## Name of the Institution
İstanbul Şehir University

## Acronym
ŞEHİR

## ERASMUS Code
TR ISTANBU33

## ECHE Number
259930-EPP-1-2014-1-TR-EPPKA3-ECHE

## Website
http://www.sehir.edu.tr

### CONTACT DETAILS

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E-mail: erasmus@sehir.edu.tr

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Tel: +90 444 40 34  
For Erasmus+ ICM project: erasmus@sehir.edu.tr  
For International Partnerships: global@sehir.edu.tr

### Postal Address
İstanbul Şehir Üniversitesi, Orhantepe Mahallesi, Turgut Özal Bulvarı No:21, 34865 Dragos,Kartal/ İstanbul/ Turkey

### ACADEMIC CALENDAR

#### Fall Semester Dates

- **Announcement of the Course Lists**: 10 September 2018  
- **Official Arrival Dates**: 16 October 2018  
- **Orientation Days**: 19-21 September 2018  
- **Teaching Period**: 24 September 2018 - 28 December 2019  
- **Last Day to Submit Final Learning Agreement**: 19 October 2018  
- **Final Registry to the Courses**: 1-4 October (add/drop)  
- **Final Exams**: 2-16 January 2019 (including week-ends)  
- **Official Holidays**: Republic Day: 28 October & 29 October 2018  
  New Year’s Eve: 1st January 2019

#### Spring Semester Dates

- **Announcement of the Course Lists**: 21 January 2019  
- **Official Arrival Dates**: 1 February 2019  
- **Orientation Day**: 4 February 2019  
- **Teaching Period**: 4 February - 10 May 2019  
- **Last day to Submit Final Learning Agreement**: 11-14 February 2019 (add/drop)  
  1 March 2019 (last day)  
- **Final Registry to the Courses**: 1 March 2019  
- **Announcement of Final Exams Schedule**: 29 April 2019  
- **Final Exams**: 13 - 26 May 2019 (including week-ends)  
- **Official Holidays**:  
  - National Sovereignty and Children’s Day: 23 April 2019  
  - Labor and Solidarity Day: 1 May 2019  
  - Commemoration of Atatürk, Youth and Sports Day: 19 May 2019

### Application Deadlines

- **Fall Semester Deadline**: 15 August  
- **Spring Semester Deadline**: 15 December
ACADEMIC INFORMATION

Language of Instruction
Language of instruction can be checked from here.

Course lists & Descriptions
For the course lists and descriptions for undergraduate and graduate studies, you can visit the academics webpage, or you may contact the Erasmus Departmental Coordinator of your department.

Erasmus Departmental Coordinators
Each department has an academic coordinator helping exchange students with their academic issues and concerns. You can check the list of Erasmus departmental coordinators from here.

Course Registration
Registration to the courses will be made by the Student Affairs after the submission of the final learning agreement (LA) to the International Relations Office. The sooner you submit the LA, the faster your registration will be completed and you will have access to the course materials from the Learning Management System (LMS).

Grading System

<table>
<thead>
<tr>
<th>Final Grade</th>
<th>Co-efficient</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.10</td>
<td>Extraordinary</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
<td>Very Good</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
<td>Good-Very Good</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
<td>Good-Average</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Average</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
<td>Below Average</td>
</tr>
<tr>
<td>D+</td>
<td>1.50</td>
<td>Poor</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Very Poor</td>
</tr>
<tr>
<td>D-</td>
<td>0.50</td>
<td>Failing</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>IA</td>
<td>0.00</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

MySehir Student Portal and LMS
As you may know you will have one month to make changes to your learning agreement. However if you can finish it earlier it would be better for your study plan, as it will enable you to access to the course materials from the online portal (LMS). You will be given an account and password to sign in to MySehir and Learning Management System (LMS) of our university.

Once you access your MySehir Account, you will be required to fill the online “Student Identification Form” in the system. This is important for your official documentation to be issued at the end of your term at ŞEHİR.

PRACTICAL INFORMATION

Address: Istanbul Şehir Üniversitesi, Orhantepe Mahallesi, Turgut Özal Bulvarı No:21, 34865 Dragos, Kartal - İstanbul
How to get to ŞEHİR: Please click for the link.

Housing Information
Students who want to stay at dormitory can fill “Dormitory Application Form”

Responsible Persons:
Hande Eriş (female guesthouse)  İlyas Yıldırım (male guesthouse)
Tel: + 90 216 474 0860 –ext 9878  Tel: + 90 216 559 9955
E-mail: handeeris@sehir.edu.tr  E-mail: ilyasyldirim@sehir.edu.tr

Housing Information

- For some countries, applying to student visa is not compulsory since 2014. You can confirm this information from the web page of Turkish Consulate in your home country. If it’s still compulsory for your country, please don’t forget to apply for Student Visa from the Turkish Embassy/Consulate.
- Erasmus students must apply for a “Short-term Residence Permit” by law. In order to obtain a residence permit, please schedule an online appointment at e-ikamet.goc.gov.tr. Applications for residence permits should be made within 30 days of arrival in Turkey. You will have to pay Residence Permit booklet fee (Currently 72 TL).
- Further announcements on the Turkish residence permits can be found at Directorate of General of Migration Management.
- Please click here to have more information regarding residence permit.
- For the questions and concerns about entry into, stay in and exit from Turkey, you can call Communication Center for Foreigners throughout Turkey 157, from abroad +90 312 157 11 22

Reminder: If you stay beyond the date your visa or residence permit expires, you will be fined at the port of exit and will be subject to a travel ban preventing you from re-entering Turkey for a period between three months to five years.
ACADEMIC INFORMATION

**Health Insurance Information**

- **If you have Health Insurance:** Please check if it covers the below criteria: If yes, contact with erasmus@sehir.edu.tr and send your insurance (in English).
  
  ERASMUS Office at ŞEHİR will approve your insurance before you apply for the Residence Permit.

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Contracted Institutions</th>
<th>Non-Contracted Institutions*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inpatient Treatment</strong></td>
<td>Limit of Coverage</td>
<td>Limit of Coverage</td>
</tr>
<tr>
<td></td>
<td>Contribution</td>
<td>Contribution</td>
</tr>
<tr>
<td>Unlimited</td>
<td>None</td>
<td>20,000 TL</td>
</tr>
<tr>
<td><strong>Outpatient Treatment</strong></td>
<td>2,000 TL</td>
<td>2,000 TL</td>
</tr>
<tr>
<td></td>
<td>40%</td>
<td>40%</td>
</tr>
</tbody>
</table>

*Non-Contracted Institutions: Institutions (hospitals, physicians’ offices, and the other health institutions.) do not have an agreement with the insurer.

- **If you do not have any Health Insurance:** You have to provide a private health insurance to get the Residence Permit. You can purchase the private health insurance from an insurance company in Turkey.
  
  Please also note that coverage required by Residence Permit application is not a very comprehensive one. So please feel free to have a second insurance with more comprehensive coverage from your home country especially if you have any special health conditions.

**Laptop Computers**

Do not forget to bring your laptop with you. Our university is a laptop university, meaning each student has his/her own laptop and there is no computer station.

**Estimated Cost of Living Per Month**

- **Accommodation (on-campus):** 250 Euro /month / person
- **Meals (ŞEHİR Campus dining):** 150 – 250 Euro / month / person
- **Transportation:** 50 – 75 Euro / month / person
- **Others:** 70 – 125 Euro / month / person

**Mobile Phone Connection**

Basic information:

1. Through the roaming service which allows you to use your home country’s number.
2. Registering the phone you came with from your home country, then buy a simcard in Turkey. The registration costs approximately 140 TL (current price, price changes may apply).
3. Buying a mobile phone and a simcard in Turkey. The simcard costs approximately 25 TL.

There are three main carriers for mobile phones from which you can buy your simcard:

- Turkcell
- Türk Telekom
- Vodafone

**Transportation Card**

There are various forms of public transport available in Istanbul. The tickets can be purchased at stands next to every station having an average price of 3 Euros for a two-way trip. Weekly and monthly passes are also available at discounted prices for students.

İstanbul Card

İstanbul Card is a smart ticket offered by the state body in charge of transportation in Istanbul, İETT. You can use it to pay transportation fee on buses, ships, sea buses, metro and tunnel systems in Istanbul. Having Istanbul Card for student offers up to 50% discount in transportation.

**Social Media**

https://twitter.com/irosehir
https://www.instagram.com/sehir_international/
https://www.facebook.com/sehir.iro/