



ALTINBAS
UNIVERSITY

◆ Student Handbook



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ALTINBAŞ UNIVERSITY



Çağrı Erhan
President

MESSAGE FROM THE PRESIDENT

Dear Students,

Welcome to Altınbaş University!

Founded in 2008 due to tremendous support from Mehmet Altınbaş Education and Culture Foundation and Altınbaş Holding, one of the most powerful economic forces of Turkey; Istanbul Kemerburgaz University celebrates its 10th year with a brand new name: Altınbaş University.

With our 9 undergraduate schools, 3 graduate schools and 2 vocational schools, we are going through a period where we are enhancing our investments in education. We are striving to offer high-quality education in our Gayrettepe Campus (School of Business Administration, School of Applied Sciences and Graduate School of Social Sciences) located in the financial and business hub of Istanbul; Bakırköy Campus (School of Dentistry, School of Pharmacy, School of Medicine, Vocational School of Health Services and Dental Hospital) conveniently located in business and social centres; and our Mahmutbey Campus (School of Fine Arts and Design, School of Law, School of Economics, Administrative and Social Sciences, School of Engineering and Natural Sciences, Vocational School and School of Foreign Languages) just minutes away from industrial organizations. Only two-minute walk away from our main campus, Student Guest House offers 24/7 security and is fully equipped to meet our students' needs in terms of accommodation, study and catering.

As an innovative and entrepreneurial University, we help our students continue their education programs both in our industry and trade partners' companies and also at the university, thanks to CO-OP education program we have introduced as an example of modern education system, in order for our students to maintain close relations with industry and gain experience during their studies. Additionally, they

are given the opportunity to carry out internship and build a strong career at Altınbaş Holding and group companies.

I believe that you will be able to learn about different cultures as well as practice your second language by interacting with over 1100 students from 56 countries. I also advise you not to miss out on the opportunity to learn a second language. For further information about language education, you may speak to your professors at School of Foreign Languages.

As President of Altınbaş University, I expect all students to attend the biannual forums and make suggestions, express their ideas freely with us, which would greatly help us in offering you a far better education.

Please be reminded that it would be quite useful for you to read the Charter of Altınbaş University so as to further learn about the fundamental principles, rights and freedoms upon which your University was built.

Another helpful advice I would like to give to you is that you should take an active part in student clubs so as you can improve your social and cultural life while you are provided with every job and education opportunity by our University. By taking social responsibility courses we offer, I believe that you will truly make a difference in our society.

I welcome you one more time; and remember that we know we are building the future we want for our youth upon enlightened minds, bright souls and unshakable self-confidence.

Dear Students, please feel free to contact me at **cagri.erhan@altinbas.edu.tr** anytime. Although I may not be able to reply to all your messages, I will make sure our staff keep track of your questions and concerns, and address them as quickly as possible.



Prof. Dr. Çağrı ERHAN
President of Altınbaş University



REGULATIONS AND DIRECTIVES

Altınbaş University Regulations and Directives can be found at www.altinbas.edu.tr

ACADEMIC CALENDAR (ASSOCIATE'S, UNDERGRADUATE AND GRADUATE)

The academic calendar is a guide for students to do their own time management during the course of an academic year. The University Senate sets a calendar for every academic year, which is then published on the university website. Besides indicating the dates for registration and exams, the academic calendar also contains important deadlines.

It is critical for the students to strictly adhere to the calendar for course registrations and similar matters. Failure to do so may result in loss of certain rights.

COURSE ATTENDANCE

According to our University rules and regulations, students are required to attend classes, practices and examinations. Students' attendance is monitored by the respective undergraduate school/vocational school/graduate school board or the instructor concerned.

GRADE POINT AVERAGE

The students' Grade Point Average (GPA) and term point average are calculated at the end of each semester by the Department of Student Affairs. The total number of credits that a student has taken for a course is calculated by multiplying the coefficient of the final grade by the credit hours. In order to obtain the GPA for any given semester, total number of credits that a student has taken during the respective semester is divided by the total credit hours of courses taken by student. The average obtained is given as two places after the decimal. The GPA is calculated by taking into account all courses that are taken by student since his/her entrance to the university and that are recognized as valid by the program in which s/he is registered. Any given grade from AA to F is taken as basis for both the GPA and the term (semester) GPA. The most recent grade obtained for a repeated course is also used to calculate the GPA. All grades are shown on students' transcript.

SUCCESSFUL ACADEMIC RECORD

In order for an undergraduate and an associate's degree student can be deemed successful, his/her grade point average and term point average must be minimum 2, 00. From among those students, those who achieved a GPA of 3, 00-3, 49 with a normal course load at the end of one semester shall be deemed honour students of the respective semester, those who achieved a GPA of 3, 50-4, 00 shall be deemed high honour students. Honours list is announced at the end of each semester.

UNSATISFACTORY ACADEMIC RECORD AND COURSE REPEAT

The standing of the undergraduate and associate's degree students whose GPA or term (semester) GPA is below 2.00 is deemed unsatisfactory.

Students who are given (F) or (W) grade for any course, or students who don't take the required course during the respective semester, are required to re-take the course once it is re-offered. If these courses are elective or removed from the curriculum, instead, students shall take courses deemed appropriate by their respective department.

In the event that the course that needs to be re-taken is an elective one, another course from the group of same elective courses may be taken in place of the said course. In this case, the course that have been previously taken will not be shown on the transcript and not be included in grade point average.

EXAMINATIONS AND ASSESSMENT

In addition to midterm examinations and other work, students are required to take a final examination. At least one midterm examination is administered during each semester. Dates of midterm examinations are announced by the departments or schools concerned in the first month of the semester. Changes in midterm exam dates are subject to the respective department, school or Dean's office approval. In addition to midterm exams, quizzes might be held without prior notice.

Mid-term examinations are held at the appropriate place and hour as decided and announced by the university. The student is given a grade by the course instructor by taking into account the midterm examinations, final examinations, the semester work and attendance.

Students who are entitled to enter midterm/final exam for any course, may sit a retake examination. Upon the recommendation of the relevant academic board, University Senate shall decide for which courses a retake exam will be administered or summer classes will be held. Points scored on retake exams will be deemed as midterm exam grade.

Students who miss any examination and have a genuine and valid reason for this are given a retake examination for any examination with the approval of the Department Chair. No retake exams will be held for midterm and final exams.

Courses which do not require midterm and/or final examinations are determined by the department concerned and the Registrar's Office is informed accordingly. Under these circumstances, the semester grade is given by evaluating the work done throughout the semester.

The practical and/or laboratory components of a course may be evaluated separately. In that case, the provisions set forth above shall apply to practical and/or laboratory components of a course, separately.



The semester course grade is finalized after being submitted by the instructor to the student information system.

FREEZE REGISTRATION (LEAVE OF ABSENCE)



The terms for leave of absence are set forth by the respective article of Altınbaş University Rules and Regulations for Academic Learning. Students can be granted a leave of absence for the following reasons: an illness of a long period (documented with a health certificate), compulsory military service, emergency cases due to financial or family issues, or study abroad.

Students can take a leave of absence of maximum two semesters in the English preparatory class and associate's degree programs, four semesters in undergraduate programs.

In urgent cases these periods can be extended with the decision of the University Administrative Board. The time spent during a leave of absence is not included in the regular education period. Students are allowed to take a leave of absence for at least one semester. Applications for taking a leave of absence must be submitted to the administrative secretaries of the respective school/vocational school/graduate school.

RE-REGISTRATION (REGISTRATION RENEWAL)

Students have to register for each semester within the time period indicated in the Academic Calendar by paying their tuition fees and making their courses approved by their advisors. Students are totally responsible for their registrations and should complete all the related procedures in person. Students with a valid reason as accepted by the related administrative board can register late during the add-drop period. A student who does not complete the registration procedure in this period can apply for registration to the consecutive semester after paying the tuition fee for the missed semester. The missed semesters shall be included in regular education period.

FAILING A COURSE

Students who received an F grade for required courses have to repeat the course in the first term that it's offered (in respect to credit load and course selection regulations).

If the failed course is elective, it can be substituted by another elective course.

COURSE EXEMPTION

While you are studying at Altınbaş University you may be granted an exemption for the equivalent courses you have previously taken in another higher education institution or in Altınbaş University.

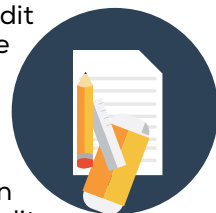
In order to apply for exemptions, you must submit a petition addressing to the School you are registered with, an official transcript and the approved course contents to your respective Faculty Secretary. Your applications shall be evaluated by the Faculty Administrative Board.

TAKING A COURSE OFFERED BY ANOTHER UNIVERSITY

The respective Executive Board of the department/graduate school/vocational school that the student is registered to is responsible for determining such conditions like the maximum number of classes and credits a student can take, the minimum GPA required to take such a course, for which semester it can be taken, in which academic year and standing the student must be and whether a course with a conditional pass can be taken.

CREDIT LOAD

In accordance with the University Directive, the regular credit load for one Semester is indicated in the curriculum of the student's respective department (the regular credit load for one semester is 29 - 30 - 31 credits. Students, who are behind in their normal program and wish to complete credits for the relevant courses, or to repeat courses for increasing their grades, or students who are registered in major or minor programs, can increase their midterm credit load by 1 course with the approval of their advisor (provided that they have a minimum of 2,50 GPA); by 2 courses (provided that they have a GPA above 3,00) and by 3 courses (provided that they have a GPA above 3,50).



PREREQUISITE

A prerequisite course is a course that a student must pass before being allowed to take another course.

ADD/DROP PERIOD

Students can change, drop or add an elective course that they are registered in with the approval of their academic advisor during the indicated add-drop period in the academic calendar.

WITHDRAWAL

After the regular add/drop period is over, students can withdraw from classes within the first ten weeks from the beginning of semester. A student is allowed to withdraw from a maximum of six courses during his/her undergraduate program (one course at the most in one semester), subject to the recommendation of the advisor and approval of the instructor concerned. To withdraw from a course, students must apply to the Registrar's Office.

INTERNAL TRANSFER (INTRA-INSTITUTIONAL UNDERGRADUATE TRANSFER)

In order for a student can apply for intra-institutional undergraduate transfer, the points s/he got at the examination administered by the Student Selection and Placement Centre (ÖSYM) must be above the minimum base point required for admission by undergraduate programs in other universities in Turkey and s/he must have a grade point average of at least 2.29 out of 4.00 for the semesters deemed complete in the respective program. Regarding the applications to the Law School, s/he must have a grade point average of at least 2.75 out of 4.00. In order for a student can apply for intra-institutional undergraduate transfer to equivalent level programs that require different scores of Student Selection and Placement Exam, the OSYS score s/he received for the program s/he wishes to be transferred to on the year s/he took the OSYS must be above the base point required for admission by equivalent undergraduate programs in other universities in Turkey.

DOUBLE MAJOR PROGRAMS

If a student is registered in an associate's/undergraduate degree program of a university and then also decides to study in another associate's/undergraduate degree program of the same university for the purpose of obtaining a second degree, then this type of education is referred to as a Double Major. In order to apply, a student must have no missing classes, received no F grades, have a minimum GPA of 3.00 and be within the top 20 percentile of the departments achievement list. The earliest a student can apply for a Double Major programs is at the beginning of third semester, the latest s/he can apply is at the beginning of the fifth semester (for 4-year programs), at the beginning of 7th semester for 5-year programs and at the beginning of 9th semester for 6-year programs. Regarding associate's degree programs, the earliest a student can apply for a double major program is at the beginning of the 2nd semester, and at the beginning of the third semester at the latest. To apply, students must contact the Registrar's Office.

For detailed information please see the Altınbaş University Double Major Programs Directive.

MINOR PROGRAMS

If a student is registered in an undergraduate program of a university and then also decides to study in another undergraduate program of the same university for the purpose of increasing his/her knowledge, then this type of education is referred to as a Minor. In order to apply, a student must have received no F grades and have a minimum GPA

of 2.50. The earliest a student can apply for a Minor is at the beginning of the third academic semester, and at the beginning of sixth academic semester at the latest. Minor Programs are free of charge for all students. To apply, students must contact the Registrar's Office.

For detailed information please see the Altınbaş University Minor Programs Directive.

STUDENT INFORMATION SYSTEM

Student information system (SIS) is the online platform where all students' personal information and course enrollments are stored. Altınbaş University uses **UNIPA - sis.altinbas.edu.tr** as SIS. Required orientation and documentation will be provided to students to enable them to use the student information system.

REGISTRAR'S OFFICE (DEPARTMENT OF STUDENT AFFAIRS)

Department of Students Affairs is located in Mahmutbey Campus, Building A, First Basement Floor. **Tel: 0212 604 01 00 / 1303-2318-19-20-22.**

The following services are provided for the students:

Preparation of student ID cards, transcripts, documents stating that you completed the English Preparatory Program and the disciplinary records for students. Documents you require are prepared within 1 business day.

Students should provide their phone numbers and emails to the Registrar's Office in order for the academic and administrative staff can contact them where necessary. In case of any changes in your contact details, you should notify the Department of Student Affairs in writing.



Saadet Tünel
Head of Student Affairs

CAMPUS CARD (STUDENT IDENTITY CARD)

You may use your ID (Campus Card) at turnstiles at campus entrances, in dinner hall and cafeterias. IDs are given to new students by the Registrar's Office during their registration to the university. You can charge your Campus Cards in the university restaurants and cafes. The Campus Card also serves as a payment card that can be used within the university premises.

In case you lose your Campus Card, you have to make a payment to the Department of Financial Affairs in order to issue a new card, and then apply to the Registrar's Office with the receipt of payment.

PURCHASING A "PASS" (IETT TRAVEL DISCOUNT CARD)

"Passes" are given to new students during their registration to the university. Current students may individually apply for a pass via IETT's web page.

ACADEMIC ADVISORS

Advisors are appointed from the academic staff to guide students through their educational programs and to help them in handling their curriculum related problems. Each student is assigned an academic advisor by the Department Executive Board upon the recommendation of the department in which the student is registered to. At the beginning of each academic semester, students must obtain their advisor's approval regarding the course schedules.

CAREER DEVELOPMENT CENTRE

The aim of the CDC is to provide career planning and job seeking trainings and certification programs to students, alumni and staff so as to equip them with the necessary competencies and help them offer their professional and personal knowledge/experience to the prospective employer. CDC also aims to offer career advising, to organize and hold career days in collaboration and coordination with departments specialized in career activities, to provide students with practical experience and to support them in their career planning so as to increase their employability.

In this context, as Career Development Center, we established the Co-op program to enable students to carry out undergraduate education in a practice-based environment, thus help them be prepared for the requirements of work environment once they graduate.

Co-op programs coordinated by the Career Development Center aim to establish the necessary cooperation between the University and industry/business world so as to students can carry out short-term/long-term internship (co-op), take part in branding and applied courses. This way, students can have the opportunity to put their theoretical knowledge into practice and become prospective employees.



DEPARTMENT OF INFORMATION TECHNOLOGY

Department of Information Technologies (IT Department) is responsible for coordinating and managing the network infrastructure, internet access, email services, softwares used in Mahmutbey, Bakırköy and Gayrettepe campuses, as well as in Student Guest House.

Your email account: After the registration, students are given an email account and the following email address to access computers on campus: name.surname@ogr.altinbas.edu.tr.

Newly admitted students are required to go to reset.altinbas.edu.tr, fill out the form (as shown below) to take their full account names and passwords.



ALTINBAS
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Parola İşlemleri Uygulaması

Eposta | Moodle | Bilgisayar şifrelerinizi sıfırlamak için aşağıdaki bilgileri doldurunuz.
Email | Moodle | Computer passwords can be changed by filling the form below.

TC Kimlik No / National ID

Baba Adı / Father Name

Doğum Tarihi / Birth Date

Gönder | Submit

When you send the form, you will get the following reply:



ALTINBAS
UNIVERSITY

Parola İşlemleri Uygulaması

Şifreniz Başarıyla Değiştirildi / Your Password Has Been Successfully Changed

Posta / Email

test.it@ogr.kemerburgaz.edu.tr

Bilgisayar Hesabı / Computer Account

test.it

Moddle Hesabı / Moddle Account

test.it

Şifre / Password

ad123123

Mail şifre değişikliklerinin etkili olması yaklaşık 5 dk sürebilir. Password changes may take 5min to be effective

In accordance with a special agreement between our University and Microsoft, all your emails are stored in Microsoft Online cloud, which help you access them from anywhere. Students may log in **mail.office365.com** by using their e-mail address and password.



Ali Uğur Sungurtekin
Head of Information Technology

Office365: As students, you are allowed to use the Office365 package through Cloud if you wish. You may download the web versions of Word, Excel or Outlook from mail.office365.com portal, and keep your documents and data in OneDrive. For further information, please visit <http://servicedesk.altinbas.edu.tr/IT/knowledgebase.php?article=11>.

Service Desk: All students and employees may submit tickets through <http://servicedesk.altinbas.edu.tr>, should they have any computer/internet related problems. When submitting ticket, remember to provide your email and describe your problem or suggestion. The status of your ticket will be sent to you via email.

Internet Access: All the computers in the classrooms and the labs have access to Internet. If necessary the access is denied or limited during exam sessions. Wireless access is available in all campus premises; in “Students” SSID network. The password for accessing the wireless network is communicated to students through email notifications. You may connect your mobile phones, tablets or laptops to wireless network.

Moodle: Moodle is a LMS (Learning Management System) that you can use during classes. In some courses, instructor may ask you to join the group of the relevant course and get your lecture notes, weekly assignments etc. from the group. Your account name and password is the same with your computer account. To login to Moodle, please go to <http://moodle.altinbas.edu.tr>. Please note that if you are a distance learning student, you will need to visit <http://uzem.altinbas.edu.tr>.

UNIPA - sis.altinbas.edu.tr: Through their own “Self-Service” portal, students may login to UNIPA (University information system for students) to monitor their academic standing, carry out other processes like course enrolment etc. UNIPA Self Service module can be accessed via <http://sis.altinbas.edu.tr>. To have your student number and password, please visit Registrar’s Office.

Tablet Computers: Students may borrow iPads from the Library.

Web: The announcements published on www.altinbas.edu.tr are updated daily.

ERASMUS PROGRAMME

Within the framework of Erasmus+ Student Education Mobility in Higher Education, our students have the opportunity to study in Erasmus Partner Universities and carry out their internship at Erasmus+ Programme countries* so they can improve their international and cross-cultural competencies, and gain international professional experience.



Burcu Atalay Emre
Erasmus Coordinator

Erasmus Student Mobility:

- Erasmus Student Mobility is defined by the Turkish National Agency as follows: "Student mobility for studies enables students at higher education institutions to spend an integrated period of study in another participating country which is also deemed partner through inter-institutional agreements.
- As part of Erasmus Student Mobility programme, Altınbaş University currently has more than 230 Erasmus Agreements with 127 partner universities in 25 Erasmus+ Programme participating countries. Our students have the opportunity to take part in the mobility programme in accordance with terms of their respective Department/Programme agreement. For further details on agreements, you may visit our website.
- Although current students are provided with the opportunity to participate in mobility programme as of their second year in their respective associate's and undergraduate degree programs, graduated students are not allowed to take part in a mobility programme.
- During the course of their undergraduate, master's or doctoral degree programs, our students can take part in a 12-month Erasmus Student Mobility and/or Placement Programme with or without receiving a grant, for one academic year, one or two semesters.
- Erasmus Student Mobility Programme is coordinated by Erasmus Office. Further information on applications (deadlines, required documents etc.) may be found on our office's website.
- For the application process, students shall submit an original copy of their transcripts, 2 headshots and an application form, approved by the respective Erasmus Department/Vocational School Coordinator, to the Erasmus Office. Even though none of the applications is denied, their eligibility for the programme shall be evaluated by certain criteria set by the Turkish National Agency.
- Applicants, whose applications meet the criteria (to be released in calls), are required to enter the language proficiency exam of the

partner University of their Choice and/or submit official certificate of language proficiency. Exam dates and language examination results will be published on the website.

- In accordance with the criteria set forth by the Turkish National Agency, an Erasmus Score (GPA) is created for all applicants based on their GPA and Foreign language exam score (GPA is converted to 100 point grading system in accordance with the conversion table of the Turkish Council of Higher Education; and 50% of GPA and 50% of the English language test score are taken into account in electing prospective Erasmus students).
- Students with a GPA of minimum 2.2/4.00 (for undergraduate students) and 2.5/4.0 (for graduate students) who hold the minimum passing score at University language exam shall be eligible to become an Erasmus student, in accordance with the quota of Erasmus Partner University agreements and their Erasmus scores, by also taking into account partner university's medium of instruction and course adaptation).
- Turkish National Agency will determine whether the students will receive a grant or not depending on the amount of grant allocated by the European Commission.
- As Erasmus Office, we hold regular orientation programs and provide both students and Altınbaş University staff with administrative (applications, passport and visa procedures, accommodation etc.) and academic support (mobility agreement, course adaptation procedure etc.) before and after exchange semesters.

Erasmus Placement Mobility:

- Erasmus Student Mobility for Placements is an internship program established within the framework of the Erasmus+ Programme with aim of providing students with the opportunity to acquire professional training and/or gain professional experience at organizations based in Erasmus+ Programme countries.*
- Associate's, undergraduate and master's degree students can apply to participate in the program.
- During the course of their undergraduate, master's or doctoral degree programs, our students can take part in a 12-month Erasmus Student Mobility and/or Placement Programme with or without receiving a grant, for one academic year, one or two semesters.
- Although the criteria and the application process for becoming an Erasmus Placement Student remain the same as the ones cited above, students shall be granted an extension of time to receive an acceptance letter from a higher-education institution.
- We also hold workshops on CV preparation, job application etc. to candidates who meet the placement criteria and help them find an internship as part of Erasmus Student Mobility for Placements.
- As Erasmus Office, we hold regular orientation programs and provide both students and Altınbaş University staff with administrative

(applications, passport and visa procedures, accommodation etc.) and academic support (mobility agreement, course adaptation procedure etc.) before and after exchange semesters.

* Germany, Austria, Belgium, United Kingdom, Bulgaria, Czech Republic, Denmark, Estonia, Finland, France, Croatia, Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Southern Cyprus, Latvia, Liechtenstein, Lithuania, Luxembourg, Hungary, Macedonia, Malta, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Greece.

For further information, please contact us at erasmus@altinbas.edu.tr

LIBRARY SERVICES

Our Library aims to contribute in learning-education and research activities conducted at our University through its large collection of printed and online materials as well as meet students and faculty needs for academic and scientific researching. As Altınbaş University Library, we offer a large collection of printed and online materials to the disposal of users at 5 different locations: Mahmutbey



Yazgı Cihangir Aygün
Head of Library and
Documentation Services

Campus, Bakırköy Campus, Gayrettepe Campus, Gaziosmanpaşa Medical Park Hospital and Altınbaş Vocational School. Being open 24/7, we provide library services to users in five different locations per 65 hours a week. Having adopted the principle of continuous and systematic development, our library continues to be an active contributor to the process of modern and student-centered learning with more than 60 thousand publications and materials in various formats. We offer you the opportunity to access e-book databases and more than 2 million online sources. The library is currently subscribed to 26 databases, over 400 printed magazines, and 16 daily newspapers. A DVD collection consisting of more than a thousand movies and documentaries is available for use in the audio-visual field of study. Our central and branch libraries are equipped with a large number of study rooms. Other services provided to users are book lending, up-to-date information announcement, photocopying and scanning, wireless Internet Access, library orientation programs, individual user support and database trainings. A separate section is established for sight-impaired students, equipped with tools like Windows Eye and Eye-Pal. Offering technology-assisted traditional library services, our library enables users to access knowledge in electronic environment as well by lending them iPads, providing access for DeepKnowledge Remote access portal and Mobile Library application. **For further information, please contact us at kutuphane@altinbas.edu.tr.**

BOOKSTORE

The bookstore is located on the first basement in Building A at Mahmutbey Campus. You can purchase textbooks for Preparatory class and undergraduate programs, books on Turkish and world art, as well as popular books in Turkish and/or in English and stationery & office supplies. You may pre-order the items that are not in stock.

STUDENT GUEST HOUSE



Kubilay Sabri Özad
Guesthouse Manager

Altınbaş University's guesthouse is designed in order to fulfill all students' needs. The guesthouse which is at an only two-minute walk (250 m.) from the Mahmutbey Campus has a bed capacity of 389. It offers single, double, triple or quad rooms furnished with a personal study desk, a wardrobe, a refrigerator, a telephone unit, and bathroom and toilet facilities. The guesthouse is also equipped with study rooms, computer halls, cafeteria,

dinner hall, fitness room, TV room, recreation area, storage room, laundry facilities for common use as well as with a health center.

24/7 security and internet services are also provided. Accompanying persons and dormitory responsible are present at all times in case of emergency. Housing contracts are made yearly.

Application for Housing: Newly admitted students may apply for housing through the University website, by clicking the "Application for Guesthouse/Housing" link. Given the limited bed capacity, applications shall be evaluated according to following principle: , out of town students will be given priority.

Tel: 0212 447 45 00

DEPARTMENT OF HEALTH, CULTURE AND SPORTS



Özgür İnandım
Head of Health, Culture and Sports

Department of Health, Culture and Sports provides services in the areas of health, culture, sports, psychological counselling and guidance with the objective of protecting physical and mental health of students, helping them become productive individuals and meeting their social and cultural needs.

In addition to providing students with essential services such as medical and psychological guidance and counselling;

HCS aims to fully contribute in students' mental, physical and cultural improvements and help them develop their talents, skills and personalities confidently. Another objective of the HCS is to help

students improve mentally and physically by encouraging them to participate in various cultural and sporting activities, as well as to establish student clubs based on their talents and interests. Basically, HCS stands out as a unique centre providing Altınbaş University students and staff with every support and counselling they might need in terms of health, culture and sports.

For further information, please contact us at sks@altinbas.edu.tr.

STUDENT COUNCIL

The mission of the Student Council is to enable students to democratically participate in the university administration by establishing a link between university management and the students. The President of the Student Council attends University Senate meetings to convey his views and proposals to the university administration.

The main duties of the Student Council are to contribute to the development of the university in all aspects, to communicate student views and requests to the administrative units of the university and to help solve the problems of the students. Student Council elections are realized biannually according to calendar set by Council of Higher Education (YÖK).

STUDENT CLUBS

One of the vital elements of the life at university is that the social activities should nourish the academic life. In this respect, students clubs function as the activity centers that provide a great opportunity to socialize with fellow students, and to help to promote the sense of sharing and solidarity. In our university, student clubs and organizations are formed based on the current students' interests. Clubs functioning in various areas like music, sports, art, entrepreneurship, law, psychology, etc. prepare the students for the future and bring cultural and social benefits to their lives. Students can freely establish new clubs in accordance with their hobbies or interests.

PART-TIME WORKING OPPORTUNITIES AT CAMPUS

Part-time working opportunity is available for students in both academic and administrative departments. Students can work a maximum of 40 hours per month. The salary per hour is determined by the Board of Trustees at the beginning of each academic year. All applications and procedures regarding the part-time working are handled by the Department of Health, Culture and Sports.

HEALTH SERVICES

Altınbaş University Health Services unit provide medical examination, ambulatory care and immediate treatment (where necessary) free of charge to all students and academic/administrative staff. If necessary,



Mustafa Güreş
Doctor

patients can be referred to more specialized facilities or general hospitals.

Health Services Unit provides services at 3 different campuses.

Mahmutbey Campus: Building A, ground floor

Tel: (0 212) 604 01 00-Infirmary **Ext:** 2206-2308

Bakırköy Campus: Infirmery is located on the ground floor.

Tel: (0212)709 45 28- Infirmery **Ext:** 5064

Gayrettepe Campus: Infirmery is located on the basement floor.

Tel: (0212) 373 59 00

COUNSELING AND PSYCHOLOGICAL SERVICES

Counseling and Psychological Services aims to help Altınbaş University students and staff improve their individual, social and academic development; help students adapt better and faster to university and dorm life; and equip them with the social and interpersonal skills required to perform better at school. Counseling and Psychological Services helps students and



Gizem Bodur
Psychologist

Elif Tuğçe Çolakoğlu
Psychologist

staff with issues related to personal and relational problems, anxiety, depression, family and social problems, academic achievement and job performance, adaptation problems etc. Counseling sessions last approximately 45 minutes. The frequency and duration of sessions will largely depend on students' needs. CONFIDENTIALITY is an essential part of any counseling session. Information shared during a counseling session is confidential and cannot be disclosed to a third party without the consent of the counselee. Counseling services are free of charge to all students and staff. Counseling and Psychological Services are by appointment only, except in emergencies. To make an appointment, fill out the Student Application Form (if you are a student) or the Staff Application Form (if you are a staff member) on our website. Should you have any questions, please send an email to the following address: psikolojikdestek@altinbas.edu.tr.

ALTINBAŞ WITHOUT BARRIERS UNIT

Altınbaş without Barriers Unit (Disabled Students Support Unit) was established to identify academic, administrative, physical, psychological

and social needs of disabled students who have been accepted to Altınbaş University, and provide them with a supporting environment to meet their special needs. The aim of Altınbaş without Barriers Unit is to make the necessary adjustments to minimize the difficulties disabled students might confront during their studies and provide them with equal access right to each type of physical conditions, academic practices and social activities.

All newly admitted disabled students may contact our Unit directly or fill out an application form on our website provided under Altınbaş without Barriers Unit. Our Unit is located in Mahmutbey Campus, Building A, ground floor. You may contact us at engelsizaltinbas@altinbas.edu.tr with all your requests and questions.

SCHOLARSHIPS

Altınbaş offers a variety of scholarship opportunities to more than 93% of its students.

ÖSYM (Student Selection and Placement Centre) Tuition Scholarship

Students may qualify for an ÖSYM tuition scholarship based on their placement via the Student Evaluation, Selection and Placement Exam.

- Students who are placed in programs which have been announced as full scholarship programs by the ÖSYM are awarded full scholarship. Students with this scholarship are exempt from tuition fees.

Students who are placed in programs which have been announced as 75% scholarship programs by the ÖSYM are awarded full 75% scholarship. Such students receive a 75% discount on tuition fees.

- Students who are placed in programs which have been announced as 50% scholarship programs by the ÖSYM are awarded full 50% scholarship. Such students receive a 50% discount on tuition fees.

- Students who are placed in programs which have been announced as 25% scholarship programs by the ÖSYM are awarded full 25% scholarship. Such students receive a 25% discount on tuition fees.

Students maintain scholarship throughout their education; those who are placed in programs with English-medium instruction can continue to maintain their scholarships during the English Preparatory program as well. The education period of the students who are accepted to Our University via vertical transfer is determined in view of the exemptions given by the receiving department and the adaptation of the courses they had taken through their associate's or vocational degree programs. In case the normal education period is exceeded, the maximum award for the scholarship falls to 80% of the first entry year, and to 50% for the second year. If the education period extends over a minimum of three years, scholarship will be annulled.



Altınbaş University Scholarship:

Students who rank among the top 2000 in the Undergraduate Placement Examination (LYS) and who are placed in Altınbaş University will be eligible to receive a grant of 1.000 TRY per month. . This grant will be awarded to students throughout their normal education period (for 9 months per year) provided that they achieve good academic standing. These students will be awarded a laptop computer as well.

Honor (Merit) Scholarship:

At the end of the each academic year after the completion of English preparatory program, Honor Scholarships are given to top students who have achieved outstanding academic results in their respective schools or departments, for the following academic year; provided that they fulfilled the normal course load specified by their respective school/department for the relevant year, passed all classes they've taken and had a GPA greater than 3.50.

Honor Scholarships shall be allocated as follows:

Rank	Scholarship
First student in ranking	The student is exempt of the total of the tuition fee
Second student in ranking	The student is exempt of half of the tuition fee
Third student in ranking	The student is exempt of one-quarter of the tuition fee

Sports and Art Scholarships:

- Students who have ranked among the top three in international painting, sculpture, film making/cinema and Western classical music contests, and who have submitted applications to the Altınbaş University Scholarship Commission before the University application period, and whose applications are accepted by the Commission;
- Students who have participated in national or international arts and/ or sports competitions on behalf of Altınbaş University and ranked among the top three;
- Students who have represented Turkey in Olympic events, international sports organizations and competed in the following categories: National teams, Under-21 and youth teams.

Martyrs' Children Scholarship:

Every year, a total of six students (three students enrolled in undergraduate programs and three students enrolled in associate's degree programs) are awarded Martyrs' Children Scholarship.

The associate's and undergraduate degree programs to which the scholarship will be allocated during Academic Year 2017- 2018 are determined as follows:

Undergraduate degree programs: School of Economics, Administrative and Social Sciences Political Science and Public Administration (one student), Law School (one student) and School of Engineering and Natural Sciences Computer Engineering program (one student).

Associate's degree programs: Vocational School Justice Program (one student), Child Development Program (one student) and Vocational School of Health Services First and Immediate Aid Program (one student). For further details, please refer to our Scholarship Directive on our website.

Sibling Discount:

As per the Article 9 of Altınbaş University Scholarship Directive, siblings concurrently enrolled in Altınbaş University associate's degree and/or undergraduate degree programs are entitled to apply for a sibling discount. Sibling discount only applies to tuition fee and should be renewed in the beginning of each academic year.

Students wishing benefit from sibling discount, must submit their applications before the end of add/drop period, at the beginning of each academic year.

Applications must be submitted to Health, Culture and Sports Department along with the documentation proving sibling relationship (certificate of identity register copy, copy of the birth certificate).

If the tuition fee is paid without discount during the registration period, a refund will be given to the applicant according to the respective discount rate, provided that the application is deemed acceptable.

BASIC ENGLISH PREPARATORY PROGRAM

Basic English Preparatory Program System

- Altınbaş University Basic English Preparatory Program is based on a modular teaching system. It consists of 4 levels (A1, A2, B1, and B2). Each model is based on 8 weeks. A total of 5 modules are applied for each academic year, including Summer School.

- Hours of study required for the program is 25 hours per week.

A1 (Elementary)

Elementary level students would be able to understand the main idea of basic subjects and basic information given in dialogues. They can also understand basic statements, instructions and information. They are able to complete simple forms, write down notes containing time, date and place.

A2 (Pre-Intermediate)

Students credited with this level are able to express their opinions and needs in a familiar context. They can also understand clear statements made on familiar matters, stories/texts with familiar settings, easy books and indications. They are able to fill out forms, write down emails, short texts/stories containing personal details.

B1 (Intermediate)

Elementary level students are able to express their ideas on abstract and cultural matters to a certain extent. They can comprehend advices/suggestions, announcements and instructions with familiar settings. They are able to understand newspaper articles on everyday events in the most general sense, and new information, standard input on familiar matters. They can write texts, or take notes on material dealing with familiar subjects.

B2 (Upper-Intermediate)

Students credited with this level are able to understand almost all conversations, express themselves clearly on a broad range of subjects. They can communicate almost anything masterfully. They are able to review information related to written text, and understand detailed information or suggestions. They are able to take notes while someone is speaking.

Module Evaluation

Students are expected to participate in class actively. During the module, students are given assignments in accordance with their English level and they involve interactive class activities. Assignments and interactive class activities are as follows:

- Portfolio assessment on speaking and writing
- Assignments (Assignments given on weekdays, weekends and online homework)
- Quizzes
- Class project

In addition to these assignments and activities, 1 midterm exam is administered during each module. Midterm exams will evaluate reading, listening, writing and speaking skills.

Requirements for Taking the End of Module (Final) Exam

- End of module exam evaluates reading, listening, writing and speaking skills.
- In order to be eligible to participate in final exam, students must attend a success level of 65% during the relevant module and satisfy the attendance requirements.
- Students who achieve a success rate of 60% in the final exam shall be eligible to advance to the next level.
- Non-attendance limit may vary according to class hours held in each

quarter. 20% of total hours of classes held during one quarter shall be determined as non-attendance limit.

- Point scoring may be modified.

English Proficiency Exam

The proficiency exam is administered four times a year: at the beginning of each academic year, and at the end of fall, spring and summer semesters. Only the students who achieve a success rate of 65% in module B2 and fulfill the attendance requirements will be allowed to take the proficiency exam to be held at the end of fall, spring and summer semesters. Similarly, only high level students who achieve a success rate of 60% and fulfill the attendance requirements will be eligible to continue their respective programs offered by their Faculties. Proficiency exam consists of four sections and it is designed to assess students' Reading, Writing Listening and Speaking skills.



Attendance Requirements for Basic English Preparatory Program

Students enrolled in English Preparatory Program are expected to attend at least 80% of scheduled classes. Students who fail to satisfy the attendance requirements shall not be allowed to take final exam. In case of absences due to health reasons, students must submit a medical certificate to their respective Faculty Secretariat within 3 business days. Medical reports shall be evaluated by the Faculty/ University Administrative Board. Medical reports shall be evaluated by the University Administrative Board. Medical reports, apart from demise (it must be documented), surgery, and committee reports received from a public hospital for more than 4 days, shall not be evaluated by the Board. Reports of aforesaid nature received from a private health institutions shall be approved by a public health institution/hospital.

Student Responsibilities

- Take an active part in classes
- Bring classroom supplies (book, notebook, pencil, pen etc.)
- Submit assignments in a timely manner
- Attendance at class
- Keep track of assignment deadlines
- Keep track of in-class or email announcements

Instructor or level coordinator is not responsible for personally informing students of the aforesaid.

- Assignment scores depend on the content of the relevant assignment. Submitting an assignment doesn't mean that student will be given a full mark.

•Students caught cheating in written assignments shall be subject to a disciplinary action. They shall be given a zero grade on the assignment.

Make-up Exam Policy

•Students shall be allowed to sit a make-up exam for missed midterm and final exams provided that they submit a valid medical certificate.

•Before entering make-up exam, students are required to submit the medical certificate to their respective Faculty Secretary (9th floor, Ms. Mine Kanap Güngör) within 3 business days from its end of validity date (after having it approved at University doctor). In case student fails to submit medical certificate within the specified period, s/he shall not be allowed to sit a make-up exam.

•Students, who have missed written assignments, shall be allowed to take a makeup assignment provided that they submit a valid medical certificate. In case students fail to meet the deadline for a written homework, their grade will be decreased.

• There will be no make-up exam for the Proficiency exam.

Academic Year 2017-2018 English Placement Test

English Placement Test for students enrolled in programs that require students to attend English preparatory classes will be held on September 5, 2017, 10.00am. Students taking the placement test are required to be present in the classrooms (to be announced later on University's website) at 9.30am at the latest. Results of the placement test will be announced on September 6, 2017, on University website.

Academic Year 2017-2018 English Proficiency Test

Students, who achieve a score above B1 level in placement test, are required to take English proficiency test on September 7, 2017. Students who score 60% in English Proficiency Test will be allowed to continue with their undergraduate studies without attending preparatory class. Proficiency Test will take place at 9.30am. Exam places will be announced on University website. Students taking the proficiency test are required to be present in the classrooms 9.00am at the latest.

OUR CAMPUSES

Mahmutbey Campus

Mahmutbey Dilmenler Caddesi, No: 26, 34217 Bağcılar - İstanbul

Gayrettepe Campus

Büyükdere Caddesi Yazarlar Sokak No: 36 Esentepe - İstanbul

Bakırköy Campus

Kartaltepe Mah. İncirli Cad. No: 11 Bakırköy - İstanbul

HOW TO GET TO MAHMUTBEY CAMPUS

ASSEL TOUR PAID SHUTTLE BUS SERVICES

To get to Mahmutbey Campus, you may use shuttle services operating on a continuous loop around Yenibosna Metrobüs Stop and

Mahmutbey Campus on weekdays every 15 min. Shuttle buses depart simultaneously from Yenibosna and Mahmutbey campus every 15 minutes. Assel Tur Shuttles depart from Mahmutbey Campus every 45 minutes after the hour to Ayvansaray, Mecidiyeköy and Beşiktaş Ferry Terminal – and from Beşiktaş Ferry Terminal to Mecidiyeköy, Ayvansaray and Mahmutbey Campus. Assel Tur Shuttle services also operate simultaneously between Mahmutbey Campus and Mahmutbey metro station (on specified hours every 10 minutes). Assel Tur shuttles depart simultaneously from Mahmutbey Campus to Bakırköy stop. In order to use Assel Tur shuttle services, you need to purchase an assel card from Assel Tur Office located in Building D, ground floor. You may recharge you Assel travel card daily, monthly or annually.

IETT PUBLIC BUS LINES

97 E Kemerburgaz – Marmaray
98 M İstoç – Bakırköy
141 M KSS Hospital - Mecidiyeköy

TRAM

Trams departing from Kabataş arrive at Bağcılar via the route Karaköy – Eminönü - Sirkeci -Sultanahmet - Aksaray - Topkapı; then you may take a taxi or a minibus from Bağcılar to reach Mahmutbey campus.

METROBUS

From the Asian side you may take the Metrobus from Söğütlüçeşme and from the European side from Zincirlikuyu and Avcılar to reach the Yenibosna metrobus stop, and you may take a minibus or bus from Yenibosna towards İSTOÇ direction to reach Mahmutbey campus.

MARMARAY

From the Asian side you may take Marmaray suburban to reach Kazlıçeşme, and from there the IETT bus 97E to reach Mahmutbey campus.

MINIBUS LINES

Şirinevler-Giyimkent: (Şirinevler, Yenibosna, Beşyol, Radar, Bağlar Mah, Güneşli, Evren Mah, 212 Shopping Mall, University, Çetaş, Fatih Mah, Yavuz, Yüzyıl Köprüsü, Oto Center, Tekstilcent, Giyimkent)

Bakırköy Courthouse-İstoç: (Bakırköy Courthouse, Bahçelievler Mah.(Ömür Plaza),Haznedar, Çamlıkahve, Parseller, Bağcılar Square, Papaz Köprüsü, Güneşli Square, Evren, 212 AVM, University, İstoç)
Bağcılar Public Hospital-İstoç: (Bağcılar Public Hospital, Bağcılar Square, Papaz Köprüsü,



Güneşli, Evren Mahallesi, 212 Shopping Mall, University, İstoç)
Şirinevler-İstoç: (Şirinevler, Yenibosna, Beşyol, Radar, Güneşli Square, Hürriyet, 212 Shopping Mall, University, İstoç)
Bakırköy Meydan-Hacıbostan: (Bakırköy Square, İncirli Caddesi, E-5, Şirinevler, Mahmutbey Caddesi, Kocasinan Merkez, Bağcılar Municipality, Güneşli Square, Evren Mahallesi, 212 Shopping Mall, University, Hacıbostan)

TRANSPORTATION BY CAR

The university is approximately 400 meters away from the TEM Highway. Coming from Ankara direction, take the right side by the traffic sign directing to Güneşli and follow the traffic signs directing towards İSTOÇ and Altınbaş University. Coming from Edirne direction, take the right side from traffic signs directing towards Mahmutbey after passing through Mahmutbey pay tolls. The university's Mahmutbey Campus is located on the south of the road.

HOW TO GET TO GAYRETTEPE CAMPUS

IETT PUBLIC BUS LINES

29 Ş İstinye Dereiçi – Şişli
41 AT Ayazağa – Davutpaşa Yıldız Technical University
59 A İstinye Dereiçi – Şişli
59 C Arnavutköy- Mecidiyeköy
59 H Hareket Sitesi – Şişli
59 K Fatih Sultan Karayolları – Şişli
59 N Fatih Sultan Mehmet – Şişli
59 R Rumeli Hisarüstü – Şişli
59 S Levazım – Şişli
59 UÇ Uçaksavar – Şişli
64 Ç Kağıthane / Çeliktepe – Şişli
65 G Kağıthane /Gültepe – Şişli
DT1 Ortaköy Dereboyu - Taksim

METROBUS

From Asian side, take the metrobus departing from Söğütlüçeşme station and from the European side, take the metrobus departing from Avcılar station. Get off at Zincirlikuyu station. Campus is approximately 5 – 10 minutes' walk away from the station.

MINIBUS LINES

Take a minibus from Besiktas to Sarıyer and get off Zincirlikuyu stop. Campus is approximately 5 – 10 minutes' walk away from the minibus stop.

MARMARAY VE METRO (SUBWAY) LINES

From the Asian side, take Marmaray to get to Yenikapı. In Yenikapı,

take the subway to Haciosman, get off at Zincirlikuyu station. Follow the directions to Esentepe exit, which is 1 minute walk away from the Gayrettepe Campus.

TRANSPORTATION BY CAR

Coming from the Asian side, follow the E-5 highway until you reach the Bosphorus Bridge, follow the Zincirlikuyu detour after you exit the bridge. Turn right when you spot the BP gas station. Coming from Edirne direction, follow the E-5 highway and exit from Zincirlikuyu turn. Our campus is located in the first street on the right after the Gayrettepe subway station's Esentepe exit.

HOW TO GET TO BAKIRKÖY CAMPUS

IETT PUBLIC BUS LINES

- 98 A Göztepe Mahallesi - Bakırköy
- 98 M İSTOÇ - Bakırköy
- 98 MB Mehmet Akif Mahallesi - Bakırköy
- 98 B Yenibosna Kuyumcukent - Bakırköy
- 98 G Esenler Giyimkent/Turgut Reis - Bakırköy
- 98 D Yeni Mahalle Metro/Ateştuğla - Bakırköy
- 98 Y Esenler Giyimkent/Yüzyıl Mahallesi - Bakırköy
- 98 İ Atakent Mahallesi/Halkalı - Bakırköy
- 98 S K.S. Süleyman Hospital - Bakırköy
- 76 Beylikdüzü - Bakırköy
- 76 B Avcılar Cihangir Mahallesi - Bakırköy
- 146 Boğazköy - Bahçeşehir - Bakırköy
- 76 C Büyükçekmece - Bakırköy
- 76 Y İhlas Marmara Evleri - Bakırköy
- 76 İ İspartakule Bizimevler - Bakırköy
- 79 B Kayaşehir - Bakırköy
- 73 B Florya - Bakırköy
- E-57 Esenkent Bahçeşehir - Bakırköy
- 98 H Başakşehir Motrokent - Bakırköy
- 98 Başakşehir 4. Etap - Bakırköy
- 89 YB Atakent Mahallesi - Bakırköy
- 94 A Beyazıt - Bakırköy
- 94 Y Yeşilpınar - Bakırköy
- 98 T Atakent Mahallesi - Bakırköy
- 98 TB Küçükçekmece Fatih Mahallesi - Bakırköy
- MR 30 Basın Sitesi - Kazlıçeşme Marmaray (passes by Bakırköy Square)
- 71 T Ataköy - Taksim (passes by Bakırköy Square)
- 72 T Yeşilköy - Taksim (passes by Bakırköy Square)

IDO (ISTANBUL SEA BUS) LINES

Bostancı-Kadıköy-Yenikapı-Bakırköy

METRO (SUBWAY) LINES

If you want to reach Bakırk y campus via M1A Yenikapı-Airport (Ataturk Airport) metro line, get off at İncirli or Bah elievler station, then take a public bus or dolmush/jitney minibus.

METROBUS LINES

34C Beylikd z  - Cevizliba 

34G Beylikd z  - S  t l   me

34T Avcılar - Topkapı

34 Avcılar - Zincirlikuyu

34AS Avcılar - S  t l   me

34BZ Beylikd z  - Zincirlikuyu

If you want to reach Bakırk y campus via metrobus, get off at İncirli or Bah elievler station, then take a public bus or minibus.

SHARED YELLOW TAXI-VAN (DOLMUSH)

Taksim - Bakırk y

Yenikapı - Bakırk y

Aksaray - Bakırk y

Topkapı - Bakırk y

Our Campus is approximately 2 minutes' walk away from the final stop.

DOLMUSH/MINIBUS LINES

Topkapı - Davutpa a - Tozkoparan - Merter - Marmara Forum - Bakırk y Courthouse - Bakırk y Square

İncirli Metro & Metrob s - Bakırk y Square

Mahmutbey - Bakırk y

İSTO  - Bakırk y

İkitelli - Bakırk y

G ne li - Bakırk y

 irinevler - Bah elievler - Yayla - Bakırk y

Our Campus is approximately 2 minutes' walk away from the final stop.

TRANSPORTATION BY CAR

Bakırk y Campus is approximately 1, 5 km away from the E-5 highway. Coming from Ankara, Edirne and costal road follow the directions for Bakırk y district and our Bakırk y Campus.

Bakırk y Campus is located on İncirli Street and 2 minutes' walk away from Bakırk y square. We provide 350-space paid car parking for visitors.





ALTINBAS UNIVERSITY

MAHMUTBEY CAMPUS

Mahmutbey Mah. Dilmenler Cad.
No:26 Bağcılar - İstanbul
T. 0212 604 01 00
F. 0212 455 81 71

BAKIRKÖY CAMPUS

Kartaltepe Mah. İncirli Cad. No:11
Bakırköy - İstanbul
T. 0212 709 45 28
F. 0212 455 81 71

GAYRETTEPE CAMPUS

Büyükdere Cad. Yazarlar Sok.
No:36 Esentepe - İstanbul
T. 0212 373 59 00
F. 0212 246 28 91

