

WELCOME!

INFORMATION

PACKAGE

FOR

ERASMUS

INCOMING

STUDENTS



Dear Students

I am delighted to welcome you to Istanbul Kemerburgaz University. Thank you for choosing our University for an exchange period. It is my pleasure formally to welcome you into our global community.

We believe that international students from all over the world will be an important part of University life at Istanbul Kemerburgaz University. Our community will be greatly enriched by the students' culture, customs and perspectives. We believe that you will add something valuable to our mix as well. We welcome your accomplishments and hope that you will enjoy the time you spend studying here at Istanbul Kemerburgaz University.

Please take the time to read through this information sheet, it contains information that will need to help you settle in.

If you need any assistance, you may email our International Office via international@kemerburgaz.edu. Alternatively, you may drop by our Office in the campus. We will be pleased to assist you with your enquiries.

We look forward to welcome you here soon.

Sincerely,



Şenay Gümüş
International Office
Istanbul Kemerburgaz University

Registration

Registrations are handled by the Registrar's Office (which is on floor -1 at Mahmutbey Campus) at Istanbul Kemerburgaz University. Registration dates for Erasmus Students are as follows;

14 - 18 September 2015

Documents Required for Registration

1. Acceptance Letter from Istanbul Kemerburgaz University
2. Application Form with original signature
3. Transcript Records from the Home Institution
4. Learning Agreement signed by the home institution
5. Copy of your passport
8. 4 passport size photos

Overview of the University

Istanbul Kemerburgaz University is a ~~public~~ private university founded by Mehmet Altınbaş Education and Culture Foundation as its most comprehensive social responsibility project in the field of education in 2008. Mehmet Altınbaş Education and Culture Foundation is one of the most significant philanthropy projects of Altınbaş Group which operates internationally with its 38 firms.

Istanbul Kemerburgaz University is established with the aim of taking its place among the leading universities of the world with its strong academic staff, research and educational instructional programs which meet international standards, opportunities to study abroad and modern technical infrastructure to support the ~~teaching~~ learning environment.

Academic Year

There are two semesters in an academic year.

2015/2016 academic year calendar will be released and students will be informed.*

| 2014 - 2015 Academic Calendar | |
|------------------------------------------------|------------------------|
| Fall Semester | |
| Orientation Program for International Students | 07 / 15 September 2015 |
| First Day of Classes | 14 September 2015 |

| | |
|-----------------------------|------------------------------------|
| Last Day of Classes | 25 December 2015 |
| Final Exams January 2016 | 28 December 2015 / 10 January 2016 |
| Final Exam (Make Up) | 20- 24 January 2016 |
| Spring Semester | |
| Registration for Term | 25-29 January 2016 |
| First Day of Classes | 01 February 2016 |
| Last Day of Classes | 06 May 2016 |
| Final Exams | 09- 22 May 2016 |
| Final Exam (Make Up) | 31 May / 05 June 2016 |

Accommodation

Accommodation is available for Istanbul Kemeraltı University students in a number of dorms. These dorms are located in the vicinity of the campus and are designed to provide a clean, comfortable, secure and civilized environment for the students. IKBU also offers students an All Inclusive package with accommodation. This helps students with budgeting their money wisely during their time away from home. Accommodation, meal plan options and fees are as follows;

| Room types | Accommodation | Accommodation + Meal Plan (3 meals a day) |
|------------|---------------|----------------------------------------------|
| Single | 5850 \$ | 7700 \$ |
| Double | 4500 \$ | 5700 \$ |
| Quadruple | 3600 \$ | 4350 \$ |

Housing rates include: Basic utilities (Gas/electricity, water & garbage etc.), internet access, general maintenance and gym membership.

Room charges and meal plans are for 9 months, during the study period.

In order to make a room reservation, please contact the international office.

We can also help you in finding private accommodation (if you do not prefer to stay at the dorm). You can also find an appropriate flat and the contact information of the real estate agents from the following link;

<http://www.sahibinden.com/en>

If you inform me about the add and the real agent information, I can make deal for you for the apartment of your choosing.

You can also look for shared rooms via craigslist:

<http://istanbul.craigslist.com.tr/roo/>

Pick Up

When you arrive in Istanbul you should expect the following:

If you have given your flight details, there will be an airport pickup. The driver from the university together with a student representative will be waiting at the airport with name written on a sign board.

If you are staying in the reputable academic apartments, the driver will take you to your accommodation of your own. Please be sure the exact address and the landlord contact details is the case

Health Insurance

According to Law no. 6458 on Foreigners and International Protection, International Students, who are not covered by General Health Insurance System under Law no. 5510 the Social Insurance under Universal Health Insurance, should have private health insurance covering inpatient/outpatient treatment medical expenses. This means that, in order to apply for a residence permit, international students need to either purchase a health insurance in Turkey or present a social security agreement exemption document. You may see the eligible country list for insurance with bilateral social security agreement;

| Country | Agreement Code |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Germany | A/T 11, A/T 12, A/T 23 |
| Austria | A/TR 3, A/TR 4, TR/A6 |
| The Netherlands | N/TUR 106, N/TUR 111, N/TUR 112 |
| Belgium | BT.8, BT.10 |
| France | SE 2081 FT, SE 2082 FT, SE 2083 FT, SE 20805 TF, SE 208 AFT, SE 208 CFT, SE 208 FT, SE 2088 TF, SE 2089 FT, SE 208 FT, SE 20830 FT |
| Turkish Republic of Northern Cyprus | K.K.T.C. / T.C. 3, K.K.T.C. / T.C. 5 |
| Macedonia | MC/TR 4, TR/MC 10 |

| | |
|----------------|----------------------|
| Romania | R/TR 3 |
| Albania | AL/TR 4, AL/TR 10 |
| Bosnia | BH/TR4, BH/TR5, |
| Czech Republic | CZ/TR 111, CZ/TR 112 |
| Luxembourg | L/TR 3, |

If you are a citizen of one of the above mentioned countries, you need to get the social security agreement exemption document (or proof of coverage under the above mentioned agreements) from the social security authorities of your country.

For the ones who need a private health insurance, the minimum coverage requirements are as follows;

| | Contracted Institution | | Non Contracted Institutions | |
|----------------------|------------------------|-------------|-----------------------------|-------------|
| Coverage | Limit of Coverage | Contributor | Limit of Coverage | Contributor |
| Inpatient Treatment | Unlimited | None | 20,000 TL | 20% |
| Outpatient Treatment | 2,000 TL | 40% | 2,000 TL | 40% |

You can get such an insurance policy in Turkey through various insurance companies. You will be provided with assistance to purchase the health insurance during the orientation week, if you choose to get the insurance from the company that the university works with. For the minimum coverage insurance policy, the special prices for our students from mentioned company are as follows;

Between the ages of 18-30: 180 TL per year

Between the ages of 31-45: 350 TL per year

Between the ages of 46-65: 642 TL per year

Please note that, to be able to get the health insurance, you need to have a tax number in Turkey. You may obtain your tax number from any tax office in Turkey. The nearest tax office to the University is the Gunesli Tax Office (Şirinevler Mahallesi Barbaros Caddesi Bahçelievler Maliye Kompleksi No:3 Bahçelievler).

If you are bringing your own health insurance from your home country or if you have an insurance policy that you/your home country bought outside of Turkey and if your

coverage is sufficient as you may see on the table above, your insurance policy will be approved by our university. This document is required for your residence permit application.

Health Care

We highly recommend you to cover yourself with a travel health insurance before coming to Turkey.

The University has a Health Center on campus with emergency services. The Health Center provides free daily health services during daily working hours.

It is advisable to check with your Turkish embassy with regard to medications that you legally bring into Turkey if you plan to bring your medications with you.

Internet Access

Istanbul Kemerburgaz University offers you high-speed Internet connection access in any on-campus connectivity. There are separate Wifi connections available for students, guests, and academic staff. In addition to these, you can always use computers on the library.

Student Clubs

In our university, student clubs are formed in accordance with the demands and inclinations of the students, with their own will. Clubs functioning in various areas like music, sports, entrepreneurship, law, psychology, etc. prepare the students for the future and contribute to the enrichment of their cultural and social lives.

Club activities and membership are open to all the students. Students can freely establish new clubs in accordance with their hobbies or interests.

Currently active student clubs: Logistics Club, Fenerbahçe Fans Club, World Travel Club, Folklore Club, Young Art Club, Individual Development and Psychology Club, Robotics Club, Rock Club, Kemalist Thought Club, Literature Club, Industrial Engineering Club, Soccer Club, Entrepreneurship Club, Law Club, Theatre Club, International Trade Club, International Relations Club, Architecture Club.

Visa and Residence Permit

In order to get a student visa, exchange students apply to the Turkish Consulate nearest to their town of residence. Upon their arrival to Turkey, they need to apply for a residence permit. According to the Turkish Government regulations, residence permit application should be submitted within a month of your arrival (so please do not schedule a trip out of Turkey until your residence permit is taken care of). Residence Permit is given by police station for foreigners and work on appointment basis. Students need to make appointment online and go to the police station for foreigners to personally apply.

You will be asked for the following documents: 5 identical photos, residence permit form, student document, and passport and application fee.

Before you arrive take a photocopy of your passport and visa. If you lose it or it is stolen this will help you to obtain a new one. Also bring along your letter of Acceptance.

Mobile & Phone

There are four major GSM telecommunication provider in Turkey.

Avea: www.avea.com.tr

Turkcell: www.turkcell.com.tr

Vodafone: www.vodafone.com.tr

Bimcell: www.bimcell.com.tr

Life in Istanbul

Istanbul is Turkey's most populated largest city as well as being a cultural and financial center. It is the only city in the world built on two continents. It stands on the shores of the Bosphorus, where the waters of the Black Sea combine with those of the Marmara Sea through the Golden Horn. Throughout its history Istanbul has served as capital city of Roman Empire (330-395), the Byzantine Empire (395 and 1204-1453). The remains of many ancient civilizations and cultures are blended with today's Turkish culture. A combination of old versus new, the traditional versus modern, as well as traces of diverse ethnicities and religions makes the city a unique and very charming place. The city is full of contrasts and colorful views, attracting tourists and new immigrants from all over the world.

For the map of Istanbul please check the following website;

<http://www.euroave.com/maps/00mapx.php?xcity=istanbul>

Climate

There are four distinct seasons in Istanbul: autumn, winter and spring with temperatures ranging from 0 degrees Celsius in the winter months to 30 degrees Celsius in the summer.

Work Hours and Holidays

Banks are open weekdays from 9:00 AM until noon or 12:30 PM, on the bank, and from 1:30 PM until 5.00 PM. However, there are some banks which continue to operate during lunch breaks.

Museums are generally open Tuesday through Sunday from 9:30 AM until 5.00 PM or 5 PM and closed on Monday. Palaces are the same hours but are closed on Thursdays.

ISTANBUL
KEMERBURGAZ

Shops and bazaars are normally open Monday through Saturday from 9:30 AM to 1.00 and from 2.00 PM to 7.00 PM, and closed all day on Sunday. But most stores in shops malls and crowded streets are open 7 days a week, including lunch breaks.

You can find restaurants or cafes open virtually at any time of the day or night.

Public Transportation and Fee Schedule

- You can take the tram from Kabataş and follow Karaköy – Eminönü – Sirkeci- Sultanahmet – Aksaray– Topkapı line to Bağcılar, and from Bağcılar you take a minibus or taxi to the university.
- You can take the metrobus from Söğütluçeşme in Asian side or from Zincirlikuyu and Avcılar in European side to Yenibosna stop and take a minibus or bus to “İSTOÇ” destination to come to the university.
- The İETT bus with "98 M" code from İSTOÇ to BAKIRKÖY stops in front of the university.

It is possible to come to the university with the minibuses on the following lines as well:

- Şirinevler – Yenibosna- Güneşli – Evren- 212 AVMA Mahmutbey Üniversite – ÇETAŞ – Fatih Mah. Yavuz- Yüzyilköprü – Otocenter- Tekstilken- Giyimkent
- İncirli – Haznedar- Çamlıkahve – Parseller- Bağcılar – Papaz Köprüsü – Güneşli – Evren- 212 AVMA Üniversite – İSTOÇ
- Bağcılar Devlet Hastanesi – Papaz Köprüsü – Güneşli – Evren- 212 AVMA Üniversite – İSTOÇ
- Şirinevler – Yenibosna- Beşyol – Radar- Güneşli – Hürriyet- 212 AVMA Üniversite –

İSTOÇ Transportation by Car University is almost 400 metres away from the TEM Highway. While coming from Ankara direction, you will take the right side by the traffic sign directed to Güneşli and follow the traffic signs directing towards İSTOÇ and university. While coming from Edirne direction, you have to take the right side by the traffic signs directing towards Mahmutbey after passing through Mahmutbey pay tolls. The university building is the floor building on the south of the road.

| MEANS OF TRANSPORT | ELECTRONIC TICKET (AKBİL- ELECTRONIC CARD) | | | BLUE CARD (MONTHLY) | | | TRANSFER OF ELECTRONIC TICKETS | | |
|--------------------|--------------------------------------------|---------|---------|---------------------|---------|--------|--------------------------------|---------|---------|
| | Regular Fare | Student | Other | Regular Fare | Student | Other | Regular Fare | Student | Other |
| IETT BUSES | 2,15TL | | | 170 TL | | | 1,45 TL | | |
| TUNNEL | | | | | | | | | |
| NOSTALGIC TRAMWAY | | | | | | | | | |
| PUBLIC BUSES | Reduce Fare | 1,10TL | 1,50 TL | Reduce Fare | 77TL | 100 TL | Reduce Fare | 0,45 TL | 0,85 TL |
| PRIVATE BUSES | | | | | | | | | |

ISTANBUL

| | | | |
|--------------------------------------------------------------------------|--|--|--|
| IDO CITY LINES FERRIES PRIVATE FERRIES RAILWAY SYSTEMS | | | |
|--------------------------------------------------------------------------|--|--|--|

| | | |
|----------------------------------------------------------|---------------|---------|
| METROBUS GRADUAL PRICING | | |
| (By, scanning Electronic Card in and out to the station) | | |
| FOR FIRST 3 STOPS | | |
| Regular Fare | : | 1,75 TL |
| Reduced Fare | | |
| - Student | : | 0,95TL |
| - Other | : | 1,25 TL |
| AFTER 3 STOPS | | |
| Regular Fare | : | 2,65 TL |
| Reduced Fare | | |
| - Student | : | 1,10TL |
| - Other | : | 1,55TL |
| BLUE AKBIL (MONTHLY) | | |
| FOR FIRST 3 STOPS | | |
| Regular Fare | Reduced Fare: | 1 way |
| AFTER 3 STOPS | | |
| Regular Fare | Reduced Fare: | 2ways |

For public transportation please check the following website;

<http://www.iETT.gov.tr/en/>

For rail transportation please check the following website;

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

For Sea Buses please check the following website;

<http://www.ido.com.tr/en/index.cfm>

Psychological Counseling Center

The aims of Psychological Support Center supporting individual, social and academic developments of the students and staff and helping them to gain skills for coping with

personality relational problems that they encounter and for adaptation to their lives. Our students can benefit from individual and group counseling services offered by our center. Committed to the ethical standards and confidentiality codes set by the Turkish Psychological Association, our clinical psychologists offer these services free of charge. Psychological Support Center is located in campus and all the registered students and staff of Istanbul Kemerburgaz University can benefit from services.

Food Service

At Istanbul Kemerburgaz University, our cafeteria serves for breakfast, lunch and dinner fast food, snacks and pastry options with its capacity of 150. The main dining hall, with capacity of 250, is open for lunch between noon and 2 p.m. In addition to a variety of food choices and salad based meal is also served. The quality of the menu is assured with HACCP and ISO:9000 standards.

Money and Banks

The monetary unit is the Turkish Lira (TL). Travel checks are not favored in Istanbul. ATMs can be found in even the smallest Turkish towns. Most accept international credit card bank cards (a strip of logos is usually displayed above the ATM). Almost all ATMs have language key to enable you to the instructions in English.

Most commercial establishments accept international credit cards such as Visa, MasterCard and American Express.

There is an ATM service of İş Bank available for 7/24 hours at the campus. In addition to that, there is stationary, copy center and book shop available for students on campus. Due to its close location to the 212 shopping mall, makes it convenient to dine, shop and reach banking services for students.

VAT

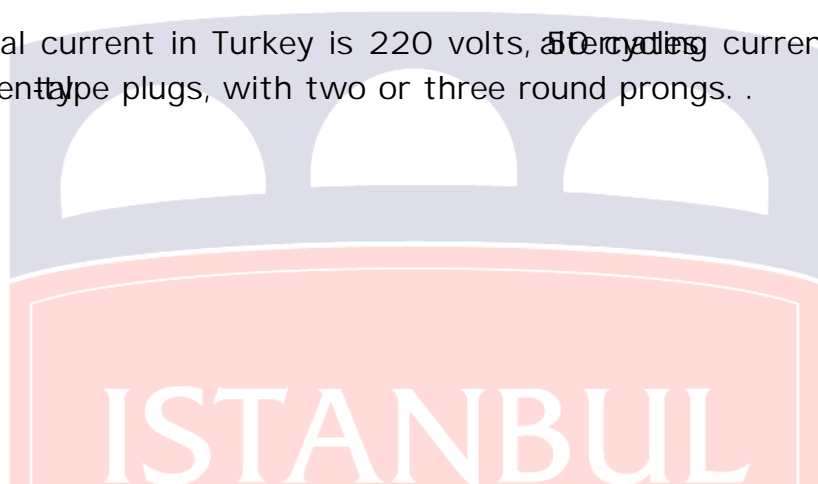
The value added tax, here called KDV, is 18% most of products. Hotels typically combine it with a service charge of 10% to 15%, and restaurants usually add a 15% service charge.

Value added tax is nearly always included in quoted prices. Certain shops are authorized to refund the tax so you must ask about this.

Electricity

The electrical current in Turkey is 220 volts, 50 Hertz alternating current (AC); wall outlets take Continental type plugs, with two or three round prongs.

Travel Tips



Safety: Keep your passport and travel documents with you at all times. A pack that around your waist and holds everything in **front body** is the best.

In case the airline loses your luggage, have everything you need for one night's emergency stay in a bag with you on the airplane.

MAKE AND KEEP COPIES OF ALL YOUR IMPORTANT PAPERS AND YOUR PASSPORT.

Put your name and both your **home** Turkey addresses and telephone numbers **INSIDE** your baggage and on a label **outside** your baggage. You can **use** the university's address if you do **not** have an address in Turkey yet.

Basic Turkish Phrases

Merhaba / İyi günler
Hello / Good day

İyi akşamlar
Good evening

İyi geceler
Good night

Selâm / Merhab

Güle güle / İyi günler
Bye / Goodbye (Good day)

Lütfen
Please

Teşekkür ederim / Sağ ol
Thank you / Thanks

Bir eyde il / Rica ederim
You're welcome / My pleasure

Hoş geldiniz / Hoş geldin
Welcome (formal / informal)

Sonra görüşürüz
See you later

Görüşürüz!
See you!

Yarın görüşürüz
See you tomorrow

Özür dilerim!
Sorry!

Affedersiniz / Pardon!
Excuse me!

Hadi gidelim!
Let's go!

Nasılsınız?
How are you? (formal)

Nasılsın / Naber?

İyi değilim / Fena değilim
Not fine / not bad

İyiyim.
I'm fine.

İyilik.
I'm fine. (informal)

Evet / Hayır / Yok
Yes / no / no (common inf. use)

Siziniz?
What's your name? (formal)

Sizin/Adın ne?
What's your name? (informal)

Adım / İsmim...
My name is...

Memnun oldum
Nice to meet you.

___ Bey, ___ Hanım
Mister, Misses

Hanımlar ve Beyler
Ladies and gentlemen

Nerelisiniz?
Where are you from? (formal)

Nerelisin?
Where are you from? (informal)

İyim / ...liyim.
I am from...

Nerede oturuyorsunuz?
Where do you live? (formal)

Nerede oturuyorsun?
Where do you live? (informal)

de/da/te/ta oturuyorum.
I live in...

Kaç ya ındasınız?

How old are you? (formal)

Kaç ya ındasın?

How old are you? (informal)

___ ya ındayım.

I am ___ years old.

Türkçe biliyor musunuz?

Do you speak [know] Turkish?
(formal)

İngilizce biliyor musun?

Do you speak [know] English?
(informal)

Biliyorum / Bilmiyorum.

Anlıyor musunuz? / Anlıyor musun?

Do you understand? (formal / informal)

Anlıyorum / Anlamıyorum.

Biliyorum / Bilmiyorum.

Yardım eder misiniz? / Yardım eder misin?

Can you help me? (formal / informal)

Tabii / Tabii ki

Of course.

Efendim?

What? Pardon me?

nerede?

Where is... / Where are...?

te / Buyurun

There it is / Here you are.

var / ...vardı.

There is/are... / There was/were...

Türkçe'de ___ nasıl denir?

How do you say ___ in Turkish?

Bu ne? / Bunun m n sı ne?

What is this? / What does this mean?

Neyin var?

What's the matter?

Önemli bir ey de il.

It doesn't matter.

Ne oluyor?

What's happening?

Hiç bilmiyorum.

I have no idea.

Yorulдум / Hastayım.

I'm tired / sick.

Acıktım / Susadım.

I'm hungry / thirsty.

Yandım / Ü üdüm.

I'm hot / cold.

Sıkıldım.

I'm bored.

Beni ilgilendirmez

I don't care.

Mer k etmeyin / Mer k etme.

Don't worry (formal / informal)

Sorun de il / Önemli de il

It's no problem. / It's alright.

Unuttum.

I forgot.

Gitmem l zım.

I must go.

Çok ya ayın / Çok ya a!

Bless you! (formal / informal)

Tebrikler / Tebrik ederim.

Congratulations!

Kolay gelsin! / yi anslar!

(wish of success) / Good luck!
(less common)

Sıra sizde / Sıra sende

It's your turn! (formal / informal)

Sessiz olun / Sessiz ol!

Be quiet! (formal / informal)

Seni seviyorum.

I love you (singular)

Addressing

When you settle in Turkey you are going to notice that people usually address each other with their first names. Don't be surprised because people were mentioned with their first and their fathers name during the 700 Ottoman Empire. Surname law was passed in 1934 after the Republic of Turkey was established.

Hanım is added to the first name while addressing to ladies while Bey is added to their first name when addressing to men. Turks usually discriminate on this subject when speaking

foreigners and non-Muslims. During business conferences or meetings people speak to each other Sayın followed by their surnames ignoring the gender. Sometimes people are addressed by their professions. For example you can address a female lawyer as Avukat Hanım or a male doctor as Doktor Bey. You can call a member of male personnel on official sites as Memur Bey. Any serviceman whether he is electrician, upholsterer or plumber is addressed as usta. The taxi, dolmuş and bus drivers can be addressed as Şoför Bey.

Body Language

Turks like to communicate with their hands and arms and they can surely compete with Italians on this matter. Even if you don't know a word in Turkish it is possible for you to get along with a Turk. Bow your head for 'yes' and raise your head backwards for 'No'. If you raise your shoulders and open your arms it means, "I don't know". In order to show that you trust him/her you can tap his/her shoulders. Moreover, Turks like kissing each other. It is customary to kiss each other's cheeks greeting and when leaving. In the west, however, it is presumed that there is some level of familiarity, otherwise, a simple handshake would suffice.

National Holidays in Turkey

October 29, (Republic Day)

January 1, (New Year's Day)

April 23, (National Sovereignty and Children's Day)

May 19, (Youth and Sports Day)

August 30, (Victory Day)

Emergency Numbers in Turkey

Emergency: 112 or 444 0 911

Police: 155

Fire: 110

Directory: 11811

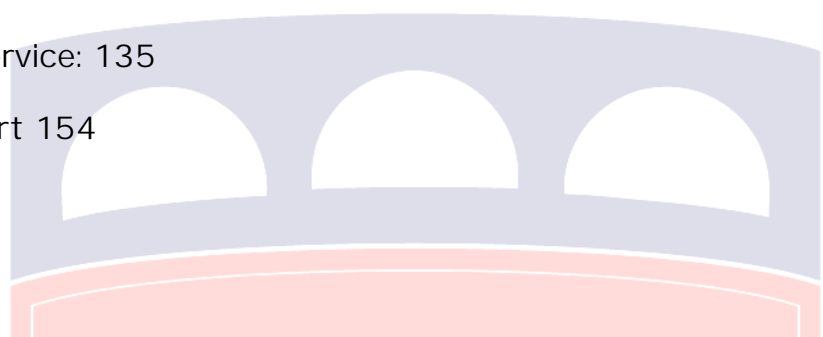
Postal Code: 119

Phone Repair: 121

CableTV: 124

Wake up service: 135

Traffic Report 154



Main Post Office: 161

Health Hotline: 184

Water Company: 185

Electric Company: 186

Gas Company: 187

Aria Codes: 189

For information on Turkish history, culture, politics etc:

<http://www.kultur.gov.tr/>