



BEYKENT UNIVERSITY
HANDBOOK FOR ERASMUS EXCHANGE STUDENTS



PRACTICAL GUIDE FOR EXCHANGE STUDENTS

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1. INTRODUCTION

Dear Students,

We are very happy to welcome you at Beykent University. We hope you enjoy your time in Istanbul.

In what follows you will find information about Beykent University and some tips about life in İstanbul. We hope the information in this booklet can answer some of your questions as well as support you with practical information about preparing for your study abroad.

2. ABOUT BEYKENT UNIVERSITY

Being a public legal entity, Beykent University is a private university founded by Adem Çelik - Beykent Educational Foundation. Having begun its journey in the academic year of 1997-1998, Beykent University grows every day with the help of years of educational experience and continues to offer a world-class education to their students.

Beykent University, where 50% of over 30.000 students are scholarship students each year, offers education with its world-class technical equipment and fields of application, and its well-chosen academic staff. Our University has 3 different campuses, 9 Faculties, 4 Vocational Schools, 2 Institutes, 8 Research Centres. Beykent University has 63 Undergraduate Programmes and 77 Associate Degree Programmes. The Medium of Instruction in Beykent University are English, Turkish and Mixed Language (30% English).

3. İSTANBUL

İstanbul is one of the most colourful cities of Turkey. It never sleeps. The charming city, with its high geopolitical significance, sits humbly on both sides of the Bosphorus connecting the Black Sea with the Marmara Sea and forming a bridge between Asia and Europe, which makes Istanbul so special. Also known as The City of Seven Hills, İstanbul is one of the oldest cities in the world and has been the capital of many civilisations. There are many people from very diverse backgrounds living in the City making it a most cosmopolitan landmark. Istanbul has many natural and man-made beauties thanks to its geographical location and its glorious history. It has many ancient treasures, buildings and monuments. The City is full of tourist attractions that are worth visiting. Istanbul is a most welcoming and innovative city for any student from any part of the world.

In addition to its history, Turkish cuisine has become the symbol of the city. Turkish Coffee, Turkish Delight, Simit, Turkish Breakfast, and Baklava are only some of the many culinary experiences one should try.

The official website of Istanbul: <http://howtoistanbul.com/>

Hope to see you soon in Istanbul.

4. ACADEMIC CALENDAR

The University Academic Calendar is available at <http://www.beykent.edu.tr/student+affairs/academic+calendar>

5. GENERAL INFORMATION FOR THE EXCHANGE STUDENTS

5.1. Responsibilities of International Students

a.) RESIDENCE PERMIT

All of the procedures related to foreigners in our City (including the transactions made by the Offices of Foreigners) will be carried out in the Provincial Directorate of Migration Management Services Building at Vatan Caddesi No: 64, Fatih (former Special District of Istanbul building). Residence Permit extension applications for foreigners already residing in Turkey, and primary and transfer applications for long-term and short-term, family, and student residence permits will be made online. All students must apply for residence permit after they complete their university registration process. The Republic of Turkey Ministry of the Interior Directorate General for Migration Management website to apply for residence permit is <https://e-ikamet.goc.gov.tr/>. You have to apply for the **Student Residence Permit**.

Important Notes:

- It takes one to three months to receive your resident permit card.
- Whenever you want to extend your residence permit, you have to extend your Health Insurance too.

Please do not leave the country unless you get your residence permit!

B) HEALTH INSURANCE

According to the new regulations, international students studying at Turkish universities (regardless of their scholarship statuses) have to get a General Health Insurance. The insurance will be valid until the end of the relevant academic year. Beykent University does not provide incoming students with insurance coverage. Students **must have** health insurance of their own which is valid in Turkey.

C) APPLICATION AND STUDENT ID CARDS

Erasmus students should send the below documents to complete their applications:

- Application Form
- Learning Agreement
- Passport Copy (Students who hold blue card or Turkish ID card should submit these documents as well along with passport copies.)
- 2 photographs
- Copy of Health Insurance

To have a student ID card, students should submit **two photographs and copies** of their **passports to** Erasmus Office.

D) ADD-DROP WEEK

The week following the registration week is the Add-Drop Week during which students may add or drop the courses by consulting their lecturers.

E) ATTENDANCE

A minimum attendance of 70% is required. If students do not attend at least 70% of the courses, they will fail and get the FF or NA grade.

5.2. STUDENT LIFE

a.) OFFICE OF THE REGISTRAR

The Office of the Registrar has a variety of duties such as registration and admission of students, preparation and announcement of course and examination schedules, ID cards, scholarship and day-to-day procedures relating to students, all types of office procedures coming from faculties and vocational schools, dealing with registration and withdrawal from lessons stated in the academic calendar, preparation of class and exam lists, storing exam documents and mark sheets, and carrying out transcript, diploma and office procedures after graduation. This unit assists students in experiencing a happy and successful period of study.

**Office Locations: Ayazağa – Maslak Campus Ground Floor
Beylikdüzü & Avalon Campus, Beylikdüzü Main Building Ground Floor
Taksim Campus, 3rd Floor**

b.) OFFICE OF THE DEAN OF STUDENTS

Beykent University's Office of the Dean of Students is a unit that acts as a bridge between students and the university administration. Students can share all their personal issues, general concerns, wishes, requests and suggestions with the university administration through the Office of the Dean of Students. The most important mission of the Office of the Dean of Students is to ensure that students are well-equipped and informed in terms of personal, social, cultural, artistic and physical development, in addition to their academic progress, and to create an environment in which they acquire both the professional and social skills required to become successful and active individuals through activities in these areas.

In accordance with the goal stated above, the Office of the Dean of Students encourages the launch of new student organisations as well support their activities. These organisations are categorised into three main groups, namely 'academic', 'cultural-artistic' and 'sport'.

**Office Locations: Ayazağa – Maslak Campus Ground Floor
Beylikdüzü & Avalon Campus, Beylikdüzü Main Building Ground Floor**

Student Societies

Student societies packed with activities in social, cultural, artistic and sporting areas stimulate academic life. They make the leisure time of students more enjoyable, help to increase their self-confidence, and play an important role in their intellectual development. Societies receive professional support and advice from experts outside the university as well as our university lecturers acting in conjunction with the Office of the Dean of Students. They are grouped into three main categories which are 'academic', 'cultural-artistic' and 'sport'. Presentations about the societies are held in the first weeks of the academic year, and students may join these meetings to become members.

Sports Department

The Sport Coordination Unit at Beykent University is responsible for the organisation and holding of sports events. The Sport Coordination Unit undertakes the responsibility of both forming school teams in several categories every year and organising the works that need to be done in order to participate in intercollegiate championships as well the intramural Rector's Cup. All students who wish to participate in sporting activities can use the university's sport facilities (fitness centre, indoor swimming pool, indoor sports hall, table tennis, etc.) for free.

The short course indoor swimming pool (25 x 12.5 m) has five lanes, a drainage filtration system, an automatic computerised batching system, a heating system, floor heated swimming pool edges, a foot bath, and pool dehumidifiers functioning constantly.

In the standard-size indoor sports hall, students can play basketball, volleyball, indoor soccer (Futsal), handball, and tennis. Students will be able to use the Sports Hall and the pool.

**Office Locations: Ayazağa – Maslak Campus Ground Floor
Beylikdüzü & Avalon Campus, Beylikdüzü Main Building B1-23**

c.) HEALTH CENTRE

Students may go to the Health Centre when they have health problems. The Health Centre provides treatments, performs necessary examinations and tests, and helps the patients get further treatment by referring them to suitable Health Centres.

**Office Locations: Ayazağa – Maslak Campus Ground Floor
Beylikdüzü & Avalon Campus, Beylikdüzü Main Building – 1st Floor**

d.) LIBRARY and LEARNING RESOURCES

Using the Library

The only prerequisite to use the library is to be a member of Beykent University, either as a student or as a staff member. All students automatically become members of the Library as soon as they register at one of the programmes of Beykent University. Students may use the information resources in the library, ask for library assistants' help for their research, and borrow the resources in the General Collection using their student IDs. The borrowing period can be extended via internet unless the items borrowed are requested by another library user. Items borrowed by others can also be booked via internet.

For Working Hours please visit the link below

<http://www.beykent.edu.tr/university/administration+departments/%20library+department>

**Office Locations: Ayazağa – Maslak Campus 4th Floor
Beylikdüzü Campus, Beylikdüzü Main Building – 2nd Floor
Avalon Campus 3rd Floor
Taksim Campus Ground Floor**

Web Mail

Students' web mail service will be available as soon as they receive the user name and password provided by the Office of the Registrar.

LIFE IN ISTANBUL

a.) ARRIVAL

There are two international airports in Istanbul, located on each side of the city, namely the European Side and the Asian Side. Atatürk International Airport (IST) is located on the European Side and it takes only half an hour to get there from Sultanahmet by car. The other one is Sabiha Gökçen International Airport (SAW), and it is located on the Asian Side. It is a fairly new airport although many airliners take off from there as well. Most of the time, it may take 1.5 to 2 hours to go to Sabiha Gökçen Airport from Taksim. Our University is close to Atatürk International Airport.

b.) IETT TRANSPORTATION CARDS and PUBLIC TRANSPORT

Required procedures for transportation cards are carried out by the Office of the Registrar. Dates of application for and distribution of transportation cards to be issued by IETT are announced by the Office of the Registrar. Students may also apply in person to IETT offices for the transportation cards. Public Transportation comprises of buses,

maritime services and metro – metrobus lines. Payment in cash is not accepted on public transportation. Istanbulkart can be used for payment.

c.) CURRENCY

The valid currency is the **Turkish Lira (TL)**. The exchange rates for foreign currencies are announced daily in exchange offices or banks. For updated information, please go to Turkish Central Bank website. You may exchange travellers' checks at Post Offices in some touristic places. Eurochecks can be cashed immediately, as well as travellers' checks, upon getting ID cards. The most widely accepted cards are Visa and MasterCard, American Express, Eurocard and Diner's Club. Bureaux de change are called "Döviz Burosu" in Turkish and are widely available in touristic places. They are generally open until midnight. There are plenty of cashpoints, you can find ATMs all around the city. Major banks are Yapı Kredi (part of UniCredi), HSBC, Garanti Bank, İş Bankası, Akbank, Citibank, and TEB.

d.) WEATHER

The climate in Istanbul is generally similar to that of Marmara region; summers are warm and humid with very little rainfall especially between July and August, and winters can be cold and wet with some snowfall but not that much extreme as some other areas of Turkey. Spring and autumn are mild.

Monthly weather averages for Istanbul												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Average high °C	8	9	11	17	21	26	28	28	25	19	15	11
(°F)	-46	-48	-52	-63	-70	-79	-82	-82	-77	-66	-59	-52
Average low °C	3	3	4	8	12	16	18	18	15	12	8	5
(°F)	-37	-37	-39	-46	-54	-61	-64	-64	-59	-54	-46	-41

Source: Weather.com January 6, 2009

e.) OPEN AN ACCOUNT AT TURKISH BANKS

In order to open an account, students need to get a Turkish Tax Identification Number (TIN). The Turkish TIN can be obtained from the local tax office. By submitting a copy of your passport (photo page) you will get a TIN. This is free and will only take a few minutes. Soon you will be issued a Turkish TIN. A bank account can be opened in any bank with the Turkish TIN and copy of passport.

BEFORE YOU LEAVE!

Final Document

Erasmus students should get the necessary signatures required in the final document and submit it to the Office of International Students right after the final exams.

Erasmus Participation Certificate

A certificate indicating the study period of the Erasmus student is given to all Erasmus students at the end of their study period.

Transcript of Records

The International Student Office sends the Erasmus Students' transcript of records to their home universities via post within the month that follows the end of their study period.

CHECKLIST

Before your arrival, please make sure that you have:

- Sent the application form and other required documents, and
- Received Acceptance Letter, checked the list of the courses, and completed the Learning Agreement.

SOME USEFUL INFORMATION AND LINKS

The mains electricity supply in Turkey is **220 Volts** and the plugs have 2 round pins. As soon as you turn on your mobile phone in Turkey, you will have to **register it** in one of the GSM operators (Turkcell, Avea or Vodafone). Otherwise, it will be blocked within 28 days. You'll need your passport and IMEI number to have your phone registered.

In case of emergency, you can call:

Police: 155

Fire: 110

Ambulance: 112

For the weather forecast: <http://www.bbc.co.uk/weather>

For the current exchange rates: <http://www.tcmb.gov.tr/yeni/eng/>

For the public transportation schedules:

Public Busses - <http://www.iETT.gov.tr/en/>

Trains - <http://www.tcdd.gov.tr/tcdding/index.htm>

BEYKENT UNIVERSITY, ISTANBUL

INSTITUTIONAL IDENTIFICATION FORM

Name of the Institution	Beykent Üniversitesi / Beykent University
Erasmus Institution Code	TR ISTANBU09
Head of Institution/Rector	Prof. Mehmet Emin KARAHAN
Address	Beykent University Maslak-Ayazağa 34396 Sarıyer İstanbul-Turkey
Phone	444 1997
Fax	+90-212-289-64-90
Web Page	http://www.beykent.edu.tr/en-web-international2
Erasmus Coordinator – Head of International Office	Aybala YAVUZARSLAN
Address	Beykent University Maslak-Ayazağa 34396 Sarıyer İstanbul-Turkey
Phone	4441997
Fax	+90-212-289-64-90
E-mail	international@beykent.edu.tr
Web Page	http://www.beykent.edu.tr/en-web-international2/erasmus-ofisi/ogrenci-hareketliliqi/gelen-ogrenci

CONTACT

ERASMUS OFFICE

AYAZAĞA – MASLAK CAMPUS GROUND FLOOR

BEYLİKDÜZÜ & AVALON CAMPUS F BUILDING 1ST FLOOR