2020-2021

STUDENT HANDBOOK
(Graduate)

İstanbul
Bilgi University

Dear Students,

We have started the 2020-2021 academic year with a lot of excitement. We have been working tirelessly to move our university forward in the new academic year with new aims and to continuously develop our educational and research quality at international standards.

To this end, it gives me great pleasure to announce that we completed the past academic year with great accomplishments. We were ranked as one of the top 130 universities in the 2020 "Emerging Europe and Central Asia University Ranking**"** of QS, the world's prestigious higher education rating institution. Additionally, according to the 2020 results of the Turkish University Satisfaction Research (TÜMA) conducted by the University Research Laboratory (ÜniAr), we demonstrated progress in every area we were evaluated in and we remained in group A, which symbolizes great satisfaction.

As you know, the 2020-2021 academic year began under COVID-19 conditions. We are experiencing a period in which COVID-19 has deeply affected higher education and we are all adjusting to the rapid digitalization of education just like the rest of the world. During this time, we have been working tirelessly to protect BİLGİ's academic standards and provide you with the best educational environment supported by a strong technological infrastructure. Thanks to our vast experience in distance learning and your valued contributions, we became one of the fastest universities to adapt to the process.

Framed in my sincere belief that we will get through this difficult period together, I hope that the 2020-2021 academic year will be a new page in your educational career for you to acquire new knowledge and experiences. I wish you all a healthy and successful year.

Prof. Dr. Kübra Doğan Yenisey

Rector

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2020-2021

Academic Calendar
GRADUATE PROGRAMS

2020

28 September - 4 October	Academic Registration for Fall Semester
5 October	Deadline for Internal Lateral Transfer for the Fall Semester
8 - 9 September	BİLET I (BİLGİ English Test)
15 September	Announcement of BİLET I results
17 - 18 September	BİLET II (written)
19 - 20 September	BİLET II (speaking)
25 September	Announcement of BİLET II results

Fall Semester

5 October	Fall Semester Begins
12 – 14 October	Add/Drop Period
28 - 29 October	Holiday (Republic Day)
20 November	Registration on Hold Deadline
11 December	Withdrawal Deadline
8 January	Thesis/Project Delivery Deadline
10 January	End of Fall Semester Classes
11 - 21 January	Final Examinations

2021

1 January	Holiday (New Year's Day)
25 January	Announcement of Grades (Final Examinations)
31 January - 4 February	Make-up Examinations
5 February	Announcement of Grades (Make-up Examinations)
15 - 19 February	Academic Registration for Spring Semester and Orientation
22 February	Deadline for Internal Lateral Transfer for the Spring Semester

Spring Semester

22 February	Spring Semester Begins
1 – 3 March	Add/Drop Period
9 April	Registration on Hold Deadline
23 April	Holiday (National Sovereignty and Children's Day)
1 May	Holiday (Labor and Solidarity Day)
7 May	Withdrawal Deadline
12 - 15 May	Holiday (Ramadan festival)
19 May	Holiday (Commemoration of Atatürk and Youth and Sports Day)
4 June	Thesis/Project Delivery Deadline
7 - 17 June	Final Examinations
7 June	İstanbul Bilgi University Foundation Day
21 June	Announcement of Grades (Final Examinations)
27 June - 2 July	Make-up Examinations
5 July	Announcement of Grades (Make-up Examinations)
5 July	Summer School Begins
8 - 14 July	Graduation Ceremonies

Dear Students,

We would like to share the decisions taken concerning the educational process for the 2020-2021 academic year fall semester to protect your health and allow you to continue your education safely during the difficult conditions created by the COVID-19 pandemic.

In accordance with the decision taken by the Council of Higher Education (YÖK) on 4 September 2020 concerning the need to utilize distance and digital learning methods in the fall semester formal education classes as much as possible, we have made some adjustments in our hybrid education planning. Thus:

- All theoretical classes will be given using distance learning tools.

- In circumstances deemed necessary by academic units, application and laboratory classes can be conducted using hybrid educational methods by taking all the necessary health and security measures without having mandatory attendance.

- With the exception of courses that have decided to have online exams, the manner in how the end of semester final exams will be conducted will be made in accordance with the conditions of the pandemic and further notifications will be made as such.

- All campuses will be open to students with the necessary COVID-19 measures taken. You may utilize the campus infrastructure to conduct any educational and research activities and for any other need.

We sincerely believe that we will get through this difficult period together and we would like to wish success to all our students in the next academic year.

Note: If new adjustments have to be made in applications and rules due to pandemic conditions, these adjustments will be announced on the website.

ABOUT İSTANBUL BİLGİ UNIVERSITY

History

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

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

Having broken many new grounds in Turkey within 23 years, İstanbul Bilgi University had a long term partnership between 2006-2019 with Laureate Education, one of the largest international education networks in the world, with the aim of increasing the quality of education and research and becoming a university that can compete globally. In 2019, Can Holding joined the supporters of Bilgi Culture and Education Foundation.

The university currently has more than 20,000 students and near 50,000 alumni, more than 1000 faculty members, 7 faculties, 3 institutes, 4 schools, 3 vocational schools, and 150+ programs that provide education to its associate, undergraduate and graduate students.

Institutional Principles Values

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

Our Vision

Our Mission

Our Values

Fundamental Principles

Institutional Learning Outcomes

Academic Freedom

BİLGİ and Sustainability

Our Quality Policy

Campuses

İstanbul Bilgi University has three campuses: **santral**istanbul, Dolapdere, and Kuştepe. All of the campuses are centrally located and offer the students a vivid and colorful student life full of social and cultural events. Because İstanbul Bilgi University centralizes the role of the student, the campuses become centers of life and as a result the university hosts more than 1000 activities on its campuses every year.

santralistanbul **campus**

The **santral**istanbul campus is Istanbul Bilgi University's largest campus and is located on the banks of the Haliç (Golden Horn) on 29 acres of greenspace 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 awarded by DASA. The campus which hosts a broad range of events, offers a vivid student life with laboratories, RGB studios, ateliers, music studios, the library, restaurants and cafes.

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.

International Memberships

European University Association

The Magna Charta Observatory of Fundamental University Values and Rights

United Nations Global Compact (UNGC)

Principles for Responsible Business Education (PRME)

Global Compact

Association to Advance Collegiate Schools of Business

National Memberships

KalDer (Türkiye Kalite Derneği)

PERYÖN (Türkiye İnsan Yönetimi Derneği)

TEGEP Eğitim ve Gelişim Platformu Derneği

Türkiye Kurumsal Yönetim Derneği (TKYD)

ACADEMIC PROGRAMS

Institutes

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

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
Architectural History, Theory and criticism
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 REGULATIONS and PROCESSES

Directives

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

Some summary information from the "Graduate Education Directive" is provided below:

Academic Year

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

Academic Calendar

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

Education Period

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

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

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

Course Registration–Add/Drop

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

Registration to courses requires the fulfillment of the financial liabilities assumed towards the university. Course registration is done online on the dates specified in the academic calendar using SIS. Thus, it is advised that before registration occurs, the student should obtain information about the courses they wish to take from their academic advisors or discuss the registration process with Graduate Student Affairs advisors. All registrations must be approved by the student's academic advisor.

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

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

Academic Advising

For each student, an academic advisor is appointed by their respective Head of Department. 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 the related regulation.

Course Schedules

Courses in the schedule are divided into two categories: core curriculum and elective courses. Students are liable to register for 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 the project. The maximum credit load during one academic year is ninety (90) credits, 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 exam, assignment and study 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 Management Board. Students are expected to adhere the following rules:

- Only students whose names appear on the examination list can take the examination. In cases where the student's name does not appear on the list but the student wishes to take the examination, the instructor may allow the student to take the examination, only after the student signs the official form stating that ''the student's exam will be null and void, if, at the end of the investigation, it is found out that the student has not fulfilled their obligations to the university''.
- Students are required to show their university identification card at every examination.
- Students who are more than 15 minutes late, will not be allowed to take the exam.
- Students must take the seat 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 unreachable and turned off. If their mobile phones are in a visible location or they stare at them, actions might be taken in accordance with the provisions of suspicion to cheat in exams of the Student Discipline Regulations of Higher Education Institutions.
- All answers must be written in the stamped examination booklet distributed by the Invigilators. Students must make sure that their names and student ID numbers appear on the examination booklet, and when used, on the optic forms as well.
- The examination attendance list must be signed in ink. Pencils are not allowed for signatures.
- Students are expected to respect each other's right to complete their exams in quiet, and should leave the examination building after they have turned in their exam booklets. The Room Supervisor may ask students to leave the building in order to prevent any noise from disrupting the examination.
- In the event of the presence of 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, these are reported in writing by the room superintendent and/or invigilators and notified to the head supervisor right away. In this case, in line with the disciplinary report, the Discipline Board decides based on the rules outlined in the directive.

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 failing grade 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 assessments, this grade is referred to as the "raw grade". Decisions as to which raw grade range shall correspond to which letter grade are made and reported by the relevant 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) as of the date declared in the Academic Calendar for the announcement of grades. The midterm exam grades are announced on BİLGİ Learn by the respective course instructor.

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

For Graduate Students:

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

For Doctoral Students:

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

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

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

Course Status of Students

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

DP (No grade thesis or project): Used 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, the relevant executive board may grant the student an extension period of up to two weeks if the lecturer, who gives the grade, files an application before the deadline.

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

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

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 undergraduate or associate degree programs from a different institution by lateral transfer, and those included in the scope of a student exchange program, the term is used for the courses attended and recognized at a different institution of higher education during the student's time at 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, while enrolled at İstanbul Bilgi University, who 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 core curriculum courses or courses repeated due to an 'F' grade. No withdrawal applications can be filed four weeks before the end of a course.

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 faculty's executive board.

Announcement of Grades and Factual Error Objections
The grades for course achievement, given with a corresponding letter equivalent, are reported to the registrar's office by the lecturers within 7 days from the end-of-semester examination term and the grades are announced by the 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 Dean/Director's office. The latter then submits the application to the respective lecturer for review. The lecturer informs the Dean/Director's office on the evaluation results of the applications. Evaluation results are attached to a report which justifies the change along with the examination document in cases where the course performance grade requires modification. The required correction is made by the decision of the relevant faculty's executive board and reported to the student affairs office by the Dean in writing. The evaluation of factual error objections takes into consideration the factual errors in mid-term exams, assignments and other studies along with those relating to the end- of-semester final examinations.

Factual error objections can be made within 3 business days after the announcement of 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) grade 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 the faculty's executive board in cases where the core curriculum courses which require repeat have been excluded from the curriculum.

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

If a student does not achieve a GPA of 2,80 (3,20 for doctoral students), which is required for graduation, they may repeat courses for which they received a 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:
   (1) "Course's contribution to average" (equals to)"numeric value of the course grade point" (multiplied with)"course credit";
   (2) "Average" (equals to) "total contribution to average of all courses" (divided to) "total credit".

Academic Standing
Graduate students with a GPA below 2.80 and doctoral students with a GPA below 3.20 at the end of any semester shall be on probation throughout the subsequent semester. Students who do not enroll or are not 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 doctoral students) grade point average from the curriculum of their program and have a minimum GPA of 2,80 (3,20 for doctoral students).

Commencement Ceremony

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

Registration on Hold

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 put on hold 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.
- The 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 Management board upon the positive opinion of the relevant institute board.

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 the required transactions. Rules to be observed in the withdrawal procedures are determined by the Financial Principles and Procedures for students who are subject to İstanbul Bilgi University Credit System Under Graduate Associate Degree Education and Examination regulations.

Internal Transfers

Students can transfer from the program they are enrolled in to another program. The following conditions must be met for an internal lateral transfer:
- At least one-year attendance to classes within the enrolled graduate program.
- No ex-matriculation for any reason whatsoever.
- To meet all acceptance criteria as set by the program that will be transferred to.
- The transfer application must be accepted by the director of the program to be transferred in to.

Course Exemption

If an İstanbul Bilgi University student has previously completed the same or a similar course at İstanbul Bilgi University or at another 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 Graduate Student Affairs Office. The application is reviewed by the Institute Executive Board.

Processes

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

Forms

The forms required for academic and administrative requests at the university can be accessed here: https://www.bilgi.edu.tr/en/life-at-bilgi/student/graduate-student-affairs/forms/

Diploma Appendix

A diploma appendix (DA) is an official document that summarizes a student's educational life by detailing their courses, course schedules and ranking. The diploma appendix helps with recognition of education received by university graduates in other countries and education systems; as well as provides detailed information on academic grades granted to graduate, the level, content and professional competencies.

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

The benefits of a diploma appendix for a student:

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

ECTS Information Package

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

Financial Procedures and Principles

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

Financial procedures and principles to be 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 in Turkish Lira for the amount collected on the date that the tuition fee was paid and to a Turkish Lira account, which is provided 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 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 dropping courses, the student is obliged to pay 5% of the prepaid tuition fee before the scholarship 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 from courses in the academic year following the first semester 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 they have paid and/or committed 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, the 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 paragraphs (d) and (e) shall be taken as the basis for the amounts due for the retaking of a course.

SIS (Student Information System)

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

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

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

By using the Registration tab on the https://sis.bilgi.edu.tr address (SIS/Student Page), a student can review the courses and course packets for their program and decide on which package/course to register for. When choosing a course, a student must check to see if the course has a prerequisite and it has been met, whether the course is for their department, and does not conflict with the time of any elective classes. Per the 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.

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

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

What is restriction?

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

Add/Drop

Classes begin at the university the week after registration week and the Add/Drop period starts in the second week after classes begin. During the add/drop period changes can only 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 only 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 Institute Management Board, along with the official transcript and the approved course content. The application is reviewed by the Institute Management Board.

Registration holds

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

Midterms and finals

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

Resit exams

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

Access to term grades

Final exam grades can be viewed under "Grades" in SIS as of the grade announcement date, which is stated in the academic calendar. The midterm exam grades are announced via BİLGİ Learn 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 the **"Save"** button after reading the explanations and ticking the approval box.

Your transcript is sent to your email address (......@bilgi.edu.tr) as one file in both English and Turkish via the Electronic Document Management System (EBYS) and no printed transcripts 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. The language option for the student certificate (English/ Turkish) is selected and the transaction is completed by clicking the **"Save"** button.

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

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

Other certificate requests

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

Procedure steps:

1. Access **"SIS."**
2. Click on **"Document Request."**
3. Select **Other** option, and click **"New"** button and make the necessary selections.
   - Turkish/English
   - Amount
4. The explanation on the certificate that you need should be written in the "comment" box.
5. After selecting the campus that you want to pick up your certificate from, the procedure is completed by clicking the **"Save"** Button.

Military Conscription/Deferment Procedures

Military conscription and deferment procedures are made in accordance with Military Law numbered 1111. The military conscription and deferment procedures of male students who are Turkish citizens, and who are students in or are newly enrolled in a Master's or doctorate program at the university are followed up by the Graduate Student Affairs Office.

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

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

The law requires that the list of students who have graduated, withdrawn or put their enrollment on hold must be sent to the respective military recruitment office within 2 months from the date of transaction. Students are required to apply to their respective military recruitment office as soon as possible after their association with the university has ended.

Military deferment procedures are carried out unless situations such as being older than 35, draft evasion or being shown as enrolled to another higher education institution exist. The average deferment period is 1.5 years for students of graduate programs without a thesis, 3 years for students of graduate programs with a thesis and 7 years for doctorate students.

LIFE AT BİLGİ

Graduate Student Affairs

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

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

The areas of service of the Graduate Student Affairs Office are listed below:
- Registration, registration suspension, and 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,
- Advising for foreign students
- Graduation documents
- Diplomas

The office is open from 09.00-19.30 on weekdays and 09:30-14:30 on 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 500,000 electronic books, 62,500 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 7,500 newspapers and magazines in their original format in 60 different languages from 100 countries.

Information managers aid 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

Founded with the spirit of becoming an "International university" BİLGİ has created a difference thanks to the high volume of international students it welcomes, the fact that it has more foreign faculty than other universities in Turkey and the many international activities that it hosts. BİLGİ has agreements in place with more than 250 institutions in more than 40 countries for student exchange, joint programs, short term certificate programs and termly project collaborations, thus, affording its students the opportunity to gain international experience.

The Global Talent Management Center (BİLGİTalent) is responsible for sending students on one or two semester exchange programs and hosting international exchange students sent by foreign institutions that the university collaborates with. BİLGİTalent provides assistance in such areas like the Erasmus student and personnel exchange, the dual exchange programs and summer schools. The number of international students that study exclusively at BİLGİ is now more than 2000.

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 increase quality. The Erasmus Program improves student and instructor mobility, not just in Europe, but all over the world.

Istanbul Bilgi University joined the Erasmus Program in the 2004-05 academic year. BİLGİ has a student and staff exchange agreement in place with more than 250 universities in 38 countries. BİLGİ offers its students the opportunity to live and study in Europe to expand their educational and cultural horizons. For this purpose, many BİLGİ departments have established Erasmus partnerships with their peers from leading European and world universities. Students participating in the Erasmus Program may stay at the partner universities of BİLGİ for a semester or for the entire academic year and have the credits of the courses they were successful in accepted.

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 at a company, university or academic center which is related to their area of study at a participating European 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.

Bilateral Exchange and Swiss Mobility Programs

Bilateral exchange and the Swiss Mobility programs are mutual agreements made with universities from such countries like Switzerland, the US, Canada, South Korea and Japan. Students who are accepted for such exchange programs may attend a partner university for one semester or one academic year. Undergraduate students must have completed one year and graduate students must have completed one semester of their academic programs at BİLGİ before applying for an exchange.

International Preparatory and Language Programs

Istanbul Bilgi University offers the chance for its English Preparatory Program students to spend a portion or the entirety of their language education in the US or Canada. Students in any level in the preparatory program and those students that do not wish to be an irregular student and increase their level of English proficiency can participate in the exchange. Students can choose from among 5 different universities in 4 states in the US and from 3 different universities in Ontario, Canada.

Summer and Winter Programs

Every summer and winter, there are various programs on offer in different fields at universities with an agreement with BİLGİ. The programs are full of social and cultural activities and are open to all students.

For detailed information on the programs:

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

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

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 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. Detailed information about the department student representative elections can be found on the university website.

Student Clubs

Social activities are crucial for preparing students for real life, and improving their communication skills. Well-organized social activities help students identify themselves with the university, and develop a strong sense of belonging. Student clubs are an important part of social life at BİLGİ. 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 Club Promotion Days or send an e-mail to the contact person indicated on the relevant club's webpage.

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

https://www.bilgi.edu.tr/en/life-at-bilgi/student/student-support-center/student-clubs/clubs/

Scholarships

In graduate programs, if you are deemed suitable in the assessment by the jury of the program you apply, you can benefit from academic scholarship. For further information about scholarships click here.

https://www.bilgi.edu.tr/en/life-at-bilgi/student/student-support-center/unit-for-students-with-disability/

Dormitories

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

Available dormitories:
  • Santral Girls' Dormitory
  • Evİstanbul Girl's Dormitory

Residence:
  • Republika Academic Aparts Ortaköy

Sports Activities

Sports is an inseparable part of social life, and plays a crucial role in the 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

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 Barriers" at BİLGİ. The unit works to facilitate their lives and ensure the active participation of students who have a disability or need special assistance.

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 campuses and offers online service as required. 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 – Career and Talent Development Office

BİLGİTalent supports BİLGİstudents and alumni throughout their individual, academic and professional development to discover themselves and realize their dreams and goals.

BİLGİTalent offers many opportunities for discovering your potential, realizing your dreams, planning your future, becoming aware of your competencies and starting your career a step ahead under the increased competition of the changing world. You can benefit from these opportunities by visiting the BİLGİTalent team, registering on the BİLGİTalent online platform (https://www.bilgi.edu.tr/en/talent/), following the social media accounts (@bilgitalent) or sending an email (bilgitalent@bilgi.edu.tr) to the team.

Talent Consultancy and Competence Building
One-on-one counselling is one of the most distinguished services of BİLGİTalent and through assistance from experts in their fields, students receive support to determine their needs in line with their current and future goals, recognize their abilities and themselves, provide inspiration/meaning to their lives and obtain guidance about their future. Other counselling services include job interview preparation, CV advising and LinkedIn support.

Discovering Talent and Developing Competencies
In order to help students and alumni discover their talents and competencies and raise their awareness, BİLGİTalent organizes competency development certificate programs, case studies with company professionals and one-on-one interview simulations.

Coming Together with the Top Professionalsin the Industry and BİLGİTalent Fest
BİLGİTalent brings students and employers from the best companies in Turkey and the world together so students can catch up with the innovations in the industry they are interested in, benefit from the experience sharing of industry professionals, listen to the and have a chance to talk one-on-one with them. It supports students and alumni to meet companies so that they can benefit from part-time or full-time job or internship opportunities.

Abroad Leadership Development Programs
 BİLGİTalent involves in international leadership, entrepreneurship, social innovation and technology projects and offers BİLGİ members the opportunity to discover international innovations and new countries.

Mentorship Programs
BİLGİTalent provides mentorship programs for students and alumni to meet leaders and professionals from the best companies, become inspired by their career journeys and establish new networks of communication.

Job and Internship Opportunities
Upon the request from students in the Vocational Schools, Vocational School of Health Services and the Faculty of Health Sciences, which all have mandatory internship requirements, the BİLGİTalent internship team can place these students in leading companies of the industry. Faculty and school students and graduates can browse and apply for the more than 1000 internship and

employment ads available on the BİLGİTalent platform. BİLGİTalent continuously adds new companies to its company pool by widening its industry-wide collaborations.

Alumni Relations Office
İstanbul Bilgi University has an alumni ecosystem made up of near 50,.000 alumni and by supporting students in every area helps their development even after graduation. Activities are organized to strengthen the relationship between alumni and the university and also between thealumni and the current students; thus, allowing for mutual interaction and the continuation of the motto "learning not for school, but for life".

Activities

Istanbul Bilgi University organizes nearly 1,000 events every year, from music festivals to exhibitions, from international conferences and workshops to competitions. The university offers a vivid student life with lots of events from European Nuclear Research Center's (CERN) "Accelerating Science" exhibition, to the GAMES congress that brought together many Nobel award winning scientists, from the Young Social Entrepreneurs Awards, to the Crystal Apple awards and many other annual activities along with the winter.101 and spring.101 festivals. BİLGİ contributes to the development of its students with these activities, which host world-famous names and opinion leaders.

Information Technologies

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

Every student receives an email address with a @bilgiedu.net extension. 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 **santral**istanbul campuses. In these cafeterias, fast food, beverages, snacks and hot meals are served every day.

Additionally, the Cantina Moderna, Lokanta Sosyal, Lokma, No. 55, Gastro Corner, Museum Café, Şütte, Caffe Nero, Pizza Locale & Popup Burger & Manivela Coffee (**santral**istanbul waterfront) restaurants and also cafeterias can be found on the **santral**istanbul campus.

Transportation

There are carparks available on the **santral**istanbul and Dolapdere campuses for those students that wish to use their own vehicles. Additionally, there is shuttle service between the four campuses (**santral**istanbul, Dolapdere, Kuştepe and **santral**İstanbul annex building) and to certain destinations every weekday.
Detailed information: https://www.bilgi.edu.tr/en/life-at-bilgi/transportation/shuttle/

Carparks

There are car parks available on the **santral**istanbul campus for those students that wish to use their own vehicles.
On the **santral**istanbul campus, there are two different types of car park subscriptions for 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 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.

Healthcare Services

İstanbul Bilgi University operates free medical clinics for all BİLGİ students. The campus infirmaries provide service between 8.30- 17.15 on weekdays. Two physicians and five registered nurses aid with minor illnesses or injuries in the infirmary. For more serious medical problems, BİLGİ students are referred to a hospital. All enrolled students can be examined in infirmaries free of charge.

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 on the C floor of the Kuştepe campus, on the ground floor of the main building on the Dolapdere campus and in front of the E-2 Building on the **santral**istanbul campus.

Communication with Students

BİLGİ Hattı (BİLGİ LINE)
This system was established to follow up and quickly respond to every type of academic and administrative request, suggestion and complaint of the students. Students may forward their requests, suggestions and complaints and follow up the response from their student pages. Students can keep track of the status of their requests, suggestions and complaints and any feedback from BİLGİ Line on their SIS pages.

Right to Information Right to Information Unit has been established within İstanbul Bilgi University at the address given below to respond to enquiries made in accordance with the Right to Information Law 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 behavior 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 or in a digital environment to UPSHA. Any person who thinks they 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 required. All submissions and discussions are confidential. Detailed information about UPSHA can be obtained from https://ctsob.bilgi.edu.tr.

Situations requiring a Disciplinary Investigation

For situations that require a disciplinary investigation to be opened in accordance with the YÖK student disciplinary directive, the student grievance petitions are submitted to the relevant Academic Unit. Once the matter has been investigated, if there is a situation that warrants attention according to the disciplinary directive, a disciplinary investigation is launched. The Student Disciplinary Directive can be accessed here: https://www.bilgi.edu.tr/media/uploads/2019/01/07/yuksekogretimkurumlariogrencidisiplin-yonetmeligi.pdf.

Technology and Labs

Computers – Internet
The computer laboratories located on the Kuştepe, Dolapdere and **santral**istanbul 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 on the Kuştepe campus. On the Dolapdere campus, there is a design laboratory where special software is provided for fashion design program students. On **santral**istanbul campus, there are many computer laboratories where vocational applications and design programs are mainly used by the faculties of Architecture, Engineering and Communication.

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

BİLGİ Learn, Learning Management System (Blackboard)
BİLGİ Learn (Blackboard) is used as the learning management system at the university. It can be accessed from https://learn.bilgi.edu.tr with a BİLGİ email address and 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' an 8-digit temporary password can be received. This password can be changed by following the "change password" step on the https://sis.bilgi.edu.tr page. To use the BİLGİ Learn system on your mobile devices, the "BB Student" app must be downloaded.

There is also a support site, https://lmssupport.bilgi.edu.tr/, which includes user manuals and videos for the BİLGİ Learn Systems. UZEM announcements and trainings can also be followed here.

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

Faculty of Architecture Workshops

All educational activities in the three departments of the Faculty of Architecture have been continuing in the award-winning building converted from the electrical plant on the **santral**istanbul campus since the 2007-2008 academic year. The studios provide design training for the BİLGİ Faculty of Architecture students 24 hours a day, seven days a week. Graduate students are given their own computers to use in the studios.

BİLGİ.MAKE (Maker Lab)
The computer assisted maker lab within the faculty provides analog and digital production possibilities and can be used throughout the year at any time. In addition to laser cutters, CNC routers, 3 dimensional printers, a vacuum sculpting device, a 6-axle robotic arm, a ceramic lathe and oven, wood and metal engraving devices, students can use various electrical tools and manual devices after receiving basic orientation training and can then use the lab actively by making an appointment. http://yap.bilgi.edu.tr

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

Faculty of Engineering and Natural Sciences Laboratories

The laboratories of the Faculty of Engineering and Natural Sciences are classified as: computer laboratories, wet floor laboratories, and educational and research laboratories. There are seven computer laboratories; three of these are special purpose laboratories and the other four are educational laboratories. Special purpose computer laboratories consist of the Simulation and Optimization Laboratory (of the Industrial Engineering Department), the Software Development Laboratory (of the Computer Engineering Department), the Telecommunication Systems Laboratory (of the Computer Engineering and Electrical & Electronics Engineering Departments), and the Gaming & Animation Laboratory (of the Computer Engineering and Electrical & Electronics Engineering Departments). One of the educational laboratories is the Simulation and Optimization Laboratory (Industrial Engineering department). All of these computer laboratories are equipped with cutting edge

hardware and software. Wet floor laboratories (Chemistry, Microbiology/Industrial Microbiology, Biology/Molecular Biology and, Genetics) are run by the Genetics and Bioengineering Department and are designed to meet the educational needs in basic sciences and engineering. Another educational laboratory is the Physics Laboratory where experiments on mechanics, electricity and magnetism are conducted. In addition, the Cell Culture, Protein Engineering and Biotechnology Laboratories are used for research.

Other educational and research laboratories belonging to the various departments are as follows:
Computer Engineering Department: Computer Systems and Informatics Laboratory.
Electrical and Electronics Engineering Department: Embedded Systems, Microsystems, and Electronic Circuits Laboratories.
Industrial Engineering Department: Flexible Production, Ergonomics and Human Factors, Simulation and Optimization Laboratories
Mechanical Engineering Department: Thermodynamics, Materials & Machine Design Laboratories
Energy Systems Engineering Department: Sustainable Energy, Energy Systems Design Laboratory
Civil Engineering Department: Structures, Materials, Geotechnical Eng. Laboratory.
Mechatronics Engineering Department: Robotics and Mechatronics Research Laboratories
Genetics and Bioengineering Department: Cell Culture, Protein Engineering and Biotechnology Laboratories

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

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

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

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

Technology at the Faculty of Communication

alt_lab

alt_lab is the innovation lab of the Faculty of Communication. alt_lab brings people together, creates ideas and converts ideas to projects and projects to products. There are 2 3D printers, various brands of VR equipment, a 360-degree camera and 5 common work computers. alt_lab is the meeting point of software, design, communication and art and was designed as an anti-discipline meeting place.

RGB Studios

Red Studio

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

Red Studio 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 **santral**istanbul 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 **santral**istanbul 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 **santral**istanbul campus with 2 iMacs, 1 professional color printer, sound recorders and camera sets. www.habervesaire.com

Black and White Studios
The Black and White Studios, 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.

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

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 also manages the online reservation system for the technical equipment lending (https://booking.bilgi.edu.tr).

FACULTY OF HEALTH SCIENCES LABORATORIES
DEPARTMENT OF NUTRITION AND DIETETICS:

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

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

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

- ➢ Department of Physiotherapy and Rehabilitation
- ➢ Department of Child Development
- ➢ Department of Nutrition and Dietetics
- ➢ Department of Nursing
- ➢ Department of Occupational Therapy
- ➢ Department of Perfusion

For detailed information about the Department of Nutrition and Dietetics laboratories click here. obtained from this link:

DEPARTMENT OF CHILD DEVELOPMENT:

Behavioral Diagnosis Evaluation and Child Focused Family Counseling Unit:
This is an applied unit in which all of a child's developmental areas can be evaluated by taking a child's age-based developmental characteristics and needs and their interests into consideration in line with the principle of a child's greater benefit.

Child Support and Early Intervention Unit:
This unit is responsible for the preparation and application of development support programs that were developed in accordance with early intervention principles for children that exhibit "different development" traits and their families as determined by the developmental evaluation result.

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

DEPARTMENT OF PHYSIOTHERAPY AND REHABILITATION:

Transfer Activities Laboratory:
This laboratory is used to understand the needs, plan the transfer of them and ensure their mobilization for neurological and orthopedic patients with mobility issues.

Electrophysical Agents - Therapeutic Exercises- Manuel Therapy Laboratories:
This is a multipurpose laboratory where basic knowledge about physiotherapy applications is combined with skills. Physiotherapy and rehabilitation students can use this lab to make detailed measurements and evaluations of the muscular skeletal system, and apply treatments for such issues like muscular shortness, weakness and posture problems.

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

Heat-Light-Hydrotherapy Laboratory:
Physical therapy agents are used during the definitive treatment phase. In this phase, typically heat based applications like heat, light, hydrotherapy and electrotherapy are used.
The Heat-Light-Hydrotherapy Laboratory is used by department of physiotherapy and rehabilitation students for such basic skills like communicating with patients, evaluating them, preparing them for treatment, positioning them and informing them, and for group work.

Anatomy Laboratory:
Besides conducting theoretical lessons for students in the Faculty of Health Sciences, the Anatomy Laboratory also provides an application space thanks to its state-of-the-art anatomy models. In the anatomy lab, students can explore different modern models for various parts of the human body and complement their education through the use of 3D programs. For detailed information about the Department of Physiotherapy and Rehabilitation Laboratoryclick here.

DEPARTMENT OF NURSING:

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

clinical experience. For detailed information about the Department of Nursing Laboratory click here.

DEPARTMENT OF PERFUSION:

Department of Perfusion Basic Education Laboratory:
In the Department of Perfusion Basic Education Laboratory, students learn how the concepts of perfusion work and experience various application models. Additionally, the practical application of the "Advanced and Basic Life Support" course is done in this laboratory. For detailed information about the Department of Perfusion Basic Education Laboratory click here. :

DEPARTMENT OF OCCUPATIONAL THERAPY:

Occupational Therapy Basic Education Laboratory:
The Occupational Therapy Basic Education Laboratory is a practical application laboratory for students to apply their learning. This is a lab that allows for the application of tests specific to occupational therapy to be applied in a practical manner in a home style environment. Additionally, art education lessons that have therapeutic value like paper marbling, art therapy, traditional art workshop and painting lessons can be given in this laboratory. For detailed information about the Occupational Therapy Basic Education Laboratory click here.

DEPARTMENT OF HEALTH MANAGEMENT:

Computer Laboratory:
There are 30 computers in this lab and students develop the skills to use programs like Basic Accounting, Advanced Accounting and Health Systems Package Programs that they will use in their work life. For detailed information about the Department of Health Management Computer Laboratoryclick here. :

Labs of the Vocational School of Health Services
The Vocational School of Health Services gives students the opportunity to supplement their education with practical experience at its healthcare labs, which have been recently renovated using state-of-the-art technology.
Laboratories:
- 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 Lab
- Basic Health Practices Lab
- Physiotherapy Lab
- Electro neurophysiology Lab
- Computer Lab

Useful Information

BİLGİ Password
All services like SIS (Student Information System), BİLGİ Learn or 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 (Learning Management System)
BİLGİ Learn is İstanbul Bilgi University's Learning Management System. Students can access BİLGİ Learn by using their bilgiedu.net user names and passwords.

Students can follow their lessons and any announcements; course material and homework posted by their instructors and submit their homework and join synchronous lessons using BİLGİ Learn.

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

BİLGİ Secure – Wi-fi
The BİLGİ Secure wireless network service is available for all students and employees of the university. The high capacity, secure network can only be accessed through a BİLGİ password.

Bilgi.edu.net e-mail address and Office365 platform for Students
Students can use applications such as OneDrive cloud disk space as well as 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 the cloud. Whether they use Windows PC / Mac or mobile devices, students can access their files from anywhere. In addition, the most recent versions of MS Office applications can also be installed free of charge on the personal computers of students for offline usage.

Lost and Found

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

Campus Security

7/24 Security services are provided on all campuses of İstanbul Bilgi University and campuses are monitored with CCTV System. All campuses have a controlled entrance utilizing a card turnstile system.

Student IDs

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

Paso (Travel card)

Students that do not have a travel card have to individually submit an application to IETT.

Faculty Contact Information

By writing the name and last name in the "Search" step located in the upper right-hand corner of SIS (Student Pages), the contact information and teaching schedule of a faculty or staff member 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

GLOBAL TALENT MANAGEMENT CENTER

Global Affairs: santralistanbul campus, container next to E3
Tel: (212) 311 7558 - 7543 - 5152 e-posta: globalaffairs@bilgi.edu.tr
Erasmus+ Program: erasmus@bilgi.edu.tr | 0212 311 75 58
Bilateral Aggreements: bilateral@bilgi.edu.tr | 0212 311 7243
International Student Advising Office: advising@bilgi.edu.tr | 0212 311 51 52
Talent Development Office: santralistanbul campus, ÇSM Z-110 / Tel: (212) 311 7272-7587-7846
email: bilgitalent@bilgi.edu.tr
Alumni Relations Office: santralistanbul campus, ÇSM Z-110 / Tel: (212) 311 7260 email:
alumni@bilgi.edu.tr
Internship Coordination Office: santralistanbul campus, ÇSM Z-110 / Tel: (212) 311 66 85
Dolapdere campus, A-314 / Tel: (212) 311 6320
Kuştepe campus, A-205 / Tel: (212) 311 72 20
email: staj@bilgi.edu.tr

HAIRDRESSER

santralistanbul Campus, behind Şütte

INFIRMARY

santralistanbul campus, Student Support Center building (behind the 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
e-mail: health@bilgi.edu.tr

İSTANBUL BILGI UNIVERSITY PUBLISHING BOOKSTORE

santralistanbul campus, ÇSM-Museum

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

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 7855
santralistanbul -Annex building / Tel: (212) 311 7455
Dolapdere campus / Tel: (212) 311 5155
Kuştepe campus / Tel: (212) 311 6155

STUDENT ACCOUNTING

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

STUDENT AFFAIRS

Associate/Undergraduate Student Affairs: **santral**istanbul campus, ÇSM-112
Dolapdere campus, 314
Kuştepe campus, A301, 515
Tel: 444 0 428
e-mail: ogrenciisleri@bilgi.edu.tr

Graduate Student Affairs:
santralistanbul campus, L-1 / Tel: (212) 311 7176-7357

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

Contact information for other units: 444 0 428

Click for more information about other administrative departments.