

International Student Handbook

A HANDBOOK FOR INTERNATIONAL STUDENTS AT FENERBAHCE UNIVERSITY

NOTE,

- This document is prepared precisely for the international students at Fenerbahce University.
- For suggestions, please contact the international office at the university:
 - admission@fbu.edu.tr
 - international@fbu.edu.tr
- Please consider the **environment** before printing this document.

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1. Getting Ready For Your Adventure

- Applying for FBU
 - ✓ FBU portal

To apply for Fenerbahce University you need to apply through FBU portal online page: <https://apply.fbu.edu.tr/>

There you have to fill the required fields such as full name, age and nationality. Also, you can choose the requested degree and program. After filling all the required fields please don't forget to submit your application.

- ✓ Required documents

Required documents for Bachelor/Associate Degrees:

- 1- A Valid International Passport.
- 2- High School Diploma/Graduation Certificate in English/Turkish
- 3- High School Transcript for whole years in English/Turkish

Required documents for Master/PhD Degrees:

- 1- A Valid International Passport.
- 2- Last University Diploma/Graduation Certificate in English/Turkish
- 3- Last University Transcript for whole years in English/Turkish
- 4- University recognition letter by YÖK
- 5- CV

After submitting the required documents, the international office evaluates applications as soon as possible according to the criteria of acceptance for international students. These rules are differentiating according to the nationality of the student, the type of student's exam or diploma and the requested program.

Our acceptance criteria for international students are publicly shared on our website:

For Turkish: <https://international.fbu.edu.tr/bilgi/1/uluslararasi-kabul-kriterleri>

For English: <https://international.fbu.edu.tr/bilgi/1/international-admission-criterias>

During the evaluation process, please do not hesitate to contact us to track your application. Our contact information:

Email: admission@fbu.edu.tr

Phone (WhatsApp): +90 549 832 5783 / +90 549 832 5782

✓ Conditional & unconditional acceptance letters (Kabul)

If you're accepted at Fenerbahçe University, we will send a **Conditional Acceptance Letter** to you by email.

The condition to complete the application for Fenerbahce University is the deposit payment, as Fenerbahce University expects a deposit payment from prospective students to confirm their will to come and study at the university. The deposit is to be paid to the university's official bank accounts mentioned in the Conditional Acceptance Letter.

The Conditional Acceptance Letter includes the tuition fee that the student will pay during the program. It may be yearly in cases of bachelor's and associate degrees, or for the entire program as in master's degrees and PhD programs.

Important notes:

- The deposit is NOT an extra payment, the deposit amount will be deducted from the first year's annual tuition fee.
- After paying the deposit, students must send the receipt to the international office.
- The deposit is non-refundable. Only in the case of visa refusal, a 50 % of the deposit may be refunded.

The Unconditional Acceptance Letter is a formal letter issued by our university admitting that the student has been fully accepted at Fenerbahce University.

When we receive the receipt, we will send your Unconditional Acceptance Letter which you can use in your visa process. With your Unconditional Acceptance Letter and original documents, you can start visa process at the Turkish Consulate.

- Visa application
- ✓ Visa support letter

In some cases, students may need **Visa Support Letters** to help them during their visa process. This official document is prepared by the international office's student recruitment specialists, and you can ask for it by contacting the university. The visa support letter is to be sent to the official email address of the related Turkish embassy/consulate.

Thus, the student is expected to provide the international office with the name and official email address of the related Turkish embassy/consulate. Example: Embassy of Turkey in Cairo, Egypt: embassy.cairo@mfa.gov.tr¹

✓ Refund of Visa rejection

We have mentioned that the deposit which students must pay to obtain the unconditional acceptance is non-refundable. Only in the case of visa refusal, a 50% of the deposit may be refunded.

¹ Notice that it ends with "mfa.gov.tr" which is the official domain of Turkish embassies.

To get the refund students need to write a [petition statement](#). The statement should be approved by the general secretary of the FBU. Then students must fill the refund application form with their IBAN numbers. To get this form you can contact the international office at FBU.

- [General information about Istanbul](#)

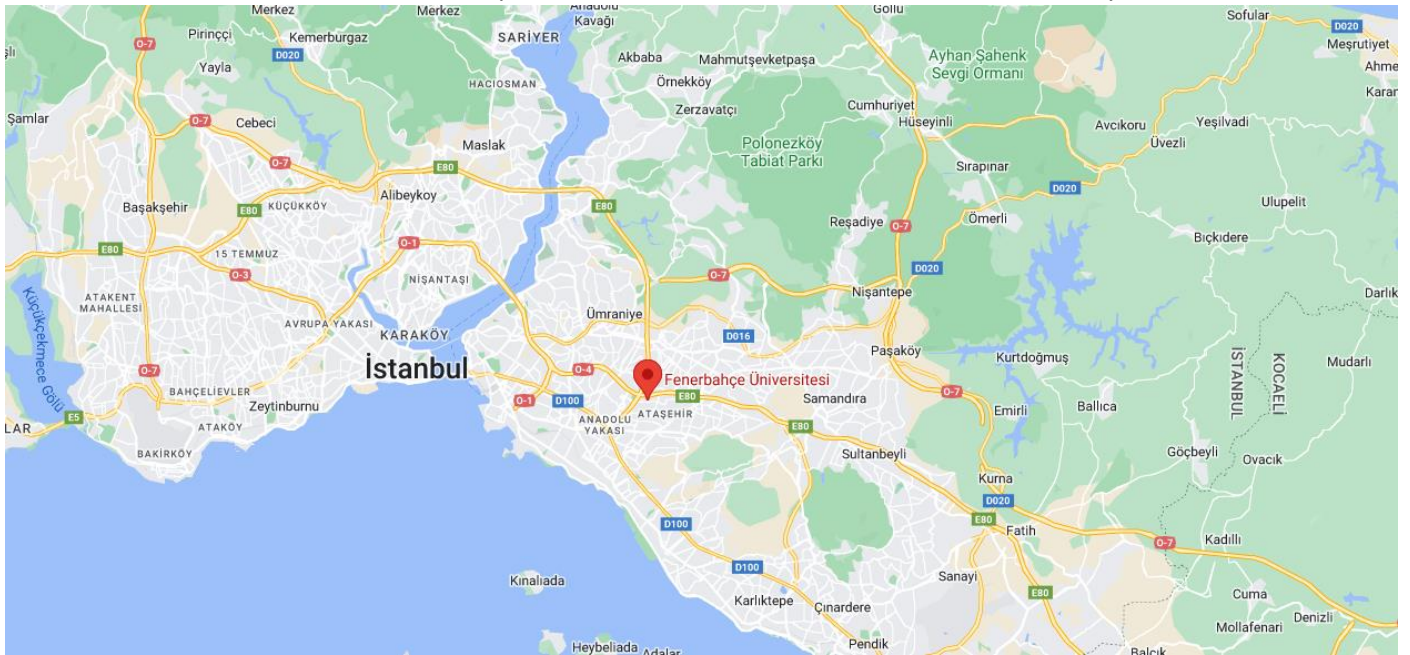
Over the years, Istanbul has served as a host to a wide variety of civilizations, cultures, and religions. You will undoubtedly broaden both your political and religious horizons. Most importantly, though, you will meet kind individuals who are eager to learn about your home and culture.

- ✓ [Location of FBU](#)

Fenerbahçe University is located in Istanbul, Ataşehir district at the compound of Metropol Istanbul.

Location: <https://goo.gl/maps/qPMS7DhYu55twfvy5>

Address: Atatürk St. Ataşehir Blvd. Metropol Istanbul E Blok, 34758, Ataşehir Istanbul / Türkiye



- ✓ [Airports](#)

Istanbul City has two major civil airports:

Istanbul Airport (IST)

Location: <https://goo.gl/maps/DHgBCemv1KiuPWa97>

Address: Tayakadın, Terminal Cad No:1, 34283
Arnavutköy/ Istanbul – Türkiye

Sabiha Gökçen Airport (SAW)

Location: <https://goo.gl/maps/FHmyowiCE6ZpDYnr8>

Address: Sabiha Gökçen Havalimanı Terminal Binası
Pendik 34906 Istanbul - Türkiye.



✓ Nearby hotels

Here are some hotels near to the university's location:

1- Nice Royal Otel:

Address: Küçükbakkalköy, Işıklar Cd. No:12, 34750 Ataşehir/İstanbul

Location: <https://goo.gl/maps/RQCdLsULW5Y7XmFe6>

Website: <https://www.niceroyalotel.com/>

2- Asia City Hotel:

Address: Küçükbakkalköy, Asia City Hotel, Sütçüler Sk. No:3, 34750 Ataşehir/İstanbul

Location: <https://goo.gl/maps/bbufPGD3UAistbi99>

Website: <http://www.hotelasiacity.com/>

3- Ataşehir Palace Hotel:

Address: Küçükbakkalköy, No:143/ Ataşehir, Kayışdağı Cd. 109-1, 34750 Dudullu Osb/Ataşehir/İstanbul

Location: <https://goo.gl/maps/ig6raUj3j1zVZijQ6>

Phone: +90 216 572 0707

4- Discovery Hotel:

Address: Şerifali, Kule Sk. No:17, 34775 Dudullu Osb/Ümraniye/İstanbul

Location: <https://goo.gl/maps/esPhtLgnjuw5dohJA>

Website: <http://www.discoveryhotel.com.tr/>

5- Park Inn by Radisson Istanbul Atasehir:

Address: Şerifali, Kible Sk No:25, 34775 Ümraniye/İstanbul

Location: <https://goo.gl/maps/Y92XMDcpHZM3Sw976>

Website: <https://www.radissonhotels.com/en-us/hotels/park-inn-istanbul-atasehir>

2. Time To Explore & Unwind

• Registration phase (Kayıt)

✓ Required documents for registration

To fully register at Fenerbahçe University, students should deliver the documents below personally or with a person authorized to act on behalf of them (PoA) to FBU International Office:

- 1- Passport.
- 2- Residence Permit Card (not mandatory at the time of registration).
- 3- 3 Photos.
- 4- The official High School Diploma (with Notarized Turkish or English Translation).
- 5- The official Transcript (with Turkish or English Translation).
- 6- The Certificate Equivalency of High School.
- 7- Receipt of deposit payment.
- 8- In case of PoA: A PoA statement and the proxy's personal ID/Passport.

✓ Registration agreement (Kayıt sözleşmesi)

In order to finalize the registration, students must sign the registration agreement at FBU international office. The agreement includes the student's personal information, the educative program provided by FBU, the payment plan and registration conditions. Students must sign each page of this agreement.

- **Transportation**

In order to use all public transportation in Istanbul (boats, subways, buses, tramways, funiculars), you will need the magnetic card, "Istanbul Kart". You can find it in the small kiosks near all metro stations, piers, and bus stations.

Please be informed that Istanbulkart is a non-deposit card, there is no card refunds regardless of whether it is anonymous or personal.

After registration to FBU you will be able to obtain a discounted Istanbul kart by applying to IETT centers or applying online through: <https://bireysel.istanbulkart.istanbul/>

- **Accommodation**

Dormitory for Women:

All room types include the following services:

- * Free open buffet breakfast
- * Hot water & heating
- * Wireless unlimited Internet
- * In-room services (cleaning the room, bed linen changes, etc.)
- * LCD TV in each room, mini fridge
- * Free laundry use
- * Gym

Dormitory for Men:

All room types include the following services:

- * Free open buffet breakfast & set dinner
- * Hot water & heating
- * Wireless unlimited Internet
- * In-room services (cleaning the room, bed linen changes, etc.)
- * LCD TV in each room, mini fridge
- * Free laundry use
- * Gym

For more informations, please contact Ms Mehtap by this email mehtap.aksoy@fbu.edu.tr

3. Let's Get You Checked In & Ready To Go

- **Important Phases to Navigate During Student Life**



✓ Residence permit application

-Step 1: Document Submission

The student needs to provide these documents:

- 4 pictures
- Passport Copy including the last entry date to Turkey and a copy of the previous residence.
- card (If Any)
- Student Certificate (Student Affairs or OIS System)
- Health Insurance (It can be made at the International Office or at Any Health Insurance
- Company)
- Tax Payment Receipt (Ziraat Bank Card) 565 TL Dijital Vergi Dairesi (gib.gov.tr)
- House Address:

-Dorm paper or

-Commitment Agreement Notarized or

-House Rental Contract Notarized or

-Nüfus document.

- For -18 aged students, Consent Letter is needed from their parents (Notarized/Apostille)

-Step 2: Online Application

After Providing all the required documents, the student needs to apply online through the website Göç İdaresi Başkanlığı (goc.gov.tr) or Apply through the International Office.

You can only use a valid Turkish Phone Number.

It is necessary to upload your biometric headshot in ICAO standards taken within the last six months to the form. Please have your head-shot photograph in the JPEG version available on your computer.

-Step 3: Document Review and Immigration Office Visit

After collecting all the necessary documents, you should bring them to the IRO. After we review your paperwork, we will give you back your documents in a folder.

The student needs to visit any Immigration Office after the application to give their Fingerprints, while providing these documents:

- Application Form
- Student Certificate
- Passport

For the IRO document check step, please select a date and time from this page before you go to the Immigration Office.

As IRO, we are physically on campus From Monday-Friday between 08:30-17:30 to support you during the application process. You can also send an email to admission@fbu.edu.tr

Our office location: Floor L1 / Room 12, the main Campus – F Building.

The students must complete their fingerprint process and obtain their YI numbers within a maximum of 15 days as of the residence application date, and the file must be submitted within 15 days as of the residence application date.

-Step 4: Pink File Submission

After making the fingerprints at the immigration office, the student is required to submit their Pink File to the International Office including all the required documents in it.

Contact Information:

IRO Location: Floor L1 / Room 12, Main Campus – F Building.

IRO Hours: Monday-Friday, 08:30-17:30.

Email: admission@fbu.edu.tr

✓ The Black Board

For Online Education information, please check our link below: [Distance Education Application and Research Center | Fenerbahçe University \(fbu.edu.tr\)](#)

For Blackboard informations, please check this link below: [20221024015033Blackboard-Turnitin-Guide-Student.pdf \(fbu.edu.tr\)](#)

✓ FBU Library

FBU Library supports university education and research programs with its rich printed publications and electronic database collections.

You can easily access online resources out of campus with our off-campus authentication system (Open Athens). Please follow the link <https://library.fbu.edu.tr/Veritabanlari>

If you need to do research in printed materials, please follow the stated link below: <https://catalog.fbu.edu.tr>

For more information, please follow library website which contents training announcements, new arrivals, federated search tools and online room reservation app etc. <https://library.fbu.edu.tr>

Borrowing Privileges

As an enrolled student, you have right to borrow library materials with the length of borrowing periods and specific loan regulations for some materials vary depending on the identity of the user.

Please see schema below.

	Printed Publication / Duration / Quantity	Audio / Duration / Quantity	Right to Extension
Undergraduate	3 books for 15 days	3 Audio for 3 days	1

Graduate Student	5 books for 20 days	3 Audio for 3 days	1
Faculty Member	5 books for 30 days	3 Audio for 3 days	1
Administrative Staff	3 books for 15 days	3 Audio for 3 days	1

Working Hours

Weekdays 08:30 – 22:00

Weekend 11:00 – 17:00

Exam weeks 7/24

For Any Help

Please do not hesitate to contact us via email anytime.

Email: kutuphane@fbu.edu.tr

How to use 'Online Room Reservation App'

In order for you to benefit from the group study rooms and computers in FBU Library, you need to make your own reservation with the 'Online Reservation' system. Please pay attention to the following rules in order not to have any problems while booking.

- Each user has the right to use 4 hours a day for the computers in the library and the group study room.
- Forward-looking reservation requests can be made for 3 days, including the day entered to the system.
- For group study room reservation.

The person who launches reservation process must enter at least 4 participant's identification info into the apps. Afterwards, system will send automatic email to the participants. When the mandatory number of participants confirm the request, the "Register" button will appear on the screen.

If one of participants does not confirm the reservation request on time, this means reservation will not be completed and system will be open for new reservation request. System gives your group only 15 minutes for all.

- All participants must be present at the FBU library 5 minutes before the reservation time and the person who launches reservation must show the 'Verification Code' to the officer.
- In confirmed reservations, the reservation can be canceled by the person who launches reservation, up to 1 hour before the reservation time.

Start your reservation right now.



✓ Health Services

Our infirmary, located on the lobby floor of our university campus, offers instant health services with a full-time nurse and a part-time physician. Our infirmary, which provides first and emergency assistance to our students against instant accidents during the day, ensures that they are referred to the relevant health institutions after the first aid and manages these procedures.

✓ Changing between programs

If the student hasn't finalized the registration process, he or she can change the program by informing the International Office or by making a new application for the program requested.

In the case of where the student has already finalized the registration process, then he or she needs to follow up this process below:

- 1- Contact the faculty of the department the student already registered at.
- 2- The student must finish the payment plan in order to be able to cancel the registration.
- 3- After finalizing the payment, the student should write a petition for cancelation request and submit it to the international office.
- 4- Once the request is approved, the student can make then a new application with the program requested.

✓ Freezing registration

To freeze the registration students need to follow this process:

1. Students must fill the freezing form shared in FBU official website (<https://www.fbu.edu.tr/>), the link to the form: <https://www.fbu.edu.tr/upload/custom///FBU-Kayit-Dondurma-Basvuru-Formu.pdf>
2. Students must get the approval of the financial affairs office on the form. To get the approval students must pay all their debts to the university.
3. Students must deliver the signed form to the dean's secretary of their faculty.
4. After the approval of the faculty the registration will be frozen.

Important notes:

- Freezing the registration may affect the Turkish residence permit of the student due to the change of the student's status from active to passive in their student certificate.
- Freezing the registration **will not** affect the payment of the program. Students with frozen registration are to pay as usual students.
- Form Link: [ŞİRKET: TARİH: \(fbu.edu.tr\)](#)

✓ Cancellation of registration

To cancel the registration students need to follow this process:

1. Students must fill the cancellation form shared in FBU official website (<https://www.fbu.edu.tr/>), the link to the form: https://www.fbu.edu.tr/upload/custom/Yaz_Okulu//FBU-Kayit-Sildirme-Basvuru-Formu.pdf
2. Students must get the approval of their faculty's dean on the form.
3. Students must get the approval of the financial affairs office on the form. To get the approval students must pay all their debts to the university.
4. Students must get the approval of the student affairs office on the form.
5. Students must get the approval of FBU library on the form.
6. Students must deliver the signed form to the dean's secretary of their faculty.
7. After the approval of the faculty the registration will be canceled.

Important notes:

- Canceling the registration will affect the Turkish residence permit of the student due to the change of the student's status from active to passive in their student certificate. The residence permit will be considered canceled, and students must apply for another permit during 10 days starting from the date of cancelation.

- Canceling the registration **will not** affect the payment of the program despite of not taking the courses/exams by the students. Students must pay all their debts to the university to fully cancel the registration.

- Form Link: [ŞİRKET: TARİH: \(fbu.edu.tr\)](http://fbu.edu.tr)

✓ Registration renewal

All the international students of FBU **must renew their registration yearly**. To do that, students need to visit the international office at FBU and sign a new agreement including a new payment plan.

The agreement is including the student's personal information, the educative program provided by FBU, the payment plan and registration conditions. Students must sign each page of this agreement. However, before signing the agreement students must satisfy the following conditions:

- 1- **The approval of financial affairs regarding payments.**
- 2- **The approval of student affairs regarding registration documents and residence permit.**

In case of missing payments or documents registration cannot be renewed.

✓ Refunds and petitions

The refund request is only acceptable in one condition which is **Visa Refusal**. and 50% of the deposit payment is refunded.

For any other reason, the student should right a petition mentioning the details of the request and submit it to the international Office.

✓ Forms

The students may find all the forms required through this link below: [Formlar ve Kılavuzlar | Fenerbahçe Üniversitesi \(fbu.edu.tr\)](http://fbu.edu.tr)

✓ Student Course Selection Guidelines

The students may find their guidelines for the course selection through this link below: [STUDENT-COURSE-SELECTION-INFORMATION-GUIDE-Guncel.pdf \(fbu.edu.tr\)](http://fbu.edu.tr)

4. Language Preparation Schools

The students who have TOEFEL Certificate or TOMER Certificate can join the courses directly, if not the students are required to pass the Language Exam Tests.

• English Preparation School

✓ Placement Exam

The placement test is held 4 times a year. This exam is repeated at regular intervals for students who register later.

Step 1: The student fills out the proficiency exam form by applying to the international office. In this form, the student shares their personal information. For example, Nation, email address.

Step 2: After examining this form, the Secretariat of the Department of Foreign Languages sends an e-mail to the students at least one day before and informs them about the place, time, and content of the exam.

Step 3: A new plan is made for the speaking portion of this exam. The e-mail addresses of the students are shared with the teachers of the Department of Foreign Languages. These instructors make the speaking part of the proficiency exam by sending an e-mail to their students according to their suitability.

Step 4: After all the grades are reviewed by the Foreign Languages Department secretariat, the names of the students who passed the exam are sent to the student affairs and international office via e-mail and EBYS. Students

who fail the exam are placed in the appropriate language classes in the Foreign Languages Department. These students are informed about the preparatory program by their classroom teachers and coordinators.

Step 5: After the names of students who successfully pass the exam are sent to student affairs, students should contact student affairs directly for course selection.

✓ Passing Conditions

It is necessary to pass the proficiency exam and to take all parts of the exam (including speaking). Students who score 60 and above pass the exam. English language and literature students, on the other hand, must get a score of 70 and above in this exam.

✓ Exam Types & Questions

Exam samples are available on the website: Proficiency Exam | Fenerbahçe University www.fbu.edu.tr

The exam consists of 4 parts. It takes more than 3 hours. Students are also expected to write essays.

✓ Registration to Prep School

It deals with registration and fee issues, student affairs, and financial affairs.

✓ Training Period & Course Definitions

What is a modular system?

The curriculum of the English Preparatory Program is based on a modular system.

An academic year in the English Preparatory Program consists of 4 modules, each lasting 8 weeks. According to the results of the English Placement Exam (FBU-Placement), at the beginning of the fall semester, our students can reach the levels that are suitable for them; “Beginner” (A1), “Lower-Intermediate” (A2), “Intermediate” (B1) and “Upper” (B2) are placed. General English is taught at Beginner (A1) and Lower-Intermediate (A2) levels, while academic English is taught at Intermediate (B1) and Upper (B2) levels. It is necessary to be a competent user of a language; listening, speaking, reading, and writing skills are taught at all levels with an integrated understanding.

The modular system is a flexible structure that can quickly adapt to changes in the education system.

Each module consists of teaching processes implemented according to the dynamic study program. The system enables each student to progress at his/her own learning pace and to be aware of his/her development, allowing students' progress to be followed closely.

✓ Levels

Beginner (A1)

If the students do not know English or are very insufficient/very little, they start education at this level. Students who start their education at this level are required to complete the English Preparatory Program.

They must also successfully pass the A2, B1, and B2 modules, respectively. Students placed at this level at the beginning of the academic year finish the English Preparatory Program at the end of the spring semester and take the English Proficiency Exam (FBU).

Beginner-level (A1) achievements

If you are a student who starts the English Preparatory Program at this level, at the end of the module;

- You will master the use of basic English vocabulary and grammar.
- You gain skills to understand what you read and listen to.
- You will understand the basics of paragraph writing and presentation skills.

- You will gain the ability to make short presentations in the community.

Lower-Intermediate (A2)

If students' knowledge of English is slightly above the beginner level, they start their education at this level. Students who start their education at this level must successfully pass the B1 and B2 modules, respectively, to complete the English Preparatory Program. Students placed at this level at the beginning of the academic year finish the English Preparatory Program at the end of the spring semester and take the English Proficiency Exam (FBU).

Lower-Intermediate (A2) achievements

If you are a student who starts the English Preparatory Program at this level, at the end of the module;

- You can understand the main ideas and details about familiar topics.
- You can verbally offer simple and short explanations about everyday topics.
- In semi-prepared situations, you can defend the ideas you support by providing simple justifications.
- You can ask and answer questions and exchange ideas using simple phrases.
- You can read short and simple texts written using common everyday words.
- You can create a fluent paragraph by writing a series of simple phrases and sentences on familiar topics.

Intermediate (B1)

If students have an intermediate level of English, they start their education at this level. Students who start their education at this level must also successfully pass the B2 module to complete the English Preparatory Program. Students who wish can pass the English Proficiency Exam and complete the preparatory program, if they are successful, or continue their English education at C1 and C2 levels.

Intermediate (B1) achievements

If you are a student who starts the English Preparatory Program at this level, at the end of the module.

- You can read and understand general topics based on justifications and identify details and main ideas.
- You can listen to general topics and take notes on critical information and main ideas.
- You can make consistent explanations on general topics and present factual information.
- You can confidently communicate on general topics, including non-routine and unprepared situations.
- You can read structured texts containing frequently used words.
- You can write clear and long paragraphs on general topics by simple academic writing rules.

Senior (B2)

If students' knowledge of English is above the intermediate level, they start learning at this level. Students who start their education at this level complete this level and take the English Proficiency Exam. Depending on their success in the English Proficiency Exam, they can finish the English Preparatory Program at the end of the fall semester or, if they wish, they can continue their English education at C1 and C2 levels.

Senior (B2) achievements

If you are a student who starts the English Preparatory Program at this level, at the end of the module.

- You can understand standard language on topics that you are familiar with or are not familiar with in your social, academic, and professional lives.
- You can understand original and long speeches on a wide range of topics.

- You can identify important points in a structured speech and take notes based on main ideas.
- You can communicate fluently, naturally, and instantaneously in relatively less predictable situations.
- You can communicate comfortably and express exactly what you want to say.

Success grade in the modular system and moving to the next level.

Students who complete the module with at least a 60 (sixty) grade point average are considered successful in the relevant module and are entitled to attend a higher-level module. Students whose end-of-module grade point average is below 60 (sixty) points are considered unsuccessful and repeat the module they failed in the following semester. (Please read the English Preparatory Program Education-Teaching Directive for detailed information.)

✓ Measurement And Evaluation In A Modular System

Each module includes an 8-week learning and assessment process. In addition to the midterm and final exams, quizzes are applied, portfolio studies are carried out, and projects and presentations are made to identify and monitor the progress and deficiencies of the students in each module. At the end of each module, students are evaluated with letter grades of "A" (Very Good), "B" (Good), "C" (Pass), and "F" (Fail). Students with a letter grade of "F" are considered unsuccessful.

They repeat the same level. (Please read the English Preparatory Program Education-Teaching Directive for detailed information.)

- Continuing in the modular system:

The student must continue the courses, practices, and other studies deemed appropriate by the instructors. The attendance requirement is at least 80% for the English preparatory program. The student's absence during a module cannot exceed 20% of the total course hours of the relevant module. The absence time made in one module is not added to the absence periods made in the other module. (Please read the English Preparatory Program Education-Teaching Directive for detailed information.)

✓ Online Education

In the preparatory program, education is face-to-face. Participation is mandatory. Online education decision is taken according to the decisions coming from YÖK.

✓ The Right to Exemption from The Preparatory Program By Nationality Without Taking The Exam

Step 1: The student has to show his/her passport to the international office to prove that he/she is coming from a native English-speaking country.

Step 2: The first pages of the passport should be scanned and mailed to the Secretary of the Foreign Languages Department.

Step 3: Foreign Languages Department secretariat sends the required letter to student affairs after receiving approval from the department chair.

Step 4: Registrar's office opens the system for the student to register for the faculty courses.

✓ Extension Of the Enrollment Period of Students and Enrollment to The School at Different Times
Steps to follow if the student has registered after the module has started.

1. They must scan the QR code at their international office and register for the exam. The exam is held once a week and information will be sent via e-mail.
2. Those who pass the exam should contact the department secretaries for course registration.

3. Those who fail the exam are placed in classes according to their level. Class information and program will be sent to@stu.fbu.edu.tr. Therefore, they need to download and activate Outlook immediately. Students will be placed in the continuing group until the 4th week of the starting module. It is the student's responsibility to keep up with the subject and materials for 3 weeks. However, after the 4th week, the student can participate as a guest or must wait for the new module.

4. If the student wants to start over, he does not have to take the exam. You can contact the department secretary.

5. The student who starts the 2nd module or the next modules as A-1 will have to stay in the summer school or extend the semester

✓ Communication

- **Department Head Gülşah Kisabağı Başgürboğa:** gulsah.basgurboga@fbu.edu.tr
- **Vice Chairman Of The Department Aizada Sparbaeva:** aizada.sapabaeva@fbu.edu.tr
- **Department Secretary Alimcan Erkan:** alimcan.erkan@fbu.edu.tr

• Turkish Preparation School (TÖMER)

✓ Turkish Language Education Application & Research Center

Fenerbahçe University Turkish Language Education Application and Research Center (FBUTÖMER) is a center that provides Turkish education to students who want to learn Turkish as a foreign language based on the Common European Framework of Reference (CEFR). In this context, FBUTÖMER aims to provide an education to foreign students who want to continue their education in Turkey to help their daily lives and express their opinions and feelings in Turkish within the framework of the provisions set out in the Common European Framework of Reference. Students learn life, culture and heritage of Turkish society through Turkish education program.

As emphasized in the Common European Framework of Reference, students who want to learn Turkish as a foreign language are first join to a placement test. After the placement exam, in which the student's reading, listening, writing and speaking skills are measured, the students are included in language learning process, with a total of five courses at A1, A2, B1, B2 and C1 levels based on their proficiency levels. Students take part in an education system based on four basic skills (reading, listening, writing and speaking). In the classrooms of Fenerbahçe University's Ataşehir Campus, equipped with technological products, students learn Turkish with technological products and course materials prepared in accordance with their level.

FBUTÖMER is a center that teaches Turkish to foreign students so that they can use it in personal and public, professional, and educational fields. In addition to language learning, students are expected to have cultural information about Turkey. For this purpose, FBUTÖMER introduces Turkey to students with various activities. Aiming to teach Turkish to foreign students with a student-centered education approach and modern language teaching techniques, FBUTÖMER students graduate with a Turkish Proficiency Certificate according to their proficiency level.

✓ Courses & Levels

Turkish education at FBUTÖMER in accordance with the Common European Framework of Reference consists of a total of five levels.

- * Beginner levels A1 and A2,
- * Intermediate levels B1 and B2
- * Advanced level C1.

Our students

- * **A1 Level:**

Learn to meet their concrete needs, understand and use daily expressions and simple sentences, introduce themselves, introduce others, and answer basic questions about themselves.

* **A2 Level:**

Can understand sentences and frequently used expressions about their interests, and express themselves in ordinary simple issues and situations.

Can tell about things connected with their past, education, environment, and direct needs with the help of simple linguistic tools.

* **B1 Level:**

Can overcome most of the challenges they face in the country in which the language they are learning is spoken.

Can express themselves simply and in connection with familiar issues and areas of interest.

Can give information about experience and events;
can describe their dreams, expectations, goals, and objectives, show
and short justifications, or provide explanations for them.

* **B2 Level:**

Comprehend the content of texts containing abstract and concrete topics and understand the discussions in their field of expertise.

At this level, the students can express themselves fluently to the speaker and can communicate with the native speakers with little effort.

* **C1 Level:**

Can understand a wide range of long texts and comprehend the implied meanings. Use Turkish effectively and flexibly in social and professional life, education, and training.

✓ **End of Level Exams**

At the end of each level completed at FBUTÖMER, our students take the end of level exams. In these exams, reading, listening, writing and speaking skills and also grammar are assessed. Students who are successful in the end of course exams gain the right to continue to the next level. A student who cannot pass the threshold point in at most one of the skills is taken to the make-up exam for a single skill. When the student fails more than one skill or the total score of the four skills obtained as a result of the exam is <60, he is considered unsuccessful and repeats the failed level. A skill is 25 points, and the student must pass at least 15 points to successfully complete each skill.

	Skills	Maximum Grade	Minimum Grade
Comprehension	Listening	25	15
	Reading	25	15
Speaking	Dialogue	15	9
	Monologue	10	6
Writing	Written Expression	25	15
Total Grade		100	60

✓ Program

Level	Grade	Weekly Course Days	Weekly Course Hours	Total Course Duration (Week)	Total Course Hours
Beginner	A1	5	20	6	120
	A2	4	16	6	100
Intermediate	B1	5	20	6	120
	B2	4	16	6	100
Advanced	C1	4	16	6	100

*Weekly course days, hours and week can change model by model.

✓ Turkish Proficiency Exam

FBU TÖMER prepares a certificate that complies with the language levels by applying an exam consisting of reading, listening, writing and speaking sections prepared according to Common European Framework of Reference for person who want to document their Turkish language proficiency. Learners who want to obtain a certificate are entitled to receive a certificate signed by FBUTÖMER according to the score they get from the relevant exam.

The exam consists of a total of 195 minutes; 90 minutes for reading, 30 minutes listening and 60 minutes for written skills session that will take place in the first session and 15 minutes for the speaking part that will take place in the second session. In the reading exam there are multiple choice questions, the listening exam consist of multiple choice and false true questions. In the writing exam, there is/are open ended question/questions. The speaking exam divided into two chapter that one of this independent speaking, the other one is dialogue.

The exam is held by planned dates by the FBUTÖMER. Learners who want to proficiency or show their Turkish skills can take a date before the exam within three days. To join exam, learners not only mail to our center but also can visit our office in the university.

LEVEL	GRADE
A1	0-49
A2	50-59
B1	60-69
B2	70-79
C1	80-89
C2	90-100

✓ Contact

Adres: Atatürk Mahallesi, Ataşehir Bulvarı, Metropol İstanbul, Fenerbahçe Üniversitesi, 4. Kat 416, 34758, Ataşehir/İstanbul

E-mail: tomere@fbu.edu.tr

Telephone Number: [0216 910 1907](tel:02169101907)

Internal: [1812](#)

5. FBU Student Code Of Conduct And Rights

- [Introduction](#)

The academic student life policy of Fenerbahçe University (FBU) has been created to guide students' behavior since FBU accepts students as members of the University's academic community.

Fenerbahçe University adopts the goal of becoming a center of academic excellence. In this context, FBU accepts to be held responsible for providing students with opportunities inside and outside of the university so that they can learn more and question in freedom, for guaranteeing the teaching rights of FBU academic staff, for protecting their intellectual and academic freedom, and for producing and developing academic knowledge in such an environment.

FBU community is multicultural by nature, and it is academically inclusive. With this understanding, "Student Code of Conduct and Rights" requires each member to strive, share, show belonging and take responsibility in order to realize the vision and mission of the University. Every student is expected to respect the goals of the University and different opinions within the community. Every student should always behave in an appropriate and legal manner. These rules cover behaviors inside and outside the University.

The university aims to provide a versatile inspiring living and working environment for the FBU community with its assertive, encouraging and rewarding understanding in academic context. In this context, "Student Code of Conduct and Rights" has been created for all FBU students enrolled in the university in order to have such a living and working environment.

It should be noted that additional rules and practices may arise or be changed during the academic year. Such situations are published on the website as a written notification.

- Link: [FBU Student Code Of Conduct and Rights | Fenerbahçe University](#)

- [Ethical statement and respect](#)

The purpose of the university is to support students in developing and internalizing appropriate verbal and non-verbal behavior while promoting individual and collective academic learning in all aspects in a non-hierarchical, multicultural and inclusive living and working environment. To this end, students must respect the national, religious, ethnic, gender and cultural diversity of the academic community. In the FBU living and working environment, students are always expected to show love and respect towards their friends, academic and administrative staff and to cooperate in all circumstances. In addition, it is essential that students avoid all kinds of psychological, physical, verbal and similar violence in their relationships within and outside the University.

- [Being a part of the FBU community](#)

FBU students know and acknowledge that they are part of the University's community in the broadest sense, with its stakeholders. In this context, students obey all kinds of ethical, legal, administrative rules and decisions of the University. Students are expected to respect these rules and decisions in their verbal and non-verbal behavior.

- [Rights and responsibilities](#)

- ✓ [Student obligations](#)

The purpose of the university is to support the development of students' competencies (knowledge, skills, attitudes, behaviors) and to contribute to their individual and collective learning experiences and knowledge production. With this understanding, the University accepts its students as active participants and stakeholders of the academic community. The teaching and learning philosophy of the University is to value the sharing of knowledge and experience in the community with academics and students. In this context, it is essential to approach students equally and to follow them carefully in their learning processes and in all aspects of their development. FBU students should

exhibit open-minded cognitive behaviors in their individual and collective learning experiences and knowledge production within the framework of a wide range of interests and intellectual curiosity.

Students are expected to take an active role in developing their competencies in seizing the learning opportunities provided by the University, being autonomous learners in individual and collective work and in similar issues. FBU students always strive for their academic development by pursuing all kinds of learning and research opportunities and by blending and questioning findings and results with criticism. In this process, it is indispensable for students to receive and give feedback from peers and academic staff. These feedback processes require FBU students to think critically about their own opinions, perceptions, cognitions and behaviors and express them.

It is the responsibility of the student to follow up their course registrations at the beginning of each semester with their faculty advisors.

✓ Classroom rules

The course syllabus is provided to the students by the instructor of the course, giving information about the acquisitions, course materials, participation and other requirements, exam dates, assessment and evaluation / grading. The university provides the public information by keeping the academic information package containing the achievements and other necessary information for all programs and courses always updated on its website.

Students have the right to express their opinions about the academic subject of a course freely and in accordance with the rules of courtesy, even if they disagree with the instructor, without worrying about getting academic punishment.

Academic staff and administration should respect students' right to confidentiality regarding course and success evaluations. For this reason, matters related to course evaluations such as course letter grades and exam scores are only announced on the Student Information System (OIS) by hiding the identities of the students.

✓ Confidentiality of student registration information and personal data

The University keeps all personal information that students share with administrative and academic units confidential. Any information that students share with units such as Psychological Counseling and Guidance (PDR) and Health Center must be kept confidential. The University is obliged to show maximum sensitivity to the security of personal data shared during registration and admission procedures. Care is taken to protect all kinds of personal data by processing them in accordance with the Personal Data Protection Law No. 6698.

✓ Equal benefit

Students have the right to benefit from all the services, opportunities and possibilities of the University in line with the T. C. Constitution on the basis of the principle of equality regardless of distinctions race, nationality, country, religion, sect, language, gender, class, profession, family identity etc.

✓ Report a problem and getting feedback

Students can freely express all kinds of problems they have at the University without hesitation. They have the right to receive feedback from the academic and administrative units of the university as soon as possible.

✓ Transparency in disciplinary investigation processes

In the process of disciplinary investigation and punishment, no discrimination is made between students. The provisions of the Higher Education Institutions Student Disciplinary Regulation regulated under the Higher Education Law No. 2547 are applied in disciplinary cases.

✓ Freedom of expression

Students can freely express their opinions and ideas without calling for violence or insulting, provided that they respect the rights of others.

✓ Campus life

Students have the right to work and live in an environment designed with a healthy, clean, hygienic and aesthetic environmental awareness that will support academic, cultural and social development.

Fenerbahçe University encourages a diverse campus culture to enhance a broad cultural exchange for the students.

• Code of conduct

✓ Academic integrity and plagiarism

Even if there are "innocent little mistakes", students may experience huge and irreparable losses in their academic learning and career journeys due to dishonest academic behavior. The university never accepts cheating (writing or creating a reference or information in an academic study inaccurately / incompletely, etc.), plagiarism (using someone else's words or ideas / studies, showing them as their own academic work, without reference to the original work) and so academic falsification is never accepted.

The university expects scientific prestige and responsibility from its students in all kinds of activities and tasks such as presentation, thesis writing, small group work, academic speech and similar activities. FBU students can name a collective work only if they have contributed significantly to the work. In this context, students are always obliged to recognize the contributions of other students / lecturers / scientists and experts in a study by name.

✓ Privacy ethics

FBU privacy ethics ensures student and academic community protection against all kinds of information retention, information confidentiality, and / or embarrassing personal data disclosure. In this context, FBU students are deemed to have accepted in advance to respect all kinds of privacy of their friends, academic and administrative staff inside and outside the University.

✓ Information communication technology, mobile phone, camera and social media use

FBU students are obliged to abide by the University rules established within the scope of appropriate and acceptable use of information communication technology services and legal regulations at all levels. Students accept without reservation to comply with conscious and responsible use of social media. Students never agree to copy intellectual property. Students are always respectful of academic staff's presentations, lecture notes, and similar lessons. They never do and they do not accept such actions as copying, sharing, transferring of these intellectual products. It is forbidden for students, academic and administrative staff to place any pictures, emojis or share anything related to the person of the academic and administrative staff, regardless of purpose, in any case inside and outside the university and especially on social media.

✓ Harassment

In case of any complaint about students who turn to all kinds of abusive attitudes, behaviors and actions, the relevant provisions of the Higher Education Institutions Student Disciplinary Regulation are applied. Complained and victimized students are directed to the PDR Unit and followed.

✓ Mental and physical harm

Mental and physical harm includes all kinds of verbal and non-verbal abuse, threat, detention, behavior and / or action that will endanger the physical and / or mental health or safety of another person. However, mental and physical harm is not limited to these. Students cannot be involved in any mental and / or physical behavior and / or action. In addition, students are not allowed to possess any weapons, including firearms (including legally licensed ones), compressed air guns or illegal knives, hazardous chemicals or any kind of explosive material (including fireworks).

✓ Theft and property tenders

Damaging, theft, and looting, and fraudulent use of the property of the University or others in and outside the University is seen as an unforgivable violation. Even though the student knows or should logically know that a property is stolen, it is also considered a violation to possess it.

✓ Alcohol and drugs

Students may not use, possess, or mediate the use of alcohol and drugs in and outside the University. It is forbidden to act under the influence of open drunkenness and / or drinking. Any attempt to possess, use, sell or supply any illegal substance is seen as an inexcusable violation.

✓ Gambling

Organizing, conducting and playing all forms of gambling is prohibited.

• Application

The students fully accept in advance that they will abide by the code of conduct and the consequences of non-compliance. In this context, the Higher Education Institution Student Discipline Regulation, FBU regulations and other relevant legislation provisions are taken as basis.

• Enforcement and amendment

Fenerbahçe University Student Code of Conduct and Rights take effect on the start date of the 2020-2021 Academic Year. The University has the right to unilaterally amend the "Student Code of Conduct and Rights". In case of any changes in "Student Code of Conduct and Rights", this change will be announced separately.

• Orientation & Peer Counselling Program

Orientation Program

Orientation is an event for newly enrolled students to get to know the university and transition to their academic studies.

After the opening ceremony of the academic year and the first class, our students are given a campus tour.

During the orientation trip planned at the faculty and college level, presentations of academic, administrative units, classrooms, laboratories, library, and social areas are made.

Peer Counselling Program

The peer counselling program helps our students who have registered to our university to adapt to our university life in Istanbul.

Students participating in this program, which is organized voluntarily, are called "consultants" and "counsees".

Consultants support the students during their adaptation to the university and city. Consultants develop a friendship with the student and help the student development in their social relations. The counselee who is a new member of the University, is the student who desires to be a part of the university and city.

The students that participate in this program as consultants and counsees will gain friendships, experiences, understanding our differences, exploring our cultural richness, and adding a fruitful life to our university.

Duties and Responsibilities of the Peer Consultant

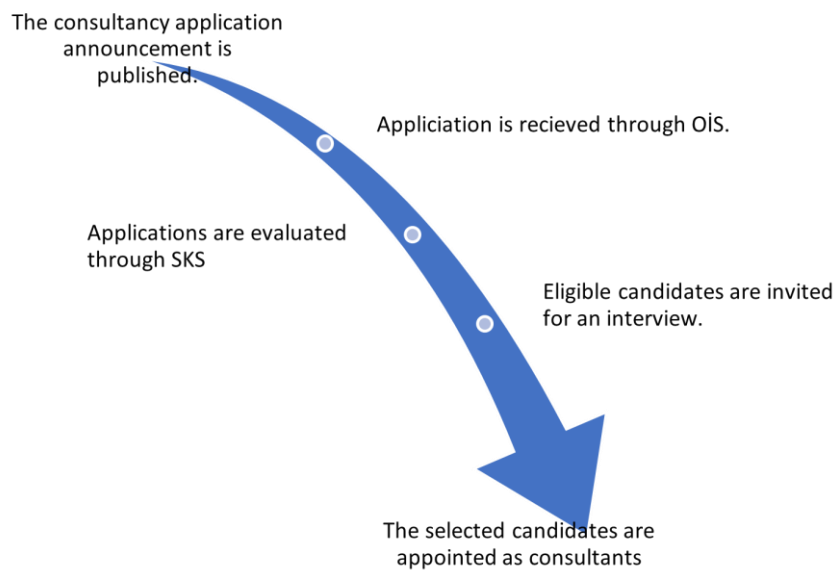
- By organizing meetings, they give information about the university and the academic lifestyle.
- They give information about the regulations, and the administrative part of the university.
- Assists in selecting courses and courses related issues.
- They provide support for adapting to the daily life in the university and Istanbul.
- They support active participation in the social and cultural life of the university and the city.
- They guide the student clubs, sports, culture, and art teams.
- They look for solutions for potential problems together and guide the academic and administrative offices.
- They provide consultancy services by observing the principle of confidentiality.

Requirements to be a Consultant

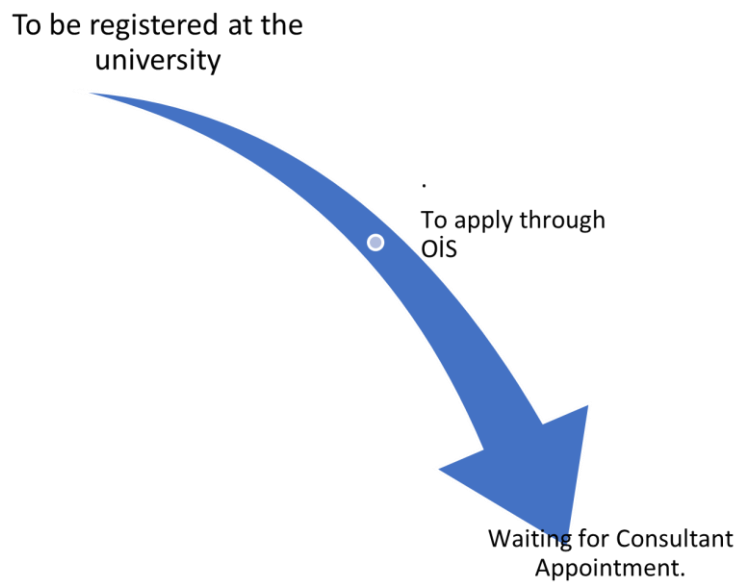
- To have studied at the faculty for at least one year, excluding the preparation school.
- To have at least 2.50 GPA.

- Not having received disciplinary punishment.

Consultant Application Process



Counselee Application Process



- **Apply Now:** [OIS \(fbu.edu.tr\)](http://fbu.edu.tr)

6. FAQ

- How to write a petition statement?

Keywords: Petition, statement, general secretary.

Answer:

On a blank A4 paper students must write petitions and sign them personally. The title of the petition is to be "**To Fenerbahçe University**" and should contain the following information:

- Title.
- Date.
- Student's name and surname (as in passport)
- Student's number.
- The subject (a paragraph that adequately describes the student's situation)
- Student's phone number.
- Student's e-mail address.
- Student's Signature.

In general, statements should be approved by the general secretary of FBU.

▪ [I forgot my OIS password; how can I get a new password?](#)

When you fill in your username and R.T. ID number following "Parolamı Unuttum" ("Forget Password") link from OIS web site, your new password will be sent to the mobile phone number registered in the system as an SMS.

▪ [What is the difference between YANO/Semester GPA and GANO/GPA?](#)

YANO/Semester GPA is only the GPA of the courses you took in the relevant semester. GANO/GPA is the average grade of your courses for all semesters you have completed.

▪ [I want to apply for lateral transfer to your university, when and where should I apply?](#)

Application and evaluation calendar with lateral transfer quotas, application conditions and application dates are published on our website in the announcements section in January and July of each year.

▪ [I want to choose a course, but I don't know what courses I should take.](#)

The courses you will take during your education in the OIS system are listed under the title of student slots. An academic advisor is assigned by the head of the relevant department/program to assist the students in organizing the education and training programs. The advisor monitors the student throughout their education and guides them through associate/bachelor's education and the relevant legislation. Your academic advisor will inform you about the courses you can take.

▪ [The add-drop period has expired, but I also want to withdraw from the course I have chosen.](#)

Students can withdraw from the course they are registered for between the dates specified in the academic calendar, with the opinion of their advisors.

▪ [Who is the academic advisor, how can I find out about my advisor?](#)

The advisor monitors the student throughout their education and guides them through associate/bachelor's education and the relevant legislation. When you log in to the system for the first time, you can see the name of the advisor assigned to you on the main screen.