

ISTANBUL GELİSİM VOCATIONAL  
SCHOOL



*"BE OPEN TO DEVELOPMENT"*

2021 STUDENT GUIDE BOOK

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## IGVS DIRECTOR'S MESSAGE

# Dear Students



At the end of an intensive study process, you are now a university student. Now you are at the right place, as the last step, to have your dream profession. Now you will shape through a young university, idealistic educational staff. You will learn the details of your profession, you will feel stronger as you learn, you will feel excited to graduate and take your place in related sector as soon as possible. You will refresh production process, you will say that the business world needs 'improvement'.

Vocational schools are educational institutions that refresh the sector and train qualified labor force. Its main goals are to train qualified intermediate manpower needed by certain professions, but it also has goals such as producing information through scientific research, spreading information to society, turning information into products and technologies. You will see that all these goals find a meaning in the Istanbul Gelişim Vocational School. The basic philosophy of education in our school is based on applied education. When you visit our school, you may encounter a candidate designer who carries out a brand's design on the computer screen, a candidate technician who draws a survey of a building in the drawing class, a candidate chef who prepare the sauce for a special meal at the culinary class, a candidate clerk who records statements of the parties in the sample courtroom, a candidate interpreter who translate an English text, a candidate cameraman who records a scene in the cinema class, a candidate editor who makes montages of the short films that s/he takes, a candidate aircraft technician who changes a part of aircraft engine and remove or nail the rivet in the aircraft class, a candidate flight operations specialist who plans a flight between two points, a candidate cabinet officer who makes an announcement to passengers or serves food and beverage in the mock-up class, screen printing workshop, a candidate screen printing specialist who carries out screen printing in the screen printing class, a candidate fashion designer who designs clothes in the class, a candidate technician who dissambles engine parts in the automotive class, a candidate ceramic artist who shapes mud, makes ceramics and bakes it in the ceramics class, a candidate civil technician who builds a wall or decorates the wall in the construction class and happy individuals of Gelişim family who chat while sipping coffee in a decent cafe.

In order to prepare for the future and improve yourself, we invite our valuable students to an instructive journey under the guidance of science at Istanbul Gelişim Vocational School.

Love and regards,

Faculty Member Dr. Ismail Cem AY  
Director of Istanbul Gelişim Vocational School

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## HISTORY

Istanbul Gelişim Vocational School started education in 2008 with 9 programs and became a school that forms the main core of Gelişim University. It has grown, developed, and included 21 departments, 41 programs and 4,708 students within the 10-year period. In 21 of 41 programs, evening instruction is carried out.

Istanbul Gelişim Vocational School continues its educational activities with its experienced and strong academic staff. In addition to academic staff, the leading names of the sector are employed part-time, allowing them to transfer their practical experience for business life to students.

Istanbul Gelişim Vocational School moved to its new campus by the fall semester of the 2017-2018 academic year offers the opportunity of totally 22 classes mainly including aircraft maintenance classes, mock-up classes, and subjects such as kitchen, electrical, construction, automotive, screen printing, ceramics, fashion, and of one computer lab equipped with 7 computers, one MAC computer, to be able to make students apply the training they have received theoretically in the new campus.

Aircraft technology and Flight Operations Management programs of our school have an Approval Certificate recognized by the General Directorate of Civil Aviation (GDCA). Our Flight Operations Management program graduates have a Flight Operations Specialist Training (dispatcher) Authorization Certificate by GDCA, while our Aircraft Technology graduates have a Recognized School Graduation Certificate if they meet the relevant requirements. Apart from our two programs with GDCA authorization, also under the Civil Aviation Cabin Services/ Civil Aviation Cabin Services English programs in GDCA, the licensing processes are continuing for 'Certified Cabin Crew Basic Training Establishment Certificate' and 'Certified Ground Handling Training Establishment Certificate' for Civil Air Transport Management/ Civil Air Transport Management English programs.

Istanbul Gelişim Vocational School students can benefit from the educational and social activity facilities in all the campus of our university nonstop.

## Mission

Our mission is to keep this process alive with scientific activities while equipping our students in all the programs we train with innovations in their fields and informing them of current developments. It is to provide support to the scientific work of our lecturers. It is to train the need for qualified intermediate staff who have the qualifications needed by the sector, have decimated current technological developments, and have developed the practical aspect.

## Vision

Our vision is to be one of the world's leading vocational schools with qualified academic staff and all the programs recognized by international institutions and organizations, and to train students who are wanted by the market and who are all employed after graduation.

# ADMINISTRATIVE STAFF



DIRECTOR OF ISTANBUL GELİŞİM  
VOCATIONAL SCHOOL FACULTY  
MEMBER

Dr. Ismail Cem AY



ASSISTANT DIRECTOR OF ISTANBUL  
GELİŞİM VOCATIONAL SCHOOL

Lecturer Ferhat PERÇİN



ASSISTANT DIRECTOR OF ISTANBUL  
GELİŞİM VOCATIONAL SCHOOL

Lecturer Buğrahan ERGÜN



SECRETARY OF ISTANBUL GELİŞİM  
VOCATIONAL SCHOOL

İbrahim Hasan CAMCI

# CAMPUS

ISTANBUL GELİŞİM UNIVERSITY BUILDING CODES



**A  
BLOCK**





**C**  
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**B**  
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**D**  
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# E BLOCK



F  
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İSTANBUL  
GELİŞİM MESLEK YÜKSEKOKULU



G

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# International Accreditation

Istanbul Gelişim University, which attaches great importance to internationalization in education, IGÜ, which makes significant investments in its physical capacity, human resources and the opportunities provided to its students on the way to becoming a “Respected World University” started a very disputed breakthrough process in 2017.

Istanbul Gelişim University which has included with its request to accreditation evaluation of from social sciences to engineering sciences has been the university having the highest amount of internationally accredited programs in Turkey as a result of the evaluation by applying German, British and American accreditation organizations.

As a result of quality assurance evaluation, 63 programs of Istanbul Gelişim University in total have been thoroughly examined by international delegations of experts appointed by organizations such as AQAS, AHPGS, PEARSON, abet and have been found eligible for accreditation by 2018.





World Universities Ranked By Their Powers Of Impact

ISTANBUL GELİŞİM UNIVERSITY

In SDG 4 "Qualified Education" category

**1st in Turkey, 24th in the world**

In SDG Accessible and Clean Energy Category

**2nd in Turkey**

In SDG17 "Partnerships for Purposes" Category

**3rd in Turkey**

In SDG 3 "Healthy and Quality Life" Category

**4th in Turkey**

In SDG 8 "Decent Business and Economic

Growth" Category, **10th in Turkey**



# OUR PROGRAMS IN IGVS

Istanbul Gelişim University Vocational School has 41 programs in total.

|                                      |   |
|--------------------------------------|---|
| JUSTICE(*)                           | MACHINERY                                 |
| CULINARY (*)                         | MECHATRONICS                              |
| BANKING AND INSURANCE(*)             | ARCHITECTURAL RESTORATION                 |
| PRINTING AND PUBLISHING TECHNOLOGY   | ARCHITECTURAL DECORATIVE ARTS             |
| COMPUTER- AIDED DESIGN AND ANIMATION | FASHION DESIGN ( * )                      |
| COMPUTER PROGRAMMING ( * )           | AUTOMOTIVE TECHNOLOGY ( * )               |
| COMPUTER TECHNOLOGIES ( * )          | RADIO AND TELEVISION PROGRAMMING          |
| INFORMATION SECURITY TECHNOLOGY      | CIVIL AIR TRANSPORT ADMINISTRATION ( * )  |
| COMPUTER OPERATING                   | CIVIL AIR TRANSPORT ADMINISTRATION (ENG.) |
| MARITIME AND PORT MANAGEMENT ( * )   | CIVIL AVIATION CABIN SERVICES ( * )       |
| FOREIGN TRADE ( * )                  | CIVIL AVIATION CABIN SERVICES (ENG.)      |
| ELECTRICS                            | SPORTS MANAGEMENT                         |
| ELECTRONICS TECHNOLOGY               | SOCIAL SERVICES                           |
| PHOTOGRAPHY AND VIDEOGRAPHY          | TOURIST GUIDING                           |
| FOOD TECHNOLOGIES ( * )              | AIRCRAFT TECHNOLOGY ( * )                 |
| GRAPHIC DESIGN ( * )                 | FLIGHT OPERATIONS MANAGEMENT              |
| PUBLIC RELATIONS AND PROMOTION       | APPLIED ENGLISH TRANSLATION               |
| AIR LOGISTICS                        | APPLIED RUSSIAN AND TRANSLATION           |
| INTERIOR DESIGN                      | THERE IS E.E.                             |
| HUMAN RESOURCES MANAGEMENT ( * )     |   |
| CONSTRUCTION TECHNOLOGY ( * )        | (EVENING EDUCATION) FOR THE PROGRAMS      |
| OCCUPATIONAL HEALTH AND SAFETY ( * ) | MARKED. ( * )                             |
| LOGISTICS ( * )                      |   |

FOR ACADEMIC STAFF EMAIL ADDRESSES:  
[HTTPS://GAVSIS.GELISIM.EDU.TR/](https://gavsis.gelisim.edu.tr/)

## IGVS BY NUMBERS – PROGRAM HEADS/ ACADEMIC ADVISORS

There are 168 academicians in total, including 14 doctor faculty members and 154 lecturers working within the Istanbul Gelişim University Vocational School.

At Vocational School, the 'Program Heads' of all programs serve as academic advisor to the students. The advisor lecturer supports all kinds of issues related to the adaptation process to university and the program in which they are enrolled, learning and maintaining the functioning. The advisor lecturer registration gives support to students many issues such as adding and dropping courses, internal and external transfer, scholarships, double major opportunities, internship processes, student clubs, etc.

Below is the information of our program heads who work in our programs within the Vocational School of Istanbul Gelişim University.

- COMPUTER OPERATORİNG LECTURER MURAT TAŞ
- INFORMATION SECURITY TECHNOLOGY LECTURER TUĞÇE YÜKSEL
- COMPUTER- AİDED DESIGN AND ANİMATİON LECTURER MUHAMMET YÜKSEL
- COMPUTER TECHNOLOGY LECTURER MURAT TAŞ
- COMPUTER PROGRAMMING LECTURER ADNAN KÜRŞAT TEKE
- FOREIGN TRADE LECTURER BURCU DEMİR
- ARCHİTECTURAL DECORATIVE ARTS LECTURER MUSTAFA GÜNAY
- ELECTRICS LECTURER NEVZAT YAĞIZ TOMBAL
- ELECTRONİCS TECHNOLOGY LECTURER NEVZAT YAĞIZ TOMBAL
- MECHATRONİCS LECTURER İLKER İNAN
- BANKİNG AND İNSURANCE LECTURER MUSTAFA KEREM BÖRÜ
- FOOD TECHNOLOGY LECTURER KÜBRA SAĞLAM
- PRINTİNG AND PUBLISHİNG TECHNOLOGİES LECTURER MERTCAN KARACAN
- PHOTOGRAPHY AND VİDEOGRAPHY LECTURER GÖRKEM GÜLAY DOĞAN ATICI
- RADIO AND TELEVİSİON PROGRAMMING LECTURER FERİT ARDA ARICA
- JUSTİCE LECTURER AHENK ÇİÇEK GÜVENÇ
- CONSTRUCTION TECHNOLOGY LECTURER İSMİHAN GÜNAL
- MACHİNERY LECTURER YASEMEN KARAMAN
- ARCHİTECTURAL RESTORATION LECTURER HÜLYA ALGUR MARŞOĞLU
- LOGİSTİCS LECTURER SEREN KAYA
- AUTOMOTİVE TECHNOLOGY LECTURER GÖKHAN ÖZTÜRK
- AIRCRAFT TECHNOLOGY LECTURER ENES KALYONCU
- OCCUPATIONAL HEALTH AND SAFETY FACULTY MEMBER DR.GÜFTE CANER AKIN
- CULINARY LECTURER ZEYNEP TÜRKMEN
- PUBLIC RELATIONS AND PROMOTİON LECTURER ATILLA AKALIN
- TOURİST GUIDİNG FACULTY MEMBER DR. SERCAN YILDIZ
- SOCIAL SERVİCES LECTURE FATMA KAYIM
- GRAPHİC DESIGN FACULTY MEMBER DR. MUSTAFA GÜNAY
- INTERİOR DESIGN LECTURER RABİA SEVDA DEMİRKOL
- FASHİON DESIGN LECTURER ESRA OBUT
- MARİTİME AND PORT MANAGEMENT LECTURER LEVENT BAKIR
- CİVİL AVİATİON CABİN SERVİCES (ENGLISH) LECTURER FATİH FRANK ALPARSLAN
- CİVİL AIR TRANSPORT MANAGEMENT FACULTY MEMBER DR. EKREM SÜZEN
- CİVİL AVİATİON CABİN SERVİCES LECTURER REMZİ SIZAN
- FLİGHT OPERATİONS MANAGEMENT FACULTY MEMBER DR. BİNNUR GURUL
- APPLIED ENGLISH TRANSLATİON LECTURER TUĞÇE APAYDIN
- APPLIED RUSSİAN AND TRANSLATİON LECTURER EMRAH ÖZCAN
- AIR LOGİSTİCS LECTURER SEREN KAYA
- HUMAN RESOURCES MANAGEMENT LECTURER HÜLYA ATEŞOĞLU
- CİVİL AIR TRANSPORT ADMINİSTRATİON (ENGLISH) LECTURER RAMAZAN İNAN
- SPORTS MANAGEMENT LECTURER TEKMİL SEZEN GÖKSU

# LABORATORIES AND FLOOR PLANS

## G BLOCK VOCATIONAL SCHOOL

|                 | <b>G BLOCK VOCATIONAL SCHOOL</b>           |
|-----------------|--|
| <b>ROOM NO.</b> | <b>ROOM NAMES</b>                          |
| 25              | AIRCRAFT COMPOSITE CLASS                   |
| 26              | KITCHEN                                    |
| 27              | AIRCRAFT SYSTEMS LABORATORIES I            |
| 28              | LAB-ELECTRICS                              |
| 29              | AIRCRAFT ENGINE LABORATORIES- II           |
| 30              | LAB- CONSTRUCTION                          |
| 31              | AIRCRAFT ELECTRONICS/ AVIONICS LABORATORY  |
| 32              | AIRCRAFT STRUCTURAL/ MECHANICAL LABORATORY |
| 37              | AIRCRAFT ENGINE LABORATORIES I             |
| 38              | CABIN SERVICES LABORATORY                  |
| 83              | AIRCRAFT SYSTEMS LABORATORIES II           |
| 84              | DRAWING CLASS                              |
| 85              | DRAWING CLASS                              |
| 86              | B2 / Avionics Laboratory                   |
| 101             | DRAWING CLASS                              |
| 111             | PHOTOGRAPHY AND CAMERAMAN CLASS            |
| 112             | COMPUTER LAB- MAC                          |
| 113             | COMPUTER LAB- PC                           |
| 116             | COMPUTER LAB- PC                           |
| 117             | DRAWING CLASS                              |
| 212             | COMPUTER LAB PC                            |
| 213             | COMPUTER LAB- PC                           |
| 216             | COMPUTER LAB- PC                           |
| 217             | DRAWING CLASS                              |
| 218             | DRAWING CLASS                              |
| 312             | SCREEN PRINTING CLASS- LAB                 |
| 312             | LAB- AUTOMOTIVE                            |
| 315             | CERAMICS CLASS- LAB                        |
| 316             | COMPUTER LAB- PC                           |
| 319             | FASHION CLASS                              |
| FLOOR 2         | FOYER PROJECT AREA                         |
| FLOOR 2         | LIBRARY                                    |
| FLOOR 2         | MIMAR SINAN CONFERENCE HALL                |
| GROUND FLOOR    | INFIRMARY- MEDICAL ROOM                    |

# INNOVATIVE LEARNING EXPERIENCES

Carefully prepared  
course content to  
meet the needs of the  
sector



# MODERN LABORATORIES

Classrooms where modern technology can be used



# APPLYING LEARNING TECHNIQUES

Methods of learning  
by living



## LEARNING AND TEACHING METHODS

During the Covid-19 pandemic, which affected our country and the whole world, courses in the Istanbul Gelişim University Vocational School programs were covered through the specified programs synchronously.

**PERCULUS+**

**zoom**



Microsoft Teams



Google Meet



# UNIVERSITY FACILITIES

## Library

Library and Documentation Department was established in 2011, and at that time library services conducted in one campus have been carried out in two campuses in 2012; in 3 campuses in 2014; in 4 campuses in 2017; and 5 different campuses by 2018 in line with the university growth, and under the central library, 4 branch libraries have emerged. These branch libraries are the Vocational School Library (VS), Arts and Engineering Library (AEL), School of Foreign Languages Library (SFL) and Health Sciences Library (HSL). Our libraries have a current and rich collection in printed and electronic environment. The majority of resources is available for use with the open shelving system. Services such as lending, booking within the framework of the membership system are carried out by a professional staff.

## Department of Health, Culture and Sports

Goals of the Department of Health, Culture and Sports;

- To ensure that our students spend their leisure time based on their work, rest and their interests.
- To enable them to gain new interests in social and cultural sense while studying at the same time,
- To provide services that will contribute to improvement of their abilities and personalities effectively.
- To educate them as individuals who take care of their mental and physical health,
- To enable to gain regular and disciplined work, rest and entertainment habits.

With a student-centered approach as the Department of Health, Culture and Sports of Istanbul Gelişim University, we support the concept of 'conscious student' who is entrepreneurial, leader, solution-oriented, dreamy and is able to turn his/ her dream into a project it in order to develop projects that will adapt to business and social life that will contribute to the social consciousness of our students. In addition, it aims to facilitate our students' access to up-to-date information by organizing sectoral, social, and cultural events throughout the year and to follow the dynamics of business life while they are still students.



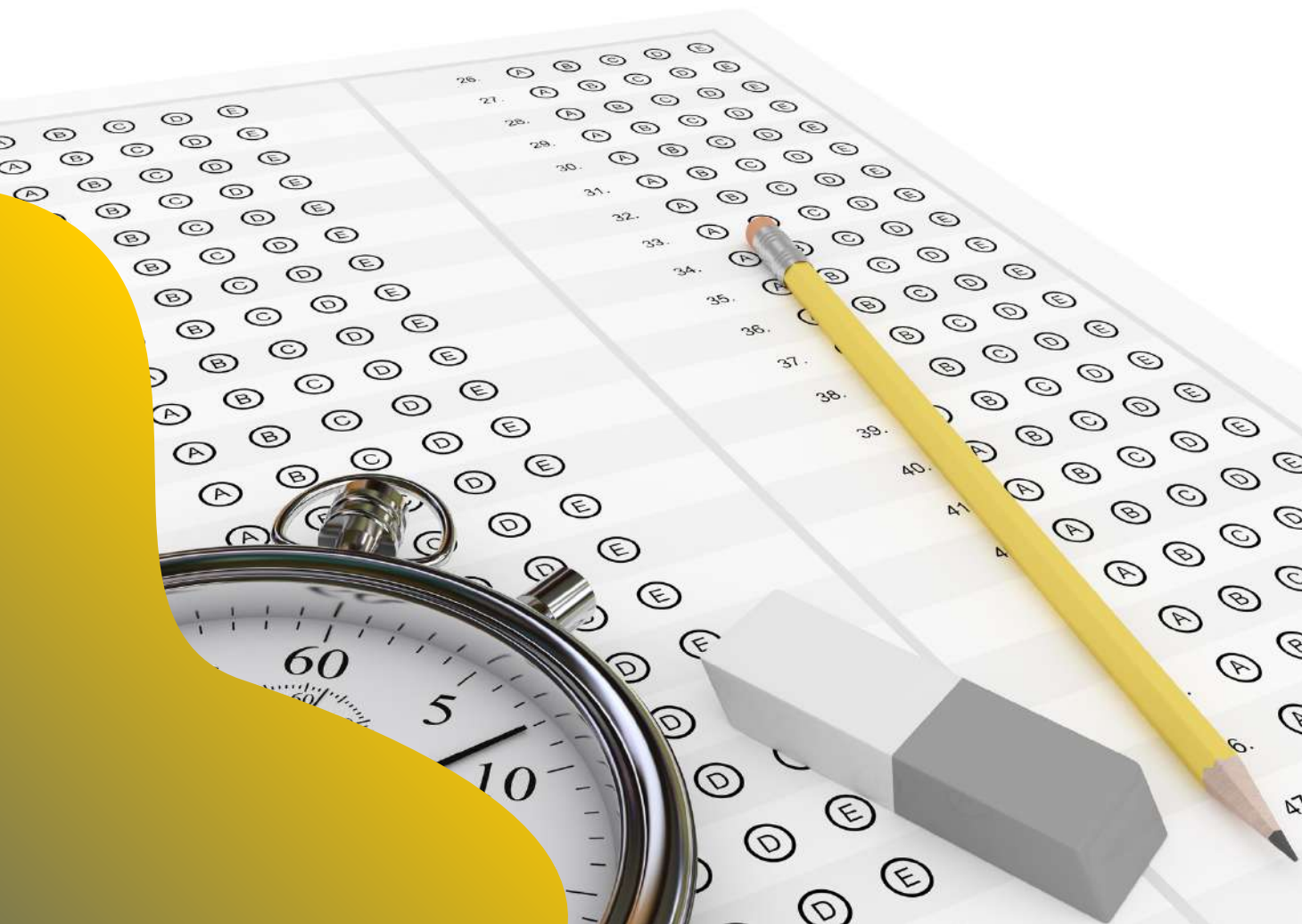
# UNIVERSITY FACILITIES

## Career Development Center

The Career Development Center, which serves students and graduates of Istanbul Gelişim University, aims to direct the education received to the right professional preferences. It supports our students by providing job and internship opportunities within the framework of Career Counseling Service. While transferring theoretical information such as CV preparation, communication with businesses, interview techniques to our students, on the other hand, our students are supported in their career journeys by bringing together sector representatives.

## External Transfer Exam Preparation Course

Our Vocational School students are able to continue their undergraduate education in the proper departments by entering the external transfer exam (DGS) organized by OSYM. In order to prepare for this exam, our Vocational School students are provided with the opportunity of a DGS preparatory course free of charge.





# UNIVERSITY FACILITIES

## Continuing Education Center

Due to the dizzying developments in technology and the rapidly changing dynamics of the business world, the concept of lifelong learning stands out today. In order to become an information society and capture the age in which we live, education is a never-ending process. In line with this understanding, our Continuing Education Center prepares educational programs in social, scientific, technological, cultural and technological fields with current content following the developments in our country and around the world. It aims to update the existing knowledge of our participants and/or to gain new professional skills through programs aimed at individuals of all educational levels.



## Healthcare

Istanbul Gelişim University has centers that provide health services to our students and university staff. Health services at our university continue during the evening education period. Our staff working in these centers who are experts and experienced in their field provides polyclinic services and Emergency Response Services to our students and university staff. In cases of requiring further examination, hospital referral procedures are also carried out by our centers.



# UNIVERSITY FACILITIES

## Accommodation

The fact that our university campus is located in the city center gives our students an advantage in terms of accommodation opportunities. Our university, which is meticulous in this regard, signs a contract with dormitories that will provide the most secure and comfortable accommodation for our students.

## Food and Beverages

Istanbul Gelişim University serves its students with quality products prepared taking into account the daily calorie needs in its dining hall, canteens and cafeterias. All feeding points are regularly inspected by the university administration in terms of cleanliness, compliance with hygiene conditions and price balance.



# UNIVERSITY FACILITIES

## Cultural Activities

We aim to encourage our students and staff to cultural activities and to direct them to various activities regarding to their interests. Our university has student clubs established to support the artistic and cultural development of our students. Through these clubs, our students have the opportunity to produce joint projects with students in different departments. Our university has 7 campuses and there is a conference room and library in each campus. In addition, our Gelişim Tower campus has a mobile cinema and a music room available to our students.

## Sports Facilities

Sports complex located in our university including basketball, volleyball courts, fitness hall, gym, dance hall, table tennis area, tennis court, multi-purpose large hall and indoor gym serves as open to our students. Our aim is to give our students healthy life habits.



# UNIVERSITY FACILITIES

## Erasmus +

Erasmus program learning mobility activity is that a student (who is a Turkish citizen or not) registered in a higher education institution carries out a part of her/ his education in a higher education institution abroad, which is a partner with a bilateral agreement. The duration of the activity covers a period between 3 and 12 months, which can be completed in the same academic year. All students who meet Erasmus application requirements can benefit from the program.



## Transportation

Our university is located on the D100 Highway. It is very easy to access our campuses with its location close to the Metrobus stop and our free ring trips between the stop and the campus.



# STUDENT CLUBS

## IGU Translation Club

IGU Translation Club was established to contribute academic and sectoral development in translation bringing together our students who study translation at our university and are interested in translation. Our club aims to enable to let our students follow the developments in translation throughout their educational lives

to establish a healthy communication with both internal and external stakeholders, to meet different views,

to exchange ideas, and to have discussions about the related area by organizing events such as workshops, social activities, interviews, etc.

IGU Translation Club's activities include:

- \* Announcing events and activities with social media tools,
- \* Organizing translation workshops,
- \* Organizing electronic or printed bulletins and magazines in order to publish the translation works carried out within the club,
- \* Organizing events which allows guests working in the field of translation to share knowledge and experience in accordance with the wishes and needs of members,
- \* Displaying and presenting translated works within the club,
- \* Organizing trips to participate in translation activities outside the university,
- \* Strengthening the communication of club members, organizing activities aimed at contributing to their social development as individuals.





## IGU Maritime Club

Our Maritime Club was established in 2015 by the students of Istanbul Gelişim University Gelişim VS Sea and Port Management Program and started to operate actively.

The maritime club carries out activities in order to connect students in the maritime sector, to maximize their love and interest in maritime, to raise awareness in the maritime field, to ensure unity and to create various social and cultural activities in this context, and to make shares. The Maritime Club in the scope of social and cultural activities aims to create sustainable ties with sector stakeholders

in order to provide information about the maritime sector, to impose maritime culture, to make teamwork widespread, to develop analytical thinking skills and to gain the ability to solve problems related to maritime affairs. In this context, the maritime sector is involved in the training period by carrying out various activities with valuable stakeholders during the academic year. In line with career goals, the maritime sector offers a wide range of job opportunities.

Ship leasing and broking, forwarder enterprises, ship agency, marina and yacht enterprises, commandery enterprises, shipyards and customs enterprises are the examples of port enterprises. At the events held within the scope of the maritime club, our students can find suitable internship places in accordance with their goals and follow the sector closely. In this context, it is contributed to strengthen the theoretical knowledge gained by our students during the education period, to recognize business life,

and to develop business relations. Our maritime club also participates in the activities of the Association of Sailor Students (DÖDER). DÖDER is an association established for the purpose of establishing a unity and continuing activities of maritime faculty, vocational school and maritime vocational high school students on a platform.

As the Maritime Club, the 2017-2018 DÖDER Second Delegation Meeting was hosted at Istanbul Gelişim University. 106 participants and students' problems, expectations and satisfaction were discussed in the event. In addition, the Maritime Club organizes career days events and again follows the sector more closely by participating in various activities carried out by DÖDER. As an example; maritime programs of Vocational Schools VII. Student Workshop and Vocational Schools XVII. Maritime Programs Working Group meeting and Mermaid

Participation in their congresses is also among the prominent activities.



## IGU Maritime Club

The Maritime Club also organizes technical trips as part of the courses in the Maritime and Port Management Program. During technical trips, it is aimed to show, introduce and reinforce professional knowledge about the students' own fields on the spot. For example, a technical trip to the Port of Mardaş can be shown. The Maritime Club organizes "Welcome" parties for our students who have started their new education period. Our students who have just enrolled in our program are introduced to the social facilities of our school. At the same time, an environment is created in which students of the upper semester can share and form unity. In addition to the Maritime Club Activities, our club also encourages students to participate in events such as personal development seminars, entrepreneurship training and orientation activities, CV preparation seminar, etc. IGU Maritime Club students, who have organized many activities in their field since it was established, have also contributed to social responsibility projects. In the new period, it is aimed to organize corporate social responsibility projects and activities that can create social awareness among students in the field of maritime affairs. During the Covid-19 pandemic, our activities will be revised and continued even more actively from where we left in accordance with the new normal during the new academic period.





## IGU Human Resources and Career Club

Who are we ?

The Human Resources and Career Club was established in 2014. Our activities, which we organize and will be in, consist entirely of voluntary student initiatives, as in all student clubs.

Our vision;

It is to be a club which individuals gain self-confidence, raise their communication skills, encourage them to produce and make a difference, have a wide perspective, can easily adapt to change, are innovative, understand human psychology, and have high social skills.

Mission;

In line with the goal we have set, as a club, is to produce solutions and to be a pioneer of innovation by sharing success; to constantly add value to our activities.

Our goal;

In general, our activities are primarily the planning and realization of activities that will contribute to the personal development of individuals. It is aimed to invite the leading people and institutions of the sector to our university and to benefit from their experiences.

We continue our work to become a club that appeals to all students of our university and to recruit active members who will participate in club activities, thus to contribute to the development of individuals.

The Human Resources and Career Club has been a highly active student club since it was established.

Based on the principle of "continuous development", we carry out various activities such as seminars, trainings, social responsibility projects in line with the dynamics of the era. As the Human Resources and Career Club, the activities we have organized during the 2020 - 2021 academic period are as follows;



## IGU Human Resources and Career Club

- "Career. Career tips from Net", Guest: Tuba KARADAĞ IYIÖKUR - Career. Net Marketing Communications Unit Manager
- " Step by step CV Preparation Workshop", Guest: Lecturer Gonca YILMAZ
- " Foreign Projects and Applied Project Writing Training", Guest: Lecturer Elif Habib
- " Remote Work and the New Normal of HR", Guest: Beste Şirin, Director of Flormar Global HR
- " Labour Law Applications during the Pandemic Process", Guest: Ahmet Sait CEYLAN, Mediator, TGS HR Manager
- " Coaching journey", guest: Beste Şirin, Flormar Global HR Director, Professional Certified Coach(PCC)

\* " Employee Loyalty in the New Normal", Guest: Elif Erdogan, Atako Transportation and Shipping Human Resources Specialist

- "Do you know Social Security rights and practices? Labour Law and Social Security Legislation Training", Guest: Mert NAYIR, Labour Law and Social Security Expert

We are happy to see among us those who are interested in our club, who want to be a part of our community.





## Photo and Video Club

Photo and Video Club was established on 30 October 2019. As an active club born out of Radio and Television Programming Program, activities are carried out.

The purpose of our club is;

Providing students with experience in photography, cinema and communication.

To enable students from different departments to come together and make joint projects.

Helping students make connections for their after-graduation work lives by getting to know professionals related to their field.

Increase students' overall cultural levels in photography, cinema and communication.

Increase students' motivation for the field they will work in.

It's about laying the groundwork for them to spend better quality time at campus.

During the 2020-2021 academic period, our activities organized by our club;

- On December 30, 2020, an interview was held with Ilkan Akgül on "Podcast publishing".

- On January 31, 2021, an interview was held with Photojournalist Esra Hacıoğlu on "Photojournalism".

- On February 28, 2021, an interview was held with Journalist and Presenter Duygu Özel Tapan on "News Reporter".

- On March 14, 2021, with radio and television programming student Murat Akbaş, "An interview about our student's experience in the sector" was held.

- On March 26, 2021, stationery and clothing is given to two villages in Mardin for our "Help for Village Schools" project.

- For the second phase of our social responsibility project named "Help for Village Schools-2", a film was shown in Iznik Candarli primary school on June 18, 2021.

Our Social Media Account (Instagram)

<https://www.instagram.com/igufotografvevideo/>

# INFORMATION SERVICES



## GBS

You can view general information about our university through GBS, which we define as a student General Information System. All program curriculums of our university are available on <https://gbs.gelisim.edu.tr/>.  
<https://gbs.gelisim.edu.tr/> - Associate Degree - Istanbul Gelişim Vocational School - Department Program Selection - Curriculum. By following this order, you can access the curriculum of all departments.



## GAVSis

It is a service where you can view the areas of activity, personal information, academic work, academic experience, course notes of our academic staff working at our university within the academic data system.



## DSPACE

DSpace Istanbul Development published by the University of directly and indirectly; books, articles, thesis papers, reports, research data stores to international standards in the digital environment such as the academic resources of the University and assists to monitor the academic performance of resources, long-term to improve the impact of open access publications in accordance with the copyright stores and provides.



## OBİS

It is the information acquisition service available to our students at our university. It is an application that can perform almost all of the operations that our students perform in the student affairs office through the system. In order to enter the OBİS system, you must obtain the necessary information such as user name, password obtained from the Department of Student Affairs.

# INFORMATION SERVICES



## İGÜMER

İGÜMER is a platform where you can quickly and easily create your wishes, complaints, satisfaction, suggestions, and requests. Your feedback will be reviewed by the relevant department and answered as soon as possible.



## ÖĞRENCİ E-MAIL SİSTEMİ

In order for each student to make their internal correspondence easier and faster, we define an email address with [gelisim.edu.tr](mailto:gelisim.edu.tr).



## LMS

It is the distance education platform of our university. Thanks to our LMS system, which stands out during the pandemic period, online courses, online activities and online exams can be done safely and quickly through the system.



## UYGAR

It carries out studies in order to examine developments in science and technology, to conduct research within the framework of international scientific cooperation, to increase the efficiency and quality of research, to cooperate with domestic and foreign application research centers operating in related fields, and to contribute to the development of education programs in related fields.

# FREQUENTLY ASKED QUESTIONS

## HOW TO ENTER OBIS AUTOMATION PROGRAM?

From your web browser, <http://obis.gelisim.edu.tr/login.aspx> by logging in to the address, you can log in with your student number and password given to you from the student affairs. If you are logging into the system for the first time, change your password.

## HOW TO RENEW RECORDS?

Students are enrolled in the courses by selecting the courses they will take for that semester from the Obis automation program on the dates set in the academic calendar and approving them to their advisor. A petition for taking the course is signed by printing it from the automation system and a copy is delivered to the student by the advisor.

## HOW TO ADD – DROP – WITHDRAW FROM A COURSE?

1st week of each semester, is the week of adding, dropping, and withdrawing lessons. During this time, students can drop some of the courses they have added with the approval of their advisors and add new ones.

## WHO IS THE ACADEMIC ADVISOR IN CHARGE OF OUR UNIVERSITY?

For each student enrolled in our university, there is a head of program who guides the student by examining the courses selected by the student every semester from the first grade, check their eligibility, approve the addition and withdrawal of courses, ensure the internship procedures.

# FREQUENTLY ASKED QUESTIONS

## **HOW TO GET A STUDENT ID CARD, WHERE TO USE IT, WHAT TO DO IF IT IS LOST?**

Our students who are eligible to register at our university are issued a student ID card by the Department of Student Affairs after the registration process. To students who have registered or renewed their registration at our university a Student ID card with photo and valid for 1 year is given by the Department of Student Affairs for admission to our university and for the purpose of benefiting from the facilities of our university. In case of loss, information should be provided to the Department of Student Affairs as soon as possible.

## **WHAT IS A TRAVEL CARD AND WHERE IS IT USED?**

It is a discounted transportation card used in public transportation vehicles of the Metropolitan Municipality within the borders of Istanbul. After the student loads the card, the card will be deducted automatically.

## **WHAT IS A STUDENT CERTIFICATE, WHERE IS IT USED, HOW IS IT OBTAINED?**

A student certificate is a document that shows that students enrolled in our university are students. It can be arranged to be given to any institution according to the demands of our students. It can be obtained from the Department of Student Affairs or from the secretariat of the Istanbul Gelişim Vocational School.

# FREQUENTLY ASKED QUESTIONS

## **WHAT IS A TRANSCRIPT, HOW IS IT OBTAINED, WHERE IS IT USED?**

The transcript is a grade status document showing the final success status, semester and general grade point averages of all courses enrolled by the relevant date. It can be obtained from the Department of Student Affairs or from the secretariat of the Vocational School. The student requests the transcript through OBIS and then receives the document from the secretariat. It can be arranged to be given to any institution upon the request of the student.

## **HOW AND UNDER WHAT CIRCUMSTANCES ARE MILITARY OPERATIONS PERFORMED?**

Students who are enrolled in our university are shared with military branches and student information is transferred daily to the higher education information system. Branches follow your school status here.

## **HOW TO UPDATE STUDENT INFORMATION?**

If our students have changed their contact information, they can update their information by personally petitioning the Department of Student Affairs or by logging into the Student Information System (OBIS).



# FREQUENTLY ASKED QUESTIONS

## HOW ARE STUDENT GRADES AND EXAMS ARE DETERMINED?

The success score of a course is calculated by collecting 50% of the grade taken from the semester studies of that course and 50% of the grade taken from the final exams, provided that you get at least 40 points. FF letter grade is processed for the course taken which is below 40 points in the final exams. (IGU Exam Regulation, 4th Section Article; 23).

Also in the 4th section of regulation, notes section, you can see success grades and equivalentents and success status.

[PDF](#)

## HOW CAN I APPLY FOR A DOUBLE MAJOR PROGRAM?

The aim of the double major program is to enable students who carry out their major programs with outstanding success to study at the same time by receiving a diploma free of charge in a second department. Students with an overall GPA of 2,72 out of 4,00 in the major program and who have achieved 20% success in the undergraduate/associate degree program can apply for the second major diploma program free of charge. As a result of the positive result, they can register.

# FREQUENTLY ASKED QUESTIONS

## HOW ARE FINAL GRADES?

For each course students take, one of the following letter grades is appreciated by the instructor as a course grade at the end of the semester; grades shown in the transcript out of 100:

| Letter Grade | Coefficient | Equivalent Points |
|--------------|-------------|-------------------|
| AA           | 4,00        | 90-100            |
| BA           | 3,50        | 85-89             |
| BB           | 3,00        | 75-84             |
| CB           | 2,50        | 65-74             |
| CC           | 2,00        | 60-64             |
| DC           | 1,50        | 50-59             |
| DD           | 1,00        | 45-49             |
| FD           | 0,50        | 40-44             |
| FF           | 0,00        | 00-39             |

Grades not included in the average include:

- 1) g (passes) grade; it is given to students who are successful in non-credit courses in educational programs.
- 2) K (fails) grade; it is given to students who fail the non-credit courses available in the curriculum.
- 3) D (Absentee) grade; it is given to students who fail because they cannot meet their obligations regarding course attendance or course practices. A D grade is treated as an FF grade in the GPA account.

## DO STUDENTS HAVE TO ATTEND CLASSES, PRACTICES AND EXAMS?

Attendance requirement is at least 70% for theoretical courses and 80% for practical courses in the semester. a student who does not fulfill the obligation to continue is considered unsuccessful in this course on any grounds, including suspension from the University with a disciplinary penalty or health report. The absences of students participating in meeting, sports, art events or similar activities representing the University or Turkey absences are not taken into account on these days of activity with the approval of the rector. For our GDCA approved programs (aircraft technology, Flight Operations Management the module exams process varies. (IGU exam regulation, 4th Section Article; 22).

## I MISSED MY EXAM. WHAT CAN I DO?

Students who are unable to take the midterms due to their illness apply to the relevant secretariat within a week following the exam date with a petition stating their excuses and reports received from state hospitals. Students whose reports are accepted by the relevant board of directors use their exam rights between the dates specified in the academic calendar. For make-up exams, you are not given the right to a second make-up exam.

# FREQUENTLY ASKED QUESTIONS

## **DOES THE MEDICAL REPORT APPLY TO MY ABSENCE?**

Students participating in meetings, sports, art or similar activities representing the university or Turkey with the approval of the rectorate are not taken into account their absences on these days of activity. In addition, no excuses are accepted, including a medical report related to the absence.

## **WHICH HEALTH REPORTS ARE VALID?**

Reports from state hospitals

## **WHAT SHOULD I CONSIDER WHEN MAKING COURSE CHOICES?**

Course registration must be made on the dates specified in the academic calendar. First, the failed courses from the previous semester are taken. The course registration form must be approved by the advisor. In courses that are required to attend, partially overlapping courses cannot be taken. In case of an overlap the course that must be taken first is the repeated course.

## **DO I HAVE THE RIGHT TO OBJECT TO THE EXAM RESULT?**

Students can object to the exam results within one week of the announcement of grades. The objection is made by a petition to student affairs. If a material error is detected as a result of the examination conducted by the relevant lecturer, this error is corrected. If it is understood that there is no material error, the situation is processed by the lecturer on the petition of the person concerned and the result is reported to the student concerned. Appeals are concluded no later than fifteen days from the date of admission of the student's appeal.

# FREQUENTLY ASKED QUESTIONS

## WHAT GPA SHOULD WE HAVE IN ORDER TO GRADUATE?

- (1) Students who have succeeded in all of the courses shown in the curriculum and have increased their GPA to at least 2.00 and have achieved the graduation requirement get a bachelor's or associate's degree with a diploma supplement. The documents of those who are eligible to receive a certificate of high honor and honor are also issued together with their diplomas.
- (2) Students who are eligible for a Diploma must obtain a discharge certificate from the relevant departments in order to obtain their diploma.

## WHAT HAPPENS IF I DON'T DO COURSE REGISTRATION?

A student who does not register for courses at the beginning of the semester cannot take courses and exams in that semester and cannot benefit from student rights. This period is counted as the student's study period.

## CAN I FREEZE REGISTRATION?

- (1) If students apply no later than thirty days from the beginning of the academic year for justified and valid reasons, they may freeze the registration of two semesters in associate degree education and a maximum of four semesters in undergraduate education by the decision of the relevant board of directors.
- (2) Illness, natural disasters, detention, economic reasons, conviction and suspension of military service, which the student declared as an excuse, the relevant board of Directors may also freeze the registration during the semester for reasons deemed appropriate.
- (3) If registration is frozen for the reasons specified in the second paragraph, the student must apply to the Department of Student Affairs no later than twenty days after the event occurred and prove the event with the necessary documents. If these reasons continue, the registration freeze period may be extended by the relevant board of directors.
- (4) A student who freezes registration cannot continue classes and take their exams. In case of registration freeze, 20% of the tuition fee for the frozen periods must be paid.

# FREQUENTLY ASKED QUESTIONS

## WHAT ARE THE CONDITIONS FOR A SINGLE COURSE EXAM?

Students who have fulfilled the exam requirement for their graduation, but have failed by taking FF from one course, if they apply with a petition, they will take the one course exam of this course at the end of the semester in which they remain in one course. The success score of the students taking the single course exam is determined by the score they received only in the single course exam, without taking into account the scores obtained from their semester activities.

## HOW TO REGISTER FOR A SINGLE COURSE EXAM?

If the student is in the course period, he / she is obliged to register for the course if he / she wants to take the single course exam. If it is outside the course period, a single course exam can be taken without registering for the course. Students can take the exam on the date of the single course exam in the academic calendar by applying to the relevant Dean/Director Secretariat on the application dates specified in the academic calendar.

## DOES ABSENTEE STATUS APPLY TO BOTH MID-TERM AND FINAL EXAMS?

Losing the right to take the exam due to absenteeism only applies to the final and completion exams.

## WHAT SHOULD I DO IN THE MANDATORY SUMMER INTERNSHIP PROCESS?

Internship process;

1. Determination of internship location.
2. Determination of internship starting and ending dates.
3. Filling out the internship application form.
4. Filling out the internship book.
5. Receiving the internship book.
6. Termination of internship procedures

# FREQUENTLY ASKED QUESTIONS

## INTERNSHIP APPLICATIONS ARE AS FOLLOWS:

<https://myo.gelisim.edu.tr/>  
[myo@gelisim.edu.tr](mailto:myo@gelisim.edu.tr)  
[myostaj@gelisim.edu.tr](mailto:myostaj@gelisim.edu.tr)

- Student > forms and documents > Summer Internship form must be completed in a computer. The completed form must have a wet signature and stamp by the institution where the internship is performed. The student must also sign wet.
- The form is filled out completely by the trainee student should be sent to [myostaj@gelisim.edu.tr](mailto:myostaj@gelisim.edu.tr) e-mail address. The internship application form must be sent to the designated e-mail address no later than 10 days before the designated internship start date.
- Students who are deemed eligible to do an internship should perform their internship in the relevant dates.
- During the internship period, the internship book must be filled out as desired by the student.
- Students who have completed their internship must hand over their books to their internship coordinator teachers.

## HOW CAN I ATTEND TO AN ERASMUS PROGRAMME?

You can reach to Erasmus+ program regulation of our university from the link below. For detailed information, you can contact our Vocational School Erasmus+ coordinator lecturer Emrah ÖZCAN ([eoacan@gelisim.edu.tr](mailto:eoacan@gelisim.edu.tr)).

<https://dio.gelisim.edu.tr/Sayfa/erasmus-programi-yonergesi>

# İGMYO

Aylık E-Bülten

Temmuz  
2021  
Cilt 1 / Sayı 7

[myo.gelisim.edu.tr](http://myo.gelisim.edu.tr)

## İGMYO e-bulletin

Istanbul Gelişim Vocational School has started to publish e-newsletters monthly as of January 2021. E-bulletins are published both in English and Turkish. Bulletins containing developments in our university contain 5 main titles;

- \* Being a student at Istanbul Gelişim Vocational School,
- \* Clubs are speaking,
- \* News from Istanbul Gelişim Vocational School,
- \* Personnel agenda
- \* Events

Under the heading "being a student at IGVS", there are informative articles prepared by our academic staff of our university with current topics from different fields.

In the "clubs are speaking" section, information about the aims and activities of the various clubs of our university which our students joined.

In the "news from IGVS" section, articles, papers and news about the developments in the academic career of our university academic staff are included.

In the "personnel Agenda" section there are appointments and assignments related to academic staff within our university.

In the "Events" section, news about the events held in IGVS is provided.

You can follow the developments in our vocational school through our social media channels.

# IGMYO WEB ADDRESSES

## SOCIAL MEDIA ADDRESSES

[myo@gelisim.edu.tr](mailto:myo@gelisim.edu.tr)

[myostaj@gelisim.edu.tr](mailto:myostaj@gelisim.edu.tr)

[myoyataygecis@gelisim.edu.tr](mailto:myoyataygecis@gelisim.edu.tr)



[@igumyo](https://twitter.com/igumyo)



[@igumyo](https://www.instagram.com/igumyo)



[@igumyo](https://www.youtube.com/igumyo)

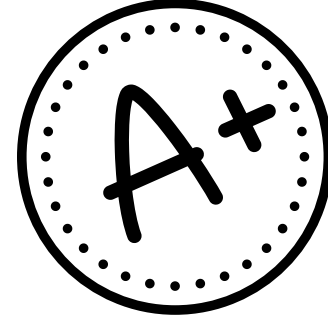


[@igumyo](https://www.facebook.com/igumyo)

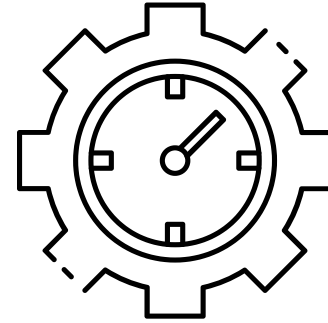


# USEFUL LINKS

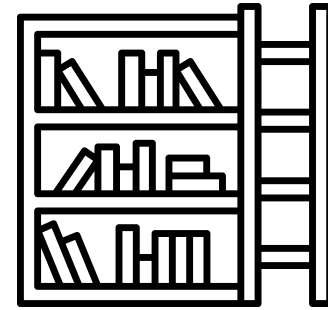
## REGULATIONS GUIDELINES



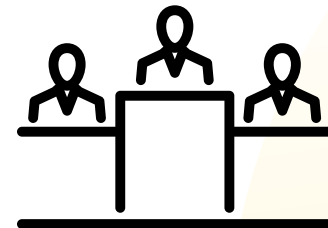
[ISTANBUL GELIŞİM UNIVERSITY ASSOCIATE  
AND BACHELOR'S DEGREE ACADEMIC AND  
EXAMINATION REGULATION](#)



[STUDENT DISCIPLINE REGULATION](#)



[LIBRARY GUIDELINE](#)



[STUDENT COUNCIL GUIDELINE](#)



# Welcome To The Family Of Istanbul Gelisim Vocational School.

IGU Vocational School is in Block G.

IGU Vocational School e-mail address: [myo@gelisim.edu.tr](mailto:myo@gelisim.edu.tr) is. Announcements, regulations and guidelines, academic forms and documents, academic and administrative staff information, academic calendar, departments and contact can be accessed here.

The Student Information System is called "OBIS". All course registration procedures and follow-ups, grades and absentee status and announcements can be tracked through this system. Our students can participate in many ongoing trainings at the Continuing Education Center (SEM). [sem@gelisim.edu.tr](mailto:sem@gelisim.edu.tr)

In the department of health, culture and Sports (SKS), our students can participate by following events and organizations and actively participate as members of a club that they consider suitable for themselves.

Our students can access all the resources in our libraries, whether by going or online.

<https://kddb.gelisim.edu.tr/>

Our students from outside the city are required to arrange a dormitory or house for accommodation. Istanbul Gelisim University is within walking distance of the nearest public transport.

There are free ring services which take you to public transportation in front of every block of Istanbul Gelisim University and bring you to our university from there. Service hours are arranged by taking into account both normal education and evening education course hours.

Students can wait for the course time in the canteen, garden, deckhouse and libraries where they will spend pleasant time before or between classes.

# SEMESTERS

## 1ST SEMESTER

Information that is important to our students when the curriculum is announced; information such as the hours and days of courses, classroom and course content are in Obis. Some courses some theoretical courses the job application form. Some lessons are conducted remotely and others face-to-face.

Our students will attend the orientation meeting of the program head in the first week and obtain information about Istanbul Gelişim University, IGVS, its classrooms, laboratories, general rules and guidelines.

## 2ND SEMESTER

First semester is the semester which our students learn about our university and its processes

By following the guidelines for the “summer internship” that our students will do when the second semester is over students must fill in the forms and obtain the internship approval by the specified days and dates.

### **Summer School**

Our students who have never taken the lower semesters, who took the lesson and lose the right to attend the exam, who took it and failed, or who wants to raise their GPA can take courses in the summer school.

## 3RD SEMESTER

Our students who registrate to courses on the dates specified in the academic calendar at the beginning of the 3rd semester should give priority to the lessons they failed. Another important point of this period is the “summer internship”. Our students who complete their internships in summer can deliver their internship books to their internship coordinator teachers and complete the internship process. Our evening education students can complete mandatory summer internships in this semester.

## 4TH SEMESTER

In the last semester of our university which is the spring semester of 2nd year our students are it is being prepared. Students who want to complete the 4-year undergraduate program, our university can take free DGS exam courses of our university. In addition, our students who are successful and continuing at our university, can take 50% scholarship in the same year and continue their education with this opportunity. At the end of this semester, our students can take grade upgrade exams or single-course exams. Our students who finish the 4th semester can attend the graduation ceremony held every year. They can share this important memory with their family, friends and lecturers. At the end of this semester, our students who have not completed their mandatory summer internship can complete their internship. As for the courses that failed at the end of the 4th semester, our students can take their courses provided in summer school if they meet the relevant conditions.

**DEAR STUDENTS**

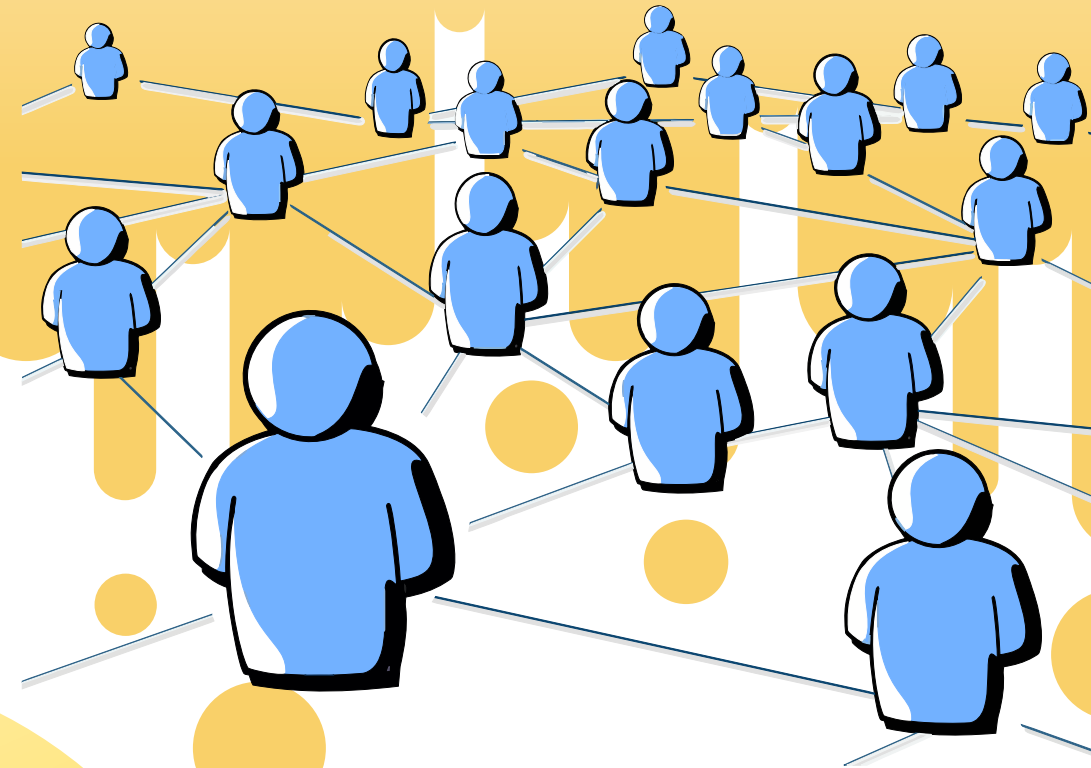
You can follow our social media accounts on

**Instagram, Twitter, Youtube, Facebook** to keep up to date.

Digital promotional videos of our programs at Istanbul Gelişim Vocational School took place with the contributions of our esteemed family members.

Now it's time to spread our videos in IGU!

**Follow us and stay...!**



**@igumyo**

