ISTANBUL SABAHATTIN ZAIM UNIVERSITY

FACULTY OF BUSINESS AND MANAGEMENT SCIENCES

ORIENTATION GUIDE

2025

Prepared by

Assoc. Prof. Rumeysa BILGIN

Assist. Prof. Cemil Faruk DURMAZ

Assist. Prof. Safa YILDIRAN

Research Assist. Fatma YILMAZ

Disclaimer

This guide has been prepared to inform the students of Istanbul Sabahattin Zaim University Faculty of Business and Management Sciences about their education processes. In case the information given in the guide conflicts with the University legislation, the provisions of the legislation are valid.

Contents

Contents 4
Abbreviations 8
Preface 9
Introduction 10
1. Basic Information About Course Selections 11
1.1. Courses 12
1.1.1. Compulsory Courses 12
1.1.2. Elective Courses 12
1.1.3. Departmental Elective (BLS) Courses 13
1.1.4. University General Elective (UNS) Courses 13
1.1.5. IZU-Common Elective (IZU) Courses 13
1.1.6. IZU-Language Elective Courses 13
2. Double Major and Minor Programs 14
2.1. Double Major Program (DMP) 14
2.1.1. Application Process 14
2.1.2. Enrollment Process 14
2.1.3. Course Selection and Graduation 14
2.2. Minor Program 14
2.2.1. Application Process 14
2.2.2. Enrollment Process 15
2.2.3. Course Registration and Graduation 15
2.2.4. Minor program department list 15
3. Erasmus+ Student Mobility 16
3.1. Mobility for Studies 16
3.1.1. Application Requirements 16
3.1.2. Quotas 17
3.1.3. Assessment Criteria 17
3.1.4. Satisfying Foreign Language Requirement 17
3.1.5. Grant Support 18
3.1.6. Eramus+ Agreements According to Departments 18
3.1.7. Courses Taken During the Erasmus+ Mobility 18
3.1.8. Special Needs and Accompanying Support 19

3.1.9. Minimum and Maximum Durations....19
3.1.10. Application Process....19
3.1.11. Announcement of Students Entitled to the Mobility....20
3.2. Mobility for Traineeship....20
3.2.1. Application Requirements....20
3.2.2. Quotas....20
3.2.3. Assessment Criteria....20
3.2.4. Satisfying Foreign Language Requirement....21
3.2.5. Grant Support....21
3.2.6. Eligible Institutions/Organizations....21
3.2.7. Special Needs and Accompanying Support....22
3.2.8. Minimum and Maximum Durations....22
3.2.9. Application Process....22
3.2.10. Announcement of Students Entitled to the Mobility....23
3.3. International Credit Mobility....23
3.3.1. Application Requirements....24
3.3.2. Quotas....24
3.3.3. Assessment Criteria....24
3.3.4. Satisfying Foreign Language Requirement....24
3.3.5. Grant Support....25
3.3.6. Agreements with Partner Countries....25
3.3.7. Special Needs and Accompanying Support....25
3.3.8. Minimum and Maximum Durations....25
3.3.9. Application Process....26
3.3.10. Announcement of Students Entitled to the Mobility....26
4. Course Exemption Rules....27
4.1. Exemption Request Period....27
4.2. Exemption Request Process....27
4.3. Effect of Exempted Courses on GPA (Grade Point Average)....28
4.4. Courses for Which Exemption Can Be Requested....28
5. Scholarships....30
5.1. Academic Merit Scholarship....30
5.2. Support Scholarship....30
5.3. Postgraduate Scholarships at IZU....30
5.4. Sibling and Spouse Scholarships....30
5.5. Other Scholarships....30

6. Lateral Transfer 31
6.1. Lateral Transfer with ÖSYS Results (Additional Article-1) 32
6.1.1. Application Conditions 32
6.1.2. Quota 33
6.1.3. About Scholarships 33
6.1.4. Application Process 33
6.1.5. Registration Process 33
7. Summer School 34
7.1. Course Transfers 34
8. Leave of Absence, Withdrawal and Compulsory Withdrawal 36
8.1. Leave of Absence 36
8.1.1. Conditions 36
8.1.2. Duration 36
8.2. Withdrawal 37
8.2.1. Conditions 37
8.2.2. Compulsory Withdrawal 37
9. Internship Practice Principles 38
9.1. Volunteer Internship 38
9.2. Voluntary Internship Courses 38
10. Libraries 39
10.1. Catalog Search 39
10.1.1. Reading the Catalog Information 39
10.2. Shelf Layout and Finding the Book You Are Looking For 40
10.3. Borrowing and Delivery 41
10.4. Use of Electronic Resources and Off-Campus Access 41
10.5. Study Rooms 41
11. Student Clubs 42
11.1. Establishment of Clubs 42
11.2. Basic Issues Regarding the Activities of Clubs 42
11.3. Student Club Membership Conditions 43
11.4. Club Dissolution and Closure 43
12. Graduation 45
12.1. Graduation Exam 45
12.2. Additional Examination 45
12.3. Diploma 46
13. General Information About the Faculty of Business and Management Sciences 47

13.1. Faculty Administration 47
13.2. Commissions 48
Petition Samples 50

Abbreviations

CGPA : Cumulative Grade Point Average

ECTS : European Credit Transfer System

FAB : Faculty Administrative Board

BLS : Department Elective Course

DMP : Double Major Program

DGS : Vertical Transfer Examination

ISEFAM : Islamic Economics and Finance Application and Research Center

ICM : International Credit Mobility

FBMS : Faculty of Business and Management Sciences

IZU : İstanbul Sabahattin Zaim University

CIS : Campus Information System

LLP : Erasmus+ and Lifelong Learning

DSA : Department of Student Affairs

ÖSYS : Student Selection and Placement System

SSPC : Student Selection and Placement Center

SKS : Health, Culture and Sports Department

UNS : University Elective Course

YDS : Foreign Language Exam

YKS : Higher Education Institutions Exam

CoHE : Council of Higher Education

Preface

Dear Students;

The quantity and quality of the knowledge possessed have an important place in the economic development of the countries. Today's most economically and socially developed societies are called "Information Society," and their economic understanding is called "Knowledge-Based Economies". Faculty of Business and Management Sciences continues its research and teaching activities with a young, dynamic, and internationally experienced academic staff to develop Turkey's socio-economic and human infrastructure to achieve its "Information Society" goals. In all the scientific activities carried out, we are proud to be Prof. Dr. Sabahattin Zaim's student; this is our most important source of motivation.

We aim to raise virtuous and leader people who produce knowledge, serve humanity, shape the future, and assimilate our civilization's values. Each of our departments is performing successfully in its own lane to become a faculty that fulfills all the requirements of being a research university. They are developing rapidly with their academic and physical infrastructures. While doing this, alternative programs are offered to our students, which are suitable for expanding their interests and abilities, giving them the ability to understand and solve the problems they will encounter, to protect themselves against possible risks, and to take advantage of the opportunities, by using the given information, instead of simply loading information.

In this guide, we have gathered information that we think may be useful for you from your first step to our faculty to your graduation and even after that. I would like to thank our academicians who prepared this guide. It includes detailed information about course selection, Erasmus, CAP, and minor, scholarships, exemptions, lateral transfers, clubs, and commissions, and I hope it will be helpful to all our students.

Prof. Dr. Ibrahim Guran YUMUSAK

Deputy Dean

Introduction

This guide is intended as a practical resource that brings together what you need to know about the academic life at Istanbul Sabahattin Zaim University Faculty of Business and Management Sciences. Information on course selections, scholarships, double major and minor programs, Erasmus and other student mobility programs, scholarships, lateral transfer procedures, internship opportunities, graduation procedures, library use, and student clubs are included. In addition, petitions and forms that students may need and links to video recordings of course registration processes and the contact information of the faculty, administrative and academic staff are also provided.

The information presented in this guide is based on the Istanbul Sabahattin Zaim University regulations as of the 2024-2025 Spring semester. We recommend you consult the faculty secretariat regarding matters not covered in this guide.

You can send all your questions and suggestions to iybf@izu.edu.tr .

1. Basic Information About Course Selections

To start your education at our faculty, you must first choose your courses. In each semester of your four-year undergraduate education, you must enroll to that semester's courses in your department's course plan. The department course plan is a table containing the courses that students should take. From the course plan, you can learn the code, name, language, weekly theoretical and practical hours, credits, and European Credit Transfer System (ECTS) of each course. You can reach the current course plan of your department with the help of the links given in Table 1.1.

Table 1.1. *Course Plans*

Department	**Course Plan***
Economics	Course Plan
Islamic Economics and Finance	Course Plan
International Trade and Finance	Course Plan
Business Administration	Course Plan

* On the page that opens, you should select the "Course Plan and ECTS credits" tab.

What is ECTS?

ECTS credit is a workload-based value that covers all the work (theoretical course, practice, self-study, exams, homework, etc.) that the student has to do to complete a course successfully. ECTS is determined as 30 for one academic semester. 1 ECTS corresponds to 25-30 hours of workload. Therefore, the total workload of a student for an academic semester can vary between 750-900 hours.

Table 1.2 shows the course plan for the 1st semester of the Business Administration program of our faculty. In the table, the first column shows the name and code of the course, the second column shows the language, the third column shows the theoretical course hours, the fourth column shows the practical course hours and the fifth column shows how many hours of laboratory practice will be done within the course. The last two columns give the credit and ECTS values of the courses, respectively.

Table 1.2. The 1st semester of the Business Administration Program

1TH SEMESTER COURSE PLAN						
COURSE	LANGUAGE NAME	T	P	L	WCH	ECTS
BIM 150 - Computer and Informatic Technology	Turkish	1	0	2	3	5
IKT 101 - Introduction to Economics I	English	3	0	0	3	5
ISL 101 - Introduction to Business	English	3	0	0	3	5
ISL 197 - Analytical Thinking and Mathematics	Turkish	2	0	0	2	3
MAT 107 - Mathematics for Business and Economics - I	Turkish	3	0	0	3	5
TUR 101 - Turkish Language I	Turkish	2	0	0	2	3
YDL 105 - Advanced English I	English	3	0	0	3	4
	Total	17	0	2	19	30

Under normal conditions, at the beginning of each semester, a student must register for all of that semester's courses included in the course plan. However, if there are courses that you failed or did not take in the previous semesters, you must first register for these courses.

1.1. Courses

There are two different course groups in your department's course plan as compulsory and elective courses.

1.1.1. Compulsory Courses

These are the courses whose type is specified as "Compulsory" in the course plan of your department. To graduate, you must be successful in all of the compulsory courses in your program. You must repeat the courses you failed.

1.1.2. Elective Courses

These are classified as "Elective" in your course plan. To graduate, you must be successful in the number of elective courses specified in your course plan.

Unlike the compulsory courses, you can take other elective courses in place of the electives you have failed, provided that they are in the same elective group and belong to the same semester. If you are successful in the second course you have taken, you can request the deletion of the failed course from your transcript.

Elective courses are classified into four groups as Departmental Elective (BLS), University General Elective (UNS), IZU-Common Elective (IZU) and IZU-Language Elective.

1.1.3. Departmental Elective (BLS) Courses

These courses are shown in your course plan with the codes BLS 001, BLS 002, and BLS 003. In addition, it is divided into subgroups as 1-4th semesters, 5-6th semesters, and 7-8th semesters of BLS courses. Courses for each group are given in your course plan. Each semester, you must choose from the BLS course list on your BLS elective course selection screen as much as the number of BLS coded courses in the course plan.

1.1.4. University General Elective (UNS) Courses

These courses are indicated in your course plan with the codes UNS 001, UNS 002, and UNS 003. Again, they are grouped as 5-6th semesters and 7-8th semesters' UNS courses. Each semester, you must select as many UNS courses as the number of UNS courses in the course plan.

1.1.5. IZU-Common Elective (IZU) Courses

You must take the IZU elective courses offered to all our university students, which will contribute to your personal development and general culture. These courses, which are not specific to the department or faculty, but are opened for the whole university, are indicated with the IZU code in your course plan. You can find the list of IZU joint elective courses here .

1.1.6. IZU-Language Elective Courses

These courses will appear on your course selection screen in 5-8th semesters, but you are not obligated to choose.

2. Double Major and Minor Programs

2.1. Double Major Program (DMP)

DMP allows you to receive two separate diplomas by simultaneously taking courses from two bachelor's degrees at our university.

2.1.1. Application Process

- At the beginning of your 3rd, 4th and 5th semesters, you can apply for DMP through the Campus Information System (KBS) on the dates announced in the academic calendar. (You can learn the details of DMP applications from here.)

2.1.2. Enrollment Process

- After gaining the right to enrol in a DMP program, you must submit the DMP petition to the Registrar's Office on time. Otherwise, you will be deemed to have waived your right to register with DMP.
- If the language of instruction of the DMP is different from the language of the major program that you are enrolled in, in that case, you must apply to the faculty secretariat of the department you are applying to with a document showing that you have language proficiency and request an exemption from the language preparatory class of the relevant program.
- You can request an exemption within five working days from your registration date by applying to the faculty secretariat with the "Course Exemption Petition" and updated transcript that you will receive through KBS.

2.1.3. Course Selection and Graduation

The details of the total ECTS of the courses you can take from your major and DMP departments in one semester and other rules are regulations you should know are explained here.

2.2. Minor Program

The minor program enables the student enrolled in a diploma program to receive a minor certificate (not a diploma), by taking a limited number of courses on a specific subject within the scope of another diploma program within the same higher education institution.

2.2.1. Application Process

- At the beginning of your 3rd, 4th and 5th semesters, you can apply for a minor through KBS on the dates announced in the academic calendar. (You can learn the details of Minor Program applications from here.)

2.2.2. Enrollment Process

- After you are entitled to enrol in a minor program, you must submit the required documents to the Registrar's Office on time. Otherwise, you will be deemed to have waived your right to enrol in the minor program.
- The documents required for registration are listed **here**.

2.2.3. Course Registration and Graduation

- If you are entitled to do a minor with a program in our faculty, you must take a total of 6 courses from the courses determined by the department and succeed.
- You can find out the current list of courses you can take and the conditions related to course selection by contacting the relevant faculty secretariat before choosing a course.
- If the compulsory or departmental elective courses in the course plan of your own program are included in the list of courses in the minor program, you cannot choose these courses as minor courses.
- You can leave the minor program voluntarily. However, you cannot enrol in the same program again.
- If you do not take courses from the minor program for two consecutive semesters, your registration from this program will be cancelled.

2.2.4. Minor program department list

- The list of departments where minors can be made and other rules are regulations you should know are explained here.

3. Erasmus+ Student Mobility

The section has been prepared to guide students in the process of Eramus+ Student Mobility by using the official statement on the following web pages. We recommend students who will apply to Eramus+ Student Mobility to look at those web pages.

Mobility for Studies

Mobility for Traineeship

3.1. Mobility for Studies

If you are planning to apply to Erasmus+ Mobility for Studies, please be sure that you satisfy the application requirements.

3.1.1. Application Requirements

You need to satisfy the following application requirements to apply Erasmus+ Mobility for Studies:

- Your cumulative grade point average (CGPA) must be at least 2.20 out of 4.00 during your application.
    - As long as you meet the CGPA requirement, it is not a problem to have a failed course in the current or previous semesters.
- You must be a full time student.
    - You cannot apply through your minor department.
    - If your remaining course load corresponds to less than 30 ECTS, which is a one-semester course load, you cannot apply to the mobility.
- You must be at least 2nd grade during the mobility period.
    - However, you can apply to participate in the mobility in the 2nd year while you are in the 1st year, but after your CGPA is formed.
- If you participated in Erasmus+ and/or Lifelong Learning Program (LLP) with the higher education mobility activities within your current education level, the total duration of your activities should not exceed 12 months.

3.1.2. Quotas

Erasmus+ Mobility for Studies has a quota as in most activities. Therefore, there is always a possibility of rejection of your application although you satisfy the application requirements.

You can find the quotas defined for each academic year and the distribution method of quotas from here.

3.1.3. Assessment Criteria

Students who apply to the mobility and satisfy the application requirements are evaluated based on academic level – CGPA, foreign language level and a list of other criteria. The other criteria, which affect the assessment positively or negatively, and their explanations are provided here.

As it is seen, foreign language level is among the assessment criteria even though it is not one of the application requirements. It is because of the fact that you can take the Erasmus + Language Proficiency Exam organized by the Foreign Languages Coordinatorship if you have not sufficient point from a valid exam.

3.1.4. Satisfying Foreign Language Requirement

In order to certificate your foreign language level, you have two options:

- You can take the Erasmus + Language Proficiency Exam organized by the Foreign Languages Coordinatorship.
    - The Erasmus + Language Proficiency Exam consists of Grammar, Listening, Reading and Writing. (Speaking exam is not included.)
- If you want to certificate your foreign language level without taking Language Proficiency Exam, you should submit one of the following documents.
    - You can apply with the prep class completion score at B2 level which you have received from the Foreign Languages Coordinator.
    - You can apply with YDS, YÖKDİL, TOEFL-IBT-CBT-PBT, and IELTS scores to determine the foreign language level.
        - For TOEFL and IELTS documents to be evaluated, a validity period of 2 years is accepted for YDS and for YÖKDİL a validity period of 5 years.
        - In order to see the conversion table of YDS, YÖKDİL, TOEFL-IBT-CBT-PBT, and IELTS scores to IZU Erasmus + Language Proficiency Exam score, please visit

the web page titled The Selection Process, and download the Excel document placed under the heading Foreign Language Level (50%) on the web page.

3.1.5. Grant Support

- You can benefit from the mobility with or without a grant. However, in both cases, you must apply for the mobility and follow selection and mobility processes.
    - You can apply to the Erasmus Institution Coordinator and submit your request to participate in the Erasmus+ Learning Mobility without a grant if you are on the waiting list as a result of the assessment of your application to the mobility with the grant.
- If you fail the courses you have taken during the mobility, no deduction will be made from your grant.
    - However, if you do not receive a valid transcript from the university you attend, you must return the entire grant paid to you.
- The university, which you study within the scope of mobility, cannot charge you any fees such as tuition fees, exam fees, registration fees, etc.
- 80% of the total grant amount you are entitled to is paid to you before the mobility.
    - Then, if you complete all processes during and after the mobility, and if your mobility dates are precisely in accordance with the dates determined before the mobility, 20% of the grant will be deposited into your account.
    - If your commitments regarding your mobility dates are not fully realized, you will face a daily grant cut.

Since the grant amounts may be updated periodically, you can get the most accurate information on grants from the application announcements for the academic year you will apply. The monthly grants depend on the country groups.

3.1.6. Eramus+ Agreements According to Departments

You can download the list of universities, which have the Erasmus+ agreement with the departments of the FBMS from the relevant tab on the website of Erasmus+ Coordinatorship.

You can apply to the mobility both from your major and double major departments. However, you have to prefer one of your departments during your application. You cannot apply to the mobility from both departments at the same time.

3.1.7. Courses Taken During the Erasmus+ Mobility

In line with the information provided by the host university, the courses you will take during the mobility and the corresponding courses at IZU are determined by the Erasmus Institution Coordinator and your department's Erasmus coordinator before the mobility. It is foreseen that you will take courses with 30 ECTS in total at the host university and you will be exempted from corresponding courses with 30 ECTS in total at our university.

In accordance with the principle of full recognition, if you are successful in the courses you have taken, and this is officially documented by the host university, these courses will be recorded on your transcript with their original names and ECTS. Your final grades for those courses are converted according to the letter grade system used at IZU and shown on your transcript.

If you have failed some courses at the host university, you can retake the corresponding courses at our university in the following semesters.

3.1.8. Special Needs and Accompanying Support

Grant support is provided for the special needs of the disabled participants. All eligible costs are covered by grant support for people with special needs. In addition to additional grant support, disabled individuals and their supporters are offered support on issues such as guidance, pedagogical and technical assistance, reception, physical access. For more information, please contact with Erasmus Office.

3.1.9. Minimum and Maximum Durations

The duration of the activity is limited by the European Commission to at least 3 months and not more than 12 months. However, to ensure that more participants benefit from Erasmus+ Mobility for Studies, the duration of the activity to be granted is limited to one academic semester by our university. The mobility period must be performed continuously.

In cases where your mobility is stated as less than 3 months in the participation certificate, your activity is considered invalid, and no grant payment is made to you. Also, you must return the entire grant you received.

3.1.10. Application Process

- You can make your application by logging into the Erasmus+ Online Application System within the application periods announced by the Erasmus+ Coordination Office.
    - After entering the application page, please select Istanbul Sabahattin Zaim University, open the announcement you want to apply among the Active Announcements and click apply. You can log in to the system with your T.C. identity number.
- Please upload the documents required for the application to the online application system. Your application is considered invalid if you do not upload the required documents to the system.
- The notifications to be made during the application will be made via your e-mail address with the extension std.izu.edu.tr that you have logged into the system.
- If you face an error during the application, please send an e-mail to erasmus@izu.edu.tr with a screenshot of the error.

3.1.11. Announcement of Students Entitled to the Mobility

Based on the quotas specified in the application announcement, both primary and alternate candidates are determined after the Erasmus+ Commission evaluates the applications.

The list of selected and unselected students as primary and alternate candidates is published in the announcements section of the University's website, the Erasmus+ Coordination Office's application announcements section, and on the notice boards of the University, including the scoring made during the evaluation.

If you are entitled to Eramus+ Mobility for Studies at the end of the application process, please read the information presented on the web page titled Mobility Process and follow the instructions of the Erasmus+ Coordination Office.

Although you are entitled but do not prefer to attend the mobility, you must inform Erasmus+ Coordination Office about your decision via a petition for renounce on the date specified in the application announcement.

3.2. Mobility for Traineeship

---

*If you are planning to apply to Erasmus+ Mobility for Traineeship, please be sure that you satisfy the application requirements given **here**.*

3.2.1. Application Requirements

You need to satisfy the following application requirements to apply Erasmus+ Mobility for Traineeship given here.

3.2.2. Quotas

Erasmus+ Mobility for Traineeship has a quota as in most activities. Therefore, there is always a possibility of rejection of your application although you satisfy the application requirements.

You can find the quotas defined for each academic year and the distribution method of quotas from here.

3.2.3. Assessment Criteria

Students who apply to the mobility and satisfy the application requirements are evaluated based on academic level - CGPA, foreign language level, and a list of other criteria. The other criteria, which affect the assessment positively or negatively, and their explanations are provided here.

As it is seen, foreign language level is among the assessment criteria even though it is not one of the application requirements. It is because of the fact that you can take the Erasmus + Language Proficiency Exam organized by the Foreign Languages Coordinatorship if you have not sufficient point from a valid exam.

3.2.4. Satisfying Foreign Language Requirement

In order to certificate your foreign language level, you have two options:

- You can take the Erasmus + Language Proficiency Exam organized by the Foreign Languages Coordinatorship.
    - The Erasmus + Language Proficiency Exam consists of Grammar, Listening, Reading and Writing. (Speaking exam is not included.)
- If you want to certificate your foreign language level without taking Language Proficiency Exam, you should submit one of the following documents.
    - You can apply with the prep class completion score at B2 level which you have received from the Foreign Languages Coordinator.
    - You can apply with YDS, YÖKDİL, TOEFL-IBT-CBT-PBT, and IELTS scores to determine the foreign language level.
        - For TOEFL and IELTS documents to be evaluated, a validity period of 2 years is accepted for YDS and for YÖKDİL a validity period of 5 years.
        - In order to see the conversion table of YDS, YÖKDİL, TOEFL-IBT-CBT-PBT, and IELTS scores to IZU Erasmus + Language Proficiency Exam score, please visit the web page titled The Selection Process, and download the Excel document placed under the heading Foreign Language Level (50%) on the web page.

3.2.5. Grant Support

You can benefit from the mobility with or without a grant. However, in both cases, you must apply for the mobility and follow selection and mobility processes. Since the grant amounts may be updated periodically, you can get the most accurate information on grants from the application announcements for the academic year you will apply. The monthly grants depend on the country groups.

3.2.6. Eligible Institutions/Organizations

An appropriate enterprise is an enterprise that engages in all kinds of economic activities, no matter their size, legal status and the economic sector in which they operate, and all kinds of private or public institutions/organizations. However, the enterprises must satisfy one of the following conditions:

- A Higher Education Institution with ECHE (if the internship is going to be done at a higher education institution, a bilateral agreement is not a must)
- Any public institution or private institution/organization operating in the labor market or the fields of education, training, and youth.

The following organizations are not eligible for Erasmus+ Mobility for Traineeship:

- European institutions and EU agencies (see: https://europa.eu/european-union/about-eu/institutions-bodies_en)
- National Agency for the implementation of EU programs, etc., organizations.

You can find the activities, which are considered as ineligible mobilities here.

3.2.7. Special Needs and Accompanying Support

Grant support is provided for the special needs of the disabled participants. All eligible costs are covered by grant support for people with special needs. In addition to additional grant support, disabled individuals and their supporters are offered support on issues such as guidance, pedagogical and technical assistance, reception, physical access. For more information, please contact with Erasmus Office.

3.2.8. Minimum and Maximum Durations

The duration of activity for student traineeship mobility by the European Commission is determined as at least 2 months and maximum 12 months. However, in order for the participants to benefit from Erasmus+ internship mobility at our university, the activity period to be granted is limited to a minimum of 60 days and maximum 65 days. The mobility period must be carried out continuously.

During the mobility, if the business is closed because of holidays, it means your mobility gets interrupted for the holiday period. Grants will be paid for the period when the business is closed, but the closed time will not be added to the activity period.

In order to ensure minimum mobility time, the dates of the internship to be closed must be investigated in advance and it is necessary to ensure that the minimum period is ensured even after the holiday period is removed. Weekend holidays are not the vacation period to be deducted from the activity period.

When your certificate is observed to be active for less than 2 months in the participation certificate, your activity is considered invalid and no grant payment is made to you. Also, you must return the entire grant you received.

3.2.9. Application Process

- Please check the application dates announced by the Erasmus+ Coordination Office.
- You can make your application by logging into the Erasmus+ Online Application System within the application dates.

- After entering the application page, please select Istanbul Sabahattin Zaim University, open the announcement you want to apply among the Active Announcements and click apply. You can log in to the system with your T.C. identity number.

- Please upload the documents required for the application to the online application system. Your application is considered invalid if you do not upload the required documents to the system.
- The notifications to be made during the application will be made via your e-mail address with the extension std.izu.edu.tr that you have logged into the system.
- If you face an error during the application, please send an e-mail to erasmus@izu.edu.tr with a screenshot of the error.

3.2.10. Announcement of Students Entitled to the Mobility

Based on the quotas specified in the application announcement, both primary and alternate candidates are determined after the Erasmus+ Commission evaluates the applications.

The list of selected and unselected students as primary and alternate candidates is published in the announcements section of the University's website, the Erasmus+ Coordination Office's application announcements section, and on the notice boards of the University, including the scoring made during the evaluation.

If you are entitled to Eramus+ Mobility for Traineeship at the end of the application process, please read the information presented on the web page titled Mobility Process and follow the instructions of the Erasmus+ Coordination Office.

Although you are entitled but do not prefer to attend the mobility, you must inform Erasmus+ Coordination Office about your decision via a petition for renounce on the date specified in the application announcement. In the case of renouncement, the turn passes to the candidates on the reserve list.

3.3. International Credit Mobility

The section has been prepared to guide students in the process of International Credit Mobility (ICM) between program countries and partner countries by using the official statement on the following web page. We recommend students who will apply to ICM to look at the web page.

International Credit Mobility (ICM)

3.3.1. Application Requirements

Within the scope of ICM, you can only attend to mobility for studies. If you are planning to apply to ICM, please be sure that you satisfy the application requirements.

You need to satisfy the application requirements given here to apply the ICM:

3.3.2. Quotas

ICM has a quota as in most activities. Therefore, there is always a possibility of rejection of your application although you satisfy the application requirements.

You can find the quotas defined for each academic year on the application announcement page.
You can also choose to participate in mobility without a grant, provided that you meet the application requirements. In this case, you should write a petition and inform the Erasmus Coordination Office.

3.3.3. Assessment Criteria

Students who apply to the mobility and satisfy the application requirements are evaluated based on academic level - CGPA, language level, and a list of other criteria. The other criteria, which affect the assessment positively or negatively are provided here.

As it is seen, foreign language level is among the assessment criteria even though it is not one of the application requirements. It is because of the fact that you can take the Erasmus + Language Proficiency Exam organized by the Foreign Languages Coordinatorship if you have not sufficient point from a valid exam.

3.3.4. Satisfying Foreign Language Requirement

In order to certificate your foreign language level, you have two options:

- You can take the Erasmus + Language Proficiency Exam organized by the Foreign Languages Coordinatorship.
    - The Erasmus + Language Proficiency Exam consists of Grammar, Listening, Reading and Writing. (Speaking exam is not included.)
- If you want to certificate your foreign language level without taking Language Proficiency Exam, you should submit one of the following documents.

- You can apply with the prep class completion score at B2 level which you have received from the Foreign Languages Coordinator.
- You can apply with YDS, YÖKDİL, TOEFL-IBT-CBT-PBT, and IELTS scores to determine the foreign language level.
    - For TOEFL and IELTS documents to be evaluated, a validity period of 2 years is accepted for YDS and for YÖKDİL a validity period of 5 years.

3.3.5. Grant Support

You can benefit from the mobility with or without a grant. However, in both cases, you must apply for the mobility and follow selection and mobility processes. Since the grant amounts may be updated periodically, you can get the most accurate information on grants from the application announcements for the academic year you will apply.

3.3.6. Agreements with Partner Countries

You may reach the universities with which our university have contracted within the scope of ICM from here. To learn the ones which have quota for the FBMS students among these university, please contact Erasmus+ Coordination Office.

3.3.7. Special Needs and Accompanying Support

Grant support is provided for the special needs of the disabled participants. All eligible costs are covered by grant support for people with special needs. In addition to additional grant support, disabled individuals and their supporters are offered support on issues such as guidance, pedagogical and technical assistance, reception, physical access. For more information, please contact with Erasmus Office.

3.3.8. Minimum and Maximum Durations

The duration of the activity is limited by the European Commission to at least 3 months and not more than 12 months. However, to ensure that more participants benefit from the ICM, the duration of the activity to be granted is limited to one academic semester by our university. The mobility period must be performed continuously.

In cases where your mobility is stated as less than 3 months in the participation certificate, your activity is considered invalid, and no grant payment is made to you. Also, you must return the entire grant you received.

3.3.9. Application Process

- Please check the application dates announced by the Erasmus+ Coordination Office.
- You can make your application by logging into the Erasmus+ Online Application System within the application dates.
    - After entering the application page, please select Istanbul Sabahattin Zaim University, open the announcement you want to apply among the Active Announcements and click apply. You can log in to the system with your T.C. identity number.
- Please upload the documents required for the application to the online application system. Your application is considered invalid if you do not upload the required documents to the system.
- The notifications to be made during the application will be made via your e-mail address with the extension std.izu.edu.tr that you have logged into the system.
- If you face an error during the application, please send an e-mail to erasmus@izu.edu.tr with a screenshot of the error.

3.3.10. Announcement of Students Entitled to the Mobility

Based on the quotas specified in the application announcement, both primary and alternate candidates are determined after the Erasmus+ Commission evaluates the applications.

The list of selected and unselected students as primary and alternate candidates is published in the announcements section of the University's website, the Erasmus+ Coordination Office's application announcements section, and on the notice boards of the University, including the scoring made during the evaluation.

If you are entitled to the ICM at the end of the application process, please read the information presented on the web page titled Mobility Process and follow the instructions of the Erasmus+ Coordination Office.

Although you are entitled but do not prefer to attend the mobility, you must inform Erasmus+ Coordination Office about your decision via a petition for renounce on the date specified in the application announcement. In the case of renouncement, the turn passes to the candidates on the reserve list.

4. Course Exemption Rules

If you have been successful, you can request an exemption for the courses you have taken in any higher education program before. If your exemption request is approved, you will not need to retake a course you have successfully given before, and your grade will be reflected in your transcript by converting with the necessary calculations.

In order to be able to claim exemption from the courses you have taken from a higher education program abroad, CoHE must accept the equivalence of this program.

4.1. Exemption Request Period

- You must submit your exemption request to the faculty secretariat **within five working days at the latest from the date of enrollment in the program**. If you have frozen your registration after you have registered, you must submit your exemption request **within five working days after the weekly course schedule of the first semester you started your education was announced.**
- If you become successful in the foreign language proficiency exam, you must submit your exemption request **within five working days after your exam result is announced**. Otherwise, you will lose your exemption right.
- In order to be exempted in your DMP from the courses you have taken in your major program, you must submit your exemption requests **within five working days following the make-up exams for each semester**.

4.2. Exemption Request Process

For an exemption request, you must apply to the faculty secretariat with a transcript, course content document[1], and a petition that you will receive from the Course Exemption Requests tab in KBS regarding the exemption request.

Your request will be evaluated and finalized by the faculty exemption commission. Until your exemption request is finalized, you must enroll in and attend the courses for which you have requested an exemption. After your exemption request is approved, it will be removed from your weekly course schedule.

[1] The course content document is not required for the courses for which you will request an exemption in your double major department.

4.3. Effect of Exempted Courses on GPA (Grade Point Average)

With the decision taken, your course grades, whose exemption is accepted, are converted into a 4-point system, and the corresponding letter grade is recorded on your transcript. In addition to the courses you took at the university, the courses you are exempt from are also included in the calculation of the GPA.

In your transcript, there may be courses with grades “Pass”, “Sufficient”, “Passed”, “Exempt” etc. Courses in this situation are given a Transfer (TR) letter grade, and these courses are not taken into consideration when calculating your GPA.

When you want more than one course to be exempted from a course, the letter grade of the course you want to be exempted is determined by the calculation made with the success grade weighting coefficients of these courses and ECTS values / credit values / weekly course hours. If a course is exempted from more than one course, the letter grade of this course will be valid for all courses that you will be exempted from.

4.4. Courses for Which Exemption Can Be Requested

- To be able to apply for an exemption, courses from other institutions must be courses that you have completed within ten years at the most. However, there is no time limit for English, Turkish Language, and Atatürk's Principles and History of Turkish Revolution courses.
- For the course you have taken in a foreign language from another higher education institution to be accepted as an exemption in the Turkish program, the Turkish transcript, and the course content must be attached to the petition.
- The request for exemption from the courses taught in a foreign language for your courses whose language of instruction is Turkish is only taken into consideration if you have the relevant foreign language proficiency.
- Exemption requests can only be made for undergraduate courses taken at 4-year colleges or faculties.
- Exemption requests for courses other than English, Turkish Language and History of Turkish Revolution and Ataturk's Principles, which you have taken from non-formal education programs (such as correspondence education, distance education, open education, external education, etc.) are not accepted.
- You cannot request an exemption from your major program for the courses you have taken from the DMP and minor programs. However, you can request an exemption for the courses in your DMP that you have taken in your major program. If you are doing a double major, you are required to take at least 60 ECTS courses in order to graduate from your DMP.

- For the courses that have been exempted from the higher education institutions you have studied before, you must submit your application with the documents of the institution where you first took the course.
- The names of the courses that you want to be exempt from and the courses that you will be exempted from do not have to be the same. However, it is expected that **these courses' content and credit ECTS values should be at least 70% compatible.** This condition is not required in the exemption procedures for the courses taken within the scope of international student exchange programs.
- To meet the course load, you can take courses from the upper class, as much as the ECTS credits of the courses you are exempted from.
- If you are required to take preparatory courses in English or Turkish and you have a Preparatory B2 proficiency certificate from higher education institutions in that language, you may be exempted from the preparatory class.
- You can submit your objections regarding the exemption procedures to the faculty secretariat within five working days at the latest from the date the decision is made to the KBS.

In addition to the issues specified in this guide, the faculty may determine special conditions regarding exemption and adjustment procedures. You can learn these conditions from the faculty secretariat during your exemption request.

5. Scholarships

5.1. Academic Merit Scholarship

The academic merit scholarship is given to the succesful students who satisfy the conditions expalined here.

5.2. Support Scholarship

University Scholarship Commission can give support scholarships by examining the financial situation of students who apply for the scholarship every academic year. This scholarship is valid for one academic year only, and is awarded monthly for nine months to the eligible student.

5.3. Postgraduate Scholarships at IZU

Students who graduated from the undergraduate programs of our university by entering the first three degrees and were accepted to the graduate programs of our university, on the condition that their graduation grade point average is 3.00 and above, over the tuition fee; The first ranked students of the department receive a 100% discount, the second 75%, and the third 50% discount.

5.4. Sibling and Spouse Scholarships

If you have a sibling or spouse enrolled in the major undergraduate program at our university, a 10% discount is made on the tuition fee paid by each sibling or spouse. This discount is applied in the year/semester you are studying as an active student at the same time. Sibling and spouse scholarships cannot be used at the same time. In order to benefit from the relevant scholarship, newly registered students must apply to the DSA with a signed petition before paying their tuition fees on the announced registration dates, and current students must apply to the DSA on the registration renewal dates. You can contact the DSA regarding the required additional documents.

5.5. Other Scholarships

Apart from the aforementioned scholarships, there are also Founding Foundation, Martyr and Veteran, Sports, Art, Private and Personnel scholarships given by our university. To reach the provisions related to these scholarships, you can review our university's scholarship guidelines.

In case of a difference/error in this section, the principles announced in the “İstanbul Sabahattin Zaim Unıversity Scholarship Directive” are valid.

6. Lateral Transfer

Students who enroll in our university with the Central Placement Exam conducted by ÖSYM have two options to transfer to another department at IZU:

- Lateral Transfer with ÖSYS Results (Additional Article-1)
- Inter-Programs Transfer

The two options differ in terms of semesters in which you have the right for the Lateral Transfer.

Table 6.1. *Semesters for Lateral Transfer*

	Preparation	**1. yy**	**2. yy**	**3. yy**	**4. yy**	**5. yy**	**6. yy**	**7. yy**	**8.yy**
Lateral Transfer with ÖSYS Results (Additional Article-1)	+	+	+	+	+	+	+	+	+
Inter-Programs Transfer			+	+	+	+			

If you want to change your department at the beginning of the 6th, 7th and 8th semesters, without studying the first semester in the preparatory class, the only suitable option for you is the Lateral Transfer with ÖSYS Results (Additional Article-1). Both options are suitable for students in the 2nd, 3rd, 4th and 5th semesters.

We would like to remind you about the language proficiency requirement, which will affect your decision about which department you want to switch to.

Language Proficiency Requirement

You must submit a document[2] showing your foreign language proficiency when applying for lateral transfer from a department whose language of instruction is completely Turkish (without optional preparatory study) to departments whose language of instruction is a foreign language wholly or partially.

- If you do not have a document showing your language proficiency, you can take the Foreign Language Placement and Proficiency exams that will be held on the dates announced by the Foreign Languages Coordinatorship.
    - If you are in the preparatory class or in the first year and do not have a document showing your language proficiency and you do not get enough points in the Foreign Language Placement and Proficiency exam, you must study at the Foreign Language Preparatory Class before you start your department.
    - If you are in the second or higher grade, you cannot transfer to programs in which the language of instruction is partially or completely in a foreign language, without presenting the document showing your language proficiency or obtaining the required score in the Foreign Language Level Determination and Proficiency Exam.

Exemption Requests[3]

If there are courses that you have taken and successfully passed in your previous department, you must apply for exemption from the Course Exemption Requests tab on Campus Information System (CIS), within 5 working days at the latest from the date of your registration to your new department.

Other details about the Lateral Transfer with ÖSYS Results (Additional Article-1) are presented below firstly, as it is flexible both in terms of semesters where lateral transfer can be made and application requirements are less compare to the other option.

6.1. Lateral Transfer with ÖSYS Results (Additional Article-1)

6.1.1. Application Conditions

For the Lateral Transfer with ÖSYS Results (Additional Article-1), it is basically sufficient to meet the following first condition:

[2] To access detailed information about foreign language proficiency, you can refer to the relevant section of this guide.
[3] For details on the course exemption process, you can read the relevant section of the guide.

- Your ÖSYS/Vertical Transfer Examination (DGS) central placement score in the year you enrolled in the university must be equal to or higher than the base point of the undergraduate program you want to transfer to.
- You can consult your academic advisor to learn the other special conditions within the scope of Lateral Transfer with ÖSYS Result (Additional Article-1).

6.1.2. Quota

It is determined each year by the Senate based on the total number of student quotas announced in the Student Selection and Placement System Guide for the relevant year.

6.1.3. About Scholarships

If your ÖSYS score in the year you registered at the university is equal to or higher than the base score of the program of the department you want to transfer to, you can enroll in the department with the scholarship rate corresponding to your ÖSYS score in the relevant year.

6.1.4. Application Process

In the light of the above information, if you have decided to make a Lateral Transfer with ÖSYS Results;

- Check the application calendar.
- You can make your application by using the Application Management tab on CIS.
- Finally, you should submit the required documents to the DSA or send them to the e-mail address ogrenci_isleri@izu.edu.tr.

6.1.5. Registration Process

After qualifying for the Lateral Transfer with ÖSYS Results;

- Check the application calendar and find out the exact registration dates.
- Prepare the documents required for registration and submit them to the DSA between the said dates.

7. Summer School

The opportunity to enroll in summer school from the failed courses or the courses that are required to increase grades is avilable at our university and is subject to conditions. We recommend that you follow the website of our University at the end of the spring semester for application dates. The main aspects of summer education are as follows;

- Courses to be taken are subject to an additional fee.
- You can take a maximum of three courses in a summer school term.
- You cannot register for courses whose weekly schedules conflict with each other at the same time.
- You cannot withdraw from courses, add or drop courses and be considered on leave in summer school.

You can pre-register for the courses that can be opened in the Summer School from the application forms tab in KBS.

You can also take summer school courses from other universities. However, the courses you take from the summer school of another university with a higher score than the base score of the undergraduate program you are enrolled in will be accepted.

You should follow the summer school application process stages as given below;

- Application from the campus system
- If the courses you want to take are not offered at IZU, to take courses from another university;
- You must download and fill out your application form from this link.
- Extract the contents of the courses you will take at the relevant university and have them approved by the academicians (other academicians in the faculty) if possible.
- Then, you must submit your application form, approved by your advisor, and the course content, approved by the teaching staff, to the IZU Faculty Secretariat.

7.1. Course Transfers

- If you have taken courses at another university, the transcript containing the courses you successfully completed during the summer school will be sent to our University by the relevant university.

- Subsequently, course exemptions for transcripts received by our university from the relevant institution will be processed by the Office of International Education and Development (ÖİDB).

8. Leave of Absence, Withdrawal and Compulsory Withdrawal

8.1. Leave of Absence

If you cannot continue your education for at least one semester due to the special circumstances described below, you can request a registration freeze. The period when your registration is frozen will not be counted as part of your maximum education period. But you cannot participate in educational activities and take exams during this time.

Students who have a valid and legitimate reason, such as illness, natural disaster, studying abroad, cancellation of military deferment, or similar circumstances, and who meet the following conditions may apply to the faculty secretary with a petition and supporting documentation to request a leave of absence.

8.1.1. Conditions

- You must have paid the tuition fee for the previous years and the year the registration was frozen.
- You must submit your registration freeze petition directly to the faculty secretariat, either in person or through a proxy, within the first two weeks following the start of the classes. However, if a compelling reason for the registration freeze occurs after the first two weeks following the start of the classes, you can still apply for a leave of absence. If your request is approved, you will be considered to have frozen your registration from the beginning of that semester.
- According to your reason for freezing your registration, you can submit your valid excuse such as health report, military service certificate, disaster certificate to be obtained from the civil authority, etc. You must prove your excuse with an official document and submit this document to the Faculty Secretariat as an attachment to your petition.

8.1.2. Duration

- Faculty management decides how long your leave of absence will last
- You can freeze registration for a maximum of two semesters in the foreign language preparatory program. In undergraduate programs, this period is four semesters, not to exceed two semesters at a time. These periods can be extended by the decision of the University Administrative Board in exceptional cases.

Your paid tuition fee for the year/semester whose registration is frozen does not be refunded. Still, the university deducts this amount from the tuition fee of the following year.

8.2. Withdrawal

In rare cases, you may have a request for withdrawal from the university. If you meet the following conditions, you can delete your registration voluntarily.

The university delates the registration of the student, whose withdrawal request is accepted. In this case, the student's enrollment is deleted and he/she is dismissed from the university. Thus, his/her studentship will end.

8.2.1. Conditions

- You must have fulfilled your financial obligations until the date you want to withdraw.
- You must make a written application to the university.

8.2.2. Compulsory Withdrawal

According to the current Higher Education Institutions Student Disciplinary Regulations, you will be expelled from the university if you receive a penalty of expulsion from the university, it is understood that you cannot continue your education due to a death or illness documented by a medical report, or you do not pay tuition fees for four consecutive years and fail to renew your registration. In this case, your studentship will end.

9. Internship Practice Principles

Students of our faculty are encouraged to use internship opportunities, and it is especially important in terms of their faculty. FBMS students can do internships in every sector, as well as in many departments of institutions, according to the fields they want to specialize in.

With the opportunities provided by our faculty, it is possible to do internships voluntarily and within the scope of elective courses. In both cases, our university provides insurance for the workplace where the internship will take place. The fact that your insurance is made by the university will give you an advantage in finding an internship place.

You can learn the contact information of our faculty academics which you can access regarding the internship from the faculty secretary.

9.1. Volunteer Internship

Once your internship location is settled, you must apply to our faculty secretariat with the internship application form at least 10 days before your internship start date. Before sending this form to us, it must be signed by the authorized person in your workplace. Thus, your insurance will also become active from the date of your employment. There is no limit to the number of volunteer internships you can do and the periods (including the summer period), and the fact that our university covers your insurance gives you an advantage especially in finding volunteer internship opportunities.

9.2. Voluntary Internship Courses

Third and fourth year students can also do internship within the scope of "Internship and Sector Experience" and "Internship and Professional Experience" elective courses. If you choose these courses, you must do an internship during the course period, for a total of at least 10 working days. Detailed information about these courses can be found in the “FBMS Internship Practice Principles” document, which you can request from the faculty secretariat.

10. Libraries

There are three libraries in our university, namely IZU Central Library, Islamic Economics and Finance Application and Research Center (ISEFAM) Library and Altunizade Campus Library. You can find detailed information about the resources and physical facilities provided by each library here. You can follow the announcements about the working hours of these libraries here.

10.1. Catalog Search

In order to find out whether a book you are looking for is in the library, or what resources are available in the library on a subject, you need to "catalog search". You can scan the catalog by following the steps listed below:

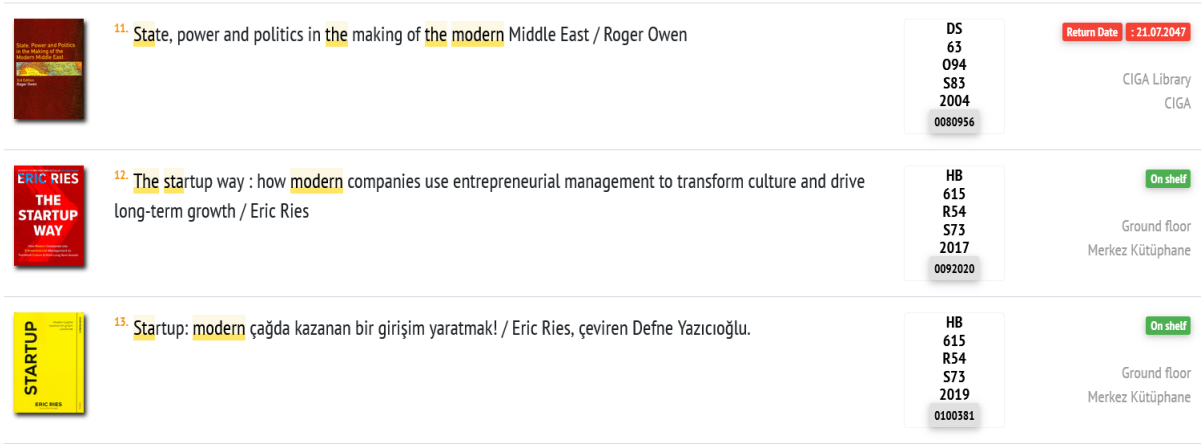
- Click to the catalog browse window on the library website.
- Search by typing the keyword you want to search in the empty tab.
- You can search the keyword in general without any field restrictions, as well as title of work, author, subject headings, classification, ISBN etc. You can also scan by selecting one of the fields.
- If the resources you are looking for are available in the library, the list will be displayed.
- By clicking on a tag in the list, you can view the catalog information of the relevant publication.

10.1.1. Reading the Catalog Information

In order to reach the publication from the catalog information, you should pay attention to the information given under the headings of classification and status. Classification information shows exactly on which shelf and in what order the work you are looking for. Status information, on the other hand, indicates whether the work has been borrowed by someone else.

In the example image below, you should note the information on the right (HB615R54S732017) in order to access the work named “The Startup Way”.

- You can find out whether the works are in the library or on loan from the expressions "on shelf" and "return date" marked in the picture below.
- If it says "on shelf", the book is in the library, if it says "return date", the book is loaned.



10.2. Shelf Layout and Finding the Book You Are Looking For

Classification of the works in the IZU libraries is done with the LC Classification System. In this system, the works were classified according to their subjects and letters from A to Z were used to express the subjects.

Books are placed on the shelves in alphabetical order according to the letters and numbers of "classification" written on the labels on their backs. As in dictionaries, when ordering letters from A to Z, the numbers in the lower row are taken into account when ordering the books that have the same letter (or letters). If the numbers are the same as the letters, the information in the next row will be taken into account. E.g; In the LC Classification System, the letter "D" indicates works in the field of history. Adding other letters next to the letter "D" creates sub-topics in the date field. As an example; The “DR” subset, which is formed by the addition of the letter “R”, includes the subjects of Eastern Europe, the Balkan Peninsula and Turkey. The digit after “DR” forms the next subset. For example; “DR 439” includes works on General History of Turkey. You can find detailed information about the classification here.

You should leave the books you use on the desks without putting them on the shelves. You can consult the librarians for the books you cannot find.

If the resource you are looking for is not in the library catalog but is on sale, you can request a purchase. You can also apply for loan requests from other university libraries that are not in the library catalog and are not on sale.

10.3. Borrowing and Delivery

If you want to borrow a book from the library, you should pay attention to the following points.

- You cannot take library materials out of the library without permission. - You can borrow 3 books at a time for 15 days.
- You can borrow only 1 source and 7 days from reference sources such as encyclopedias, dictionaries and atlas.
- You can extend the lending period 2 times, provided that it is not requested by another user.
- If you do not return the borrowed materials even though the loan period has passed, you cannot borrow other materials.
- For each borrowed book or magazine that is not returned on the day, you must pay a fine per day of delay.
- For library material that has been damaged or lost beyond repair, you must deliver the same or a newer edition of the material to the library.

10.4. Use of Electronic Resources and Off-Campus Access

You can access the electronic databases listed on the library website from off-campus. You must use your school e-mail and password for this. You can find detailed information here.

10.5. Study Rooms

There are offices within the library that you can use for group work with your friends, provided that there is no less than 3 people. For these rooms, where you can make a reservation for a maximum of 2 hours upon request from the library authorities, a "time extension" process is carried out, taking into account the demand intensity.

11.Student Clubs

Through our student clubs and societies, you can find the opportunity to work with a team spirit by organizing many activities in cultural, social, and sports areas on and off-campus. The experience and learning outcomes you will gain in club and community activities will contribute positively to your career life. This section of the guide contains basic information about student clubs.

11.1. Establishment of Clubs

In order to establish a student club, at least 10 students must come together and apply to the Health, Culture, and Sports (SKS) Department with the following application documents:

- Application petition,
- The annual action plan,
- Budget draft,
- Club bylaws draft,
- A signed document that a faculty member accepts club mentoring.

You can submit your club application within four weeks from the start date of each academic year. If a club has similar interests and purposes to the club you want to establish, you can combine your clubs under a common club name. In order to establish special-purpose clubs (sports etc.), you should get the opinion and approval of the relevant experts and units.

You must hold your first General Assembly within 15 days at the latest following the establishment of your club and choose your organs that will be valid until the end of the academic year in which the establishment takes place. You are expected to engage in activities in line with the founding goals of your club and increase the number of members.

11.2. Basic Issues Regarding the Activities of Clubs

- Within the framework of the main purposes of your club, you can engage in promotional works and events under the fields of activity defined in the club bylaws. You must be careful not to go outside the field of activity of your club and especially not to enter the fields of other clubs.
- At the beginning of each academic year, you must submit a draft of the activity programs you foresee for that academic year to SKS. In addition, at the end of the academic year, you must submit a detailed breakdown and financial balance sheet approved by the Club Supervisory

Board to the Department. **If you do not submit your documents, your club will not be able to start its activities in the next academic year.**

- As a club, you must notify your student club advisor in writing of any activity you want to carry out inside or outside the University, and you must get approval. For each event you organize as a club, you must fill in the event request form and, if necessary, the internal request forms for support materials and get permission at least 10 (ten) days in advance.
- Before the club activities take place, you must submit your posters about the event, and after the end of the event, your visuals and news texts about the event to SKS.

You can engage in joint activities with other student clubs operating in our university, organizations operating in the same field as your club, and student societies of other universities with the approval of SKS.

11.3. Student Club Membership Conditions

The following rules apply to our students who want to become a member of student clubs:

- You can be a member of more than one club. Membership registrations are made at the beginning of each academic year.
- All names in the list of members submitted to the Department may vote in the club presidency elections or may be candidates for the club presidency.
- Removal from membership occurs with the acceptance of the Club Board of Directors' reasoned proposal by the two-thirds majority of the total number of members of the Club General Assembly.
- All disputes regarding membership are resolved by applying to SKS.

Persons who do not meet the defined membership requirements can only participate in club activities as honorary members, consultants, or coaches; They do not have the right to choose, vote, and be elected. Our graduate students are called "Honorary Members" and do not have the right to vote.

11.4. Club Dissolution and Closure

The general assembly's decision can dissolve your club, and the decision of the SKS can terminate clubs that do not comply with the general rules. In addition, if the number of members of your club is below 15 for two consecutive semesters, your club's activities will be terminated.

If your club does not have at least one activity during the term, or if this activity is done in an **unqualified manner just to prevent the club from closing, your club will be warned in writing at the end of the term**. If the same situation continues in the next term, your club will be closed.

Click here to get detailed information about clubs and societies and to learn their contact information.

12.Graduation

In order to graduate from an undergraduate program, you must successfully complete the compulsory and elective courses in the course structure of the undergraduate program you are enrolled in and have a GPA of at least 2.00.

12.1. Graduation Exam

At the end of the normal education period, if you have at most two unsuccessful courses left for graduation, or if you are able to graduate by taking the exam for a maximum of two courses, you can take the graduation exam to be held within fifteen business days following the final exams. In order to take the graduation exam, you must apply to the relevant secretariat with a petition. The FAB will evaluate your application. The basic principles regarding the graduation exam are as follows:

- You must have taken the courses you will take the graduation exam and have met the attendance requirement.
- Midterm exams and similar mid-term evaluation criteria will not be taken into account in graduation exams.
- You cannot take the graduation exam for projects and similar courses whose success evaluation depends on a certain process.
- The grade you get in the graduation exam is directly converted into a letter grade according to the grade ranges in the 100 system.

12.2. Additional Examination

- In order to graduate from the undergraduate program you are enrolled in at the end of your maximum education period, you have the right to take two additional examinations for all courses that you fail and meet the exam requirement.
- If you reduce the number of failed courses to five courses at the end of these exams, you can benefit from the right to study for three more semesters for these five courses and four more semesters if you fail up to five courses without taking additional examinations. If you fail just a course, you have unlimited exam rights without taking advantage of the right to be a student.
- If you cannot provide the required GPA (2.00) to graduate in the last semester of the program you are registered for; you can take advantage of unlimited exam rights in the courses you want to increase your grade point average.
- Suppose you have never taken the exams to be opened for three consecutive or intermittent academic years. In that case, you will be deemed to have given up your right to unlimited

exams, and you cannot benefit from this right. In such a case, you can't benefit from other student rights other than the right to take the exam.

- The grade you get from these exams is directly converted into letter grades according to the grade ranges in the 100 system.

12.3. Diploma

- If you meet the graduation requirements, the undergraduate diploma and diploma supplement of the program you are registered for will be given to you. The diploma supplement assists in the international recognition of academic and professional qualifications.

If you have been successful in all your courses in the first four semesters of our faculty's undergraduate programs, you can terminate your relationship with our university by obtaining an associate degree diploma upon your request.

- If you have successfully completed your major, in addition to your DMP, you can get a second undergraduate diploma. In your DMP diploma, it is not stated that you have graduated from double major programs. This information is on your transcript.
- If your diploma is not ready, you can get a temporary graduation certificate by making a written request. If you receive a temporary graduation certificate, your diploma will not be issued without returning this document.
- Your diploma, diploma supplement, and temporary graduation certificate will only be delivered to you or your representative, who has submitted a notarized power of attorney. If you are abroad, your attorney must be obtained from the Consulates of the Republic of Turkey.
- If you deliver the dismissal certificate or return the temporary graduation certificate (if given), you will get your diploma and diploma supplement.

13. General Information About the Faculty of Business and Management Sciences

13.1. Faculty Administration

Our faculty's Halkalı Campus is located in the ISEFAM building and has four departments: Economics, Islamic Economics and Finance, Business Administration, and International Trade and Finance. Faculty Administration consists of the Dean and two Vice-Deans. Departmental Administration consists of the Head of the Department and at least one Co-Head of the Department. The secretariat of the administrative affairs of the Faculty and Department is carried out by the Faculty and Department Secretaries. When you need it, you can reach the faculty and department administrations and administrative staff by using the contact information given in Table 13.1.

Table 13.1. *Contact Information of FBMS Administration Units*

FACULTY AND DEPARTMENT ADMINISTRATION			**CONTACT INFORMATION**	
Faculty Administration	Deputy Dean	Prof. Dr. İbrahim Güran YUMUŞAK	ibrahim.yumusak@izu.edu.tr	0212 692 8872
	Vice-Dean	Dr. Ensari YÜCEL	ensari.yucel@izu.edu.tr	0212 692 9784
	Vice-Dean	Dr. Eren YILDIRIM	eren.yildirim@izu.edu.tr	0212 692 9754
Department of Economics	Head of Department	Prof. Dr. Metin TOPRAK	metin.toprak@izu.edu.tr	0212 692 9787
	Co-Head of Department	Dr. Eren YILDIRIM	eren.yildirim@izu.edu.tr	0212 692 9754
Department of International Trade and Finance	Head of Department	Prof. Dr. İbrahim Güran YUMUŞAK	ibrahim.yumusak@izu.edu.tr	0212 692 8872
	Co-Head of Department	Assoc. Prof. Gülçin KAZAN	gulcin.kazan@izu.edu.tr	0212 692 8772
Department of Islamic Economics and Finance	Head of Department	Prof. Dr. Servet BAYINDIR	servet.bayindir@izu.edu.tr	0212 692 9556
	Co-Head of Department	Assoc. Prof. Z. Hafsa ORHAN	hafsa.orhan@izu.edu.tr	0212 692 9648
Department of Business Administration	Head of Department	Prof. Dr. Özgür KÖKALAN	ozgur.kokalan@izu.edu.tr	0212 692 9673
	Co-Head of Department	Dr. Rıfgı Buğra BAĞCI	bugra.bağcı@izu.edu.tr	0212 692 9574
Secretarial Office of the Faculty		Ferhan ÇETİN	ferhan.cetin@izu.edu.tr	0212 692 98 63
Secretarial Office of the Departments		Yasemin KUTLUER Merve ŞEYBA ZOLFQAR	yasemin.kutluer@izu.edu.tr merve.zolfqar@izu.edu.tr	0212 692 8763 0212 692 8634
Faculty/Deanery			iybf@izu.edu.tr	

13.2. Commissions

In addition to the management units described in Section 13.1, a number of commissions have been established within our faculty. These commissions aim to improve the educational experience of you, our students, within FBMS and to prepare you in the best way for post-graduation. Commission are given in Table 13.2.

Table 13.2: *Commissions*

Comissions	BA	IEF	ECON	ITF
Quality, Accreditation, and Continuous Improvement Commission	Prof. Dr. Ömer TORLAK		Prof. Dr. Metin TOPRAK	Prof. Dr. İbrahim Güran YUMUŞAK (Chairman) Assoc. Prof. Haşmet GÖKIRMAK Dr. Ensari YÜCEL
a) Quality Committee	Assoc. Prof. Rümeysa BİLGİN	Res. Assist. Muhammed Enes AKDEMİR	Dr. Cemil Faruk DURMAZ	Assoc. Prof. Haşmet GÖKIRMAK
b) Accreditation Committee	Dr. Semiha EKİCİ ŞİMŞEK Dr. Mahmut DEMİRKIRAN	Assoc. Prof. Zeyneb Hafsa ORHAN Res. Assist. Muhammed Enes AKDEMİR	Dr. Eren YILDIRIM Res. Assist. Zehra KİLLİK	Assoc. Prof. Haşmet GÖKIRMAK Assoc. Prof. Gülçin KAZAN Dr. Fatih KAZANCI Res. Assist. İbrahim KEÇECİ
Departments Advisory Board	Prof. Dr. Özgür KÖKALAN (Chairman) Dr. Rıfgı Buğra BAĞCI Prof. Dr. Yasemin BAL (YTU) Dr. Mehmet Zahid POYRAZ Dr. Murat Yalçın KIRCA Serhat AKDENİZ-Alumni Melisa ÇİTİL-Student	Prof. Dr. Servet BAYINDIR (Chairman) Prof. Dr. Yusuf DİNÇ Prof. Dr. Ahmet TABAKOĞLU Assoc. Prof. Zeyneb Hafsa ORHAN Dr. Mohammad Ghaith MAHAINI Dr. Melih TURAN Engin TUNCER Mustafa CEYLAN Sumaıa ALIBULATOVA-Student	Prof. Dr. Metin TOPRAK (Chairman) Dr. Eren YILDIRIM Res. Assist. Merve BENGÜ DEMİRKIRAN Assoc. Prof. Suna MUĞAN ERTUĞRAL (Istanbul Unv.) Muhammed ŞAHİN-Alumni Ayşegül BOZKURT-Student	Dr. Tuğçenur EKİNCİ FURTANA (Chairman) Assoc. Prof. Haşmet GÖKIRMAK Res. Assist. Yasemin ELGÜN Orhan İSAYEV Tuncay DÖNMEZ Mehmet Mustafa KARACA
Departments Evaluation and Adaptation Commission	Dr. Rıfgı Buğra BAĞCI (Chairman) Dr. Semiha EKİCİ ŞİMŞEK Dr. Ömer GİZLİER	Assoc. Prof. Zeyneb Hafsa ORHAN (Chairman) Assist. Prof. Safa YILDIRAN Res. Assist. Hüseyin İÇEN	Dr. Eren YILDIRIM (Chairman) Res. Assist. Merve BENGÜ DEMİRKIRAN Res. Assist. Zehra KİLLİK (Reporter)	Dr. Tuğçenur EKİNCİ FURTANA (Chairman) Dr. Fatih KAZANCI Res. Assist. İbrahim KEÇECİ
Departments Education and Training Commission	Assoc. Prof. Rümeysa BİLGİN Dr. Ömer GİZLİER Dr. Rıfgı Buğra BAĞCI Dr. Mahmut DEMİRKIRAN	Prof. Dr. Ahmet TABAKOĞLU Assoc. Prof. Zeyneb Hafsa ORHAN Res. Assist. Muhammed Enes AKDEMİR	Prof. Dr. Metin TOPRAK (Chairman) Dr. Cemil Faruk DURMAZ Dr. Eren YILDIRIM (Reporter)	Assoc. Prof. Gülçin KAZAN Dr. Fatih KAZANCI Res. Assist. Yasemin ELGÜN
Farabi, Mevlana, and Erasmus Representatives	Dr. Nicoleta ISAC	Res. Assist. Muhammed Enes AKDEMİR	Res. Assist. Zehra KİLLİK	Res. Assist. İbrahim KEÇECİ
Internship Commission	Dr. Mahmut DEMİRKIRAN	Res. Assist. Fatma YILMAZ (Reporter)	Res. Assist. Zehra KİLLİK	Dr. Fatih KAZANCI (Chairman)
Double Major, Minor, Inter-Program, and Horizontal Transfer Commission	Dr. Semiha EKİCİ ŞİMŞEK (Standby)	Assoc. Prof. Zeyneb Hafsa ORHAN (Chairman) Res. Assist. Hüseyin İÇEN (Reporter)	Dr. Cemil Faruk DURMAZ	Dr. Tuğçenur EKİNCİ FURTANA (Standby) Res. Assist. İbrahim KEÇECİ (Standby)
Orientation Commission	Assoc. Prof. Rümeysa BİLGİN (Chairman)	Dr. Safa YILDIRAN Res. Assist. Fatma YILMAZ (Reporter)	Dr. Cemil Faruk DURMAZ	
Pedagogical Formation Education Commission			Dr. Eren YILDIRIM Res. Assist. Merve BENGÜ DEMİRKIRAN (Reporter)	Dr. Ensari YÜCEL (Chairman)

Mentorship Program Committee	Dr. Ömer GİZLİER Dr. Mahmut DEMİRKIRAN	Res. Assist. Hüseyin İÇEN (Reporter)		Prof. Dr. İbrahim Güran YUMUŞAK (Chairman) Assoc. Prof. Gülçin KAZAN Dr. Tuğçenur EKİNCİ FURTANA
Career Commission	Prof. Dr. Özgür KÖKALAN (Chairman) Dr. Semiha EKİCİ ŞİMŞEK	Dr. Esra BALCI (Reporter)	Dr. Eren YILDIRIM Res. Assist. Merve BENGÜ DEMİRKIRAN	
Graduate Monitoring Commission	Prof. Dr. Özgür KÖKALAN (Chairman)	Assoc. Prof. Zeyneb Hafsa ORHAN Dr. Esra BALCI (Reporter)	Res. Assist. Zehra KİLLİK	Dr. Ensari YÜCEL
Social Contribution and Sustainability Commission	Dr. Semiha EKİCİ ŞİMŞEK Dr. Ömer GİZLİER	Prof. Dr. Yusuf DİNÇ	Res. Assist. Merve BENGÜ DEMİRKIRAN	Dr. Tuğçenur EKİNCİ FURTANA (Chairman) Dr. Zayneb BOUKARI Res. Assist. Ahmet Fatih TAŞCI (Reporter)
Curriculum Review Committee	Dr. Semiha EKİCİ ŞİMŞEK	Dr. Mohammad Ghaith MAHAINI	Dr. Eren YILDIRIM	Dr. Ensari YÜCEL (Chairman) Dr. Fatih KAZANCI

Petition Samples

You can find petition templates you may need during your education **here.**