



ISTANBUL
GELISIM
UNIVERSITY

Faculty of
Economics,
Administrative and
Social Sciences

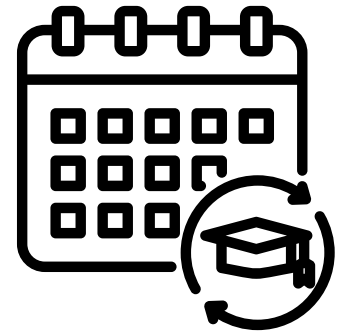
Student Handbook

EDUCATION SYSTEM and OPPORTUNITIES

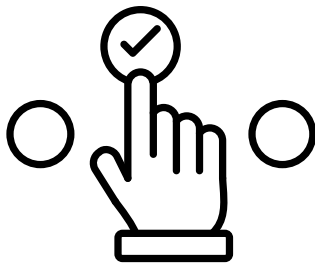
Academic Calendar

The academic year at Istanbul Gelisim University (IGU) Faculty of Economics, Administrative and Social Sciences consists of two semesters: fall and spring. Each semester is completed in 14 weeks. Transactions related to course selection and final registration, add-drop, exams, double major and minor applications, summer school registration, and education cannot be carried out outside the dates specified in the academic calendar. Therefore, it is crucial to follow the academic calendar closely.

[Click](#) for the academic calendar.



Compulsory and Elective Courses



Compulsory courses refer to the courses that students are required to take throughout their undergraduate programs.

Elective courses are those that students can select based on their interests from a pool of elective courses specified in the curriculum of each undergraduate program.

In all undergraduate programs within the IGU Faculty of Economics, Administrative and Social Sciences, the first four semesters consist solely of compulsory courses. Starting from the 5th semester, the curriculum includes both compulsory and elective courses each term. Elective courses are chosen from the faculty-wide course pool, offering a wide range of options catering to diverse interests.

Detailed information about your elective and compulsory courses can be accessed through the Gelisim Information System (GBS). The GBS contains the course curricula for each department. Within these curricula, the compulsory and elective courses that need to be completed each semester are listed. By clicking on a course, you can access the course syllabus. The course syllabus is a form that includes the course's objectives, learning outcomes, framework, weekly schedule, course workload, and educational resources.

[Click](#) for the details.

TRANSPORTATION TO THE UNIVERSITY

There are multiple ways to reach the Faculty of Economics, Administrative, and Social Sciences at Istanbul Gelisim University. Several bus routes are within walking distance of the faculty. Most importantly, the faculty is located very close to the metrobus line.

Additionally, Istanbul Gelisim University provides free shuttle services in both directions between the metrobus stop and the faculty buildings. These shuttles depart from the garage area, located 100 meters downhill from the Istanbul Gelisim University metrobus exit near the Faculty of Economics, Administrative, and Social Sciences.

[Click](#) for the service hours.



COURSE REGISTRATION and EXAMINATIONS



Course Registration

Before the start of each semester, students are required to select and register for their courses through the Student Information System (OBIS). The course registration dates for each semester are specified in the academic calendar.

It is essential to complete course registration within these specified dates. Failure to register for courses will result in the inability to attend classes and exams or benefit from student privileges during that semester.

Things to Consider When Selecting Courses

Firstly, it is advisable to prioritize courses that were previously taken but failed, or courses that were not taken in earlier semesters. Courses with attendance requirements cannot be selected if they partially overlap in the schedule. In case of schedule conflicts, priority should be given to retaking or completing courses from previous semesters.

Adding and Dropping Courses

After course registration, the first week of each semester is designated as the add-drop period. During this week, students can drop courses they have already registered for or add new courses that were not selected during registration.

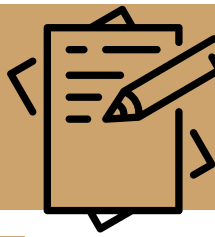
Abbreviations: CGPA/SPA/ECTS

CPGA: The CGPA is calculated by dividing the total of the numerical grades of all courses taken during undergraduate education, multiplied by their respective credit values, by the sum of the credit values of these courses.

SPA: The SPA is calculated by dividing the total of the numerical grades of all courses taken within a single semester, multiplied by their respective credit values, by the sum of the credit values of these courses.

ECTS: ECTS represents the numerical value of the workload required to complete each course.

COURSE REGISTRATION and EXAMINATIONS



Examinations

Examinations are conducted during the periods specified in the academic calendar on dates and times determined by the relevant administrative boards. Exams may be scheduled on weekdays and/or weekends and can be written or multiple-choice. The university conducts various types of exams, including Midterm (Visa), End-of-Semester (Final), Resit, Make-Up, Exemption, and Single-Course Examinations.

Exemption Exams

Exemption exams are held once a year at the beginning of the academic year (Fall Semester) on the date specified in the academic calendar. Students can take an exemption exam for a course only once. To pass the exemption exam, students must achieve a grade of CC or higher. Students who pass the exemption exam cannot attend the course by requesting to annul the exam result.

Midterm Exams (Visa)

These are exams conducted midway through the fall and spring semesters to evaluate the academic performance of students during the semester.

Final Exams

These exams are conducted at the end of each semester to assess the performance of students who meet attendance requirements.

Make-up Exams

Students who cannot attend a midterm exam due to valid reasons can apply to the Dean's Office of the Faculty of Economics, Administrative, and Social Sciences (FEASS/IISBF) with an official petition within one week of the end of their excuse. The academic board reviews the excuse and, if accepted, the make-up exam is held on the date specified in the academic calendar.

Students who miss midterm exams due to health issues must submit a medical report obtained from fully equipped state hospitals, university hospitals, or family health centers to be eligible for the make-up exam with approval from the administrative board. Reports from outside the country are not accepted, although reports from other cities in Turkey are valid. If a student takes an exam after the time stated on their medical report or during the reported period, that exam is invalid. However, exams taken before the report time remain valid.

Resit Exams

Resit exams are offered at the end of each semester for students who fail (FF grade) or conditionally pass (DD, DC grades) their courses. These exams are held after the final exams of the semester.

Amnesty Exams

Students who have successfully completed or conditionally passed all courses in their program except for one may apply for a supplementary examination for the failed course, provided they have met the attendance requirements during the semester they took the course. Without the need to re-enroll in the course, students can submit a petition to the relevant faculty/school administration and take the supplementary examination on the dates specified in the academic calendar.

Students who fail the supplementary examination are required to re-enroll in the course in the following academic semester. After re-taking the course, they may reapply for the supplementary examination on the dates specified in the academic calendar.

Students may appeal the results of an exam within five working days after the announcement of the final grade. To do so, they must submit a petition to the Student Affairs Department, requesting a review of the exam results for any clerical or material errors.

[Click](#) for more information.

COURSE REGISTRATION and EXAMINATIONS



Proper Use of Optical Forms

Proper use of optical forms is essential for the accurate evaluation of exam results. Students must mark their answers only within the designated areas and ensure they do not exceed the boundaries. Answers should be marked clearly and darkly, and any incorrect markings should be erased using an appropriate eraser. Personal identification information must be filled in completely, and a 2B pencil is generally recommended for marking.

Students should avoid folding, tearing, or making any marks outside the designated areas on the optical form.

Exam Appeals

Students may appeal the results of an exam within five working days after the announcement of the final grade. To do so, they must submit a petition to the Student Affairs Department, requesting a review of the exam results for any clerical or material errors.

[Click](#) for more information.

Exam Rules

- Students are not permitted to take the exam on any day, time, or in any room other than those announced. Students with valid excuses must submit a petition to the faculty secretary.
- Students must be present in the exam room at least 10 minutes before the exam begins and comply with the seating and procedural rules stated by the exam invigilators.
- Students will not be admitted to the exam without presenting their student ID cards or, in the absence of an ID card, an officially approved Student Certificate.
- During the exam, students must keep their mobile phones, smartwatches, and Bluetooth headphones turned off and placed face down on their desks. No study materials should be on or under the desks.
- Students must correctly and completely fill in the relevant sections on the answer sheets using a pencil.
- No additional time will be granted for students who are late to the exam; students will be admitted to the exam only before the early exit time of the exam.
- Students who do not sign the attendance sheet or fail to submit their exam papers are not allowed to leave the exam room. Otherwise, their exams may be annulled, or disciplinary action may be taken.
- Students are expected to avoid any behavior that disrupts the order of the exam. If a student is found to have acted otherwise, their exam will be deemed invalid.

GRADING SYSTEM, ACADEMIC ACHIEVEMENT EVALUATION and SUMMER SCHOOL

Grading System

In the undergraduate programs of the Faculty of Economics, Administrative, and Social Sciences (FEASS/IISBF), grades for all courses are shown on the transcript on a scale of 100, as follows:

Grade	Grade Point	Equivalent Score
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



- Non-Grade-Point-Contributing Grades:
- G (Pass): Given to students who successfully complete non-credit courses in their curriculum.
- K (Fail): Given to students who fail non-credit courses in their curriculum.
- D (Absent): Assigned to students who fail due to not fulfilling attendance or practical requirements for the course.
- The D grade is treated as an FF grade in the calculation of the Grade Point Average (GPA).



Academic Achievement Evaluations

- Students with a Cumulative Grade Point Average (CGPA) of 2.00 or higher and no grades of FF, D, or K are considered successful.
- A student is deemed successful in a course if they receive a grade of G, CC, or higher. Students receiving grades of DD or DC are considered conditionally successful in that course.
- Students who receive a grade of FF, D, or K in any course are deemed unsuccessful and must retake the course.

The final grade for a course in undergraduate programs is calculated by summing 50% of the midterm (e.g., exams, quizzes, and assignments) grade and 50% of the final exam grade, provided the student scores at least 40 points on the final exam. Regardless of the midterm grade, students who score below 40 on the final exam are assigned an FF grade for the course.

For more detailed information about the grading system and success criteria, [click](#).



Attendance

Students who do not attend at least 70% of theoretical courses and 80% of practical or laboratory courses are considered absent. These students are not allowed to take the midterm, excuse, final, resit, or additional exams for that course and are not eligible for any make-up rights.

For more detailed information about the grading system and success criteria, [click](#).

Summer School

Summer school provides an important opportunity for students who have failed courses during the academic year or wish to improve their grades, helping them avoid losing a year and enhancing their academic performance. Participation in summer school is optional, and it lasts a total of 7 weeks. Students who wish to enroll in summer school can register for a maximum of 4 courses.

[Click](#) for more detailed information about summer school.



ACADEMIC MERIT SCHOLARSHIP, MINOR and DUBLE MAJOR PROGRAM



Academic Merit Program

Throughout their education, academically successful students are rewarded with a merit scholarship. The Academic Merit Scholarship is a discount or support scholarship provided by the Board of Trustees, amounting to 5% of the tuition fee for the following academic year. It is awarded to students whose year-end Cumulative Grade Point Average (CGPA) is 3.50 or higher out of 4.00.

Students applying for the academic merit scholarship must have successfully completed all courses specified in the curriculum of their respective department/program. The scholarship becomes invalid and is discontinued if the student receives a disciplinary penalty, effective from the date the penalty is finalized.

Applications for the scholarship are made at the end of the spring semester of the academic year and are implemented starting from the fall semester of the following academic year.

Minor Program



The Minor Program allows undergraduate students to gain an interdisciplinary perspective by taking a limited number of courses in another field of interest within the same institution. Students wishing to apply to the Minor Program must have a minimum cumulative grade point average (CGPA) of 65 out of 100 (2.50/4.00) in their major program. To continue in the Minor Program, students must maintain a CGPA of at least 60 out of 100 (2.30/4.00) in their major program. Students who qualify for graduation from their major program and complete the Minor Program with a minimum CGPA of 2.00 out of 4.00 receive a Minor Certificate.

[Click](#) for more information.



Duble Major Program

The Double Major Program (DMP) allows undergraduate students to simultaneously take courses from a second degree program within the same institution and earn two separate diplomas. At Istanbul Gelisim University (IGU) Faculty of Economics, Administrative and Social Sciences, you can pursue a DMP in one of the 26 undergraduate programs!

To apply for the DMP, students must have a minimum cumulative grade point average (CGPA) of 2.90 out of 4.00 in their major program and rank within the top 20% of their class in academic performance. Students who qualify for graduation from their major program and complete the double major program with a minimum CGPA of 2.00 out of 4.00 are awarded a second bachelor's or associate degree diploma.

[Click](#) for more information about duple major program.

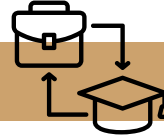
INTRA-UNIVERSITY TRANSFER BETWEEN PROGRAMS and INTERNSHIP

Intra-University Transfer

Students may transfer horizontally to equivalent-level degree programs within the same faculty, school, conservatory, or vocational school, or to other faculties, schools, conservatories, or vocational schools within the same university, based on quotas determined by the relevant administrative board. To apply for an intra-university transfer to degree programs at the same level, the student's centralized exam score must not be lower than the minimum base score of the program they wish to transfer to, or the equivalent programs at other universities.

For the details, visit our [website](#).

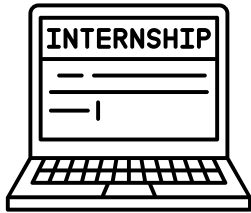
Internship



Staj, mesleki becerilerin geliştirilmesi için uygulamalı öğrenme dönemidir. Meslek bilgisini artırmak, becerisini geliştirmek için, bir kurumun değişik bölümlerinde çalışarak geçirilen uygulamalı öğrenme dönemidir.

There is no mandatory internship requirement in the departments of our faculty. Internships are voluntary and can be done at the students' discretion. Internships can only be undertaken during the summer term; they cannot be conducted during the academic term.

Students who do not have a mandatory summer internship in their curriculum can undertake a voluntary internship for a maximum of 30 days.



For the Mandatory Internship Application Form, [click](#)

Complete the COMPANY APPROVAL and SIGNATURE sections on the application form.

Sign the STUDENT SIGNATURE section on the application form.

Scan the completed application form.

To submit the application form to the Faculty Dean's Office, send an email to iisbf@gelisim.edu.tr, and be sure to use your university email address with the extension xxxxxxx@ogr.gelisim.edu.tr.

If you do not know your university email address or have forgotten your password, [click here](#) for more information.



GRADUATION



In four-year undergraduate programs, the minimum ECTS required for graduation is 240. Students who have successfully completed all courses specified in the curriculum and achieved a CGPA of at least 2.00 out of 4.00 are awarded a bachelor's diploma along with a diploma supplement.

Students with a CGPA above 3.00 at the time of graduation, provided they have no disciplinary penalties or finalized convictions, are considered honor students. Those with a CGPA above 3.50 are considered high honor students. These students receive honor and high honor certificates along with their diplomas.



ETHICS and DISCIPLINARY RULES

Plagiarism



Plagiarism, also known as misappropriation, is the act of using the ideas, methods, data, writings, or figures of others without proper attribution to the original authors. This practice is unethical. Plagiarism committed in assignments, theses, seminars, or publications by a student is considered a disciplinary offense.

To prevent plagiarism, any sources used while preparing an assignment must be cited both within the text immediately after the relevant sentence (using a citation format recommended by the department, such as APA, Chicago, etc.) and in the bibliography at the end of the text.

Remember, simply rephrasing sentences from a source is not sufficient; the source must still be cited within the text.

Disciplinary Regulations and Penalties for Students

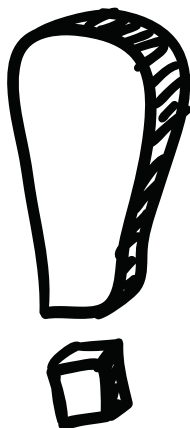
Istanbul Gelisim University regulates disciplinary sanctions to be imposed on students, as well as the procedures and principles of investigations, in accordance with the "Student Disciplinary Regulations of Higher Education Institutions.

Disciplinary sanctions and offenses requiring disciplinary action are detailed in the "Student Disciplinary Regulations of Higher Education Institutions," which have been established in accordance with Law No. 2547 on Higher Education.

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

Examples of Actions Leading to Disciplinary Penalties

- The use of student cards by anyone other than the cardholder for entering or exiting the university is prohibited
- The use of mobile phones, computers, tablets, and all other electronic communication devices during exams is prohibited.
- Attempting to cheat during exams



Cheating or attempting to facilitate cheating during exams

Using threats to cheat during exams or preventing students who are caught cheating from being removed from the exam hall

Using someone else's student card during exams, allowing someone else to take the exam on your behalf, or taking the exam on behalf of someone else

DISCIPLINARY PENALTIES and SCHOLARSHIP TERMINATION

Examples of Disciplinary Penalties

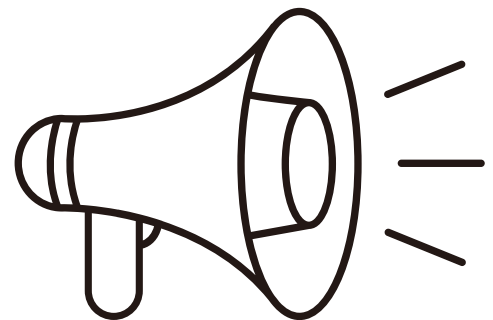
- **Reprimand:** A written notice informing the student that their behavior as a student was inappropriate.
- **Warning:** A written notice advising the student to be more careful in their behavior related to their studies.
- **Suspension:** Students may face penalties ranging from one week to one month, one semester, or two semesters of suspension for their misconduct. During this period, students are prohibited from entering the university and participating in classes or exams. This is formally communicated in writing.
- **Expulsion from Higher Education Institution:** A penalty where the student is permanently dismissed from the institution and cannot be re-enrolled.

Scholarship Termination

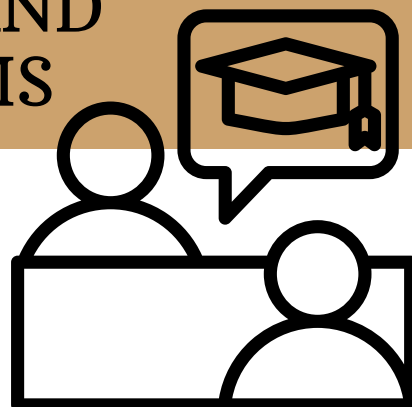
The scholarships provided for students placed by OSYM (Student Selection and Placement Center) – including full scholarships, 50% scholarships, and 25% scholarships – are non-repayable and will not be discontinued during the standard education period. These scholarships cover the full tuition fee but do not include expenses such as accommodation, meals, transportation, or books. If the standard education period is exceeded, the Istanbul Gelisim University Board of Trustees will determine whether the scholarship will continue.

Any student who receives a disciplinary penalty will have all scholarships terminated from the date the penalty is issued.

Click for more [information](#).



ACADEMIC ADVISING AND INFORMATION SYSTEMS



Who is an Academic Advisor?

Every student enrolled at our university is assigned an academic advisor, a faculty member they can communicate with and consult on any academic matters starting from their first year. Academic advisors are appointed by the department chair at the beginning of each academic year, and detailed information can be accessed through the Student Information System.

What Should Be Expected from Advisors?

Students can consult their academic advisor for support and information on various topics such as the university, faculty, and department, course selection, relevant regulations, domestic and international educational opportunities, Erasmus programs and internship mobility, career planning, and addressing challenges related to education and learning.

When necessary, academic advisors may refer students to the Psychological Counseling, Guidance, and Research Center for guidance on adaptation and social issues or to the Career Guidance Application and Research Center for additional information and direction regarding career planning.

[Click here](#) to access the Student Information System

[Click here](#) to access the Academic Advising Directive



STUDENT INFORMATION SYSTEM (OBIS)



The Student Information System (OBIS) is a platform where students can access their class-semester details, ECTS credits, and overall academic averages. They can easily perform tasks such as adding or dropping courses and withdrawing from courses. Additionally, students can view their transcript, check the mandatory courses required for graduation, access their exam schedule and course timetable, and communicate with their academic advisor.


Students can log in to OBIS using their nine-digit student number as their username and their OBIS password.

[Click here](#) to access OBIS

Students register for their courses for the semester by selecting them through the OBIS automation system on the dates specified in the academic calendar. At our university, the first week of each semester is designated as the add/drop and course withdrawal week. During this period, students can drop some of their registered courses and add new ones.

During exam periods, students can check the "My Exams" section in OBIS to learn the time and location of their exams.

Note: Students enrolled in paid programs will not be able to access OBIS if they fail to make their payments.



WHAT IS THE LEARNING MANAGEMENT SYSTEM (LMS)?

The Learning Management System (LMS) is a web-based application designed to enhance the efficiency of education, particularly with the integration of distance education. It serves as a platform where course materials (such as videos, documents, and announcements) are shared, and reporting is conducted.

LMS operates in synchronization with the OBIS system for students and the PERSIS system for instructors. Through LMS, students can easily access course documents, asynchronous lecture videos, synchronous live lessons, online exams, and assignment submissions.

Students can log in to LMS using their nine-digit student number as their username and their OBIS password.

[Click here](#) to access LMS



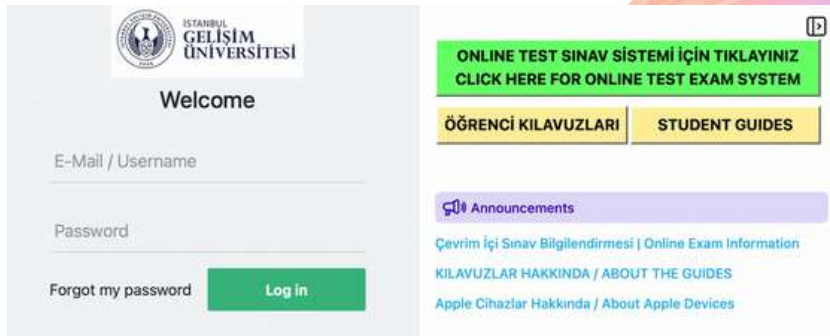
Which Activities are Accessed on the LMS Page?

To access the course page on LMS, click on "My Courses" from the left menu. The course page includes:

- Video Activity
- E-Lecture Activity
- Exam Activity
- Document Activity
- Assignment Activity
- Virtual Classroom Activity

Additionally, you can send messages to the instructor regarding the course by using the "My Messages" section located in the upper-right corner.

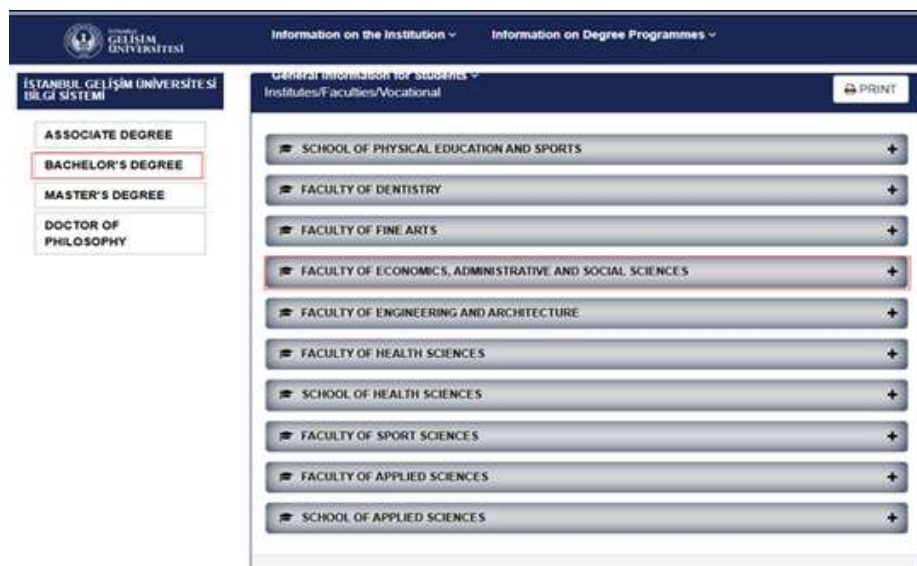
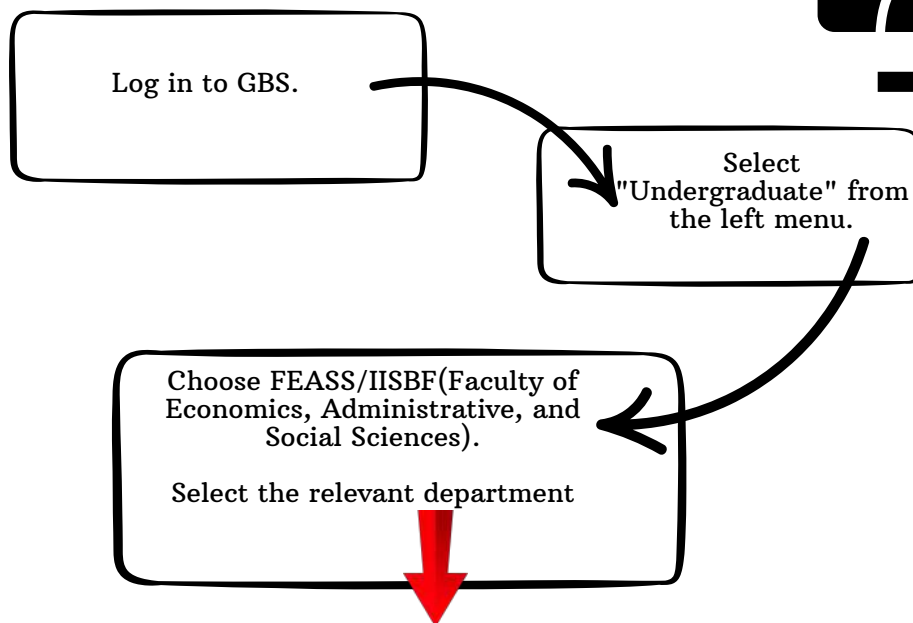
[Click here](#) to access the LMS Student Guide:



GELISIM INFORMATION SYSTEM (GBS)

Üniversitemizin Gelisim Bilgi Sistemi (GBS), kapsamlı bilgiyi sunarak öğrencilere program kurulları, program amaçları ve hedefleri, ders planları, derslerin toplam derslerle ve program çıktılarıyla ilişkisi, program öğrenim çıktıları, kariyer ve akademik gelişim fırsatları hakkında detaylı bilgi sağlar.

To access GBS:

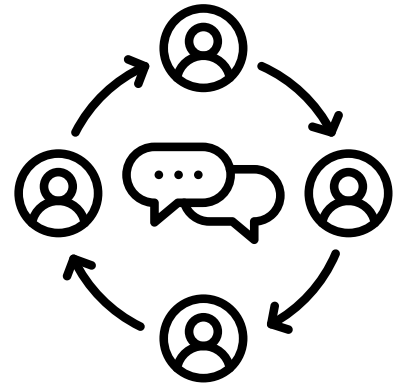


OUR COMMUNICATION CHANNELS

How to Contact Faculty Members

Face-to-Face Meetings:

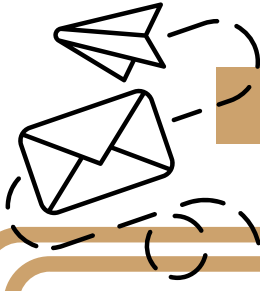
You can meet with faculty members during their designated office hours. Each faculty member has unique office hours, and this information can be found posted at the entrance of each department.



Contact via Email:

All faculty members at our faculty have institutional email addresses. To find their email address, visit the faculty's website, select the undergraduate program where the faculty member works, and click on the "Academic Staff" section in the left menu. Communication must be made using your official student email address with the Gelisim domain.

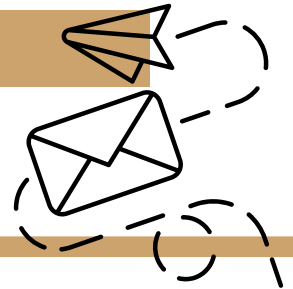
Important Note: To contact faculty members via email, you must use your institutional student email address.



How can I reach the faculty members' e-mail address?

- 1 To access faculty members' email addresses, visit [the FEASS website](#)
- 2 The relevant undergraduate department is selected.
- 3 After selecting the academic staff from the left tab, the desired information can be accessed by selecting the profile of the faculty members.

Student Email (How to Obtain It? How to Use It?)

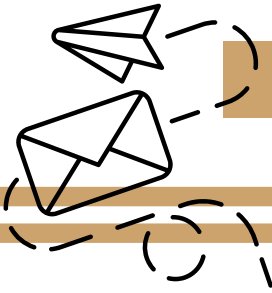


All active and temporarily suspended students have a university email address. Student email addresses follow the format: studentnumber@ogr.gelisim.edu.tr (e.g., 123456789@ogr.gelisim.edu.tr).

Your email address is displayed on the OBIS homepage, located below your profile picture in the top left corner. By logging into the E-Gate internet system, you can reset the passwords for all services within your authorization.

For detailed information about student email addresses, [click](#)

To access the web pages of the departments within our faculty, [click](#)



How Do We Communicate with You?

Announcements, updates, and information regarding events organized by the faculty or departments are communicated through various channels, including: Student email addresses, LMS, OBIS, SosyoCom, Social media, Orientation meetings, Student representatives.

Faculty and Department Web Pages

Our faculty has 18 departments offering a total of 26 programs in Turkish and English.

To access and explore the web pages of all departments within the Faculty of Economics, Administrative, and Social Sciences, [click](#)

Economics and Finance

Economics and Finance (English)

Public Relations and Publicity

Aviation Management

Aviation Management (English)

English Language and Literature (English)

Business Administration

Business Administration (English)

Logistics Management

Logistics Management (English)

Psychology

Psychology (English)

Radio, Television, and Cinema

Advertising

Political Science and Public Administration

Political Science and International Relations

Political Science and International Relations (English)

Sociology

Tourism Guidance

Turkish Language and Literature

International Trade and Finance

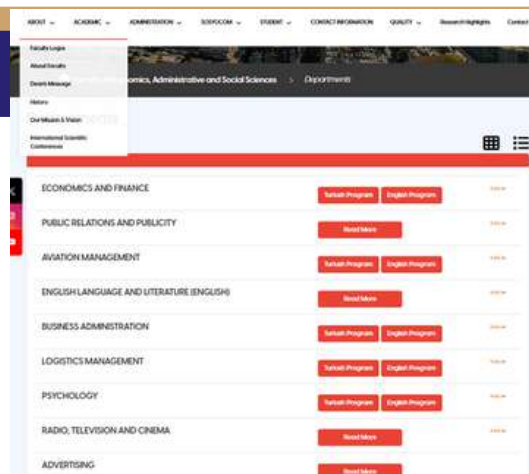
International Trade and Finance (English)

International Trade and Business

International Trade and Business Administration (English)

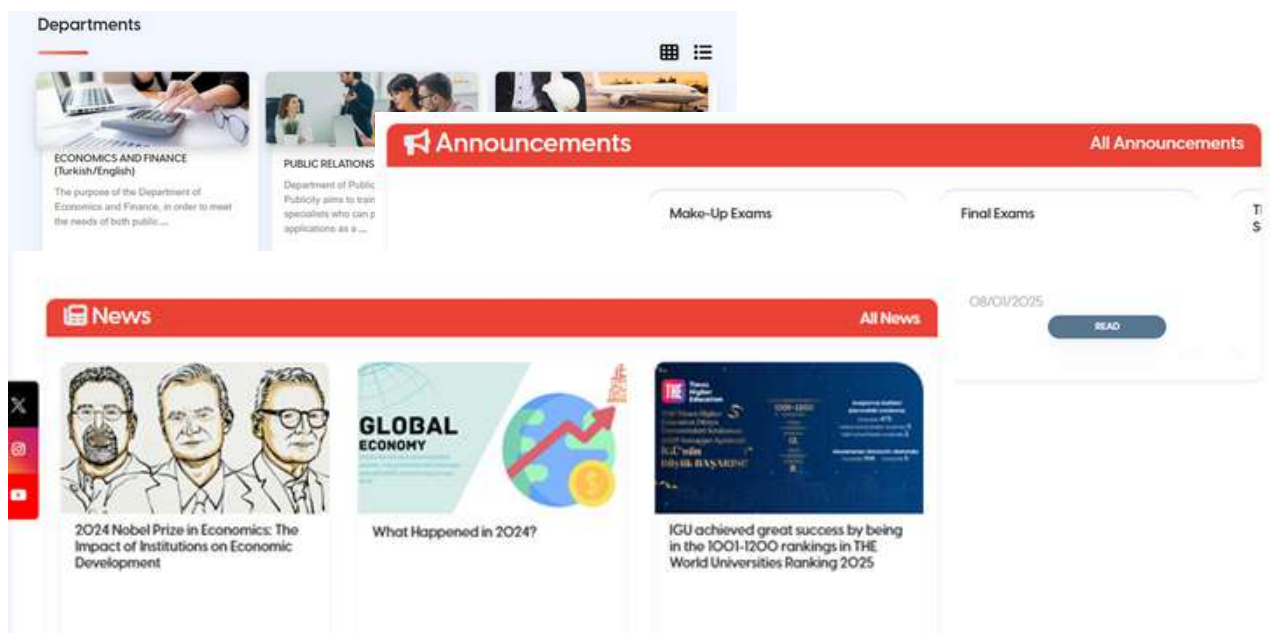
New Media and Communication

Management Information Systems



You can stay informed about exams, events, competitions, and more by following announcements and news on the faculty's website.

Through department web pages, you can access general information about your department, its curriculum, quota details, academic staff, contact information, department activities, as well as announcements and news specific to your program.



SOSYOCOM MONTHLY EVENTS AND NEWS BULLETIN

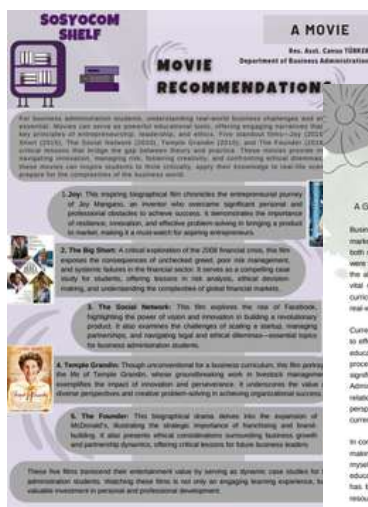
What is SosyoCom?

SosyoCom is the monthly bulletin of the Faculty of Economics, Administrative, and Social Sciences (IISBF/FEASS), prepared with the contributions of academics and students. It offers comprehensive and up-to-date content. Additionally, you can contribute your own content to SosyoCom! By sending your written pieces to the Research Assistants of your department via email, you can have the chance to feature in the next issue.

[Click here](#) to access the latest issue of SosyoCom on our faculty's website:

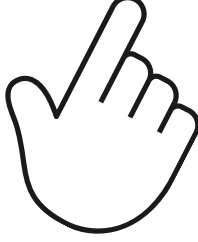
Contents:

Tech Agenda
Economic Agenda
Culture, Art, and Literature
SosyoCom Shelf
Education and Research
Entrepreneurship and Innovation
Political Agenda
Health and Psychology
Social Agenda
Time to Socialize
On Academic Life
Masthead



IGU FEASS is Active on Social Media!

You can follow our faculty on social media to stay updated with the latest news and developments.



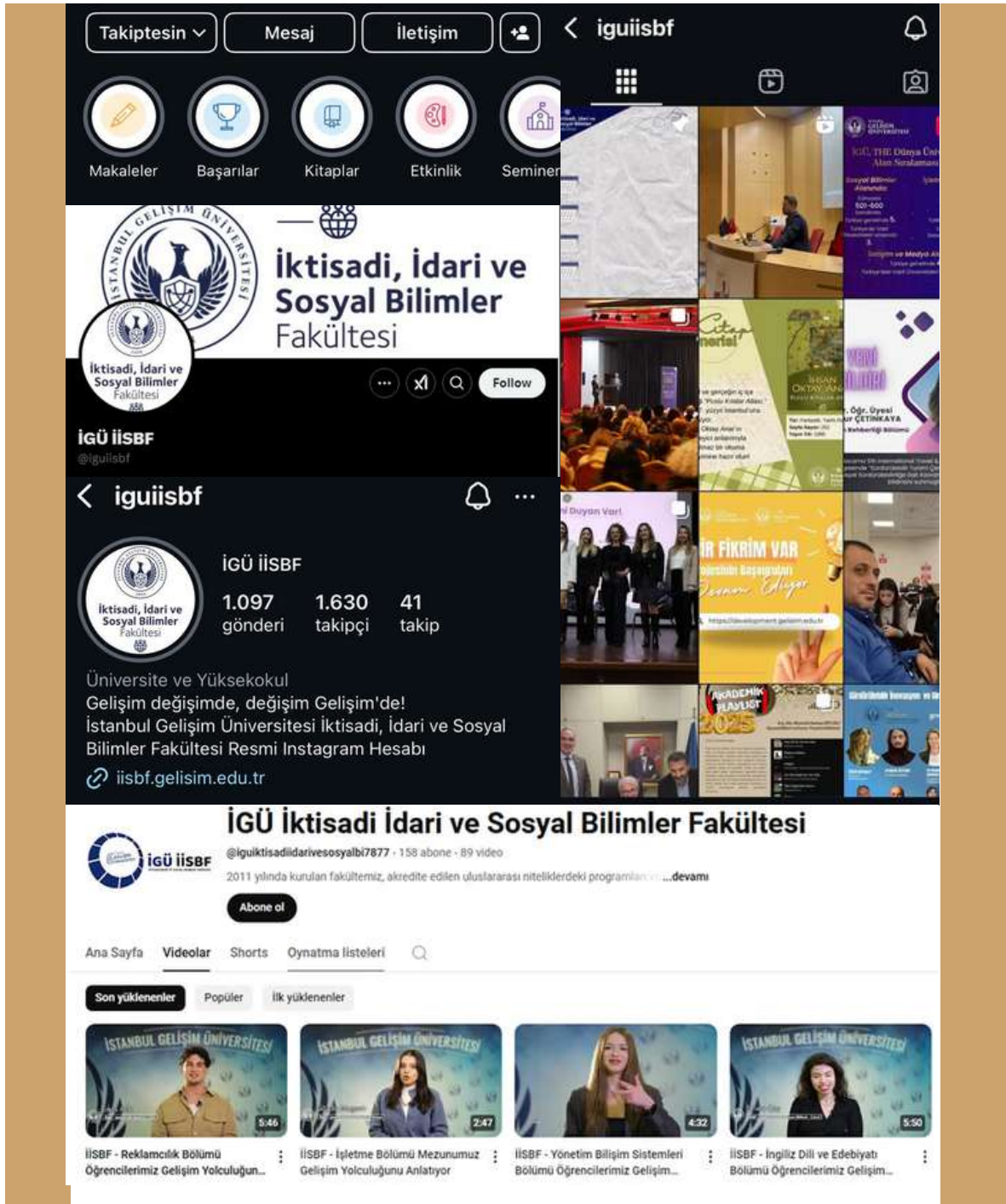
[Click](#) for our Instagram account



[Click](#) for our X (Twitter) account



[Click](#) for our YouTube account



ORIENTATION MEETING



What is an Orientation Meeting?

Orientation meetings are organized by the department chair before the start of classes during the first week for first-year students. These meetings aim to provide general information about the department and university life, helping students prepare for their academic journey.

During the meeting, students are informed about their departments, career opportunities, course selection processes, how classes are conducted, and how exams are administered. Additionally, the benefits of programs such as Erasmus, Double Major, and Minor, as well as the importance of grade point averages for accessing these opportunities, are discussed.

Students also receive guidance on academic processes, the academic hierarchy, and the steps they need to follow in the correct order. At the end of the meeting, student questions are addressed. For updates on orientation meetings, please check the announcements section of your department's website and follow SMS notifications sent by the university.

Student Support Offices

Career Guidance Application and Research Center

The main purpose of the center is to improve the career planning and development competencies of Istanbul Gelişim University students, graduates and employees.

The studies carried out by IGU Career Guidance Application and Research Center aim to increase the personal awareness of our students, graduates and employees, to support them in following the developments in their fields closely, to enable them to be individuals who are moderate and rational in their decisions, who make plans and who foresee and prepare for the obstacles they may encounter while proceeding in line with their plans are as follows:

- Self-Assessment & Personality Inventories
- Career Management Workshops
- Personal Development Workshops
- Career Counseling and Career Coaching
- CV Consultancy
- Career and Employment Fair
- Career Chats
- Company Tours
- Competency-Based Interview Workshops
- Peer Mentoring
- Career Development Academies
- My Business Partner Project

For more information [click](#)

Student Support Offices

Erasmus Office and International Relations Coordinatorship

Erasmus is a European Union exchange and grant program that allows undergraduate or graduate students to study or intern in another country for a minimum of 2 months and a maximum of 1 year. The Erasmus Office and External Relations Coordination Office are the units where all students who come to our country or are interested in going abroad complete their transactions and obtain information.

Erasmus Student Mobility is a student registered in a higher education institution (with or without Turkish citizenship) who carries out a part of their education in a higher education institution abroad with a bilateral agreement. The activity period covers a period of 3 to 12 months that can be completed within the same academic year.

There may be differences in the application conditions for each academic year. Therefore, the current conditions are specified in the announcement text announced for the relevant academic year. However, the general principles are as follows:

1. The student must be at least a sophomore in the period in which they will participate in the program and have at least 30 ECTS equivalent courses before graduation,
2. The general grade point average (GPA) must be at least 2.20/4.00 at the Associate/Undergraduate 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 period in which they will study.

Erasmus Student Internship Mobility is the process of students receiving vocational training and/or gaining work experience within a partner business or organization in another participating country. All students can benefit from Erasmus+ Internship Mobility. Students who will be placed within the scope of Internship Mobility have the right to do an internship for a minimum of 2 months and a maximum of 12 months. Internships can also be done in the summer period.

The Bilateral Cooperation Program is a program that aims to carry out student exchange between higher education institutions. Students who want to participate in the exchange program can benefit from the program for at least one and at most two semesters to study at higher education institutions abroad with which we have bilateral agreements, within the framework of the rules specified in the agreement.

For more information [click](#)

Faculty Secretariat

The Faculty Secretariat is an administrative unit employed to take the necessary measures for the effective and efficient harmonious work of the members of the administrative organization within the framework of the legal legislation, to plan, coordinate and organize administrative activities, to supervise, and to assist unit managers and in technical matters.

You need to contact our faculty secretariat for your transactions such as exemption exams, make-up exams, presentation of petitions and documents regarding minor or double major applications, student certificate*, Transcript*, obtaining Course Content documents and any problems you may experience.

* Student certificates or transcripts can also be obtained via E-Government.

Istanbul Gelisim University, Faculty of Economics and Administrative Social Sciences Secretariat E-mail Address: iisbf@gelisim.edu.tr

[Click to](#) access the Faculty Management scheme:

Student Affairs

This is the unit to contact for procedures such as YKS registration, horizontal transfer, vertical transfer, graduation procedures, registration renewal, registration freeze, visa and military service, the necessary official documents, the management of internship processes and the provision of relevant documents, etc.

For more information click

The Student Affairs Office is located in Block A -1. Students can contact Student Affairs in person, by phone or via e-mail.

E-Mail address: oidb@gelisim.edu.tr

Phone: 0212 422 70 00

For more information click

Dean of Students and İGÜMER

Istanbul Gelisim University's Dean of Students office aims to contribute to the student-oriented learning environment in our university, to increase student satisfaction and the sense of belonging to the university, to create a strong, safe and peaceful campus environment for our students and other members of our university, and to ensure that our students graduate as qualified individuals ready to enter the business life.

Istanbul Gelisim University Dean of Students organizes various events that aim to support the academic, social and personal development of our students, with events such as “Development in Workshops”, “Healthy Development”, “Artistic Development”, “Sports Development”, “Coffee Talks”, “English Speaking Activity” and “Cultural Development Movie Hour”, our students are offered a multi-faceted development environment.

For more information click

Requests, demands and complaints sent through İGÜMER (Istanbul Gelisim University Communication Center) are evaluated by the Dean of Students' Office and efforts are made to take the necessary actions.

[Click for more information](#)

Research and Project Support Offices

Istanbul Gelişim University is a university that values the work of both its academicians and students, and supports both its students and staff for new projects.

Istanbul Gelişim University aims to develop young people's creative thinking, entrepreneurship and project management skills with the "I Have an Idea!" project organized for undergraduate students. This project aims to train students as entrepreneurs who can be successful in the business world by providing them with the opportunity to turn their ideas into reality. Students can access the knowledge, experience and resources required to bring their ideas to life under the guidance of İGÜ.

[Click to apply](#)

Scientific Research Projects Coordination (BAPK)

The BAP Coordination Office provides project support for undergraduate students, aiming to ensure the effective use of resources and to increase the quality of our university in terms of the quality and quantity of research activities and to ensure the effective use of resources, by providing the support that Istanbul Gelişim University faculty members need for scientific research, equip them with technological facilities, reflect all contemporary and scientific developments in their studies, have innovative thinking, know how to produce, and use all their facilities effectively, economically, and efficiently.

Undergraduate Student Participatory Research Projects (USPRP)

These are research projects designed to foster an R&D culture among successful undergraduate students enrolled in programs of our university that offer bachelor's degree education lasting four years or more. The aim is to encourage and motivate students to engage in research activities. In these projects, led by faculty members as principal investigators, a minimum of one (1) and a maximum of three (3) undergraduate students can participate as researchers.

[Click for more information](#)

IGU Technology Transfer Office (TTO)

The aim of IGU TTO is to ensure that the Research and Development studies carried out within Istanbul Gelişim University are transformed into value-added products and services in a way that will contribute to the increase of the standard of living in the world, accelerate national development and increase Turkey's international competitive power.

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

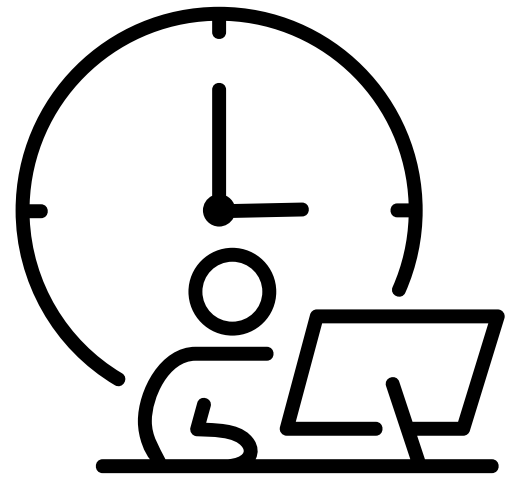
[Click for detailed information](#)

Office Hours

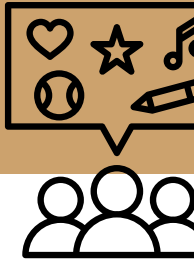
Office hours are the time periods when you can talk to faculty members about courses, ask questions, learn about your academic life and future, and get advice.

Office hours are determined by faculty members of the departments at the beginning of each academic term, including fall and spring terms, and our students are informed about this. For detailed information about office hours, please contact your department faculty members and pay attention to the announcements on the department web pages.

[Click to access](#) department web pages and faculty members' contact information:



PERSONAL DEVELOPMENT AND SOCIAL ACTIVITIES



Sports at IGU Faculty of Economics and Administrative Social Sciences

Istanbul Gelisim University Faculty of Economics, Administrative and Social Sciences aims to train successful athletes, win championships in tournaments, and secure a place among European and world universities through these achievements.

The Directorate of Health, Culture, and Sports aims to help staff and students spend their free time productively and lead a happy life by maintaining their physical and mental well-being.

For detailed information

In Block H - Faculty of Sports Sciences at our university, there is a multipurpose activity hall that includes a dance studio, gymnastics hall, fitness center, sports hall, combat sports hall, and table tennis tables.

Student Clubs

The field of activity of a newly established club must not be similar to that of an already existing active club. Applications for opening a club must be completed within six weeks from the start date of each academic year. When applying for student clubs, a draft of the bylaws, including the planned activities and their timelines for the semester, must be submitted. Each student can establish a maximum of one student club and be part of the management of one student club. The necessary documents for opening a club are available on the main page of the Directorate of Health, Culture, and Sports.

Foreign Language Courses

Our curricula are designed to enhance the foreign language education of our students. In the 1st and 2nd semesters, basic foreign language courses are offered, while in the 3rd and 4th semesters, vocational foreign language courses are provided. Additionally, in the 5th, 6th, 7th, and 8th semesters, a wide range of elective foreign language courses are available in the elective course pool, based on the demands of our students. Foreign language courses are conducted by expert faculty members and are not limited to English only. Courses such as Russian, Arabic, Chinese, Italian, German, and Spanish are also included in the elective course pool.

[Click for](#) the elective foreign language courses available in the curriculum



PERSONAL DEVELOPMENT AND SOCIAL ACTIVITIES

IGU Four Awarenesses

Istanbul Gelisim University, with the slogan "Be Open to Development," emphasizes the importance it places on the growth of its students and has consolidated the advantages it offers under the theme of "four awarenesses."

- Istanbul Gelisim University encourages undergraduate and associate degree students enrolled in Turkish programs to improve their foreign language skills. Students who take foreign language courses and subsequently score at least 70 points on the YDS or YÖKDİL exams are reimbursed for the course fees by IGU.
- For students who plan to go abroad for language education on their own, IGU covers the cost of their round-trip flight tickets.
- Istanbul Gelisim University fully supports students' projects they wish to bring to life through its "I Have an Idea" program.
- IGU encourages its graduates to establish their own businesses. Office furniture for graduates who start their own businesses is provided by the university.



LIBRARY, LABORATORIES, AND STUDIOS

Libraries and Working Hours

Central Library – J Block, Tower
Health Sciences Library – A Block
School of Foreign Languages Library – E Block
Vocational School Library – G Block
Institute Library – F Block

IGU Library Statistics

Reader lounge capacity exceeding 1,200, along with group study rooms
Over 190,000 printed books
More than 3,907,000 e-books
Over 83,000 electronic periodicals
35 print journal subscriptions
Nearly 4 million electronic theses
26 database subscriptions
Wireless internet access and advanced computer labs
Library Hours
08:30–17:30
For more information click

[Click to](#) access the library orientation presentation

[Click to](#) watch the seminar on accessing library databases off-campus and database usage

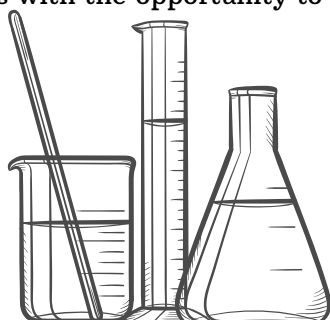


Studios, Workshops, and Laboratories

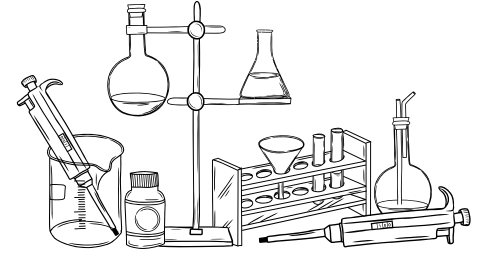
Istanbul Gelisim University offers a total of 143 laboratories, studios, and workshops that comply with international accreditation standards. These facilities provide associate, undergraduate, and graduate students with the opportunity to explore different and exciting aspects of learning.

[Laboratories](#)

[Workshops](#)



Laboratories



Psychology Laboratories

The Faculty of Economics, Administrative, and Social Sciences (FEASS) houses the Brain, Cognition, and Behavioral Neuroscience Laboratory as well as the Clinical Psychology Laboratory. These laboratories are equipped with EEG devices and clinical observation and interview rooms. Both laboratories are located on the -2nd floor of the J Block.

Keyboard SPSS Computer Laboratories

Our faculty has 6 laboratories with a capacity of 60 people each, designed to run the programs of the relevant departments smoothly, and has a large ventilation system. These laboratories provide a perfect environment where students and academics can put their theoretical knowledge into practice and carry out their projects.

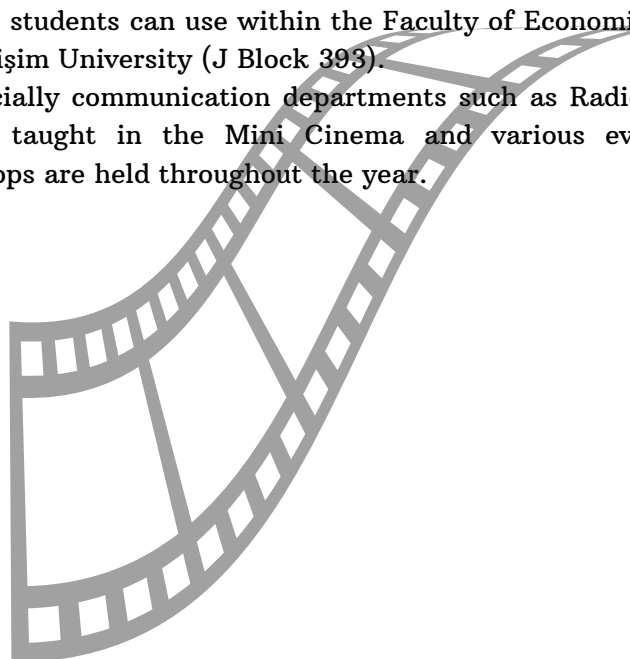
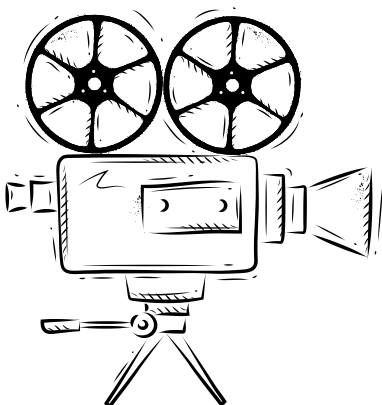
The laboratories are located on the 2nd floor of G Block and the 3rd floor of J Block.

Applied Digital Communication Workshop

The Applied Digital Communication Workshop, which is a common area for the application-oriented communication departments in different units of our university, is an 80-person in-class/out-of-class study area where our students reinforce the theoretical knowledge they have learned and put it into practice. Our students can practice and bring their projects to life by using the camera, microphone, light, decor and other auxiliary tools in the workshop. In addition, our students have the opportunity to perform Black Box and Green Box shooting applications as well as product desk shooting applications. The workshop is located in J Block 365.

Mini Cinema

There are 2 Mini Cinemas that our students can use within the Faculty of Economics, Administrative and Social Sciences of Istanbul Gelişim University (J Block 393). Certain department courses, especially communication departments such as Radio, TV and Cinema Department of our Faculty, are taught in the Mini Cinema and various events, film/project screenings, interviews and workshops are held throughout the year.



Radio and Television Studio

The Radio and Television Studio, located in our university (Block B) and established in the 2014-2015 academic year, was designed for our students who will work in the communications-media sector after graduation, so that they can apply the theoretical knowledge they learn in class and prepare for the sector.

For more details, [click](#)

Meeting Rooms

At Istanbul Gelisim University, there are five separate meeting and conference halls with a total capacity of 1,500 people, as well as five foyer areas exceeding 3,000 m², designed to host all events.

The Firnas Auditorium is located on the -1st floor of the K Block in Gelisim Tower, while the Mehmet Akif ERSOY Conference Hall is situated on the Ground Floor of the J Block.

The other small meeting rooms are located on the 2nd and 3rd floors of Block J.

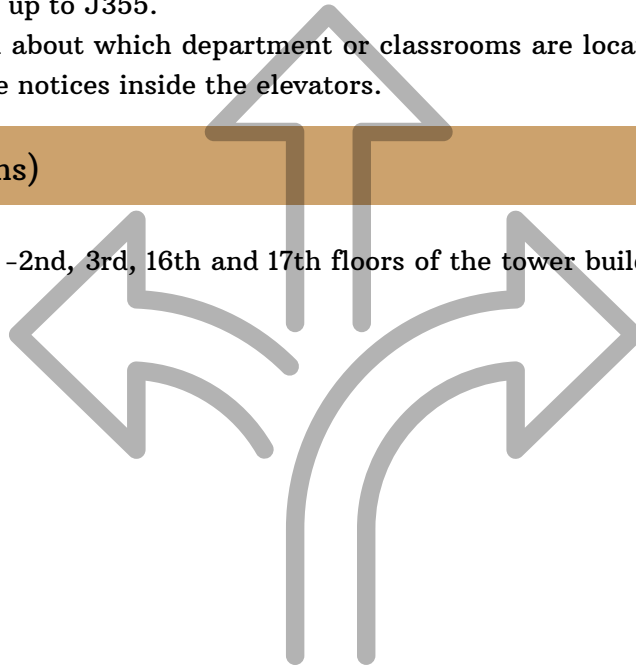
Classroom Numbers

At Gelisim University, classrooms in the K Block are numbered according to their respective floors. For instance, classrooms on the 8th floor of the K Block are numbered as K801, K802, K803, and so on. Similarly, the J Block (Main Entrance) corresponds to the 3rd floor, with classrooms numbered as J301, J302, up to J355.

Additionally, information about which department or classrooms are located on each floor of the K Block can be found on the notices inside the elevators.

Masjids (Prayer Rooms)

There are masjids on the -2nd, 3rd, 16th and 17th floors of the tower building and on the -3rd floor of Block A.



HEALTH

Infirmery and Health Services

Block A - Rectorate / Faculty of Applied Sciences, Block H - Faculty of Sports Sciences, and Block E - School of Foreign Languages each have 1 nurse. At Block G - Istanbul Gelisim Vocational School, 2 nurses are on duty, with 1 working during the day and 1 in the evening. The working hours for nurses are between 8:30 AM and 5:30 PM. For the nurse working in the evening, the hours are from 5:30 PM to 10:00 PM. The doctor located in Block A - Rectorate / Faculty of Applied Sciences works between 8:30 AM and 5:30 PM.

At the Gelisim Tower campus, 1 nurse is on duty. Their working hours are from 8:30 AM to 5:30 PM.

Across our university campuses, 1 doctor, 5 nurses, and 3 psychologists are on duty.

Psychological Counseling Unit

The unit where students can seek support and guidance based on their needs is the "Psychological Counseling Unit." This unit aims to support students' development in individual, social, and academic areas throughout their university life. Students can schedule appointments for the Psychological Counseling Unit through OBİS. The Psychological Counseling Unit is located on the 2nd floor of Block K (Tower).

For Psychological Counseling Services, you can contact the unit personnel:

Clinical Psychologist Ünal Erdem.

Email: ueelli@gelisim.edu.tr.

Phone: 0212 422 70 00

Extension: 374.

[For detailed information](#)

The situations in which the Psychological Counseling Unit guides students are as follows:

- Helping newly enrolled students overcome potential adjustment problems they may face.
- Identifying issues students encounter in their lives and collaborating with other units to find solutions.
- Assisting students who wish to change their department in discovering their talents, interests, and personal characteristics to help them make the right decision.
- Providing individual or group therapy services, in line with the student's needs and requests, for social and psychological problems they may experience.
- Directing students to the Istanbul Gelisim University Career Guidance Application and Research Center for support or career counseling related to their future profession, if necessary.

ALUMNI NETWORK



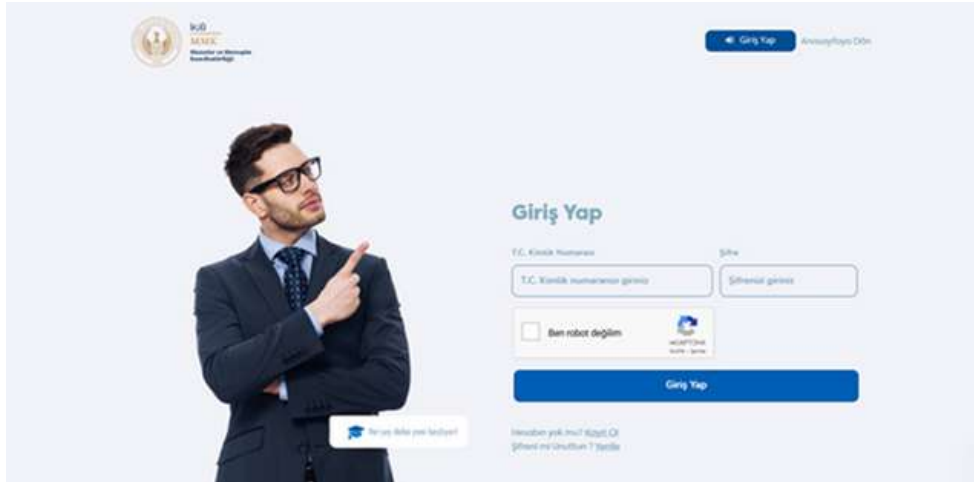
IGU Alumni and Members Coordination Office

Since its establishment, Istanbul Gelisim University has produced a total of 6197 graduates, and this number continues to grow each year as the student capacity increases.

The mission of the IGU Alumni and Members Coordination Office is to foster a continuous connection between our graduates, alumni from diverse fields, and the university. Through organizing social, cultural, and sporting events for our alumni and members, the office aims to enrich their lives and support their professional development.

Events, news, and announcements related to alumni can be followed at <https://mezun.gelisim.edu.tr/en/administrative-homepage>.

Additionally, alumni can log in at <https://metsis.gelisim.edu.tr/mezun-giris> to get in touch with the coordination office.



Communication

Contact Information:
Phone: 0212 422 70 00
Email: iisbf@gelisim.edu.tr

