligation. These tuition fees are updated by the Board of Trustees annually.

d) Student who exceeded terms stated in paragraph (a), are also obliged to pay additional fees of program taken per course or thesis/project, which are determined by the Board of Trustees notwithstanding whether they are scholarship student or not or whether they are at the stage of courses or thesis.

e) The financial responsibility of the University against students who pay their tuition fees through bank campaigns or credit facilities is limited to the amount actually paid to the University.

SIS (Student Information System)

BILGI SIS is Student Information System of İstanbul Bilgi University. Students may access BILGI SIS pages by their e-mail addresses with bilgi.edu.tr extensions and passwords.

Students may register classes, follow up their class schedules may view their grades and request documents and may monitor their academic statuses and may follow up announcements via BILGI SIS.

Course Registration

Class registration is done online through SIS. Furthermore, computers in common areas and laboratories are open for class registration purposes:

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

What is a prerequisite?

These are courses that must be taken and passed before a specific course can be taken. Course content and any prerequisites can be found under the COURSE CATALOG heading on SIS (student page).

What is special condition?

It is sufficient to have passed the prerequisite course. Courses that have a "special condition" can be found under the COURSE CATALOG heading on SIS (Student page).

What is consent?

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

What is restriction?

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

Add/Drop

Classes begin at the university the week after registration week and the Add/Drop period starts in the second week after classes begin. During the add/drop period changes can be made to courses or for classes within credit load limits. Once the changes have been completed, the academic advisor must be notified of the Add/Drop code and the changes and approval must be obtained.

Withdrawal

Withdrawal from a class can be done for classes using SIS during the period stipulated in the academic calendar. Students cannot withdraw from an elective class that they received an F in. Academic advisor consent must be obtained through SIS.

Course Exemption

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

Registration holds

Reasons for a registration hold in a new academic year: Financial difficulties, uncompleted course grade, being exchange student.

Midterms and finals

Midterm and final examination schedule is determined and announced by Coordinator of program.

Make up examinations

Make up examinations are made in dates that are determined in the academic calendar. Make up examination schedule is determined and announced by Coordinator of program.

Access to term grades

Final Exam grades can be viewed under "Grades" in SIS as of grade announcement date, which is stated in Academic Calendar.

The midterm exam grades are announced via the BİLGİ Online pages by the respective course instructor.

Transcript requests

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

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

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

Student certificate requests

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

1. Access **“SIS.”**
2. Click on **“Document Request.”**
3. After choosing the **“Student Certificate”** option, click on the **“New Request”** tab

And language option for student certificate (English/ Turkish) is selected and transaction is completed by clicking **“Save”** button.

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

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

Other certificate requests

For other documents to be requested Graduate Student Affairs Office must be contacted.

Military Conscription/Retardation Transactions

Military conscription and retardation transactions are made in accordance with Military Law numbered 1111.

Military conscription and retardation transaction of male students who are citizen of Republic of Turkey, and who make their studies or newly enrolled in master or doctorate status in our university's graduate of doctorate programs are followed up by Graduate Student Affairs.

Students older than 35 have not military conscription retardation rights for graduate degree programs.

In case any changes in information provided to university regarding with military obligation, Graduate Student Affairs must be informed. Therefore, military related transactions can be carried out without any mistake.

It is imposed by law to communicate list of students who are graduated, dis-enrolled or suspend their enrollments within 2 months from the date of transaction. Students are required to apply Military Recruitment offices as soon as possible after dis-enrollment date.

Military retardation transactions are carried out unless situations such as being older than 35, draft evasion or being shown as enrolled to another high education institution were exist. Average retardation period is 1,5 years for students of graduate programs without thesis, 3 years for students of graduate programs with 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 to their graduation and help them to meet their requirements during their university education.

Graduate student advisors work at Graduate Student Affairs Office. Advisors lead the way for students in academic and administrative issues; helps with communication between administrative and academic staff, works in coordination with relevant units.

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

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

Graduate Student Affairs Office provides its services at 9:00-19:30 in weekdays and 9:30-14:30 in Saturdays.

Library

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

The BİLGİ e-Library contains more than 400.000 electronic books, 62.000 electronic journals, 125 electronic databases and encyclopedias. Access to these resources is available via the Internet, on or off-campus any time of the day.

e-Book readers that have e-Ink "electronic paper" reading screens are also available for check out. Users are able to check out e-books from the databases and continue to read offline as well. BİLGİ members can read thousands of e-books and provides access to over 7.000 newspapers and magazines in their original format in 60 different languages from 100 countries.

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

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

International Opportunities

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

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

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

Laureate International Network Programs:

Laureate International Universities is a trusted global leader in providing access to high quality, innovative institutions of higher education. The Laureate International Universities network includes an academic community that spans 40 institutions throughout North America, Latin America, Europe, Asia and Australia. Laureate universities offer undergraduate, master’s and doctoral degree programs in fields including architecture, art, business, culinary arts, design, education, engineering, health sciences, hospitality management, information technology, law and medicine.

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

The major task of the Laureate Exchange Programs Office is to assist students to competitively design

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

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

Laureate Summer Programs

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

Erasmus Exchange Programs

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

Istanbul Bilgi University started to participate in Erasmus Program in 2004-05 academic year. BİLGİ has nearly 700 Erasmus Student Exchange Agreements in 26 countries with 200 European universities. BİLGİ offers its students the opportunity to live and study in Europe to expand their educational and cultural horizons within the framework of the Erasmus Program. For this purpose, many of BİLGİ departments have established Erasmus partnerships with their peers from leading European universities. Students participating in the Erasmus Program may stay in the partner universities of BİLGİ for a semester or for the entire academic year. Erasmus students may utilize EU mobility donations.

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

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

Erasmus+ Placement (Internship) Program

Erasmus+ Placements are an initiative of the European Union's Lifelong Learning Program. A placement is a period that a student can spend in a company (profit/non-profit), university or academic center which are related to their area of studies at a participating European country or participating country. Placements assist students to adapt to the requirements of the labor market, to acquire specific skills

and to improve their work experience. The duration of a placement must be for a minimum of 2 months (60 days) and maximum of 12 months for undergraduate, graduate and PhD students. It is best for the student to plan for the placement to be during the summer.

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

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

Bilateral Exchange Programs

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

South Korea Summer School

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

Student Support Center

The Student Support Center acts as a bridge between students and academic and administrative units, for the purpose of improving the quality of student life at BİLGİ. Working to improve the social lives and satisfaction levels of students, the Student Support Center is an essential element of the student-focused education philosophy of İstanbul Bilgi University.

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

Student Clubs

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

Academic

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

Ideas

Anatolian Youth Club
Ataturkist Thought Club
Enlightenment Club
Wise Youth Club
BiEqual Gender Equality Club
BiLGİ Rainbow
BiLGİ Women's Club
Freedom and Justice Initiative Club
Nationalist Thought Club

Sports and Arts

Bi'Music Club
Cycling Club
Dance Club
Mountaineering Club
BiLGİ Extreme
Underwater Sports Club (BISUS)
Culture and Arts Club
Kravmagen Self Defense Club
E-Sports Club
Folk Dances Club
BiLGİ Sailing Club
BiLGİ Rowing Club
Riders of BiLGİ
Sahne Bi Mavi Club
BiLGİ Camping Club
BiLGİ Performing Arts Club
BiLGİ Sports Business Club
Science and Innovation Club

Social Responsibility and Hobbies

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

Unit for Students with Disability

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

Scholarships

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

ÖSYS Scholarships

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

*** Applies to programs offered in English.**

Achievement Grants

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

Sports Grants

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

Hardship Grants

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

International Baccalaureate (IB) Grants

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

*** Applies to programs offered in English.**

Sibling Discount

Siblings of the students and graduates of İstanbul Bilgi University are granted a 10% sibling discount. The discount does not cover the Summer School.

Teacher Discount

Children of teachers and faculty members are granted a 10% discount. The discount does not cover the Summer School.

Psychological Counseling Unit

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

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

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

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

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

BİLGİTalent

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

Talent Consultancy & Competence Building

BİLGİTalent has a dedicated counselling staff that allows students to book one-on-one sessions regarding their career options, job interviews, CV preparation and more. BİLGİTalent provides various assessments such as Laurate Professional Assessment (LPA) to help students observe their competencies and unfold their potential.

Career Days for Sectoral Networking

Each year, BİLGİTalent brings students and partnered employers at various career events and workshops by collaborating with business partners from different sectors. Opportunities are provided to get to know the business world, benefit from industrial knowledge and develop competencies and a professional network.

Abroad Leadership Programs

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

Mentorship Programs

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

On-Campus Employment

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

Job and Internship Opportunities

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

Activities

İstanbul Bilgi University organizes regular scientific and cultural events attended by world-renowned opinion leaders, offering students a unique opportunity for self-improvement. Past events have been attended by Bill Clinton (42nd President of the United States), Tony Blair (former British Prime Minister), Martin Schulz (President of the European Parliament), Madeleine Albright (former US Secretary of State), and George Papandreou (former Prime Minister of Greece).

All activities at BİLGİ can be followed by accessing the following address:

<https://www.bilgi.edu.tr/en/life-at-bilgi/news-events/>

Information Technologies

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

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

Food and Beverage Services

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

The student cafeterias are popular and lively meeting places for both a relaxing meal and a social get-together with friends. The cafeterias operate Monday through Friday on the Kuştepe, Dolapdere and santralistanbul campuses. In these cafeterias, fast food, beverages, snacks and hot meals are served every day.

Additionally, Papaz and Lokma restaurants and also cafeterias can be found on the **santralistanbul** campus along with the **santraldükkan** museum café, Şütte and Nero.

Transportation

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

For detailed information Shuttle service: <https://www.bilgi.edu.tr/en/life-at-bilgi/transportation/shuttle/>

Car parks

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

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

Sports Activities

Sports is an inseparable part of social life, and plays a crucial role in social life at BİLGİ. The Kuştepe Campus offers a free indoor sports hall and a fitness center.

The sports facilities at the Dolapdere Campus require membership, and include an indoor short-course swimming pool, a mini fitness center, a dance hall, and a yoga hall.

Students and academics can participate in tournaments jointly organized by the clubs and the Sports Unit. Students can also organize their own tournaments.

Teams

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

Health Care Services

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

Dormitories

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

Available dormitories:

- Konforist Girls' Dormitory
- Konforist Boys' Dormitory
- Santral Girls' Dormitory
- Studio Santral Girls' Dormitory
- Gayrettepe Bilgi Girls' Dormitory
- Kağıthane Bilgi Girls' Dormitory
- Şişli Bilgi Girls' Dormitory
- Evİstanbul Girl's Dormitory
- Bilgi Boys' Dormitory
- Republika Academic Aparts

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

Copy Centers

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

Student Council

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

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

Eligibility criteria:

- Being enrolled in an associate, undergraduate or graduate program offered by the relevant department, or being enrolled in the English Language Preparation Program;
- (for students of associate and undergraduate programs and the English Language Preparation Program) enjoying the full range of rights granted to students under the İstanbul Bilgi University Credit-Based Undergraduate Education and Examination Regulations for Bachelor's and Associate Degrees / (for graduate students) enjoying the full range of rights granted to students under the İstanbul Bilgi University Graduate Education Regulations;
 - not having exceeded the normal duration of study;
- not being eligible for graduation until the end of the semester in which the elections are going to be held (in view of the relevant department's curriculum and the courses the student is taking);
 - not having suspended one's studies and not having applied for a leave of absence during the semester in which the elections are going to be held;
 - not having been suspended from the university as part of a disciplinary action;
- having a minimum GPA of 2.00 (for associate and undergraduate students), 2.80 (for master's

- students), 3.20 (for Ph.D. students);
- ▣ not being a member of a political party and not being assigned a role on any organ of a political party;
 - ▣ Special students, exchange students and degree-completion students may not apply.
 - ▣ Minor degree students may not become a student representative of the department where they are taking that minor degree.
 - ▣ Double-major students and students enrolled in more than one program may only become a student representative of one of the departments where they are enrolled.

Communication with Students

BİLGİHattı (BİLGİ Line)

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

Freedom of Information

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

BİLGİ Ethics Helpline

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

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

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

Technology and Labs

Computers– Internet

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

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

BİLGİ Learn, Learning Management System (Blackboard)

With the exception of English Preparatory Program, BİLGİ Learn (Blackboard) LMS system is used by the students and faculty of İstanbul Bilgi University and can be accessed via <https://learn.bilgi.edu.tr> address.

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

Both platforms can be accessed with BİLGİ email address and it's associated password.

BlackBoard Learn Assistance

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

If an incorrect password message is received, by texting "Bilgipass" and sending it to '2322' a 8 digit temporary password can be recieved. This password can be changed by following the "change password" step on the <https://sis.bilgi.edu.tr> page.

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

Distance Learning

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

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

Workshops of the Faculty of Architecture

The architecture unit at **santral**istanbul campus has been home to architecture studies since the academic year 2007-2008. These studies focus on workshop and design education. BİLGİ Faculty of Architecture is one of the few schools of architecture that provide every student with an individual desk and workshop space.

The workshop has been designed to allow students to create customized spaces for individuals or groups. In these spaces, students create environments where they can spend their time on campus, and work on projects and prepare for courses and seminars. At the graduate workshop, students have dedicated personal computers which they can use throughout their studies.

Modelling and Printing Workshop

The Architecture Workshop features a model and printing workshop that provides 3D modelling and digital copying possibilities. Students are expected to use these modern modelling facilities intensively, making it an inseparable part of their workshop and design studies. A computer-aided production lab is available for this purpose. In addition to various hand-tools and machinery, the lab offers laser cutters, CNC routers, 3D printers and a vacuum shaping machine, and is actively used by all students.

Computer Lab

In addition to workshops, the faculty also offers a lab exclusively designed for students of the architecture programs. This lab is connected to the printing and modelling workshop, and offers 40 computers equipped with the latest 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. There are seven computer laboratories; four of these are special purpose laboratories and the rest are instructional laboratories. Special computer laboratories consist of the Simulation and Optimization Laboratory (of the Industrial Engineering Department), the Software Development Laboratory (of the Computer Engineering Department), the Telecommunication Systems Laboratory (of the Computer Engineering and Electrical & Electronics Departments), and the Gaming & Animation Laboratory (of the Computer Engineering and Electrical & Electronics Departments). All of these computer laboratories are equipped with cutting edge hardware and software. Wet floor laboratories are run by the Genetics and Bioengineering Department and are established to meet the educational needs of basic science and engineering. In addition, Cell Culture and Protein Engineering Laboratories are used for research. The other educational and research laboratories belonging to the departments are as follows:

Electrical and Electronic Engineering department: Embedded systems, Microsystems, Electronic Circuits Laboratories.

Computer Engineering: Informatics Systems Laboratory

Mechanical Engineering department: Heat flow, Mechanics and Equipment, 3-dimensional design and production laboratories and the Engine workshop.

Energy Systems Engineering department: Sustainable Energy Laboratory, Wind energy, photo-voltaic Solar Energy, water heating with solar energy, electrical machines, bio-energy, fluid mechanics, hydro-energy, and Fuel cell training sets).

Civil Engineering department: Structure, Equipment, Geotechnical laboratories.

Mechatronic Engineering department: Robotic Laboratory. Mechatronic research Laboratory

Industrial Engineering department: Flexible Production Laboratory, Ergonomics and Human Factors Laboratory.

Studios of the Music Department

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

Studio A and Mixing Studio

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

Rehearsal Studios

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

MIDI Lab

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

Technology at Faculty of Communication

RGB Studios

Red Studio

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

Red Studio comprise of a main and a mezzanine floor. In main floor, watching and meeting rooms, editing units and filming platform are located. A broadcast ready jib camera crane, one camera dolly, five prompter featured Panasonic cameras including a robotic one and four led panels as decoration/video wall are available for shootings in the platform.

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

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

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

Green Studio

The head of the production studios of Faculty of Communication, the Green Studio has acoustic isolation and professional broadcasting standards within 200 square meters. Supported by HD direction, light and control room, the Green Studio additionally has a backstage and a makeup room. The studio has a door large enough for vehicles to enter. It is accessible to students' diverse needs, from television program formats to short films, performing arts to recording of live concerts...

Blue Studio

The last division of RGB Studios is the BLUE Studio of Communications Faculty, which is a

game development laboratory. In order to support all phases of game development work for different platforms such as PC, mobile and virtual reality, BLUE Studio offers industry-standard software such as Unity, Unreal Engine, Cryengine, Adobe Creative Cloud, AutoDesk Design Suite and Blender. The Blue Studio also offers 22 computers with up-to-date hardware. BLUE Studio is open 24 hours a day, 7 days a week and is located at santralistanbul campus.

Play Space

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

Live Broadcast Vehicle

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

Mac Lab

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

RadyoVesaire Studio

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

Newsroom

while publishing their news online through the website of HaberVesaire. HaberVesaire internet newspaper operates in the Newsroom at santralistanbul campus with 2 iMacs, 1 professional color printer, sound recorders and camera sets. www.habervesaire.com

Black and White Studios

The Black and White Studios, Management of Performing Arts Degree Program offers a special workshop and workshop area for students who specialize in Performing Arts. In both dance studios, performances can be prepared, recorded and presented live to the audience. Dance Studios have dressing rooms and showers.

Insight Lab for Qualitative Research

Interdisciplinary research laboratory was established to promote qualitative research in both the academic and private sector. Insight Lab has the appropriate technological equipment (one-way mirrored studio, professional / wireless listening system, audio and video recording) to make the in-depth interviews with 4-8 number of participants and focus group discussions. In addition, the lab offers undergraduate and graduate – doctoral students the

opportunity to practice qualitative methods in research methodology courses. Insight Lab's interdisciplinary nature, under the coordination of the Faculty of Communication, provides cooperation with all faculties and departments.

Dubbing and Audio Editing Studio

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

Equipment Room

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

Audiovisual Archive

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

TV Production Unit

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

Labs of the Vocational School of Health Services

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

Labs:

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

Useful information

BİLGİ Password

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

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

BİLGİ Learn

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

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

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

BİLGİ Secure – Wi-fi

The BilgiSecure wireless network service is available for all students and employees of the university. The high capacity, secure network can only be accessed via password.

Bilgi.edu.net e-mail address and Office365 platform for Students

Students can use applications such as OneDrive cloud disk space as well as Office Online from the web interface of which they can access by using their e-mail accounts.

They can upload, download or share files on their dedicated disk space on cloud. Whether you are using Windows PC / Mac or mobile devices, they can access your files from anywhere.

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

Lost and Found

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

Campus Security

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

Student IDs

Student IDs for new students are given upon registration. Those who lost their Student ID's may take their new ID's from Graduate Student Affairs Office.

Paso (Travel card)

Students those who enrolled to İstanbul Bilgi University Graduate Programs have to individually submit an application to IETT to have a Paso.

Faculty Contact Information

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

Contact Information / What-Where?

BANK

Branch: **santral**istanbul Campus, EN-1

ATM:

santralistanbul Campus, behind Şütte

santralistanbul-Annex building, behind Middle block-next to Beevs Burger

Dolapdere Campus, Garden

Kuştepe Campus, Main entrance

BOOK STORE/STATIONARY SHOP

santralistanbul Campus, EN-1

CAREER CENTER

santralistanbul Campus, ÇSM-110 / Tel: (212) 311 7846-7587-7986

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

Kuştepe Campus, A-205 / Tel: (212) 311 6453-5203-6685

e-mail: kariyermerkezi@bilgi.edu.tr / staj@bilgi.edu.tr

HAIRDRESSER

santralistanbul Campus, behind Şütte

INFIRMARY

santralistanbul Campus, Student Support Center building (behind Activity Tent)

Tel: (212) 311 7669 - 7670

santralistanbul -Annex building / Tel: (212) 311 7647

Dolapdere Campus, Z-01 / Tel: (212) 311 5221 - 5301

Kuştepe Campus, A Block- B02 / Tel: (212) 311 6314 - 6444

Kozyatağı Campus / Tel: (212) 311 7924

e-mail: health@bilgi.edu.tr

INTERNATIONAL CENTER

santralistanbul Campus, next to E3-container

Tel: (212) 311 7558 - 7555

e-mail: int.center@bilgi.edu.tr

İSTANBUL BILGI UNIVERSITY PUBLISHING BOOKSTORE

santralistanbul Campus, EN-1

LIBRARY

santralistanbul Campus / Tel: (212) 311 7399

Dolapdere Campus, 6th floor / Tel: (212) 311 5258

Kuştepe Campus, B Block-ground floor / Tel: (212) 311 6394

e-mail: kutuphane@bilgi.edu.tr

PHOTOCOPY CENTERS

santralistanbul Campus, in front of E-2, container / (212) 311 7244

Dolapdere Campus, Canteen floor / (212) 311 5128

Kuştepe Campus, Canteen floor / (212) 311 6235

e-mail: sinan.deger@egeburomak.com.tr

PSYCHOLOGICAL COUNSELING

santralistanbul Campus, L2 building / (212) 311 7673 - 7674

Dolapdere Campus, 603-A, 603-B / (212) 311 5212 - 7674

Kuştepe Campus, A-229, A-231 / (212) 311 6252 - 7674

e-mail: pdb@bilgi.edu.tr

SECURITY

santralistanbul Campus / Tel: (212) 311 7155

santralistanbul -Annex building / Tel: (212) 311 7455

Dolapdere Campus / Tel: (212) 311 5155

Kuştepe Campus / Tel: (212) 311 6155

Kozyatağı Campus / Tel: (212) 311 7920

STUDENT ACCOUNTING

Undergraduate Student Accounting:

santralistanbul Campus, ÇSM-107

Kuştepe Campus, A-235

Tel: 444 0 428

e-mail: muhasebe@bilgi.edu.tr

Graduate Student Accounting:

santralistanbul Campus, L1-Z07

Tel: 444 0 428

e-mail: muhasebe@bilgi.edu.tr

STUDENT AFFAIRS

Undergraduate Student Affairs:

santralistanbul Campus, ÇSM-112

Dolapdere Campus, 314

Kuştepe Campus, A301, 515

Tel: 444 0 428

e-mail: ogrenciisleri@bilgi.edu.tr

Graduate Student Affairs:

santralistanbul I Campus, L-1 / Tel: (212) 311 7176-7357

Kozyatađı Campus, Z-02 / Tel: (212) 311 79 25

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-Z15-3rd floor, Library

santralistanbul -Annex building, 417

Dolapdere Campus, Entrance floor, 612

Kuştepe Campus, A301, BZ-11

Kozyatađı Campus, -1st floor, B9-B11-B12

Contact for other administrative departments: 444 0 428

[Click](#) for more information about other administrative departments.