

# STUDENT HANDBOOK FOR UNDERGRADUATE PROGRAMS



## CONTENTS

<b>About Istinye University</b>	<b>4</b>
<b>Mission, Vision and Values</b>	<b>5</b>
<b>The Istinye Manifesto</b>	<b>6</b>
<b>Campuses</b>	<b>8</b>
<b>Topkapı Campus</b>	<b>8</b>
<b>Güney Campus</b>	<b>9</b>
<b>The Congress Center and Student Center</b>	<b>10</b>
<b>Programs</b>	<b>11</b>
<b>Faculties</b>	<b>11</b>
<b>Vocational Schools</b>	<b>11</b>
<b>Academic Legislation and Processes</b>	<b>12</b>
<b>Regulations and Instructions</b>	<b>12</b>
<b>Academic Calendar</b>	<b>12</b>
<b>Duration of Study</b>	<b>12</b>
<b>Registration</b>	<b>12</b>
<b>What is prerequisite?</b>	<b>12</b>
<b>Add/Drop</b>	<b>13</b>
<b>Section Change</b>	<b>13</b>
<b>Academic Advisership</b>	<b>13</b>
<b>Schedules</b>	<b>13</b>
<b>Credit Load</b>	<b>13</b>
<b>Attendance and Exams (Midterms, Finals, Resits and Make-up Exams)</b>	<b>14</b>
<b>Exam Rules</b>	<b>14</b>
<b>Cheating and Plagiarism</b>	<b>14</b>
<b>Grades</b>	<b>15</b>
<b>Announcement of Grades and Objections for Material Errors</b>	<b>16</b>
<b>Repeating the course</b>	<b>16</b>
<b>Grade Averages</b>	<b>17</b>
<b>Success Audit</b>	<b>17</b>
<b>Graduation</b>	<b>17</b>
<b>Graduation Ceremony</b>	<b>17</b>
<b>Make-up Exams</b>	<b>17</b>

<b>Freezing Registration</b>	<b>18</b>
<b>Discharge/Deregistration</b>	<b>18</b>
<b>Double Major Application Conditions and Dates</b>	<b>19</b>
<b>Minor Program Requirements and Date of Application</b>	<b>19</b>
<b>Internal Transfer</b>	<b>19</b>
<b>Internal Transfer Based on the University Placement Exam</b>	<b>19</b>
<b>Internal Transfer Based on Academic Success Conditions</b>	<b>20</b>
<b>External Transfer</b>	<b>20</b>
<b>External Transfer Based on the University Placement Exam</b>	<b>20</b>
<b>External Transfer Based on Achievement Conditions</b>	<b>21</b>
<b>External Transfer</b>	<b>21</b>
<b>Exemption from Courses</b>	<b>22</b>
<b>Diploma Supplement</b>	<b>23</b>
<b>Certificate of Honor and High Honor</b>	<b>23</b>
<b>Financial Procedures and Principles</b>	<b>24</b>
<b>Financial Procedures and Principles for Suspension of Registration</b>	<b>24</b>
<b>Financial Procedures and Principles for Deregistration</b>	<b>24</b>
<b>Financial Procedures and Principles for Additional Courses and Credit Load</b>	<b>26</b>
<b>Financial Procedures and Principles for Double Major Education</b>	<b>26</b>
<b>Financial Procedures and Principles for Early Graduation</b>	<b>26</b>
<b>Registration Barriers</b>	<b>26</b>
<b>How to Use OIS and MYISU</b>	<b>26</b>
<b>ISU Mail</b>	<b>27</b>
<b>Document Requests</b>	<b>27</b>
<b>Requesting Transcripts</b>	<b>27</b>
<b>Requesting Student Certificate</b>	<b>27</b>
<b>Requesting a Certificate of Discipline</b>	<b>27</b>
<b>Other Document Requests</b>	<b>27</b>
<b>Distance Education System</b>	<b>28</b>
<b>Life at ISU</b>	<b>29</b>
<b>SRO</b>	<b>29</b>
<b>The Library and the Study Halls</b>	<b>30</b>
<b>International Opportunities</b>	<b>30</b>
<b>Erasmus Exchange Programmes</b>	<b>30</b>
<b>Erasmus + Placement (Internship) Program</b>	<b>31</b>

<b>ÖMER</b>	<b>31</b>
<b>Student Clubs</b>	<b>32</b>
<b>Unimpeded Student Unit</b>	<b>33</b>
<b>Career Center</b>	<b>34</b>
<b>Scholarships and Discounts</b>	<b>34</b>
<b>Health Services and Psychological Counseling Unit</b>	<b>35</b>
<b>CEO</b>	<b>35</b>
<b>Part Time Working Student Program</b>	<b>36</b>
<b>Job and Internship Opportunities</b>	<b>36</b>
<b>Activities</b>	<b>36</b>
<b>BST (Information System and Technologies Department) Services</b>	<b>36</b>
<b>Food and Beverage Services</b>	<b>37</b>
<b>Transportation Services</b>	<b>38</b>
<b>Car Park</b>	<b>38</b>
<b>Sports Activities</b>	<b>38</b>
<b>Student Council</b>	<b>39</b>
<b>Photocopy Services</b>	<b>39</b>
<b>Campus Security</b>	<b>39</b>
<b>Technology and Laboratories</b>	<b>39</b>
<b>Useful Information</b>	<b>40</b>
<b>Changing Password</b>	<b>40</b>
<b>Student ID</b>	<b>40</b>
<b>Wi-fi</b>	<b>40</b>
<b>Lost Property</b>	<b>40</b>
<b>Pasa</b>	<b>40</b>
<b>Academic Staff Contact Information</b>	<b>40</b>

## About Istinye University

Istinye University was established in 2015 by the 21st Century Anatolian Foundation with the support of the knowledge and experience of MLPCare Group, which brings together three different hospital brands, "Liv Hospital", "Medical Park" and "VM Medical Park" under one roof. In 2015 the first faculties, the Faculty of Medicine and the Faculty of Health Sciences, were opened and the first associate degree programs were opened within the Vocational School of Health Services. In 2016, the Faculty of Pharmacy, Economics, Administrative and Social Sciences, Arts and Sciences, Engineering, Fine Arts Design and Architecture and Vocational School were added. Güney Campus, which is Istinye University's second campus, was opened in 2019 and began to accept students in the 2019-2020 academic year. Today, our university serves its students with 7 faculties, 2 vocational schools and 3 institutes.

Istinye University, which implements its artificial intelligence-based and research-oriented vision in all processes of the university, aims to expand the boundaries of science with the research of its faculty members, and to apply the findings of scientific developments for the welfare of society in line with its goal of becoming a science and research center. By carrying out teaching, research and community service activities at universal standards, it provides its students with a wide range of knowledge as well as a learning and progress environment that supports multi-faceted development.

Within the scope of the Manifesto of Istinye, students are educated as individuals who are equipped with leadership abilities and confident in the power of science, who closely follow the developments in the world, think critically; have universal ethical values, and have the habit of self-development and creativity. Istinye University aims to play an important role in the social, cultural, economic, scientific and technological development of our society and contribute to the progress of humanity by educating competent, creative and forward-thinking individuals of the future.

## Mission, Vision and Values

### Our Mission

The mission of Istinye University is to provide innovative and sustainable education in an institution that is student-centred and in close cooperation with the sector, to carry out research based on advanced technology, to produce new information and technologies, and to contribute to society by developing solutions to local and universal problems.

### Our Vision

The vision of Istinye University is to be one of the leading universities in the world, aiming for excellence in education, research, innovation and technology development, with artificial intelligence as the focus.

### Our Values

- Innovation
- Entrepreneurship
- Competitiveness
- Leadership
- Team spirit
- Respect for ethical values
- Justice
- Passion
- Self-confidence
- Social responsibility
- A sense of belonging and devotion



## ISTINYE STUDENTS ARE COMPETITIVE

Istinye students compete with the best in every field and in every subject to improve themselves. They believe that competition operates fiercely at regional, national and global levels. They are aware that being able to contribute to themselves and society is not possible without competitive conditions. They recognize that the basic rule of competition is belief in science, research, hard work and not giving up. The purpose of our students is to have all the conditions to compete at a universal level.

# M A N I

# F E S T

## OF ISTINYE

## ISTINYE STUDENTS ARE HARD-WORKING

Istinye students know that it is impossible to consume without producing anything. For this reason, they have a disciplined work habit. They do not spend their time in vain; they work in a planned and steady manner to achieve their goals.



## ISTINYE STUDENTS LIVE BY UNIVERSAL ETHICAL VALUES

Istinye Students absorb the moral values of the geographical area they live in. They are also aware that there are other moral values in the world. They know the generally accepted ethical values of humanity and take care to live with these values



## ISTINYE STUDENTS AT ISTINYE IS A CULTURE

Students of İstinye know the components of the culture well and they are happy to live and spread good examples of those components in their daily lives. They question the cultural values of others trying to impose and take what is good for them and replace what is not good with their own cultural values. Their aesthetic feelings are developed, and they set an example for society in this regard. Each day they enjoy self-discovery more and more.

# İSÜ



## ISTINYE STUDENTS ARE LEADER

Students of İstinye know that it is the leaders who direct the society. Also, they know very well that leaders guide companies, non-governmental organizations, sports clubs, universities, and social and political life; in short, the future of society. They know that being a leader starts, takes shape and develops in education. They try to always discover themselves in order to be a leader in their educational life. They organize and lead organizations within the university and in social life. The students try ceaselessly and without giving up in order to develop the leadership traits inherent in their genetic code. They know that a good leader must be a good orator. For this, they develop themselves better every day in elegant and effective speech.



## ISTINYE STUDENTS VALUE KNOWLEDGE

Istinye students know that they cannot exist in today's world without following the scientific way. They are aware that power is not only scientific knowledge but also the production of new knowledge. Before they make a decision, they gather the necessary information to make the right decision. They know how to access and interpret that information.



## ISTINYE STUDENTS WORK WITH TEAM SPIRIT

Beyond being an individual, İstinye students thrive as part of the whole. They put their ego aside and assume that unity will be strength. Acting with team spirit, each individual knows that their creativity, labor and productivity should be organized for a purpose and contribute to it. İstinye students are aware that contributing to the world and making it a better place are only possible with a strong team spirit and organization.

## ISTINYE STUDENTS ARE RESPONSIBLE TO SOCIETY

They avoid initiatives that harm the environment and prevent those who want to do so.



## ISTINYE STUDENTS ARE RATIONAL AND STRATEGIC THINKER

Our students use their mind when facing problems. They don't just look one step further and make a decision. They evaluate the subject by collecting data from different angles, consider the medium and the long term, make plans and make decisions.



## ISTINYE STUDENTS ARE FOND OF SPORTS

Unlike the established culture that treats sports only as a game or means of entertainment or leisure, our students are aware that "sport is not just a sport". They know that sports are the most important key to a long and healthy life and therefore a productive life. They also know that sports enable a person to be social, productive, participatory, entrepreneurial, creative, a risk-taker, not afraid of difficulties, able to determine fast and correct strategies, at peace with themselves and full of joy and courage.



[www.istinye.edu.tr](http://www.istinye.edu.tr)

☎ 0850 283 60 00



## Campuses

### Topkapı Campus

Our Topkapı Campus, which stands out with its very central location and modern campus architecture, has 93 Classrooms, 63 Laboratories, 2 conference halls, a multi-purpose hall with a capacity of 200 people, 4 Architecture Workshops, 2 Computer Workshops and an education hall with a capacity for 60 people, all built on a 50,000 m<sup>2</sup> closed and 2,500 m<sup>2</sup> open area. In addition to these; the student center, library, dining hall and free study areas are located on our Topkapı Campus as places where our students can spend their social and academic lives.

- 45,454 m<sup>2</sup> Indoor Area
- 4046 m<sup>2</sup> Outdoor Area
- 46 Classrooms
- 88 Laboratories with a total of 6940 m<sup>2</sup>

### Basic Facilities

- 453 m<sup>2</sup> Conference Hall
- 446 m<sup>2</sup> Study Hall
- 40 m<sup>2</sup> Music Room
- 72 m<sup>2</sup> Mini Movie Theatre
- 1250 m<sup>2</sup> Library

### Social Areas

- 4 Cafes and Restaurants
- 1045 m<sup>2</sup> Dining Hall
- 250 m<sup>2</sup> Gym Hall
- 300 m<sup>2</sup> Outdoor Basketball Court



## Güney Campus

Güney Campus, which is located 5 km away from the Topkapı Campus, hosts the Vocational School and Health Services Vocational School programs. Students of Istinye University can benefit from all of the facilities on this campus.

Güney Campus, which enables our students to continue their education by providing the best opportunities with its indoor sports hall, social areas and library, has a Lecture Hall with a capacity of 150 people, a computer laboratory, classrooms and other laboratories. Our new campus is centrally located and very close to public transportation.

In addition to regular shuttles from the Topkapı Campus, there are also shuttles from Kazlıçeşme, Merter, and Cevizlibağ stations to the Güney Campus.

- 15,382 m<sup>2</sup> Indoor Area
- 3225 m<sup>2</sup> Outdoor Area
- 16 Classrooms
- 8 Laboratories with a total of 857 m<sup>2</sup>

## Basic Facilities

- Auditorium
- Study Hall
- Music Room
- Mini Movie Theatre
- 626 m<sup>2</sup> Library

## Social Areas

- Vespresso (245 m<sup>2</sup>)
- Dining Hall (650 m<sup>2</sup>)
- Sports Hall (292 m<sup>2</sup>)
- ÖMER (Student Center) Gym



## THE CONGRESS CENTER AND STUDENT CENTER



With a location in the center of Istanbul's transportation network as well as with its green areas, social, cultural and sports activity areas, and congress and student centers, ISU CAMPUS offers a privileged campus life to all members of Istinye University and ensures integration with the city.

Campus life in ISU CAMPUS is always colorful and active with its open-air cinema, sports fields, art gallery, climbing wall and cafes.

- Green areas
- Conference Center with a capacity of 500 people
- Sports fields
- Student Center
- Climbing Wall
- Open-air Garden Cinema
- Dance Studio
- Gallery
- Cafe

## PROGRAMS



### Faculties

- The Faculty of Medicine
- The Faculty of Health Sciences
- The Faculty of Engineering
- The Faculty of Arts, Design, and Architecture
- The Faculty of Arts and Sciences
- The Faculty of Economics, Administrative and Social Sciences

### Vocational Schools

- Vocational School
- Vocational School of Health Services

## ACADEMIC LEGISLATION AND PROCESSES

### Regulations and Instructions

[Click here for the regulations and instructions.](#)

### Academic Calendar

[Click here for the academic calendar.](#)

### Duration of Study

Students are expected to complete all their courses within the duration of their program starting from the semester they are enrolled in their classes, excluding the one-year English preparatory school. The maximum duration of study is four years for two-year associate degrees, seven years for four-year bachelor's degrees, eight years for five-year bachelor's degrees, and nine years for six-year bachelor's degrees. The maximum duration of study for the English preparatory school is two years.

### Registration

Students are required to register for their classes at the beginning of each semester within their course of study. During the add-drop period, students are allowed to change their elective courses, with their advisor approval, by dropping and adding courses within minimum and maximum credit limits. The relevant council may allow students with justified reasons who miss the add-drop period to apply for schedule changes up to the week before the midterm period, with regard to the rules concerning the repetition of failed classes and credit requirements. Students must register online through the Student Information System and must meet their financial obligations in order to do so. All schedules must be approved by academic advisors.

### What are the prerequisites?

Prerequisite courses are theoretical and/or applied courses and internships in the lower semesters or years that need to be taken/completed before a specific upper division course can be taken.

## Add/Drop

Course selection procedures for students are done with the help of their academic advisors within the periods specified in the academic calendar for each semester/year. Students are required to take all the courses in the curriculum of the department/program they are enrolled in.

During the add/drop week, students can make changes to their elective courses, with the exception of compulsory courses, through the student information system. The change on the schedule must be approved by the academic advisor within the relevant week.

## Section Change

Section changes can be made by contacting the instructor of the relevant course.

## Academic Advisership

An academic advisor is assigned and announced to each student by the relevant unit board of directors. The academic advisor's duty is to follow the student throughout their education at the University, to advise on all courses to be taken; including double major and minor programs, to support the course and program registration processes of the student, to direct other units in the University regarding non-academic problems and to approve the students' schedule.

## Schedules

Course Schedules can be viewed through the student information system while the student makes course selections.

## Credit Load

With the exception of summer school, a maximum of 40 ECTS courses can be taken in one semester. However, courses can be taken up to 48 ECTS:

- a) With a GPA of at least 2.00; by request of the student, the approval of the academic advisor and the decision of the board of directors of the unit,
- b) By using all their rights; by the graduate student who will be able to fulfill the graduation requirements at the end of one semester and summer school, regardless of the GPA, with the approval of the academic advisor and the decision of the board of directors of the unit,
- c) If the academic grade point average is at least 3.00, from the upper semester.

## **Attendance and Exams (Midterms, Finals, Re-sits and Make-up Exams)**

Students are obliged to attend classes, laboratories, applications and other studies deemed appropriate by the instructors, in line with the principles set by the relevant faculty or college boards, with the exception of the courses given through distance education. The attendance conditions of the students are announced with the course syllabus at the beginning of the semester and the attendance of the students is evaluated by the instructor of the course according to these rules.

### **Exam rules**

The exams are midterms, finals, make-up exams, retake exams, exemption exams, single course exams, exams taken to increase grades and exams regulated through the relevant legislations. These exams may be either written or oral, or both written and oral and/or practice based. Written exam documents are kept for at least two years.

Students are required to show their student IDs and other required documents if necessary. Absent students are assumed to have used their rights and are marked absent in the student system. If a student sits an exam which he/she is not supposed to take for any reason, their exam is cancelled even though the results have been announced.

### **Cheating and Plagiarism**

Students who cheat, attempt to cheat or help cheating are subject to the Higher Education Institutions Student Discipline Regulations provisions which are published in the official gazette dated 18/8/2012 and numbered 28388. In case of charged penalties, the student gets zero (0) from the exam subject to the penalty. Student's scholarships and discounts are evaluated according to the principles determined by the senate.

## Grades

Course achievement is evaluated through the absolute and/or relative evaluation system.

Letter grades and parameters are shown in the table below.

Letter grade    Parameter

<b>AA</b>	<b>4,00</b>
<b>BA</b>	<b>3,50</b>
<b>BB</b>	<b>3,00</b>
<b>CB</b>	<b>2,50</b>
<b>CC</b>	<b>2,00</b>
<b>DC</b>	<b>1,50</b>
<b>DD</b>	<b>1,00</b>
<b>FF</b>	<b>0,00</b>

<b>BI</b>	<b>Pass</b>
<b>BZ</b>	<b>Fail</b>

Other grades used in the transcript are listed below.

<b>DE</b>	<b>Work in progress</b>
<b>DZ</b>	<b>Absent</b>
<b>DÇ</b>	<b>Withdrawal</b>
<b>MU</b>	<b>Exempt, including ECTS, excluding GPA.</b>

CC is the passing grade for a course. DD and DC are conditional pass grades.



## **Announcement of Grades and Objections for Material Errors**

In units where the course passing system is applied; if the student wishes to object to the exam results or grades due to a material error they can apply to the relevant unit, writing a petition within three working days after the announcement of the results. The result of the objection examined by the instructor of the course within three working days is notified to the relevant unit. If the student's objection continues, a commission of three people, one of which is the lecturer of the course, is determined by the relevant unit to examine the exam paper. The commission will complete its review within a week and notify the relevant unit. The report given by the instructor and / or the commission is notified to the student. Cases requiring grade change are resolved by the relevant unit's board of directors.

## **Repeating the Course**

A student who gets an (FF) or (BZ) grade from a compulsory course must repeat this course within the rules regarding credit load and course selection. In cases where the compulsory courses that need to be repeated are excluded from the curriculum, the faculty board of directors will decide which course or courses to take that offer at least the same credit number instead of repeating. A student who gets an (FF) or (BZ) grade from an optional course repeats this course or takes another elective course instead of this course.

Students can also repeat the courses for which they received a conditional passing grade. In terms of repeated or elective courses, the grade of the new elective course replaces the previous grade; however, the old grade is shown in academic records and transcript.

## Grade Averages

The success of the students is determined at the end of each semester / year by the Registrar's Office by calculating the semester / year-end and cumulative grade averages. The weighted grade obtained by a student from a course is the number obtained by multiplying the ECTS of that course with the success grade coefficient.

The weighted grade average (GPA/ANO), in the units where the course passing system is applied, is the number obtained by dividing the sum of the weighted grades of all the courses taken by a student in a semester by the total ECTS of these courses.

Weighted grade point average (WGPA/AGNO) is the number obtained by dividing the total weighted grades of all the courses taken, including the semester completed, by the total ECTS of these courses. Regardless of the previous grade, including summer school, for lessons that are repeated or taken to increase the grade, the last grade is included in the calculation.

## Success Audit

### Graduation

The weighted grade point average must be at least 2.00 for graduation. If a student achieves all the courses specified in the curriculum of the department / program in which they are enrolled, but their weighted grade point average is below 2.00, they must raise at least one of their conditionally passed courses and increase their weighted grade point average to 2.00 and above.

### Graduation Ceremony

The date of the graduation ceremony is determined by the University Executive Board and announced on the university website.

### Make-up Exams

A make-up exam is an exam which is taken instead of the midterm and final exams for the student whose excuse is accepted. Students who cannot take the exam on the date of the exam due to their excuse apply to the faculty / Vocational School secretary with a document proving their excuse. Exams of students whose excuses are accepted by the board of directors of the relevant unit are held within the same semester / year.

## Freezing Registration

Students can freeze their registrations upon the decision of the board of directors of the relevant unit, provided that they document their justified and valid excuses. In urgent cases, requests for suspension of registration can be made to the relevant dean's office / directorate by the student or the person to whom they have given power of attorney within five working days following the development of this situation, or in other cases, until the last working day of the fourth week at the latest from the beginning of the academic semester / year.

The decision to suspend registration can be made for one semester or one year at a time and for a maximum of two years. In cases such as military service, detention, conviction or long-term illness that do not require dismissal from studentship, the maximum period can be exceeded by the decision of the relevant unit board of directors. The education period of the student whose registration is frozen does not continue. During the freezing period, students cannot participate in educational activities and exams, and all student rights are frozen.

The request of the student whose excuse concludes before the end of the period for which the registration is suspended and who has applied to continue education is decided by the relevant unit board of directors. If the request is deemed appropriate, the student continues their education from where they left off. In order to suspend enrollment or to continue education, the student must fulfill the obligations determined by the Senate.

## Discharge/Deregistration

Students can request a dismissal at their own free will. For this, it must be applied to the Registrar's Office in person or by the persons they have given power of attorney. In case the student is dismissed from the higher education institution according to the provisions of the Higher Education Institutions Student Disciplinary Regulation, they are dismissed from the University by the decision of the University Administrative Board.

## Double Major Application Conditions and Dates

The students can apply for a double major at the beginning of the third semester in the undergraduate diploma program at the earliest, at the beginning of the fifth semester for four-year programs at the latest, at the beginning of the seventh semester for five-year programs, at the beginning of the ninth semester for the six-year programs, at the beginning of the second semester at the earliest for the associate degree program, and at the beginning of the third semester at the latest.

- Having a GPA of 3.00 / 4.00 (3.15 / 4.00 for pharmacy program application)
- Success in all courses taken up until the time of application,
- Being within the top 20% of the class (10% success rate for pharmacy program application)
- If the top 20% cannot be achieved, having at least the minimum score required for the relevant year by the program applied for.
- In applications to Engineering, Architecture and Pharmacy Programs, the order of success in the relevant score type must also be provided.
- Language proficiency must be provided for applications to English programs.

Application dates are specified in the academic calendar of the relevant academic year.

## Minor Program Requirements and Date of Application

Students can apply to a minor program at the beginning of the 3rd semester (at the earliest) or 6th semester (at the latest). Grade point average must be 2.50/4.00. Applicants must pass all the courses offered before the date of application. Detailed information about the date of application is specified on the current academic year's calendar.

## Internal Transfer

### Internal Transfer Based on the University Placement Exam

As of the year the student took the university placement exam, the score obtained in the type of score valid for the program they prefer must be equal to or higher than the base score type of the program to which they want to transfer. It is possible to apply for transfer to any program if the base score is high enough. The success ranking of the Higher Education Institution and the criteria such as specific medical conditions of the program identified by the program for the students demanding transfer will be evaluated during the application process.

Transfers can be made between undergraduate programs for undergraduate students, and between associate degree programs for the students enrolled in an associate degree program.

## Internal Transfer Based on Academic Success Conditions

In order to apply for an internal transfer, the student must have a GPA of at least 2.29 out of 4.00 for the semesters they complete in the program he/she enrolled in and must meet the term requirement.

Applications will be evaluated by taking into account the criteria for changing the department/program, such as the GPA, the opinion of the department that will be formed as a result of the interview. Moreover, GPA of the student mustn't be below the base score of the diploma program of other universities in Turkey which is equivalent to the diploma program they want to transfer to.

Transfers can be made between undergraduate programs for undergraduate students, and between associate degree programs for the students enrolled in an associate degree program

## External Transfer

### External Transfer Based on the University Placement Exam

Applications can be made from national and international universities and equivalent programs. The school in which the applicant enrolled must be accepted by the Council of Higher Education.

As of the year the student took the university placement exam, the score obtained in the type of score valid for the program they prefer must be equal to or higher than the base score type of the program to which they want to transfer. It is possible to apply for transfer to any program if the base score is high enough. The success ranking of the Higher Education Institution and criteria such as specific medical conditions of the program identified by the program for the students demanding transfer will be evaluated during the application process.

Transfers can be made between undergraduate programs for undergraduate students, and between associate degree programs for the students enrolled in an associate degree program.

## **Undergraduate Transfer on Achievement Conditions**

Applications can be made from national and international universities and to equivalent programs. The equivalency of the school where the applicant is registered must be accepted by the council of higher education (YÖK).

The students must have a GPA of at least 2.29 out of 4.00 for the semesters they have completed in the program in which they are enrolled and must meet the term requirement.

Applications will be evaluated by taking into account the criteria of the department / program change, such as GPA, the opinion of the department that would emerge depending on the interviews, and not falling below the lowest base score of other diploma programs in Turkey that are equivalent to the diploma program they want to transfer.

Transfers can only be made within undergraduate programs for those registered in an undergraduate program and within associate degree programs for those enrolled in an associate program.

## **External Transfer**

External Transfer is a transfer from a 2-year associate degree program to a 4-year undergraduate program through a high-stake exam (DGS) administered by the Student Selection and Placement Center (ÖSYM). Vocational High School graduates or senior students can apply for DGS every year on the date determined by ÖSYM. Students who are placed regarding the results of DGS must apply to the Registrar's Office with a petition in order to be exempted from the courses they have already taken.

## Exemption from Courses

Applications for exemption and adaptation should be made to the concerned department within the first week following the education period for students who are registered at the university before the beginning of the academic year, and within one week after the registration date for other students. Provided that there is no change in the education curriculum, exemption and adaptation requests to be made in the following semesters, requests for the cancellation of exemption and adjustment procedures made before, and requests that are not made within the specified period (except for students who take a leave of absence or have a legal excuse) are not accepted.

Students who request exemption and adaptation must clearly state in their petition which of the courses they have taken and passed before that they want to be exempt from. The originals of the following documents must be attached to the petition, provided that they have been approved (sealed, stamped and signed) by the higher education institution where the student had previously studied.

- Course contents (aim and scope of the course and weekly lesson plan)
- Transcript
- Instructional Plan (Curriculum) (Including information on Theory - Practice - Laboratory - Credit / ECTS information)
- University's YÖK equivalence certificate (for exemption applications for courses taken from foreign universities)

Applications are not processed if documents are forwarded by means of e-mail or fax etc., or if they are photocopied, unapproved or incomplete. If the concerned unit needs other documents in order to process the petition, they may request it by contacting the student.

## Diploma Supplement

Developed by the Council of Europe, the European Commission and UNESCO / CEPES, a document is given by higher education institutions in addition to the diploma, so that the degree obtained can be easily understood.

It must be presented free of charge along with the diploma without student request and, just like the diploma, be issued in one copy only once. The form is designed to ensure that the diplomas and degrees awarded in a country can be fully understood by the relevant institutions and organizations in other countries.

The Diploma Supplement helps students to better describe their skills and competences acquired during their education. Thus, the diplomas and duration of education of students who want to go abroad for education or work can be easily understood.

The Diploma Supplement consists of 8 parts. Information about the person is given in the first part of the Diploma Supplement. In the other parts, explanations are given about what the degree is, the level of the degree, the content of the completed program, the courses and grades the relevant student has taken during the program, the academic / professional rights that the degree brings to the person and the higher education system of the country where the education is given.

The Diploma Supplement does not replace transcript or academic records. It is not a resume (CV). It does not provide academic / professional recognition by itself.

## Certificate of Honor and High Honor

Among the students who have successfully completed the program they are enrolled in and who have not received any disciplinary punishment, those with a cumulative grade point average of 3.00-3.49 are considered honor students, and those who are 3.50 and above are considered high honor students.



## Financial Procedures and Principles

### Financial Procedures and Principles for Suspension of Registration

Registration suspension applications are made in writing to the dean's office / directorate to which the student is subject. In the application of the financial procedures and principles stipulated in this article, the date of freezing of registration is taken as basis. Registration suspension applications can be made up until the start date of the final exams of the semester at the latest in which the registration will be frozen.

Registration suspension applications are decided by the relevant academic board of directors. Students who enroll at the university for the first time make their registration suspension applications within the first 7 (seven) weeks following the start date of the first semester in which they are enrolled, and are obliged to pay 50% of the semester tuition fee per semester for which they apply for freezing. This fee is not refundable and is deducted from the tuition fee to be paid at the start of education after the registration freeze. If the pre-paid amount by the student is over 50%, the portion over 50% can be refunded upon request.

[Click for more detailed information.](#)

### Financial Procedures and Principles for Deregistration

Requests for disenrollment must be submitted by written application to the Directorate of Student Enrollment. Officially, the date which the written application is submitted will be taken under consideration for the following processes.

#### **Students who enroll for the first time: (Freshman year)**

If the request for disenrollment is submitted before the first semester begins, the students are obliged to pay 30% of the annual tuition fee.

After the first semester, If the request for disenrollment is submitted before the second semester begins, the students are obliged to pay 50% of the annual tuition fee.

## **After freshman year:**

- a) If the request for disenrollment is submitted between the re-enrollment period for the fall (first) semester and the beginning of the fall (first) semester, the students are obliged to pay 30% of the annual tuition fee.**
- b) After the fall (first) semester begins, If the request for disenrollment is submitted before the end of the class add/drop period for the fall (first) semester, the students are obliged to pay 50% of the annual tuition fee.**
- c) After the class add/drop period ends for the fall (first) semester, If the request for disenrollment is submitted before the spring (second) semester begins, the students are obliged to pay 50% of the annual tuition fee.**
- d) After the spring (second) semester begins, If the request for disenrollment is submitted before the end of the class add/drop period, the students are obliged to pay 80% of the annual tuition fee.**
- e) If the request for disenrollment is submitted after the end of the class add/drop period for the spring (second) semester, the students are obliged to pay the full amount of the annual tuition fee.**

## **Repeating Students of the English Preparatory School:**

- a) If the request for disenrollment is submitted before the fall semester begins, students are not obliged to pay any amount of the tuition fee for the English Preparatory School.**
- b) After the fall semester begins, If the request for disenrollment is submitted before the start of the spring semester, the students are obliged to pay 50% of the annual tuition fee.**
- c) After the spring semester begins, If the request for disenrollment is submitted within the first 7 (seven) weeks, the students are obliged to pay 80% of the annual tuition fee. However, if the request is made after the first 7 (seven) weeks of the spring semester, then the students are obliged to pay the full amount of the annual tuition fee.**

**For more details, please [click here.](#)**

## Financial Procedures and Principles for Additional Courses and Credit Load

Except for the double major/minor status; If the student does not take more than twenty percent of the total course load specified for that semester in the curriculum approved by the Senate, no additional course and credit fees are charged, apart from the annual tuition fee the student is obliged to pay. Tuition fees for additional courses and credits are determined annually by the Board of Trustees.

## Financial Procedures and Principles for Double Major Education

Students who pursue a double major/minor do not have to make any additional payments during their normal education period, other than the annual tuition fees they are obliged to pay for their main majors and the additional course and loan fees.

## Financial Procedures and Principles for Early Graduation

Students who are entitled to graduate at the end of the previous semester before the normal education period are refunded half of the annual tuition fee that they have paid.

## Registration Barriers

Situations that prevent the new academic term from enrollment are: Financial problems, incomplete course grades, change of department, applying for a double major or minor, being a new enrollment student with external transfer, being an exchange student, and requesting a course exemption.

## How to Use OIS and MYISU

OIS: The Student Information system user profile information, which will be used to access your educational information, will be automatically transmitted to the contact information you have provided during registration after your registration is completed..

<https://ois.istinye.edu.tr/>

MYISU; For the use of the University Directory Service, your username will be your student number and your password will be the password of your university e-mail address.

<https://myisu.istinye.edu.tr/>

## ISU E-mail

You can reach the video regarding the use of our university student e-mail via the link below.

<https://www.istinye.edu.tr/tr/duyurular/ogrenci-mail-kullanimi>

**To Login** to Your Student E-mail Accounts;



QR: <http://mail.istinye.edu.tr>



QR: <http://outlook.office365.com>



QR: <http://outlook.office.com>

Your E-mail address: "yourstudentnumber@stu.istinye.edu.tr /  
Sample E-mail Address: 180180180@stu.istinye.edu.tr

## Document Requests

### Requesting Transcript

When logging into the Student Information System, you can request the document in Turkish and English from the "Online Document Request" tab. Upon your request, you can download it with electronic signature in "pdf" format over the system within one working day.

### Requesting Student Certificate

When logging into the Student Information System, you can request the document in Turkish and English from the "Online Document Request" tab. Upon your request, you can download it with electronic signature in "pdf" format over the system within one working day.

### Requesting a Certificate of Discipline

When logged into the Student Information System, you can request it in Turkish and English from the "Online Document Request" tab. Upon your request, you can download it with electronic signature in "pdf" format over the system within one working day.

### Other Document Requests

You can send a petition to the Registrar's Office for the document you want.

## Distance Education System

Distance Education activities under the body of Istinye University are carried out over the ALMS education management system. All our students can continue their education by logging into the system with any device that can be connected to the internet. All training is delivered to students via the Perculus live virtual classroom software. Students who attended the live classes or could not attend for any reason can access archive records at any time.

Using the instant texting (chat) module in virtual classrooms, students can ask their questions to the instructors and participate in the lesson with audio and video when necessary. Exams are conducted online simultaneously through our distance education system. Homework or projects can also be given instead of the exam. If our students experience any technical problems, they can contact our distance education department and receive support.

You can get information by using the distance education system from the links below.

### Student LMS Login Guide:

[https://www.youtube.com/watch?v=znL9E0OfcOs&list=PLs6DCZn\\_R6\\_L8CTrC7-2gldiJvRtj60\\_4&index=1](https://www.youtube.com/watch?v=znL9E0OfcOs&list=PLs6DCZn_R6_L8CTrC7-2gldiJvRtj60_4&index=1)

### Student Virtual Classroom Entry Guide:

[https://www.youtube.com/watch?v=kqdvMTIMM4s&list=PLs6DCZn\\_R6\\_L8CTrC7-2gldiJvRtj60\\_4&index=2](https://www.youtube.com/watch?v=kqdvMTIMM4s&list=PLs6DCZn_R6_L8CTrC7-2gldiJvRtj60_4&index=2)

### Student Guide to View and Download Document:

[https://www.youtube.com/watch?v=uuSb-Y9afVk&list=PLs6DCZn\\_R6\\_L8CTrC7-2gldiJvRtj60\\_4&index=3](https://www.youtube.com/watch?v=uuSb-Y9afVk&list=PLs6DCZn_R6_L8CTrC7-2gldiJvRtj60_4&index=3)

### Student Guide to Post Messages and View Announcements:

[https://www.youtube.com/watch?v=sToDVKDXyJc&list=PLs6DCZn\\_R6\\_L8CTrC7-2gldiJvRtj60\\_4&index=4](https://www.youtube.com/watch?v=sToDVKDXyJc&list=PLs6DCZn_R6_L8CTrC7-2gldiJvRtj60_4&index=4)

### Student Homework Upload Guide:

[https://www.youtube.com/watch?v=ucv8KFF4iXU&list=PLs6DCZn\\_R6\\_L8CTrC7-2gldiJvRtj60\\_4&index=5](https://www.youtube.com/watch?v=ucv8KFF4iXU&list=PLs6DCZn_R6_L8CTrC7-2gldiJvRtj60_4&index=5)

## Life at ISU

Istinye University students have a rich social and cultural campus life in the center of the city, with green areas, sports, arts, cultural activities, Cultural Center, Student Center activities and student clubs.

Throughout the academic year, students contribute to their personal, cultural, and social development as well as their academic life with conferences, seminars, events, and interviews; They grow up as "aware" individuals by producing education and social aid projects.

They have a team spirit with active student clubs, which are an indispensable part of campus life; They develop their communication skills, acquire new interests and spend their time effectively.

As stated in the phrase "Being a student in Istinye is a culture" in the Manifest of Istinye, students of Istinye receive an excellent education and develop themselves in different fields in addition to benefiting from opportunities such as the structure of the curriculum that provides special mentoring, double major and minor support to the students of the university, foreign education and internship opportunities, sectoral collaborations, entrepreneurship and project development support, alumni club, career office, scientific research incentives, etc.

## SRO

Student Registrar's Office (SRO) provides information and consultancy to undergraduate and associate degree students on academic and administrative issues from registration to ISU until their graduation.

Undergraduate and associate degree student counsellors responsible for undergraduate and associate degree students work in ÖKID and support our students.

Service areas of undergraduate and associate degree Student Affairs are as follows:

- First registration of students,
- Opening and tracking personal files,
- Assigning and following the curriculum,
- Document requests, preparation, and delivery,
- Follow-up of all kinds of information about the student automation system,
- Student Disciplinary Actions,
- Student military service procedures,
- Disassociation operations,
- Opening and following up lessons,
- Freezing registration on information received from academic units,
- Graduation follow-up and processing,
- Preparation and printing of temporary graduation certificate and diplomas.

## The Library and the Study Halls

The Central Library which is in the Topkapı Campus is 1550 square metres and has a seating capacity of 400, and consists of 3 separate halls:

- The Hall of Health,
- The Hall of Social Sciences and Humanities,
- The Hall of E-Resources

As to the Güney Campus Library, it is approximately 500 square metres and has a seating capacity of 50. There are 32 000 printed books and 1 000 000 e-resources, and students can borrow the printed books for 15 days. E-resources are accessible 24/7. Our members can also benefit from interinstitutional borrowing service.

Both campuses have collaboration and quiet study zones.

## International Opportunities

It offers a nice atmosphere for our international students from different countries to receive their undergraduate and graduate education by welcoming them to our university. In addition to Erasmus + and international Exchange programmes, we are making our university a global and scientific educational institution through our academic cooperation with the world's elite universities.

## Erasmus Exchange Programmes

Erasmus + Learning Mobility is carried out within the framework of bilateral agreements which are made for exchanges by a higher education institution in one of the countries covered by the Erasmus University Declaration and Istinye University. The activity of mobility is that a student who enrolled in a higher education institution performs part of his /her education at a higher education institution abroad, which is partnered by a bilateral agreement. The period of activity may be between 3 and 12 months (1, 2 or according to some countries' systems, 3 semesters), which can be completed in the same academic year.

Students studying in the first year of associate degree and undergraduate programs cannot benefit from educational mobility activities. However, s/he can apply to benefit from the Exchange activity when s/he is a freshman. Students who participate in the activity must be full-time students.

## Erasmus + Placement (Internship) Program

It is the internship of a student enrolled in our university at a higher education institution holding an ECHE in another participating country, or at any public or private institution/organization that is active in the labor market or in the fields of education, training and youth.

The duration of the internship (placement) activity is between 3 and 12 months for undergraduate, graduate and doctoral students. For students of short-term higher education programs such as vocational schools, the minimum period starts from 2 months and can last up to 12 months.

In student placement, unlike mobility aimed for learning, it is not required to be at least 2nd grade. (At the end of the 1st year, it is possible to benefit from the internship activity for the summer term.)

Students must be students at a higher education institution holding an Extended Erasmus University Statement; they must apply to the higher education institution they are a student of and be selected for Erasmus internship in order to participate in the activity.

A student can benefit from Erasmus mobility activity for internship only once during his / her higher education life; benefiting from the mobility activity for learning does not prevent students from taking advantage of the mobility activity for internship.

## ÖMER

Istinye University is “student oriented”. It is our most important goal for our students to make a difference with their “Istinye Graduate” identity as graduates who know themselves, know their skills, are well-versed, express themselves correctly and well, question, research, have a high desire to learn, have awareness of social responsibility and ethics, are entrepreneurial and employable.



## ÖMER is with you in all non-academic processes...

The Student Center ÖMER is the unit that plans, manages and develops all non-academic processes in our university in order to achieve the goal of having "İstinyeli" graduate. In short, ÖMER is with you at all times when you need guidance and support regarding from adaptation to university life to desire to self-improvement, from internships to club activities, from career plans to psychological support needs.

On behalf of ÖMER, we would like to state that we are with all our students who stay in the dormitory, get on the service bus, eat meals in the dining hall, drink tea in the cafeteria, connect to the university network, read books in the library, study in the study room, have photocopies, and are up all night to study at the university.

**In order to offer a happy and quality student life to our students at ÖMER;**

- We inform our students about the processes.
- We periodically evaluate the satisfaction of our students with their student life.
- We work to reduce exam stress.
- We celebrate special days such as Spring Festival, New Year's Eve all together.
- We do focus group works with our students.
- We control the food and cafeteria services.
- We inspect the shuttle service and contractual dormitories.
- We develop suggestions and work for the development and improvement of all the processes.

## Student Clubs

ÖMER provides support in all clubs that our students want to establish and in all activities they want to organize; from sports, to arts and from gastronomy to mountaineering. Nearly 80 student clubs organize hundreds of events.

New #istinyelis have the opportunity to meet and become a member of student clubs during the club week held at the beginning of the academic year. Together with concerts, events and competitions; the club week creates a meeting, socializing and entertainment environment. Our student clubs operate in a wide range from sports to arts, from nature to artificial intelligence. In addition, students who wish to start a club can apply within the framework of the **Directive for Student Clubs and Communities**.

**[Click for detailed information about our student clubs.](#)**

## Unimpeded Student Unit

Istinye University Unimpeded Students Unit plays an important role in achieving accessible, sustainable and integrative transformation for our students to benefit equally from the principle of "Equal Opportunity in Education" and in the creation of an inclusive campus life for everyone instead of individual adaptation.

The unit aims to create respect for individual differences by adopting the comprehensive model approach of the universal design philosophy to create an integrative and inclusive university environment. While students with disabilities continue their education within the framework of equal opportunity; access to information, health, social and cultural services is provided in addition to architectural accessibility so that the campus life of the students is not affected negatively.

### **Some of the services provided by the unit are as follows:**

- Orientation training
- Counseling service
- Informing disabled students in line with the duties of the Disabled Students Unit
- Receiving requests from disabled students
- Providing an environment where students can express themselves freely
- Providing students with the necessary support to solve problems
- Training and Informing
- Accessibility
- Course partnership
- Assistive and adaptive technologies
- Adaptive computer and learning strategy classes
- Employment consultancy

## Career Center

In order to facilitate the transition process of our students to business life and to enable them to manage their own careers, the processes of self-knowledge, discovering and developing their talents are coordinated by the Career Center.

**Some of the activities carried out by the ÖMER Career Office are as follows:**

- Mandatory and non-compulsory internships
- Practice lessons in the workplace
- Part time and full time employment activities
- Career planning and management activities
- Mentoring
- Live interview applications
- Career development seminars, workshops
- Certified training programs

## Scholarships and Discounts

Within the framework of our University's Scholarship and Discount Directive, our students are offered scholarship and discount opportunities at different rates. Within the framework of the directive, all scholarship applications are coordinated by ÖMER.

Once a year, Student Life Support Scholarship applications are also announced by ÖMER and applications are collected. ÖMER Scholarship Office also manages the secretariat of the Scholarship Evaluation Board defined by the directive and provides communication with our students.

## Health Services and Psychological Counseling Unit

In both campuses, our students' health needs such as basic dressing, first aid, prescription needle and medication are supported by ÖMER Infirmary. You can take advantage of the infirmaries in our campuses for your needs such as fever, blood pressure, sugar, oxygen saturation examinations for athletes injuries and simple accidents that may occur within the campus.

**Our students also can benefit from all MedicalPark hospitals by stating that they are a student of Istinye University (with student card), except for SSK fees and medicine materials, with a 30% discount with a 20% discount on other services.**

The Psychological Counseling Unit (PCU) supports our students with individual therapy, group therapy, preventive mental health and awareness programs, as well as personal development workshops and training programs.

**[Click for detailed information about all these free services.](#)**

## CEO

While preparing our students for the business world of the future, the Office for Cooperation with the Sector ensures our students to prepare themselves for the business world and to be in touch with the business world by taking mentorship from CEOs and managers who have made their mark in the Turkish business world with the program of "Let Mentor Be the CEO".

The Office for Cooperation with the Sector prepares our young people to become an active player in business life after graduation with holding company and factory visits and ISU CEO Conferences. With these company outings, our young people have the opportunity to get to know the holding companies, national and international institutions and organizations within which they will do internship and work with. Our students, who have the opportunity to have a conversation with the executives of the business world, learn the expectations of the business world and CEOs and find the opportunity to develop themselves in various fields at ISU (Istinye University).

## Part Time Working Student Program

Our students are offered the opportunity to work as part-time students in the administrative and academic departments of our University. More than a hundred students experience their first work opportunity in different departments from the Library to Student Registration Office, from the Corporate Communication Unit to ÖMER (Student Center).

Job postings for our part-time students are announced on our website and social media accounts.

## Job and Internship Opportunities Activities

Hundreds of events are organized at our university throughout the year, including concerts, trips, handicraft studies, scientific conferences and congresses, folk dances, choral works, exhibitions.

ÖMER organizes programs on campus and online platforms in order to increase the sensitivity of our students to culture, art, social responsibility and scientific approach.

You can access all events held at our University from our University's social media accounts and [Announcements](#).

## BST (Information System and Technologies Department) Services

Alongside with our academic and administrative staff, the Information Systems and Technologies Department provides support for students' questions and problems regarding student information systems.

**Within this context, our students can receive support by visiting the BST Support Office located in all our campuses or by sending an e-mail to [bstdestek@istinye.edu.tr](mailto:bstdestek@istinye.edu.tr) for the following reasons;**

- ID card renewal and card problems
- Student mail accounts
- Wireless Internet (Wi-Fi) Access

## Food and Beverage Services

A wide variety of food and beverage services, from hot meals to tea and coffee, from snacks to market service, are offered between 07:00 - 20:00 in Topkapı Campus and Güney Campus.

### Dining Hall

It serves breakfast, fast food and meals on weekdays between 07:00 - 20:00.

### Market

Our market is open between 07:00 - 20:00 on weekdays with different product options (Topkapı Campus, Floor: -1).

### Cafes

Our 3 (three) cafe areas in Topkapı serve with products such as fast food and snack carbohydrate groups and tea-coffee and cold beverage groups (Topkapı Campus, Arka Bahçe and Highborn in the new entrance area, and Honey Cafe in the Congress Center).

### Espressolab

Espressolab serves between 07:00 -20:00 on weekdays with a variety of coffee and food (Topkapı Campus, Ground floor).

### Vespresso

Vespresso serves between 07:00 - 20:00 on weekdays with coffee and food varieties, fast food and snack carbohydrate groups

(Güney Campus, Ground floor).

### Vending machines

Our vending machines with drinks and food on all floors of the campuses serve with various options.

## Transportation Services

There is a free shuttle service from Kazlıçeşme (Marmaray), Merter (Metro-Metrobus), Cevizlibağ (Metrobus-Tram) stops to our University campuses, and from our University campuses to those stops until 22:15 per week.

## Car Park

There is no parking service provided to students at our university. However, students coming to our Topkapı Campus by vehicle can leave the vehicles in the parking lot next to the campus or at the valet at the entrance for a fee.

## Sports Activities

ÖMER works to spread the sports culture and improve the sports infrastructure at our university for all our students who are interested in individual and team sports.

In our Topkapı Campus, the multi-purpose outdoor sports area, the gymnasium where you can do fitness exercises "ÖMERGym" and the table tennis and playgrounds and the indoor sports hall in our Güney Campus are open to the use of both our students who want to do sports personally and students who are engaged in individual and team sports.

Our students with a professional athlete or athlete background can participate in basketball, volleyball, football, futsal and other team sports that they are interested in by joining the ÖMER sports teams. Our students, who are successful in training and auditions, participate in the leagues as part of the University teams and represent our university in official and private tournaments. Within the framework of ISÜCUP, which is held periodically throughout the year, our tournaments in table tennis, chess, futsal, volleyball, Basketball, E-sports and many other branches are open to the participation of all our students.

[Click for more detailed information about sports activities.](#)

## Student Council

Istinye University Student Council works to be the voice of our students, to act as a bridge between our students and our university, and to organize activities that improve our students. In “Student Representative” and “Student Council Elections”, the management of the selection process and the coordination of the student council works are supported by ÖMER.

It is also under the responsibility of ÖMER to announce the Student Council selection process determined by the relevant legislation and the calendar of YÖK (Council of Higher Education) within the university and to hold fair and reliable the elections.

## Photocopy Services

We have a photocopy center on Level -1 of our Topkapı Campus. It serves on the -1 floor of our Güney Campus.

## Campus Security

In the security of our campuses, a sufficient number of and competent security personnel are kept within the scope of risk analysis. At the entrance to our campuses, our students, academic and administrative staff have to enter through the turnstiles which have card reading system by using their ID cards.

Additionally, our entrance to the campus is controlled in line with the measures taken within the scope of COVID 19.

## Technology and Laboratories

### Computer Laboratories

Istinye University computer laboratories have sufficient hardware features for training, and there are different types of computers (All-in-one, Desktop, Laptop) for the needs of each laboratory. It is necessary to comply with the laboratory rules in computer laboratories prepared for use during class hours. During extracurricular times, computers in the library and free study areas are available to our students.

### Other Laboratories and Workshops

There are laboratories and workshops with state-of-the-art technology and equipment on our campuses so that our faculties, vocational schools, research and application centers can carry out education and research and development activities.



## Useful Information

### Changing Password

Student e-mail accounts are opened as “yourstudentnumber”@stu.istinye.edu.tr.”

Your e-mail passwords are isu+TC number+The initials of your first and last name in capital. For instance; Pelin Su Yılmaz Türk (isu88001400146PT)

You can change your e-mail passwords from the website “www.outlook.com” after you log into your account.

### Student ID

or requested to be renewed, the student must apply to the Student Center. Student ID cards of those who leave, are dismissed, disenrolled or graduated from the university are taken back, and destroyed by the university.

### Wi-fi

You can access network resources and internet wirelessly with your computers or mobile phones within the Istinye University campus. You can connect the wireless from the ISU\_Student network with your student number and mail password.

### Lost Property

You can apply to the advisory unit in all campuses to have detailed information about lost and found items or to get information or return them.

### Pass

Students are required to apply online to IETT or individually to application centers.

### Academic Staff Contact Information

When logging into MyISU system, you can access the campus, room, internal phone and e-mail addresses of our faculty members from the directory tab.

**ISU** | **ISTINYE**  
**UNIVERSITY**  
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