INFORMATION FOR INCOMING ERASMUS STUDENTS

2013-2014 ACADEMIC YEAR

This document is prepared by the Department of Political Science and International Relations for assisting the incoming Erasmus students in planning their study period at Marmara University.
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### Contact Information

#### The Department

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<tr>
<th>Role</th>
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<tbody>
<tr>
<td>Chair</td>
<td>Prof. Ahmet Demirel</td>
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<td>Erasmus Coordinator</td>
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<td>Address</td>
<td>Marmara Üniversitesi</td>
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<tr>
<td></td>
<td>Siyaset Bilimi ve Uluslararası İlişkiler Bölümü</td>
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<tr>
<td></td>
<td>Anadoluhisarı Kampüsü, 34810 / Beykoz, İstanbul</td>
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<tr>
<td>University's Website</td>
<td><a href="http://www.marmara.edu.tr">http://www.marmara.edu.tr</a></td>
</tr>
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<td><a href="mailto:psirerasmus@marmara.edu.tr">psirerasmus@marmara.edu.tr</a></td>
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#### International Office

<table>
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<tr>
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<tr>
<td>Institutional Coordinator</td>
<td>Assist. Prof. Arzu Baloğlu</td>
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<tr>
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<td>Marmara Üniversitesi Uluslararası Ofisi</td>
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<td>Fax</td>
<td>+90 216 347 87 14</td>
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<tr>
<td>Website</td>
<td><a href="http://international.marmara.edu.tr/EN">http://international.marmara.edu.tr/EN</a></td>
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<tr>
<td>E-mail</td>
<td><a href="mailto:erasmus.incoming@marmara.edu.tr">erasmus.incoming@marmara.edu.tr</a></td>
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About Marmara University

Marmara University was founded in 1883 as “The Hamidiye School of Higher Commercial Education”. Throughout its century long history, the school underwent various changes in its name and its structure until the foundation of Marmara University in 1982 - on the premises of the Academy of Commercial and Economic Sciences - when it merged with other institutions of higher education. At present, the University has 13 faculties, 11 graduate schools, 8 vocational schools and 29 research centres.

Apart from being the third largest university in Turkey in terms of the number of its students and staff, Marmara University is at the same time the only polyglot university in the country offering education in four languages (Turkish, English, German and French) in certain programs.

The University has also some significant geographical advantages on which it builds its academic strength: it functions as a bridge between Asia and Europe, and it is the only university located on both sides of Istanbul. The buildings of the University are located in 14 different campuses of the two continents.

Welcoming international students as well as providing education at international standards in almost every field is a chief objective of the University. With this purpose, the University has signed many exchange agreements with universities from the USA, Europe and Asia. Many foreign visiting professors are teaching at Marmara University within the framework of these agreements.

For further information on Marmara University, please visit the website: http://www.marmara.edu.tr.
About Istanbul

Istanbul, situated at the meeting point of Europe and Asia, is known as the “Cradle of Civilisations”. With its population over 13 million, the city is both the largest city in Turkey and a magnificent metropolis sheltering the cultural and historical heritage of the East and West. In recent decades, especially after Turkey’s candidacy for membership in the European Union, the city has at the same time became a principal financial centre, and started to draw many business professionals and university students not only from the neighbouring countries, but also from Europe, the Middle East and the former Soviet republics.

The Strait of Bosphorus, one of the most enchanting places in the world, is not just a strait that divides the city into two, but also a “wedding ring” matching the two continents. Historical palaces, castles, mosques, churches, and many other similar structures from antiquity to modern ages make up the historical texture of the city.

The cultural life of the city is further enriched by festivals, fairs, congresses, concerts, football matches and similar activities, most of which are held internationally.

# Calendar

## Application deadlines for 2013-2014 academic year

**Fall Semester:** 24 June 2013  
**Spring Semester:** 25 December 2013

## Academic Calendar  
2013/2014

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
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<tr>
<td>Beginning of Courses</td>
<td>16.09.2013</td>
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<tr>
<td>Adding/Dropping of Courses</td>
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<td>End of Courses</td>
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<td>Final Exams</td>
<td>06.01.2014 – 19.01.2014</td>
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<td>Final Make-Up Exams</td>
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<td>10.02.2014</td>
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<tr>
<td>End of Courses</td>
<td>25.05.2014</td>
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<tr>
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<td>Midterm Make-Up Exams</td>
<td>30.04.2014 – 03.05.2014</td>
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<td>Final Exams</td>
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Application

Documents to be submitted by the Erasmus students for application to our Department are as follows:

1- **One original** Application Form with photograph  
2- **One original** Learning Agreement  
3- **One original** transcript (records of your grades from the courses you have taken in your home university until now).

All documents should be submitted in original – signed and stamped by the Home Institution. After receiving the documents via post, the Department will send your Home Institution an original Letter of Acceptance prepared both in Turkish and English.

In preparing your initial learning agreements, we suggest you first visit our website at http://iibf.marmara.edu.tr/iysdosya/bolumler/siyasetbilimi/bolum_pdf/PSR%20ERASMUS.pdf. It would be particularly important for you to download our Course List. This will give you detailed information on all the courses, including some special notes for Erasmus students. Please read the descriptions of the courses carefully before making your selection. We also suggest you select courses from 3rd and 4th years since 1st and 2nd year courses are mostly introductory. Please consult us when you prepare your learning agreements.

The language of instruction in the Department is English. But please note that some of the courses on Turkish law and Turkish politics require extensive reading in Turkish, and thus might not be suitable for Erasmus students. Those courses are clearly indicated in our Course List package.

You may also take courses from the other faculties and departments of Marmara University depending on the approval by the respective department. But keep in mind that not all of the faculties are located on Anadoluhisari Campus. In some faculties of Marmara University, the language of education is English, German or French.

There is no set limit for the number of courses or credits that you can register. Normally, we ask our students who go abroad within the Erasmus program to have at least 30 ECTS each semester. This is equal to 6 courses (each for 5 ECTS) in our Department. However, this choice is completely up to the requirements of your Home Institution.

**Important Note:** Undergraduate students can only choose from the list of undergraduate courses as graduate and postgraduate courses are open to MA and PhD students.
International Office

Marmara University’s International Office at Göztepe Campus is responsible for tackling administrative matters of the incoming Erasmus students during their stay at Marmara University. The Office also organizes a special Turkish language course (5 ECTS) free of charge for incoming Erasmus students every semester.

It is especially important for you to visit the Office after you arrive in Istanbul in order to request your official university ID card. To set up an appointment for paying a visit to the Office during their opening times and for other enquiries, the e-mail address is erasmus.incoming@marmara.edu.tr.

For more information on the activities of the Erasmus Office, please visit http://international.marmara.edu.tr and http://lip.marmara.edu.tr/?sayfa=ects.

Erasmus Student Network:

“ESN Marmara”, which is a member of the Erasmus Student Network, is an initiative undertaken by Marmara University’s Management Club. The group functions as an online platform for incoming Erasmus students where they can contact each other and local students in order to share information, find accommodation, seek help in solving their daily problems and receive latest news about social and cultural events organized by Turkish students.

Each year, ESN Marmara forms a group on Facebook for the incoming Erasmus students. Please do not forget to subscribe to this group at the International Office for assistance about accommodation and other matters.
Before You Arrive

Visa and Insurance:

Foreign students are required to get a **student visa** from a Turkish Embassy / Consulate in their own country by submitting a copy of the letter of acceptance provided by Marmara University. The student visa is valid during your enrolment period at the University. Obtaining a Turkish visa might take time, so you are strongly advised to start your visa procedures once your Erasmus exchange is confirmed.

** Students who enter Turkey with a student visa should obtain a **residence permit** within one month after their arrival. If you come to Turkey with a tourist visa, you do not need a residence permit, but please remember that tourist visas are valid only for three months. For more information on residence permits please visit [http://yabancilar.iem.gov.tr/randevu.html](http://yabancilar.iem.gov.tr/randevu.html).

You are also strongly advised to obtain in your home country Accident and Health Insurances, both covering the time you will spend in Turkey. Marmara University does not offer any insurance services to incoming students.

Accommodation:

For detailed information about accommodation please visit the following link: [http://international.marmara.edu.tr/sayfa/4055/useful-links/accommodation](http://international.marmara.edu.tr/sayfa/4055/useful-links/accommodation)

You may also find the following websites useful for checking current offers for a flat or flatmate in Istanbul:


[http://www.erasmusturkey.org](http://www.erasmusturkey.org)
Starting of the Semester

Orientation Meeting:

The Department’s orientation meeting for incoming Erasmus students takes place in the first week of the semester. The meeting, which is attended by the Erasmus Coordinators and Student Assistants, is particularly useful for obtaining preliminary information about the registration procedure, academic programs and life at the Campus. The meeting is usually followed by a short tour of the Anadoluhisari Campus together with the student assistants.

Registration and Course Selections:

The first week of each semester is for students’ registration. All students should register their courses via University’s online registration system (BYS) at http://bys.marmara.edu.tr. Please contact your Departmental Erasmus Coordinator for details about online registration.

Most lectures start in the second week of the semester, although introductory lectures might also be held in the first week of some courses.

The second week is also known as the Add/Drop week where students have a chance to attend all the courses they wish and make their final decision on the courses they want to take for the rest of the semester.

In the third week, students should visit the Departmental Coordinator for consultation about their latest decision on the selection of their courses. If there are changes in your original Learning Agreement, you should prepare the “Changes in the Learning Agreement” form. This form should be prepared in two copies and signed both by the Departmental and Institutional Coordinators at Marmara University. You are responsible for sending the signed form via post to your Home Institution to complete the signature procedure.

** It is important to keep in mind that all learning agreements and related changes should be originally signed and stamped by both universities. Failing to do so might result in the invalidity of the ECTS credits you have obtained in Marmara University.

If you consider taking courses from the other departments/faculties, it is very important for you to first contact your Departmental Coordinator. You can only take courses from other departments after the Departmental Coordinator contacts the Erasmus coordinator of the other faculty and agrees on arrangements required for your attendance in those courses.
Information on the Academic Programs

Courses:
The classroom number for each course is announced at the beginning of the semester at the Department's website. The MA and PhD courses are held in the meeting rooms in the Faculty building. The courses take place every week for three hours and are structured in lecture format. Student presentations are expected particularly for elective courses. A semester generally lasts 14 weeks.

For local students, there is a distinction between compulsory and elective courses as indicated in our ECTS packages. Erasmus students, however, are free to take any course independent from its being compulsory or elective.

Some courses in the Department are designed as yearly courses (i.e. courses marked as I and II). As a precondition, these courses may require the students' attendance in the first part of the course in order to proceed with the second part. In case you decide to take these courses, please consult your Departmental Coordinator.

Attendance:
All courses require regular attendance, which is important in order to be successful in the exams.

Reading Material:
Each course has some basic reading material which is announced by the instructor of the course at the beginning of the semester. For some courses, reading material is ordered for student purchase via local bookstores. Other reading materials can be bought from the copy centre located inside the Campus.

Office hours:
Apart from the lecture hours, students are free to contact the instructors during their office hours which are announced on the office door of each instructor. Students can also contact the instructors via e-mail. E-mail addresses of the instructors can be found on the Department’s website.

Exams and Papers:
The assessment for each course is made on the basis of written exams and/or papers. In this regard, there are three types of exams in each semester.
1. **Midterm Exams:** These exams take place after the 6th or 7th week and continue for two consecutive weeks. During those two weeks there are no classes, so that the students are able to study for their exams. The Midterm grade makes up 40 percent of the semester grade.

2. **Final Exams:** Final Exams take place at the end of each semester and make up 60 percent of the term grade. Like the Midterm exams, these exams also take place for two consecutive weeks. During those weeks, there are no classes. Regardless of their midterm grades, the students should obtain at least 50 over 100 in order to be deemed successful. When 50 points are taken from the final exam, then the cumulative passing grade is calculated. If 40 percent of the midterm grade plus 60 percent of the final grade fails to make up 50 in total, the student fails.

3. **Make-up Exams:** Students who are able to certify the reasons for their absence in midterm and/or final exams by a valid document (e.g. health report) are allowed to enter the make-up exams. In addition, students are given a second chance to pass the courses during the third set of exams (bütünleme) that take place after the final exams. The same rules for the final exams apply also for these exams.

The exact time, date and classroom for the exams are announced both at the Department’s website and on the boards inside the Faculty building and classrooms a few days before the exam period. The details of the make-up exams, on the other hand, are announced separately by each lecturer. Sometimes, there might be changes in the time or classroom of an exam, so it is important to regularly check the announcement boards.

Apart from the exams, in some courses (electives as well as MA and PhD courses) the students are required to submit one or more papers and sometimes to make a presentation in the class.

Note: During the exams, do not forget to write your name and indicate that you are an Erasmus student at the top of each paper you use, and also sign the Attendance List that is circulated in the classroom during each exam. Please also have your Student ID Card with you when you are attending an exam.

**Announcement of the grades:**

Foreign students can only learn about their “term grade” on the BYS system at the end of each semester. However, both the midterm and final grades for all exams are announced separately on the boards in the Faculty building. Sometimes the instructors may also prefer to announce the results on the doors of their office rooms.
Life at Anadoluhisarı Campus

Anadoluhisarı Campus:

Located at the Asian part of Istanbul, Anadoluhisarı Campus is one of the 14 campuses of Marmara University. It is reachable from Kadıköy and Üsküdar which are two of the largest centres in terms of transportation facilities between the European and Asian sides of Istanbul. All places at the Campus are in the walking distance. For the map of the Campus please visit http://i.marmara.edu.tr/haritalar/anadolu-hisari.jpg.

Students enter through the main gate of the Campus by showing their Student ID Cards. Until they are given an ID Card by the International Office, Erasmus students may use a copy of their Letter of Acceptance for this purpose.

How to get to the Campus:

You can reach the Campus by public buses and minibuses. For transportation by buses, you can take 15F or 14M from Kadıköy and 15, 15ŞN, 15KÇ, 15P and 15N from Üsküdar. For the timetable of buses that pass by from the nearest stops to the Campus: http://harita.iett.gov.tr/en. For transportation by minibuses, you can take yellow minibuses operating between Kadıköy and Beykoz, which depart from Kadıköy stop just across the bus station. You can alternatively use the “metrobus” for a faster travel in Istanbul. You need to get off at “Boğaziçi Köprüsü” stop, then walk down the stairs, cross the road and continue to walk down to the direction of the bridge. After a 5-minute walk, you will reach the bus stop. All the buses mentioned above as well as the yellow minibuses will bring you to Anadoluhisari in 10-15 minutes.

Cost of Living:

Approximately 500 Euros per month

Currency:

Turkish Lira (TL) 1 USD = 2 TL * 1 EURO = 2.7 TL *

*Approximate rates (please check for latest updates regarding currency exchange rates)

Food:

There is a student cafeteria and two canteens at the Campus, where snacks and meals are available at moderate prices. In addition, there are also cafés and restaurants around the Campus area.
Library and Computing Services:

The Central Library of Marmara University is located at Göztepe Campus. The Library is open from Monday to Friday between 09.00 and 19.50, between 10:00 and 15:45 on Saturday. Erasmus students may borrow books from the Central Library and access electronic resources. In order to do so, they should first register the Library and get a library membership card by filling the registration form. Registration forms are available at the circulation desk on the first floor of the Library and applications must be made in person.

Erasmus students are free to make use of the computer room in the Library as well as at the Computer Centre, where they can also have access to the internet. All computers available to the students in the University have access to online databases subscribed to by Central Library. No password is required to access these databases on campus. Off campus access to subscribed online resources is possible by using Marmara username and password, which will be given to you upon your registration to the Library. To see the list of online databases subscribed to by Marmara University, please visit http://library.marmara.edu.tr/abone.htm.

In addition, students may make use of the resource collection offered by MURCIR (Marmara University Research Center for International Relations), which is affiliated with the Department and located at Anadoluhisarı campus.

Students can also use the computers in the Department’s computer room located at the faculty building in Anadoluhisarı Campus. Please consult the student assistants for further information on library and computing facilities.

Copy Centers:

There is one copy center at the Campus for photocopying purposes and it also provides stationary products.

Sports and Cultural Activities:

Since the Sports Academy of the University is also located at the Anadoluhisarı Campus, we have many sports facilities here. There is an olympic swimming pool, several tennis courts, a football pitch and jogging path and a gym. Moreover, Marmara University’s Directorate for Health, Culture and Sports based at Göztepe Campus organizes the sportive and cultural facilities of the University’s students. The Directorate organizes a variety of courses (e.g. music, dancing, computer, drama, etc) as well as sports matches and tournaments in different sports branches at Göztepe Campus.
Banking and Postal Services:

There are two ATM machines at the Campus where students can withdraw cash in TL using their international ATM cards (Visa, Mastercard, etc). Students can also use the post office (PTT) at the Campus for sending their mail as well as some banking operations.

Student Assistants:

Some of the Department’s students work together with the Departmental Coordinator to assist the incoming Erasmus students regarding their day-to-day problems at the Campus and in the city. You will have the chance to meet your Student Assistants during the orientation meeting of the Department.
Life in Istanbul

Getting to the city centre from the airport:

Upon arrival at Atatürk (in Europe) and Sabiha Gökçen (in Asia) Airports, it is best to take the HAVATAŞ shuttles which travel to several points. For shuttle times and other related information please visit http://www.havatas.com/en.

Transportation:

Taxis are an easy, private form of transportation to get around the city. They are easily noticeable because of their yellow colour. They are equipped with taximeters which have two rates: day and night. The daily rate is from 6 a.m. until midnight and the night rate – which is more expensive - from midnight to 6 a.m.

Buses are an inexpensive public transportation with which you can travel around the city. Payment is made by tickets bought on the bus or Seyahat Kartı (Travel Card). There is a bus stop just in front of the main gate of the Campus, and buses which directly travel to several points on the Asian (Anadolu) side (Kadıköy, Üsküdar, etc.) pass from this bus stop. Some bus lines pass by the Metrobus stop located at the entrance of the Bosphorus Bridge.

Metrobus is a non-stop high speed bus line operating between Söğütluçeşme in Kadıköy (near the Göztepe Campus) and Mecidiyeköy and several other points on the European side.

Minibuses are another inexpensive form of transportation operating between specific points in the city. Their rates change according to the destination. You pay the driver after you get into them. You can take the minibuses at any point on the street.

Trams, trains and metro are inexpensive forms of public transportation on which you can travel from point to point in certain areas.

Ferries and boats are inexpensive small-size private and public waterway transportation whereby you can travel to and from certain areas on the European side. Payment is made by tickets, token or Seyahat Kartı. There are boats from Kadıköy to different points on the European side. Sea buses (speedy boats) are moderately priced public waterway transportation whereby you can travel from one point to another in certain areas. Payment is made by tickets, token or Seyahat Kartı. There are sea buses from Kadıköy to different points on the European side.

For more information about transportation in Istanbul, please visit the websites (click English) http://www.ieett.gov.tr/en/index.php (buses, trams, trains) and http://www.ido.com.tr (ferries, boats and sea buses).
Seyahat Kartı (Travel Card):

Travel Card (Seyahat Kartı) is a smart-chip card which can be used on almost any type of public transport in Istanbul. In order to make transportation within Istanbul easier and cheaper, you are advised to buy a travel card in the first few days after your arrival. Application form for the travel card is provided by University’s International Office. Please fill in this form together with the application form for your University ID card at the Office.

Entertainment and Cultural Centres:

There are many different places where you can go for entertainment or cultural activities (concerts, exhibitions, festivals, etc) in Istanbul. The nearest area for this aim on the Asian side is Kadıköy with plenty of stores of various size (books, clothing, shopping, etc) and bars, cafes, cinemas and theatres.

Situated on the European side, Taksim Square (and Beyoğlu - İstiklal Street) is the most popular area for both local and foreign students especially because of its colourful nightlife, rich cultural activities and historical architecture. It is quite easy to find an activity and means of transport in Taksim in 24 hours of the day.

Sultanahmet, which is on the European side, is a favourite destination for tourists because of its monumental historical buildings including the Hagia Sophia, Blue Mosque and Topkapı Palace. This old city centre of Istanbul is also home to extraordinary concert halls such as the Hagia Eirene Church and the Basilica Cistern.

Shopping:

Shopping alternatives in Istanbul are very diverse. Taksim and Nişantaşı are major centres for shopping on the European side whereas Kadıköy and Bağdat Caddesi are the two most favourite places in Asia. The city is also rich in terms of its big shopping malls. For a list of these malls, please visit http://www.letsgoistanbul.com/malls.htm.

There are also large grocery stores scattered around the city – large chain stores like Migros, Tansaş, Endi, Carrefour, PM as well as budget stores like BİM and ŞOK.

Mobile Phones:

Turkish law requires all mobile phones that operate through a Turkish SIM card to be registered. If you switch to a Turkish SIM card after your arrival and fail to register, your mobile phone will be blocked. You can register your phone at customs desk in the airport. In case you forget to do so, you can both buy a Turkish SIM Card and make your
registration by visiting the stores of Turkish GSM operators (Turkcell, Vodafone, Avea). You only need to present your passport in order to register.

For more information on mobile phones, please visit the websites of the GSM operators.

**Climate:**

Summer months in Istanbul are generally hot and quite humid. Winters may be cold and wet, although not as extreme as other areas of the country. June, July and August see temperatures up to 30 degrees, with very little rain. Spring and autumn are popular times to visit because of the comfortable climate with highs between 15-25 degrees C in April, May, September and October. By the winter, the dry cold air mass from the Black Sea and the Balkans bring a chilly season with daytime highs of between 10-15 degrees C whereas the nights are much colder. Although temperatures rarely fall to the freezing point, there is occasionally light snow in the city.
Before You Leave

Before you leave Istanbul, please do not forget to visit your Departmental Erasmus Coordinator at Marmara University for the preparation of the following documents. These documents should be submitted to your Home University following your return to your country.

1. ECTS Transcript of Records (The Department will prepare and officially send this document via post to your Home Institution at the end of your Erasmus exchange).

2. One copy of the Learning Agreement signed and stamped by both the Departmental and Institutional Coordinators at Marmara University.

3. Letter of Confirmation (The form should be provided by your Home Institution).

*Important Note:* For the finalization of paperwork for your departure, you should bring your departmental coordinator a letter from the Central Library stating that you returned all the books you borrowed from the Library.