

ISTANBUL KEMERBURGAZ UNIVERSITY

A University Beyond Borders

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 around world will be an important part of the University life at Istanbul Kemerburgaz University. Our community will be greatly enriched by the students' culture, customs and perspectives. We know 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 you will need to help you settle in.

If you need any assistance, you may email our International Office via international@kemerburgaz.edu.tr. 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 of 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 non-profit 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 the students will be informed.*

2014 - 2015 Academic Calendar	
Fall Semester	
Orientation Program for International Students	07 / 11 September 2015
First Day of Classes	14 September 2015

Last Day of Classes	25 December 2015
Final Exams January 2016	28 December 2015 / 10
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 2015
Final Exam (Make Up)	31 May - 05 June 2016

Accommodation

Accommodation is available for Istanbul Kemerburgaz 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 their 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 at the university.

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

We can also help you in finding private accommodation (house-sharing) if you do not prefer to stay at the dorm. You can also find an appropriate flat and attain 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-estate 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 pick-up facility. The driver from the university together with a student representative will be waiting at the airport with your name written on a sign board.

If you are staying in the republika academic aparts, the driver will take you there or he will take you to your accommodation of your own. Please send us the exact address and the landlord contact details if it 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 on the Social Insurance under Universal Health Insurance, should have private health insurance covering inpatient/outpatient treatment and 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 below 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/TR3-A, TR/A6
The Netherlands	N/TUR 106, N/TUR 111, N/TUR 112
Belgium	BT.8, BT.10
France	SE 208-01 FT, SE 208-02 FT, SE 208-04 FT, SE 208-05 TF, SE 208-06 AFT, SE 208-06 CFT, SE208-17 FT, SE 208-18 TF, SE 208-19 FT, SE 208-28 FT, SE 208-30 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;

Coverage	Contracted Institutions		Non Contracted Institutions	
	Limit of Coverage	Contribution	Limit of Coverage	Contribution
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 the mentioned company are as follows;

Between the ages of 0-18: 330 TL per year

Between the ages of 19-25: 350 TL per year

Between the ages of 26-35: 425 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 institution 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 service. 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 can 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, art, entrepreneurship, law, psychology, etc prepare the students to 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 outside of Turkey until your residence permit is taken care of). Residence Permit is given by the police station for foreigners and work on appointment basis. Students need to make an appointment online and go to the police station for foreigners personally to be able to 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, make 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 a copy of 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 and 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 and the Golden Horn. Throughout its history Istanbul has served as capital city of Roman Empire (330-395), the Byzantine Empire (395-1204 and 1261-1453). 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 vies, 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: summer, 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 , depending on the bank, and from 1:30 PM until 5.00 PM . However, there are some banks which continue to serve during lunch breaks.

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



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Shops and bazaars are normally open Monday through Saturday from 9:30 AM to 1.00 PM and from 2.00 PM to 7.00 PM, and closed all day on Sunday. But most stores in shopping malls and crowded streets are open seven 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 AVM – Mahmutbey – Üniversite – ÇETAŞ – Fatih Mah. – Yavuz - Yüzyilköprü – Otocenter – Tekstilkent – Giyimkent
- İncirli – Haznedar – Çamlıkahve – Parseller – Bağcılar – Papaz Köprüsü – Güneşli – Evren – 212 AVM – Üniversite – İSTOÇ
- Bağcılar Devlet Hastanesi – Papaz Köprüsü – Güneşli – Evren – 212 AVM-Üniversite – İSTOÇ
- Şirinevler – Yenibosna – Beşyol – Radar – Güneşli – Hürriyet- 212 AVM – 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 directing to Güneşli and follow the traffic signs directing towards İSTOÇ and university. While coming from Edirne direction, you have to take the right side from traffic signs directing towards Mahmutbey after passing through Mahmutbey pay tolls. The university building is the 14-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	2,15 TL			170 TL			1,45 TL		
TUNNEL									
NOSTALGIC									
TRAMWAY	Reduced Fare	1,10 TL	1,50 TL	Reduced Fare	77 TL	100 TL	Reduced Fare	0,45 TL	0,85 TL
PUBLIC BUSES									
PRIVATE BUSES									

ISTANBUL

IDO CITY LINES FERRIES PRIVATE FERRIES RAILWAY SYSTEMS			
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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	: 0,95 TL
- Other	: 1,25 TL
AFTER 3 STOPS	
Regular Fare	: 2,65 TL
Reduced Fare	

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personal or 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 office is located in our campus and all the registered students and staff of Istanbul Kemerburgaz University can benefit from those services.

Food Service

At Istanbul Kemerburgaz University, our cafeteria serves for breakfast, lunch and dinner in fast food, snacks and pastry options with its capacity of 150. The main dining hall, with its capacity of 250, is open for lunch between noon and 2 p.m. In addition to a variety of food choices and salad bar, a set meal is also served. The quality of the menu served is ensured with HACCP and ISO:9001-2000 standards.

Money and Banks

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

Most commercial establishments accept international credit cards such as Visa, Master Card 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 a 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

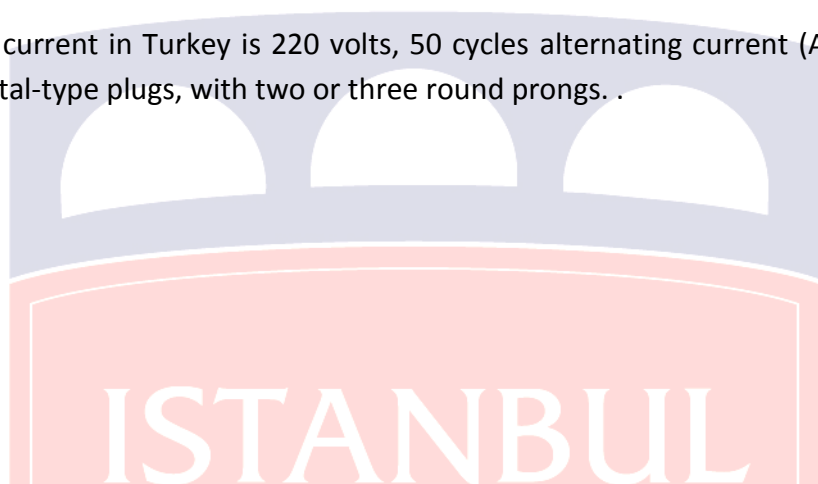
The value-added tax, here called KDV, is 18% on most of products. Hotels typically combine it with a service charge of 10% to 15%, and restaurants usually add a 15% service charge.

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 cycles 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 fits around your waist and holds everything in front of your 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 and Turkey addresses and telephone numbers INSIDE your baggage and on a label outside of 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 / Merhabâ
Hi (merhabâ is more common)

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

Lütfen
Please

Teşekkür ederim / Sağol
Thank you / Thanks

Bir şey değil / Ricâ 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)

Nasılın / Nâber?
How are you? / What's up? (inf.)

İyi değilim / Fenâ değil
Not fine / not bad

İyiyim.
I'm fine.

İyilik.
I'm fine. (informal)

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

İsminiz?
What's your name? (formal)

İsmin/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)

...lıyım / ...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 yaşındasınız?

How old are you? (formal)

Kaç yaşındasın?

How old are you? (informal)

___ yaşındayım.

I am ___ years old.

Türkçe biliyor musunuz?

Do you speak [know] Turkish?
(formal)

İngilizce biliyor musun?

Do you speak [know] English?
(informal)

Biliyorum / Bilmiyorum.

I speak [know]... / I don't
speak...

**Anlıyor musunuz? / Anlıyor
musun?**

Do you understand? (formal /
informal)

Anlıyorum / Anlamıyorum.

I understand / I don't understand.

Biliyorum / Bilmiyorum.

I know / I don't know.

**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...?

İşte / 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 mânâsı ne?

What is this? / What does this
mean?

Neyin var?

What's the matter?

Önemli bir şey değil.

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 / Üşüdüm.

I'm hot / cold.

Sıkıldım.

I'm bored.

Beni ilgilendirmez

I don't care.

Merāk etmeyin / Merāk etme.

Don't worry (formal / informal)

Sorun değil / Önemli değil

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

Unuttum.

I forgot.

Gitmem lâzım.

I must go.

Çok yaşayın / Çok yaşa!

Bless you! (formal / informal)

Tebrikler / Tebrik ederim.

Congratulations!

Kolay gelsin! / İyi şanslar!

(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-year Ottoman Empire. Surname law was accepted 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 to

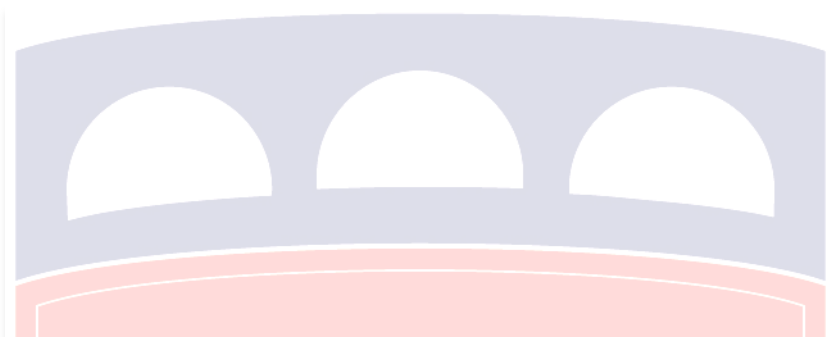
foreigners and non-Moslems. During business conferences or meetings people speak to each other Sayın followed by their surnames ignoring the gender. Sometimes people are addressed by their professions. For example you can address a female lawyer as Avukat Hanım or a male doctor as Doktor Bey. You can 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 upon greeting and when leaving - men also do this, however it is presumed that there is some level of familiarity, otherwise, a simple handshake would suffice.

National Holidays in Turkey

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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, political life please see:

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