

ISTANBUL GELISIM UNIVERSITY VOCATIONAL SCHOOL



ISTANBUL GELISIM UNIVERSITY
IGVS

"BE OPEN TO DEVELOPMENT"



ISTANBUL
**GELISIM
UNIVERSITY**

2022 STUDENT HANDBOOK

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IGMYO DIRECTOR'S MESSAGE

Dear Students,

You are now a university student at the end of an intensive study process. You are now on the last straight, at the right address to have your dream job. 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 technician candidate who draws a surveying of a building in the drawing class, a chef candidate who prepares a sauce for a special meal in the culinary workshop, a candidate clerk recording the statements of the parties in the courtroom workshop, a candidate video editor editing the short films he has shot, an aircraft technician candidate who changes a part of the aircraft engine in aircraft workshops and learns how to rivet or hammer, the flight operations specialist candidate who makes flight planning between two points, the cabin crew candidate who makes an announcement to the passengers in the mock-up class or serves food and beverage, a screen printing expert candidate who makes screen printing in the screen printing workshop, a fashion designer candidate who designs clothes in the fashion workshop, a service technician candidate who disassembles the engine parts in the automotive workshop, and the happy members of the Gelisim family, who relax and chat while sipping their coffee in a decent cafe.

In short, we develop our students' production competencies and we would like to see you among us to be a member of this happy family.

Love and regards...

Assistant Professor İsmail Cem AY
Director of Istanbul Gelisim Vocational School





9.321
Current Student

HISTORY

Istanbul Gelisim Vocational School started education with 9 programs in 2008 and became a school that forms the main core of Gelisim University. It has grown and developed in a period of 10 years, reaching 19 departments, 37 programs and 9.321 students. In 21 of 37 programs, evening instruction is carried out.

Istanbul Gelisim Vocational School continues its educational activities with its experienced and strong academic staff. In addition to the permanent academic staff, the leading names of the sector are employed part-time, providing the students the opportunity to learn their practical experience in business life.

Istanbul Gelisim Vocational School, that has moved to its new campus as of the Fall Term of the 2017-2018 Academic Year, offers a field of application with a total of 22 workshops, mainly Aircraft Maintenance Workshops, Mock-Up, Kitchen, Electricity, Construction, Automotive, Serigraphy, Ceramics and fashion workshops and 7 Computer Laboratories one of which is MAC in its new campus so that students can apply their theoretical education practically.

Our School's Aircraft Technology Program has the School Approval Certificate recognized by the Directorate General of Civil Aviation (DGCA), as well as the Flight Operations Specialist Training (Dispatcher) Authorization Certificate from the Directorate General of Civil Aviation.

Apart from our two programs with Directorate General of Civil Aviation (DGCA) authority, licensing processes for the "Certified Cabin Crew Basic Training Establishment Certificate" for Civil Aviation Cabin Services Turkish and English Programs and "Certified Ground Handling Training Establishment Certificate" for Civil Aviation Transport Management Turkish and English Programs at Directorate General of Civil Aviation (DGCA) are continuing.

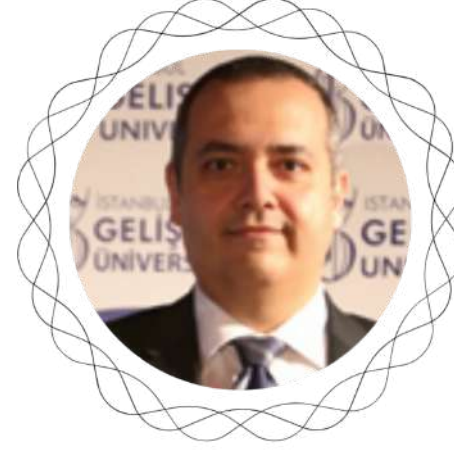
Mission

To equip our students in all the programs with innovations in their fields, to keep them informed of current developments, to keep this process alive with scientific activities, and to support the scientific studies of lecturers. To be the solution for the need of qualified intermediate staff with the qualifications required by the sector, to have assimilated the latest technological developments, to have developed a practical side.

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 demanded by the market and who are all employed after graduation.

ADMINISTRATIVE STAFF



DIRECTOR OF ISTANBUL GELISIM VOCATIONAL SCHOOL

Assistant Professor İsmail Cem AY



ASSISTANT DIRECTOR OF ISTANBUL GELISIM VOCATIONAL SCHOOL

Lecturer Ahmet Burak TURGUT



ASSISTANT DIRECTOR OF ISTANBUL GELISIM VOCATIONAL SCHOOL

Lecturer Esat DAŞDEMİR



ISTANBUL
GELISIM
UNIVERSITY

CAMPUS

ISTANBUL GELISIM UNIVERSITY BUILDING CODES

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EDUCATION SYSTEM & OPPORTUNITIES

ACADEMIC CALENDAR

Each academic year consists of two terms, fall and spring. Each semester includes a 14-week educational process. Mid-term exams are held in the middle of the 14-week process, and final exams and make-up exams are held at the end. Important issues such as course selection and final enrollment, add and drop courses, applications for double major and minor programs, summer school enrollment and training, and exemption exams take place on certain dates within the scope of the academic calendar. No action can be taken on related matters outside of the specified dates. Therefore, it is very important to follow the academic calendar.

The academic calendar is available on the website of Istanbul Gelisim University. You can review the academic calendar by following the steps below:

- Istanbul Gelisim Vocational School -> 2022-2023 Academic Year

[Click](#) to access the academic calendar.

ELECTIVE AND COMPULSORY COURSES

- **Compulsory courses:** Refers to the courses that the student has to take.
- **Elective Courses:** It refers to the courses that the students can take among the courses specified in the curriculum. These courses will be displayed as “Departmental Elective and Non-Departmental Elective course pool” when choosing courses on your OBIS account.
 - **Elective Course Examples:** Robotics, Body Language and Effective Speech, Data Mining, Motor Vehicles Mechanics, Flight Knowledge, Fundamental Meteorology, Handball, Artificial Intelligence, Sustainable Architecture, Cryptology Algorithms, Nutrition, 3D Modelling, Mobile Game Programming, World Cuisines, Criminology, Entrepreneurship, Machine Learning

The screenshot displays the Istanbul Gelisim University website. At the top, there is a navigation bar with various service links: OBIS, PERSIS, GBS, EBYS, ÖMS, PMS, GAVSIS, LMS, DSpace, E-Kapi, IguMER, and a 'We'll Call You | TR |' link. The main header includes the university logo and name, along with a search bar and a 'Call Center' number (0 212 422 70 00). The central content area features a 'Regulations - Guidelines' section with links for 'Regulations', 'Guidelines', and 'Academic Calendar'. Below this is a 'We'll Call You' form with input fields for 'Name Surname', 'E-mail', and 'Phone'. On the left side, there is a 'Academic Calendar' section with three dropdown menus: 'Fakülte/Enstitü/Yüksekokul/Meslek Yüksekokul' (with 'Select Faculty' below it), 'Akademik Yıl' (with 'Select Academic Year' below it), and 'Akademik Olay' (with 'Select Event' below it).

EDUCATION SYSTEM & OPPORTUNITIES

COURSE SELECTION

Student Information System (OBIS) is the information service offered to our students at our university. Almost all the transactions that our students perform in the student affairs office can be performed through this system. In order to enter the OBIS system, you need to obtain information such as "Username", "Password" from The Directorate of Student Affairs which you are affiliated to. Course selection procedures are going through OBIS. In the meantime, there are Compulsory courses offered to you and elective courses separated as Non-Departmental Elective and Department Elective. By choosing these courses, you will be able to select courses within the framework of the required ECTS credits. [Click](#) to access OBIS.

COURSE SYLLABUS (CURRICULUM)

The syllabus is a table that includes the contents, learning outcomes, weights of theory and practice content of your courses, and weekly course topics. You can access the syllabus of all courses on the Gelisim Information System (GBS) by following the steps below.

- Associate Degree -> Istanbul Gelisim Vocational School -> Choosing the Department / Program -> Curriculum -> Choosing the Course

[Click](#) to access GBS.

The screenshot displays the website for Istanbul Gelisim Vocational School. The header includes the school's name and navigation links for Home, Academic, and Contact Form. A sidebar menu on the left lists various university services. The main content area is titled 'Course Structure & Credits' and features a table for the 1st semester of a 1-year program. The table lists courses with their codes, titles, and ECTS credits, categorized by Academic (A), Practical (P), Laboratory (L), and Credit (C).

1. YEAR						
1. SEMESTER						
CODE	TITLE	A	P	L	C	ECTS
ATA101	PRINCIPLES OF ATATURK AND THE HISTORY OF TURKISH REVOLUTION I	2	0	0	2	2
BIL101	INFORMATION TECHNOLOGIES	0	2	0	1	2
HTP109	BEHAVIORAL SCIENCES	1	2	0	2	5
HTP111	INTRODUCTION TO PUBLIC RELATIONS	3	0	0	3	5
HTP113	INTRODUCTION TO COMMUNICATION	3	0	0	3	6
IKP113	HUMAN RESOURCES MANAGEMENT	3	0	0	3	5
TRD101	TURKISH LANGUAGE I	2	0	0	2	2
YDL101	FOREIGN LANGUAGE I (ENG.)	3	0	0	3	3
<i>A:Academic, P:Practical, L:Laboratory, C:Credit</i>		19	30			

EDUCATION SYSTEM & OPPORTUNITIES

EXAMS

Exams are held face-to-face during the Midterm and Final weeks, which are stated in the Academic Calendar. If you cannot attend the midterm exams due to health reasons, you can request an Additional Midterm Exam by sending the report which you received from a full-fledged state hospital to myo@gelisim.edu.tr. If you encounter a similar situation in the final exams, you can compensate for the final exam by taking the make-up exam.

Students who cannot attend the midterm exams due to their health situation apply to the relevant secretarial within one week following the exam date, with a petition stating their excuses and their reports from state hospitals. Students whose reports are accepted by the relevant Administrative Board can take the additional exam between the dates specified in the academic calendar. A second make-up exam is not allowed for make-up exams.

[Click](#) for detailed information about the exams.



EDUCATION SYSTEM & OPPORTUNITIES

GRADING SYSTEM

The final grade of a course is calculated by adding 50% of the grade received from the semester studies of that course and 50% of the grade received from the final exams on the condition of getting at least 40 points. For the course taken below 40 points in the final exams, FF letter grade is given.

Students who successfully complete the course/courses corresponding to each module in the associate degree education programs (Aircraft Technology and Flight Operations Management), which are given the authority and responsibility of the school recognized by the Directorate General of Civil Aviation (DGCA), are given the right to enter the Recognized School Graduation Certificate Module exams. Those students who get at least 75 out of 100 or BB letter grades in each of the module exams are given a Recognized School Graduation Certificate in addition to their diplomas upon graduation.

Students who successfully complete the courses corresponding to each module in the Flight Operations Management Associate Degree authorized by the Directorate General of Civil Aviation (DGCA) are given the right to take the Flight Operations Specialist Basic Training Certificate Module exams. Those students who get a letter grade of at least 75 out of 100 or BB in each of the module exams are given a Flight Operations Specialist Basic Training Certificate in addition to their diplomas upon graduation.

[Click](#) to access the regulation.

SUCCESS EVALUATION

For each course students take, one of the following letter grades is assigned by the instructor as the end-of-term course grade. The grades shown in the transcript out of 100 are indicated in the image on the right. Grades not included in the average are:

- G (Pass) grade; it is given to students who are successful in non-credit courses in educational programs.
- K (Fail) grade; it is given to students who fail the non-credit courses available in the curriculum.
- D (Absent) grade; it is given to students who fail because they cannot meet their obligations regarding course attendance or course practices. D grade is treated as an FF grade in the GPA account.

FINAL GRADE	COEFFICIENT	EQUIVALENT VALUE
AA	4.00	90-100
BA	3.50	85-89
BB	3.00	75-84
CB	2.50	65-74
CC	2.00	55-64
DC	1.80	45-54
DD	1.50	40-44
FF	0.00	00-39

EDUCATION SYSTEM & OPPORTUNITIES

ACADEMIC SUCCESS SCHOLARSHIP

Istanbul Gelisim University rewards our successful students with Success Scholarships during their education. In addition, successful students with insufficient financial situation are provided with scholarship opportunities at the rate determined by the Board of Overseers.

DOUBLE MAJOR PROGRAMS (DMP)

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. They can register if application resulted positively.

INTERNSHIP

Internship is the period of developing professional skills by learning practically. Internship application and process are as follows:

- Student -> Forms and Documents -> Summer Internship Form (The form should be filled in the computer environment.). To reach the form [click](#).
- The completed form must have an ink signature and stamp by the institution where the internship is performed.
- The student must also sign with ink signature as well. The form which is filled out completely by the intern student should be sent to myostaj@gelisim.edu.tr. Students should use their xxxxxx@ogr.gelisim.edu.tr university mail address while sending mails (If you cannot access to your university mail account, [click](#) for information.) The internship application form must be sent to the determined e-mail address no later than 10 days before the determined internship start date.
- Students who are approved eligible for internship should perform their internship in the relevant dates. During the internship period, the training record book must be filled out by the student as required.
- Students who have completed their internship must hand over their record books to their internship coordinator teachers.

EDUCATION SYSTEM & OPPORTUNITIES

SUMMER SCHOOL

In the summer school, students can take the courses that they have never taken in the previous terms, they can take courses that they took in the past but missed the final exam or failed, or they can take courses to increase their grade point average (GPA).

GRADUATION

Students who have been successful in all the courses shown in the curriculum, have GPA at least 2.00 and have met the graduation requirement, are given a bachelor's or associate's degree diploma and a diploma supplement. Certificates of those who are entitled to receive high honor and honor certificates are also given with their diplomas.

Students who are entitled to receive a diploma must obtain a discharged certificate from the relevant units to receive their diploma.





HEALTH

INFIRMARY AND HEALTH SERVICES

Except for the infirmary located on the campus of Istanbul Gelisim Vocational School and serving with experienced health personnel between 08:30 and 22:00, our students can receive health services from the infirmaries located in all campuses of our universities, including the Rectorate Building.

PSYCHOLOGICAL COUNSELING UNIT

Counselling service is the unit where students can consult and get support for their needs. Istanbul Gelisim University aims to support the individual, social and academic development of its students throughout their university life. It provides psychological counseling and guidance to students in solving their psychological, social and educational problems. [Click](#) for detailed information.

SPORTS IN GELISIM

Istanbul Gelisim Vocational School students can benefit from the equipped gyms in which academic education is provided within the body of the School of Physical Education and Sports (BESYO) within our university. In addition, our students can take part in the school volleyball, basketball, and football teams under the management of professional coaches who are teaching staff at BESYO according to their interests and abilities. [Click](#) to get detailed information.



STUDENT SUPPORT OFFICES

CAREER DEVELOPMENT CENTER

As IGU Career Center, we have activities to increase the personal awareness of our students, graduates and employees, to support them for following the developments in their fields closely, to make it possible for them to be individuals who are measured and rational in their decisions, make a plan and anticipate the obstacles they may encounter while advancing in line with their plans. The activities are listed below:

- Self-Assessment & Personality Inventories
- Career Management Workshops – My Career Route
- Professional Development Certificate Program – Strong Steps
- Personal Development Workshops
- Career Counseling and Career Coaching
- Career Fairs
- Career Talks
- Economic and Sectoral Research
- Company Trips
- Resume Writing
- Competency Based Interview Workshop
- Peer Mentoring Development Leaders Academy

[Click](#) for detailed information.





STUDENT SUPPORT OFFICES

ERASMUS OFFICE

Erasmus+ Program is the EU's grant program in the fields of education, youth and sports. It supports education, training, internship, professional development, non-formal learning-based youth activities and cooperation between institutions abroad.

There may be differences in the application requirements for each academic year. For this reason, the current conditions are stated in the announcement text of that academic year. However, the general principles are as follows:

- The student must be at least a second-year student at the time of participation in the program & have at least 30 ECTS equivalent courses before graduation.
- Grade Point Average (GPA) must be at least 2.20/4.00 at Associate's/Bachelor's level.

Note: Students who will participate in the mobility must be full-time and have a course load that can follow 30 ECTS credits for the semester they will study.

- **Study Mobility:** This opportunity allows students to get education and training in another country. [Click](#) for detailed information.
- **Internship Mobility:** This opportunity gives students the opportunity to do an internship or gain work experience abroad. All students can benefit from Erasmus+ Internship Mobility. Students who will be placed within the scope of Internship Mobility have the right to do internship for a minimum of 2 months and a maximum of 12 months. Internship can also be done in the summer term. [Click](#) for detailed information.





STUDENT SUPPORT OFFICES

SECRETARIAT OF VOCATIONAL SCHOOL

Vocational School secretariat is the administrative unit employed to take the necessary precautions for the effective, efficient, and compatible work of the members of the administrative organization within the framework of the legal regulations, to plan, coordinate and organize administrative activities, to supervise, and to assist the unit managers in administrative and technical matters.

You should contact our vocational school secretariat for your procedures such as exemption exams, make-up exams, submission of petitions and documents related to minor or double major applications, obtaining a student certificate* and any problems you may have.

* Student certificate can also be obtained via electronic state.

STUDENT AFFAIRS

The Directorate of Student Affairs is one of the units that students most frequently contact with throughout their academic life. It is the unit that students will contact for providing student certificate, military status certificate, course content, documents and carrying out processes in lateral / vertical transfer, for managing the internship process and supplying related documents for internship processes etc.

Apart from going to the office, students can also contact the student affairs office via phone and e-mail. Student affairs contact and transportation information is as follows:

- **Location:** Rectorate Building, Block A
- **Phone Number:** 0212 422 70 00- 0212 422 74 01
- **E-mail address:** oidb@gelisim.edu.tr



STUDENT SUPPORT OFFICES

RESEARCH AND PROJECT SUPPORT OFFICES

Istanbul Gelisim University is a university that values the research studies of both academicians and students and supports both its students and staff for new projects. IGU listens to all its students who say, “I Have a Project” and provides all kinds of opportunities to implement these projects.

TECHNOLOGY TRANSFER OFFICE (TTO)

The aim of the TTO is to transform the research and development studies carried out within Istanbul Gelisim University into products and services with added value, in a way that will contribute to the increase in the standard of living in the world, accelerate national development and increase Turkey's international competitiveness.

It is among the goals of TTO to provide necessary information and guidance for academicians, researchers, students and graduates to start their own initiatives, and to establish the necessary collaborations for this purpose.

[Click](#) for detailed information about IGU TTO.

OFFICE HOURS

Office hours are the time periods where you can talk to the lecturers about the lessons, ask questions, get information about your academic life and future, and get advice.

Office hours are determined by the lecturers of the departments at the beginning of each academic term, especially in the fall and spring terms, and our students are informed about this issue. For detailed information about office hours, please contact your department lecturers and pay attention to the announcements on the Vocational School website.



IGMYO PROGRAMS

Istanbul Gelisim Vocational School has reached 19 departments, 37 programs and 9.321 students. Evening education is provided in 21 of 37 programs.

There are total of 170 academicians, including 14 assistant professor and 156 lecturers, working within the Istanbul Gelisim University Vocational School. In the Vocational School, the 'Program Heads' of all programs are the academic advisors of the students. The advisor lecturer provides support in all matters related to the adaptation process of the student to the university and the program student is enrolled in, learning and maintaining the operation. The advisor lecturer registration gives support to students about many issues such as adding and dropping courses, vertical and lateral transfer, scholarships, double major opportunities, internship processes, student clubs, etc.

JUSTICE (*)	MACHINERY
CULINARY (*)	MECHATRONICS
BANKING AND INSURANCE (*)	FASHION DESIGN (*)
COMPUTER-AIDED DESIGN AND ANIMATION	AUTOMOTIVE TECHNOLOGY (*)
COMPUTER PROGRAMMING (*)	PASTRY AND BAKERY
COMPUTER TECHNOLOGIES (*)	RADIO AND TELEVISION PROGRAMMING (*)
INFORMATION SECURITY TECHNOLOGY (*)	CIVIL AVIATION TRANSPORTATION MANAGEMENT (*)
MARITIME AND PORT MANAGEMENT (*)	CIVIL AVIATION TRANSPORTATION MANAGEMENT (ENG.)
FOREIGN TRADE (*)	CIVIL AVIATION CABIN SERVICES (*)
ELECTRICS	CIVIL AVIATION CABIN SERVICES (ENG.)
ELECTRONICS TECHNOLOGY	SPORTS MANAGEMENT
FOOD TECHNOLOGIES (*)	TOURIST GUIDING (*)
GRAPHIC DESIGN (*)	AIRCRAFT TECHNOLOGY (*)
PUBLIC RELATIONS AND ADVERTISEMENT	FLIGHT OPERATIONS MANAGEMENT
AIR LOGISTICS	APPLIED ENGLISH TRANSLATION
HYBRID AND ELECTRIC VEHICLES TECHNOLOGY	WEB DESIGN AND DEVELOPMENT
INTERIOR DESIGN	
HUMAN RESOURCES MANAGEMENT (*)	(EVENING EDUCATION) FOR THE PROGRAMS
CONSTRUCTION TECHNOLOGY (*)	MARKED (*).
OCCUPATIONAL HEALTH AND SAFETY (*)	
LOGISTICS (*)	

For academic staff e-mail addresses; You can visit <https://gavsis.gelisim.edu.tr/> website.

INFORMATION SYSTEMS

LEARNING MANAGEMENT SYSTEM (LMS)

LMS is a set of web-based applications created for online education, where course materials (such as videos, documents, announcements) are shared and reports are made, established to increase the efficiency of training with the distance education system.

LMS works in sync with OBIS for students and PERSIS for instructors. Through LMS, students can easily access course documents, asynchronous course videos, synchronous live lessons, online exams and homework submission.

Our students can log in to LMS using their nine-digit student numbers and OBIS passwords as usernames.

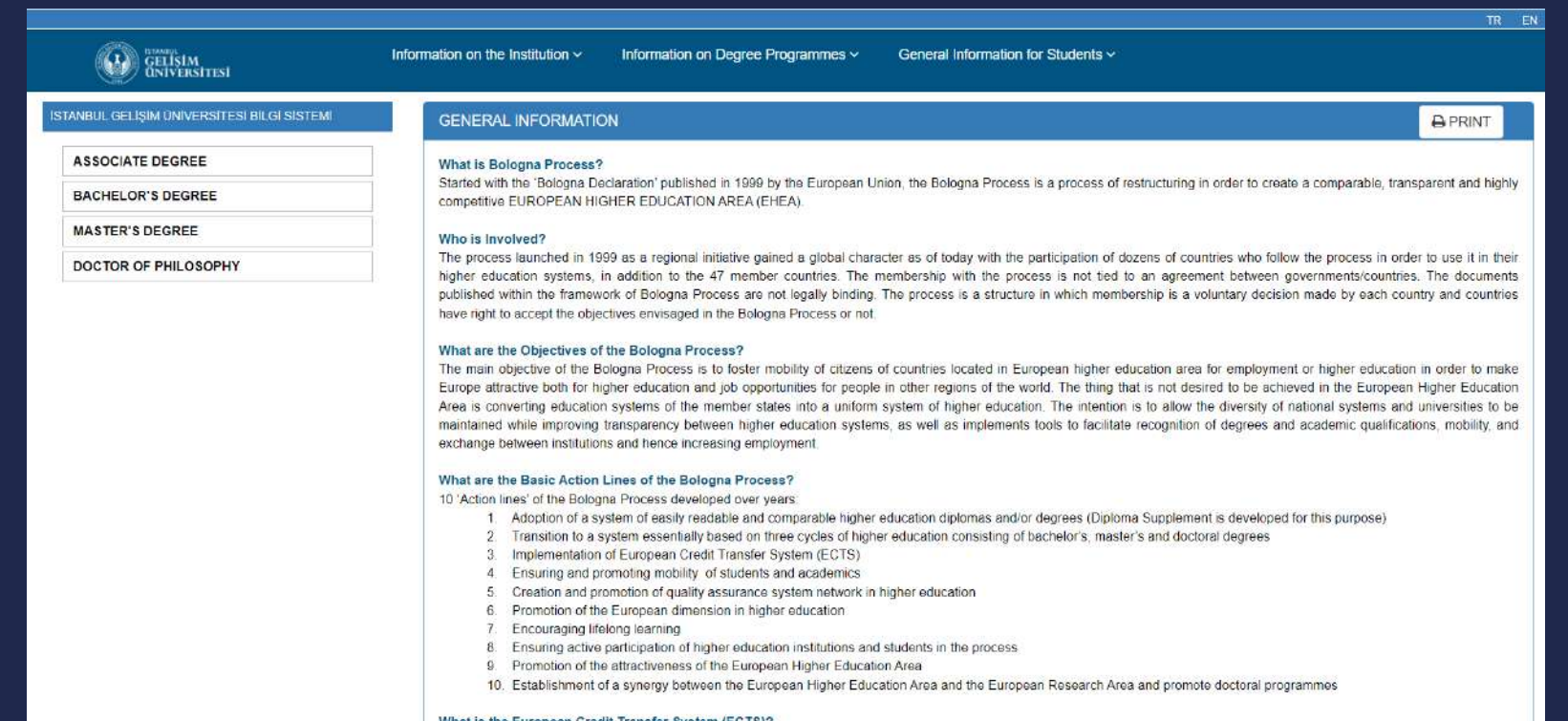
[Click](#) to access LMS.

DEVELOPMENT INFORMATION SYSTEM (GBS)

In our University's Development Information System (GBS), information is provided on many topics such as all program curriculum, the aims and objectives of the program, the lesson plan, the total course program output relationship, the program achievement relationship, career and academic advancement opportunities.

You can review all the program curricula of our university at <https://gbs.gelisim.edu.tr/>. It is possible to access the curriculum of all departments by following the steps below from the relevant internet address.

- Associate Degree → Istanbul Gelisim Vocational School → Department Program Selection → Curriculum



INFORMATION SYSTEMS

STUDENT INFORMATION SYSTEM (OBIS)

Our students can reach class-term, ECTS and general academic average information, can easily add-drop, withdraw from courses, see the transcript and compulsory courses to be taken for graduation, learn the exam schedule, access the course schedule, communicate with their advisor. It is a system that they can pass through.

Our students register for the courses by choosing the courses they will take for that semester from the OBIS automation program on the dates determined in the academic calendar. In our university, the first week of each semester is the week of adding, dropping and withdrawing from courses. During this period, our students can drop some of their registered courses and add new ones.

Our students can log in to OBIS by using their nine-digit student number as their username and their OBIS password. In order to enter the OBIS system, you must obtain information such as user name and password from the Registrar's Office to which you are affiliated.

[Click](#) to access OBIS.

İSTANBUL
GELİŞİM
ÜNİVERSİTESİ

Öğrenci No/Student Number

Şifre/Password

Parolamı Unuttum
I forgot my password

Giriş/Login

obis
Öğrenci Bilgi Sistemi

Görüş, öneri ve sorularınız için bim@gelism.edu.tr
OBIS, Bilgi İşlem Daire Başkanlığı Web/Yazılım Birimi tarafından hazırlanmıştır.
© 2011-2022 Gelişim Üniversitesi. Tüm hakları saklıdır.
GOP-WEB04

COMMUNICATION CHANNELS

HOW TO CONTACT INSTRUCTOR?

Our university lecturers can be contacted every week during the designated office hours. Apart from this, all lecturers working at the Vocational School of our university have e-mail addresses. The e-mail addresses of the instructors can be accessed by clicking on the associate degree program in which the instructor is included from the web page of our college, and by clicking on the "Academic Staff" heading on the left tab, and communication can be made through their e-mail addresses.

The e-mail addresses of the instructors can be accessed from the web page of our college by following the steps below:

- Go to the IGMYO web page -> Related associate degree department -> Academic staff from the left tab -> E-mail addresses of the instructors

STUDENT MAIL (HOW TO GET?, HOW TO USE?)

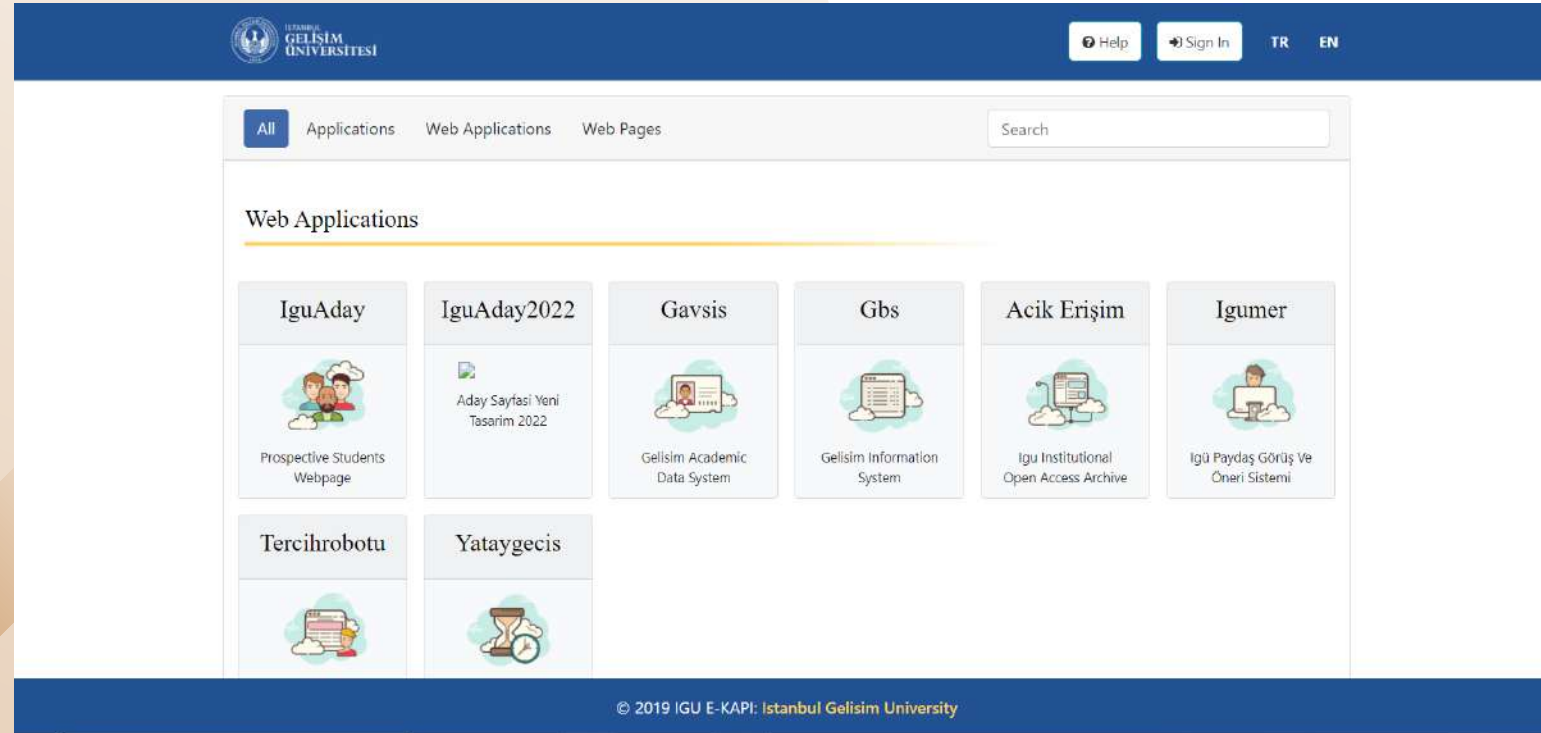
There is an e-mail address for all students who continue their education and freeze their registration.

Your e-mail address has been created in the form of "**name.surname@ogr.gelisim.edu.tr**".

After logging into the E-Door internet system, you can reset the password of all our services that are within your authority.

Click to access the E-Door.

Note: You can get help from <https://bidb.gelisim.edu.tr/page/e-kapi> to create a password. To log in to your e-mail account, [click here](#) to proceed to the e-mail account sign-in page.



COMMUNICATION CHANNELS

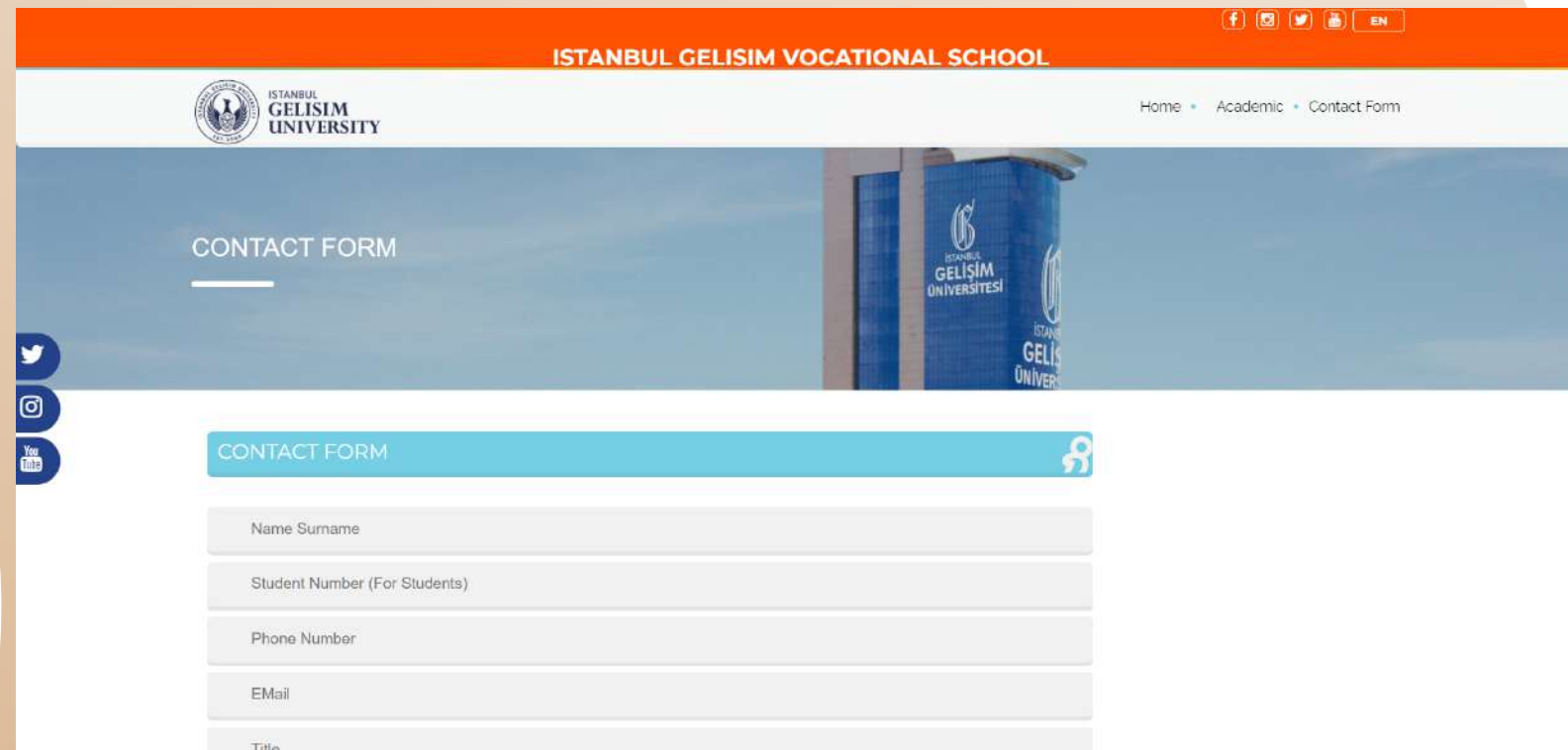
HOW DO WE CONTACT YOU?

Events, announcements and notifications made by the faculty or departments are made through various channels:

- OBIS
- LMS
- Social Media
- Student Representatives
- Orientation Meetings
- IGMYO and Program Web Pages

[Click](#) to access the IGMYO web page.

[Click](#) to access the program web pages.





ISTANBUL
GELISIM
UNIVERSITY

IGVS

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myo.gelisim.edu.tr

IGMYO E-Bulletin

Istanbul Gelisim Vocational School e-bulletin is published in Turkish and English at the beginning of each month. [Click](#) to access the e-bulletin archive.



OUR WEB ADDRESSES

OUR SOCIAL MEDIA

ACCOUNTS

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COMMUNICATION CHANNELS

STUDENT REPRESENTATIVES

Our students, who are student representatives at IGU, are determined by election. IGMYO student representative is elected every 2 years. First, the student representatives determined by the department come together and form the college student representatives board and the IGU Student Council. The purpose of these units is to examine the problems in our university, to conduct research and evaluation for solutions in education, research and student services, to present the results to the relevant units and to follow them.

ORIENTATION MEETINGS

Orientation meetings are the meetings organized by the department chair to provide general information about the department and university life for the first year of universities. According to the academic day, it trains the education schools and the student before the first week.

In these meetings, general information about the departments of the students and possible career opportunities when they graduate are explained. Then, how to choose the courses and the points to be considered are explained. Topics such as how the lectures are given, how the exams are held are also mentioned.

Erasmus+ program, Double Major and Minor programs, which are among the opportunities offered by our university, the contributions to be provided to students and the importance of grade point average in order to benefit from these opportunities are mentioned.





PERSONAL DEVELOPMENT AND SOCIAL ACTIVITIES

DEPARTMENT OF HEALTH, CULTURE AND SPORTS

Istanbul Gelisim University Health, Culture and Sports Department has a "student-oriented" approach. It aims to develop projects that will contribute to the social awareness of our students and adapt to business and social life. For this purpose, it supports the work of our conscious students who have strong entrepreneurial and leadership skills, are solution-oriented, can dream and turn their dreams into a project. In addition, it aims to make it easier for students to access up-to-date information and to follow the dynamics of business life while they are still students by organizing sector-oriented, social and cultural events throughout the year. [Click](#) here for more information.

CULTURE AT IGU

To encourage our students and staff to engage in cultural activities; we aim to direct you to various activities according to your interests. There are student clubs established to support the artistic and cultural development of our students at our university. Through these clubs, our students have the opportunity to produce joint projects with students from different departments. Our university has 7 campuses and there is a conference hall and library within each campus. In addition, there is a pocket cinema and a music room open to the use of our students in our Gelisim Tower campus.



PERSONAL DEVELOPMENT AND SOCIAL ACTIVITIES

STUDENT CLUBS

Student clubs; Our clubs, which help our students to develop extracurricular social, cultural, artistic and personal development, and which are established entirely by our students' own initiatives, are established to ensure that they benefit equally from all the opportunities provided by the university. Our students develop their organizational skills, communication and teamwork competencies through the activities they organize within the clubs, learn by trying every stage of project management and develop their communication networks. Thanks to the activities they have carried out during the education period, they collaborate with various companies and take the first steps for their future. We have various student clubs that continue to operate actively by Istanbul Gelisim Vocational School and are as follows:

IGU Translation Club
IGU Maritime Club
IGU Human Resources and Career Club
Photo and Video Club

There are student clubs established for various fields throughout our university. You can [click](#) for detailed information about the related student clubs.



PERSONAL DEVELOPMENT AND SOCIAL ACTIVITIES

ERASMUS+

Erasmus+ program learning mobility activity is the realization of a part of the education of a student enrolled in a higher education institution (Turkish citizen and non-Turkish citizen) in a higher education institution abroad that is partnered by bilateral agreement. The activity period covers a period between 3 and 12 months, which can be completed within the same academic year. All students who meet the Erasmus+ application requirements can benefit from the program.

[Click](#) here for detailed information about Erasmus+.



FOREIGN LANGUAGE COURSES

Our curricula are prepared for the development of foreign language education of our students. Basic foreign language courses can be selected in the 1st and 2nd semesters and vocational foreign language courses can be selected in the 3rd and 4th semesters. Foreign Language courses are carried out by instructors who are experts in their fields.



PERSONAL DEVELOPMENT AND SOCIAL ACTIVITIES

ENGLISH COURSE

As Istanbul Gelisim Vocational School; One of the activities we continue with the aim of increasing the human equipment of our students within the framework of the vision of continuous development is our vocational English courses. In the courses planned to start as of the second week of April; It is aimed to provide an education based on social sciences and natural sciences. Participation in the courses is completely free. In the courses that take place, it is desired to reinforce the basic English knowledge of our students by working on the English texts specific to the fields. Our students can visit the Istanbul Gelisim Vocational School Web Page to apply to our courses and get detailed information, or you can reach the relevant announcement by scanning the QR code below.





PERSONAL DEVELOPMENT AND SOCIAL ACTIVITIES

DGS COURSE

In our free Vertical Transfer Exam (DGS) course, we cover topics related to DGS, especially basic mathematics and geometry. In the 2021-2022 Academic Year, 84 regular education and 130 second education second year students from a total of 34 different programs of Istanbul Gelisim Vocational School were enrolled in our course, which can be followed by distance education.

[Click](#) here for more information.

LIBRARIES

Our libraries within our university; It operates in 5 different campuses with a reader hall capacity exceeding 1,200 people and group study halls, more than 121,000 printed books, more than 260,000 electronic books, more than 35,000 electronic periodicals, more than 5 million electronic theses, the number of members reaching 11,500 and thousands of borrowed materials, wireless internet facilities and advanced computer rooms.

Central Library (J Block)
Vocational School Library (G Block)
Art and Engineering Library (E Block)
School of Foreign Languages Library (F Block)
Health Sciences Library (A Block)





PERSONAL DEVELOPMENT AND SOCIAL ACTIVITIES

LIBRARIES

In the campus of Istanbul Gelisim Vocational School, students are provided with the opportunity to study and do research with 1 library and 1 reading room. Within the library, there is a computer infrastructure that allows students to search both the academic research sites of the university that they have membership online and the general web search with the internet infrastructure. In addition, thanks to the free wi-fi network in the library, students have the opportunity to conduct research by providing internet access through their own computers with their student numbers and system passwords.

The reference books in our library are updated at the beginning of each semester with the advice of the instructors and up-to-date resources are offered for the students. In addition to the library and reading halls on the campus of Istanbul Gelisim Vocational School, our students can also benefit freely from the central library in the Rectorate building.

Library Working Hours:

- **Central Library (Tower – J Block):** Every Weekday: 08:30–18:30 Saturday: 12:00–18:00
- **Health Sciences Library (Rectorate A Block):** Every Weekday: 08:30–20:30 Exam Weeks: 08:30–22:00
- **Art & Engineering Library (E Block):** Every Weekday: 08:30–18:30
- **Vocational School Library (G Block):** Every Weekday: 10:00–20:00
- **School of Foreign Languages Library (F Block):** Every Weekday: 08:30–20:00

Note: During the semester and summer break, all our libraries will be open between 08.30–18.30 on weekdays



PERSONAL DEVELOPMENT AND SOCIAL ACTIVITIES

STUDIOS, WORKSHOPS & LABS

Istanbul Gelisim University (IGU) provides the opportunity to discover different and exciting ways of learning. It has high-tech laboratories in order to translate the theoretical knowledge of all departments into practice. There are a total of 134 laboratories, workshops and studios. You can review the laboratories and studios within the body of IGMYO from the table on page 42.





LABORATORIES AND FLOOR PLANS IGMYO (G BLOCK)

G BLOCK VOCATIONAL SCHOOL	
ROOM NO.	ROOM NAMES
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

IGU Four Awarenesses

Emphasizing the importance it attaches to the development of its students with the slogan "Be Open to Development", Istanbul Gelisim University combined the advantages it offers to its students under the title of "four awarenesses".

- Istanbul Gelisim University encourages undergraduate and associate degree students studying in Turkish programs to improve their foreign languages. If students have obtained at least 70 points by taking the YDS and YÖKDİL exams at the end of the foreign language courses they have attended, the fee they pay for the course is covered by IGU.
- The round-trip flight tickets of the students who will go abroad with their own means for language education are covered by IGU.
- Istanbul Gelisim University gives full support to the projects that students want to implement with the "I Have an Idea" program.
- IGU encourages its graduate students to establish their own workplaces. The office furniture of the graduate students who start their own business is covered by the university.



ETHICAL AND DISCIPLINARY RULES

DISCIPLINARY REGULATIONS AND PENALTIES THAT STUDENTS CAN RECEIVE

Reprimand: It is the condemnation of the student by written notification. A punishment of reprimand is taken in line with issues such as giving the information requested by the authorities of the institution incompletely or incorrectly, disrupting the operation of the works such as lectures, seminars, applications, conferences, and attempting to copy.

Warning: It is the written warning of the student to be more careful in the said behavior.

Suspension from the Higher Education Institution from One Week to One Month: The student receives a suspension from the university within this period; it is the written notification that he/she will not be able to attend the courses and exams during this period.

One Semester Suspension from the Higher Education Institution: It is the written notification that the student will not be able to benefit from the student rights for one semester. A semester suspension is taken in line with issues such as cheating or having it taken, plagiarizing in thesis, seminars and publications, threatening or actually attacking the staff or students of the institution.

Two Semester Suspension from the Higher Education Institution: It is the written notification that the student will not be able to benefit from the student rights for two semesters.

Dismissal from the Higher Education Institution: It is the written notification that the student has been removed from the higher education institution in order not to be taken again.

[Click here](#) to access the student disciplinary regulations.

Scholarship Cancellation

In order for the scholarship of a student studying in the faculties or colleges of the university with a scholarship to continue;

- Has not taken any disciplinary action,
- Except for the preparatory class, the student must not exceed the normal period of study.

All scholarships of a student who has been disciplined are deducted from the date of finalization of the disciplinary action.

[Click here](#) to access the regulation on scholarship deduction.

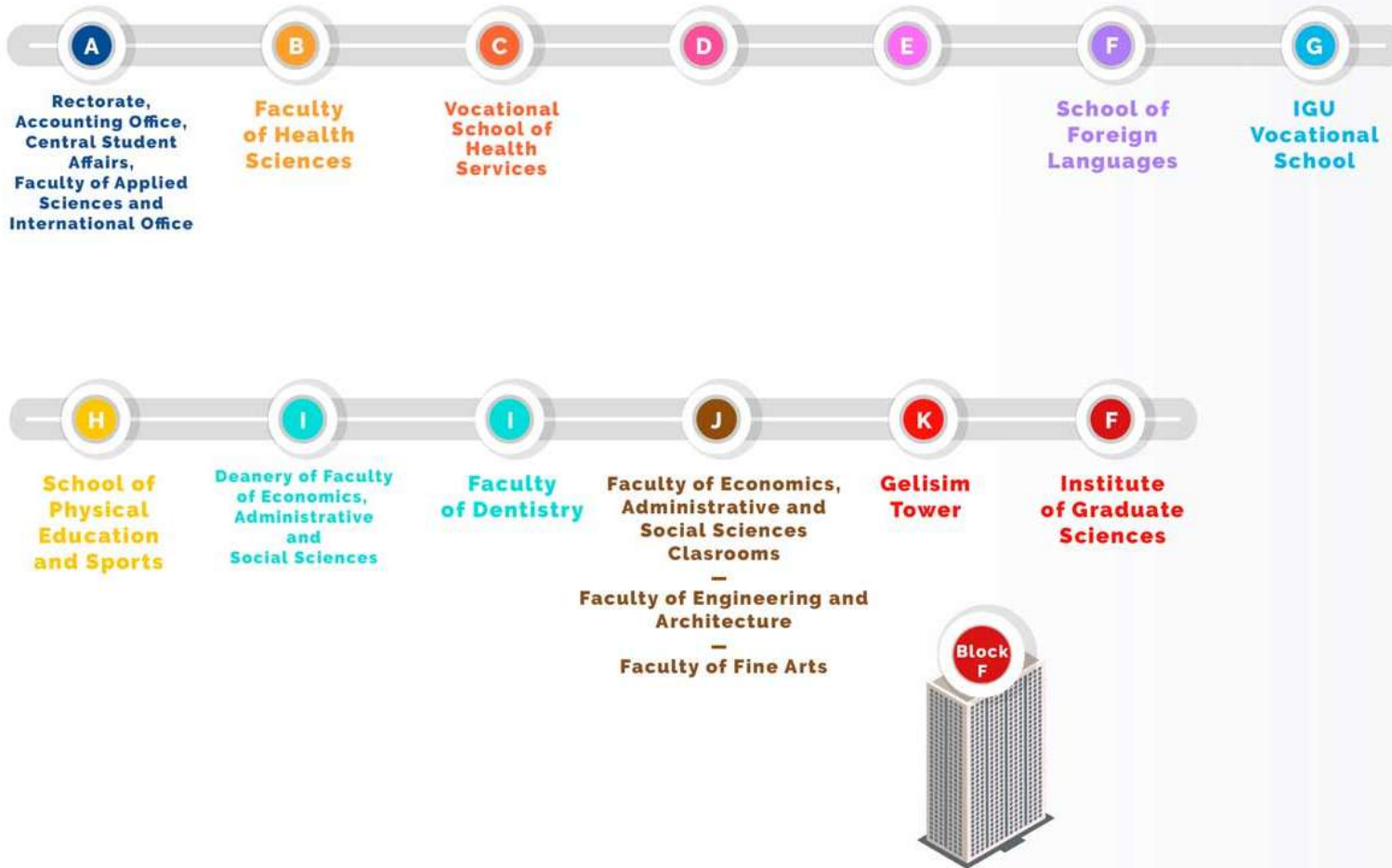


15.907
Alumni

ALUMNI NETWORK

In our university, which has graduated a total of 15,907 students since the day it was founded, the number of graduates is increasing day by day as the student capacity increases every year. Istanbul Gelisim University Alumni and Members Association (IGU-MEZDER) started its activities as of 2017 in order to create its own internal communication network consisting of existing students and graduates, to share experiences for business life, to find and produce job opportunities in various fields and most importantly, to contribute to the planning of the lives of graduates and current students. Events, news and announcements related to graduates are followed at <https://mezun.gelisim.edu.tr/>. In addition; With the "Alumni Platform", which we believe will strengthen the connection between us and all our graduates, you can easily contact the graduates after becoming a member and find your semester mates. You can follow the activities and announcements to be organized by the Career and Alumni Office and support our new graduates and students within the scope of Mentoring that we aim to develop. At the same time, you can post jobs, apply for job postings.

Istanbul Gelisim University Campus Map



E-5 Londra Motorway



E-5 Londra Motorway



TRANSPORTATION

Our university is located on the D100 highway. It is very easy to reach our campuses with its location close to the Metrobus stop and our free ring services between the bus-stop and the campus.



[Click here](#) to access free shuttle services.

FREQUENTLY ASKED QUESTIONS

HOW TO ENTER OBIS AUTOMATION PROGRAM?

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

HOW TO RENEW RECORDS?

Students choose the courses they will take for that semester from the OBIS automation program on the dates determined in the academic calendar and enroll in the courses by having them approved by their advisors. The petition to take a course is printed out on the automation system and signed and a copy is delivered to the student by the advisor.

HOW TO ADD – DROP – WITHDRAW FROM A COURSE?

The first week of each semester is the week of adding, dropping and withdrawing courses. During this period, students can drop some of the courses they are enrolled in and add new ones with the approval of their advisors.

WHO IS THE ACADEMIC ADVISOR AT OUR UNIVERSITY?

Every semester, starting from the first year, the head of the relevant program guides every student registered at our university in examining the courses chosen by the student, checking the eligibility, approving the add, drop and withdrawal processes, and conduct the internship procedures.

FREQUENTLY ASKED QUESTIONS

HOW TO GET A STUDENT IDENTITY CARD, WHERE TO USE IT, WHAT TO DO IF LOST?

Student ID cards are issued by the Registrar's Office after the registration process for our students who have the right to enroll in our university. A student ID card with a photo and valid for 1 year is given to the students who register or renew their registration at our university, by the Registrar's Office for the purpose of entering our university and benefiting from the opportunities of our university. In case of loss, the Registrar's Office should be informed as soon as possible.

WHAT IS A TRAVEL CARD, WHERE IS IT USED?

It is a discounted transportation card used in public transportation vehicles affiliated to the Metropolitan Municipality within the borders of Istanbul. The fee will be automatically deducted from the card after the student tops up the card.

WHAT IS A STUDENT CERTIFICATE, WHERE IS IT USED, HOW TO GET IT?

The student certificate is the document that shows that the students enrolled in our university continue their studies. It can be arranged to be given to any institution based on the demands of our students. It can be obtained from the Registrar's Office or from the Istanbul Gelisim Vocational School secretariat.

FREQUENTLY ASKED QUESTIONS

WHAT IS A TRANSCRIPT, HOW TO GET IT, WHERE TO USE IT?

Transcript is the grade status document showing the final success status, semester and overall grade point averages of all the courses that the student has registered until the relevant date. It can be obtained from the Registrar's Office or the Vocational School secretariat. The student requests the transcript via 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 IN WHICH SITUATIONS ARE MILITARY SERVICE PROCEDURES PERFORMED?

The information of the students who are registered to our university, which is transferred daily to the higher education information system, is shared with the military branches. Branches follow your school status here.

HOW TO UPDATE STUDENT INFORMATION?

If there has been a change in their contact information, our students can update their information by personally submitting a petition to the Registrar's Office or by logging into the student information system (OBIS).

FREQUENTLY ASKED QUESTIONS

HOW ARE STUDENT GRADES, EXAMS AND SUCCESS DETERMINED?

The passing grade of a course is calculated by adding 50% of the grade received from the semester studies of that course and 50% of the grade obtained from the final exams (provided that at least 40 points are obtained). A letter grade of FF is given for the course taken below 40 points in the final exams. (IGU Examination Regulations, Chapter 4, Article: 23). Students who successfully complete the course/courses corresponding to each module in the associate degree education programs (Aircraft Technology and Flight Operations Management) recognized by the General Directorate of Civil Aviation (DGCA), are given the right to take the recognized school graduation certificate module exams. Those students who get at least 75 out of 100 or BB letter grades in each of the module exams are given a Recognized School Graduation Certificate in addition to their diplomas upon graduation. Students who successfully complete the courses corresponding to each module in the flight operations management associate degree curriculum authorized by the General Directorate of Civil Aviation (DGCA) are given the right to take the flight operations specialist basic training certificate module exams. Those students who get a letter grade of at least 75 out of 100 or BB in each of the module exams are given a Flight Operations Specialist Basic Training Certificate in addition to their diplomas upon graduation. You can also examine the grade success points and equivalences in Chapter 4 and the grades section of the regulation. [Click](#) for regulations.

HOW CAN I APPLY FOR THE DOUBLE MAJOR PROGRAM?

The purpose of the Double Major program is to enable students who successfully carry out their major programs to receive a free diploma in a second branch at the same time. Students who have a cumulative grade point average of 2.72 out of 4.00 in their major program and who are in the 20% success rate in their 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 THE SUCCESS GRADES?

For each course students take, one of the following letter grades is appreciated by the lecturer as the end-of-term course grade. The grades shown in the transcript out of 100 are as follows:

Success 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	55-64
DC	1.80	45-54
DD	1.50	40-44
FF	00	00-39

Grades not included in the average are:

- G (Pass) grade; It is given to students who are successful in non-credit courses in the curriculum.
- K (Fail) grade; It is given to students who fail the non-credit courses in the curriculum.
- Grade D (Unattended); It is given to students who are unsuccessful because they cannot fulfill their obligations regarding course attendance or course applications. D grade is treated like FF grade in GPA calculation.

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

The attendance requirement is at least 70% (for theoretical courses) and at least 80% (for applied courses) of the total education period in that semester. A student who does not fulfill the attendance obligation of a course for any reason, including suspension from the university due to a report or disciplinary penalty, is considered unsuccessful in that course. With the approval of the Rectorate, the absences of students who participate in meetings, sports, arts or similar activities on behalf of the University or Turkey are not taken into account on these activity days. Module exams for our DGCA approved programs (Aircraft Technology and Flight Operations Management) vary. [Click](#) to access the regulation.

I MISSED MY EXAM, WHAT CAN I DO?

Students who cannot attend the midterm exams due to their illness apply to the relevant secretariat within one week following the exam date, with a petition stating their excuses and their reports from state hospitals. Students whose reports are accepted by the relevant administrative board use their exam rights between the dates specified in the academic calendar. A second make-up exam is not allowed for make-up exams.

FREQUENTLY ASKED QUESTIONS

IS THE HEALTH REPORT VALID FOR MY ABSENCE?

Absences of students who participate in meetings, sports, arts or similar activities on behalf of the university or Turkey, with the approval of the Rectorate, are not taken into account. Apart from this, no excuses are accepted for attendance, including a medical report.

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

Students can object to the exam results within one week from the announcement of the grades. The objection is made with a petition given to student affairs. If a material error is detected as a result of the examination made 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 and the result is reported to the relevant student. Objections are finalized within fifteen days at the latest from the acceptance date of the student's objection petition.

WHAT SHOULD I CONSIDER WHILE MAKING COURSE SELECTIONS?

Course registration must be done on the dates specified in the academic calendar. First of all, the previously failed courses are taken. The course registration form must be approved by the advisor. If the compulsory courses overlap with another course, even partially, these courses cannot be taken. In case of overlapping, the first course to be taken is the previously failed one.

WHICH HEALTH REPORT IS VALID?

It is valid if it is taken from a full-fledged state hospital.

FREQUENTLY ASKED QUESTIONS

WHAT SHOULD MY GPA BE IN ORDER TO GRADUATE?

Students who have been successful in all the courses shown in the curriculum, have increased their GPA to at least 2.00 and have met the graduation requirement, are given a bachelor's or associate's degree diploma and a diploma supplement. Certificates of those who are entitled to receive high honor and honor certificates are also given with their diplomas. Students who are entitled to receive a diploma must obtain a dismissal certificate from the relevant units in order to receive their diploma.

WHAT HAPPENS IF I DON'T REGISTER FOR A COURSE?

Students who do not register for courses at the beginning of the semester cannot take classes and exams that semester and cannot benefit from their student rights. This period is counted from the student's education period.

CAN I FREEZE REGISTRATION?

If the student applies for justified and valid reasons within thirty days at the latest from the beginning of the academic year, he/she can freeze his/her registration for two semesters in associate degree education and maximum four semesters in undergraduate education with the decision of the relevant administrative board.

Registration may also be frozen during the semester for reasons that the student will declare as an excuse, such as illness, natural disasters, detention, economic reasons, conviction and the abolition of military service suspension.

In case the registration is frozen due to the reasons stated in the second paragraph, the student must apply to the Registrar's Office within twenty days at the latest and prove the incident with the necessary documents. If the aforementioned reasons continue, the registration freeze period may be extended by the relevant board of directors.

The student who freezes the registration cannot attend the classes and cannot take the exams. In case of registration freeze, 20% of the tuition fee for the frozen semesters must be paid.

FREQUENTLY ASKED QUESTIONS

WHAT ARE THE SINGLE COURSE EXAM CONDITIONS?

Students who have fulfilled the exam requirement for graduation, but have failed in a single course with an FF, can take the single course exam for this course at the end of the semester they fail, if they apply with a petition. The success grade of the students who take the single course exam is determined only according to the score they get in the single course exam, without considering the scores obtained from the activities during the semester.

HOW TO REGISTER FOR THE SINGLE COURSE EXAM?

If the student wishes to take a single course exam during the semester, he/she is obliged to register for the course. If the course is outside of the semester, 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's Office/Directorate secretariat on the application dates specified in the academic calendar.

IS ABSENTEEISM VALID FOR BOTH MIDTERM AND FINAL EXAMS?

Losing the right to take the exam due to absenteeism is valid only for the final and make-up exams.

WHAT WAY SHOULD I FOLLOW FOR THE MANDATORY SUMMER INTERNSHIP?

The internship process is as follows:

- Determining the internship place
- Determining the start and end dates of the internship
- Filling the internship application form
- Filling the internship book
- Receiving the internship book
- Finalizing the internship procedures

FREQUENTLY ASKED QUESTIONS

INTERNSHIP APPLICATION IS AS FOLLOWS:

Internship is the period of developing professional skills by learning practically. Internship application and process are as follows:

- The form can be accessed by following the Student -> Form and Documents -> Summer Internship Form. The form must be filled in on the computer ([Click](#) to access the form).
- The completed form must be stamped with a wet signature by the institution where the internship is held. The student must also sign his wet signature.
- The form will be filled in completely by the intern and sent to myostaj@gelisim.edu.tr e-mail address. When sending an e-mail, use your university e-mail address with the extension xxxxxxx@ogr.gelisim.edu.tr. (If you cannot access your university e-mail address, [click](#) for information.) Internship application form must be sent to the specified e-mail address at the latest 10 days before the determined internship start date.
- Students who are deemed appropriate to do internships do their internship within the relevant date range. During the internship period, the internship book should be filled in as desired by the student.
- Students who have completed their internship are required to submit their notebooks to the internship coordinator instructors.

HOW CAN I DO AN ERASMUS?

You can access the Erasmus+ program regulation at our university [here](#). For detailed information, you can also contact our Vocational School Erasmus+ Coordinator Lecturer Emrah ÖZCAN (eo漳an@gelisim.edu.tr).



ISTANBUL
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