

Dear members of the Fenerbahçe family and our precious students;

As Fenerbahçe University, we set off with the vision of bringing a new perspective to the Turkish higher education system.

As the face of the great Fenerbahçe community reflected on higher education, we set off with the mission our glorious heritage has imposed on us.

We have adopted a different university approach, combining science with art and design, enriching it with culture, and deepening it with our national values.

As a young and dynamic academic initiative, we brought a new color to the higher education system.

We have reflected not only our elbow grease but also our hope, excitement, goodwill, and all the beauties we receive from our people.

The correctness of science, the beauty of art, the depth of culture, the greatness of morality, and the virtue of being human have become our guide.

We are representatives of an academic approach that presents the values of this country to humanity by combining it with the abundance of this land.

In a short time, we will become an international brand by gaining a respectable place among the most successful universities in our country.

We will be one of the leading universities in Turkey to realize the fourth-generation university approach.

We aim at an assertive position in internationally prestigious ranking indexes by measuring our achievements over international criteria.

We are aware that we are at the beginning of this determined journey that extends to perfection.

Mesleğine aşkla bağlanan ekibimizle, geleceğin Türkiye'sini kuracak nesillerin yetiştirilmesi temel misyonumuzdur.

Come and be a partner in this mission.

Take your place on this blessed journey that will take Turkey to the future.

Join the Fenerbahçe community.

Anyone who adopts scientific thought as a principle, values human life and is a patriot will find something for themselves here.

Anyone who wants to experience all the beauties of Istanbul by integrating with the city and build a bright personal career in the city will enjoy being different here.

If you want to reach the future without taking a break from the rhythm of life, this is your place.

You are worth it and it will be better with you.

Prof. Dr. M. Emin ARAT  
RECTOR

## ABOUT US

### History

"Fenerbahçe Education, Culture and Health Foundation", established by Fenerbahçe Sports Club, has obtained the establishment permission of Fenerbahçe University from the Higher Education Council, our university became a public legal entity according to the Law published in the Official Gazette dated 24 November 2016. Fenerbahçe University started its academic life in 2019-2020 Academic Year with the vision of "the innovative university of the digital generation". Adopting the philosophy of science, Fenerbahçe University aims to train global leaders of the future who think analytically, question, solve problems. Our university, with its innovative approaches in the field of education, with its digital and technological infrastructure, aims to raise global citizens with high professional formation, social responsibility awareness, and intellectual depth.

### Vision

- With its student-centered education and training aiming at academic excellence, it has achieved professional competence that can compete internationally in its field;
- To raise individuals who know the world languages, can think analytically, identify and solve problems,
- Open to innovative and creative thinking, focus on scientific development and digital technology production;
- Have completed their individual, social and academic development, thus, to be among the world's leading "Global Universities".

### Mission

To train entrepreneurial, competitive, confident, intellectual, productive future leaders motivated by success with universal value by integrating scientific studies and research with innovative thinking.

## STUDENT AFFAIRS

### Useful Information You Will Use During Your University Education

#### Course Registrations

Course registrations will be done through OIS, which is the Student Affairs System within the period specified in the academic calendar. Course registration procedures will be completed after the courses chosen by the students are approved by the advisors.

#### Re-enrollment

Students are required to re-enroll every semester within the period specified in the academic calendar. For the student to reenroll for the semester, students must fulfill all financial obligations from the past and for the semester they want to be enrolled and the enrollment process will be done after the course selection completed by the student.

#### Course Add/Drop, Withdrawal

Students can add and/or drop courses for each course only once until the deadline specified in the academic calendar, provided that they do not exceed their credit load, with the approval of their advisor for each semester.

Students can withdraw from one of the courses in the teaching plan, with the approval of their advisor, until the application deadline specified in the academic calendar for each semester, except for the first two semesters of the education. Students may withdraw from a maximum of one course in a semester and a maximum of two courses during their undergraduate study.

#### Academic Calendar

The dates related to the academic year are published in the Academic Calendar during the Education-Learning period. Students can access dates information for the academic year from the Academic Calendar.

#### Exemption from Courses

Course exemption and adjustment procedures of students are carried out according to the principles determined by the Senate. The students make their applications regarding the exemption requests to the faculty secretariat to which they are affiliated, together with the transcripts and course contents of the university they have studied at before.

## Advisor

For each student, a faculty member is appointed by the faculty as an advisor. The advisor monitors the student during the academic year and advises the student on the compulsory and elective courses that the student must take within the framework of the undergraduate program, double major and minor programs.

## Leave of Absence

Students' records can be frozen with the recommendation of the relevant faculty board of directors and the senate proposal in case of the reasons in our regulation.

## Disenrollment

The request for disenrollment of the student is made to the secretariat of the faculty to which the student is affiliated. Other reasons for dropping out are specified in article 49 of our regulation.

## Lateral Transfer

Process of lateral transfer from domestic and foreign higher education institutions to university undergraduate degree programs or between university undergraduate degree programs are carried out under the procedures and principles determined by the Senate with the provisions of the Regulation on the Transition Between Associate Degree and Undergraduate Degree Programs in Higher Education Institutions published in the Official Gazette dated 24/4/2010 and numbered 27561, and the Principles of Inter-institutional Credit Transfer. Dates for lateral transfer are stated on the academic calendar.

## Academic Year and Duration of Education

The academic year is the entire education and training year, the dates of the academic year are updated at the beginning of each academic year and displayed on the academic calendar. Time of Education, except for the English preparatory class, a maximum of seven years for undergraduate programs that have a four-year education period, regardless of whether they have registered for each semester, starting from the semester of the courses related to the enrolled program.

## Compulsory Courses, Elective Courses, Prerequisite Courses

The courses in the curriculum consist of compulsory and optional courses. Compulsory courses are the courses that the student has to take; elective courses, on the other hand, refer to the courses that the student can take by choosing from the suggested ones. A prerequisite course is a course that should be taken before a course.

## Courses and Practices Attendance

Students are obliged to attend classes, laboratories, and practices in line with the principles determined by the relevant faculties, and to participate in all kinds of exams and other studies deemed appropriate by the academic staff during the

semester. It is compulsory to attend 70% of classes and 80% of independent practice courses such as laboratories and workshops.

### Credit Burden

The nominal credit burden shows the amount of credit foreseen in the curriculum for the semester the student is in. The maximum credit burden is the 6 credits above nominal credit load that students with a GPA of 2.50 and above can receive.

### Graduation Project and Internship

Graduation project; is the study that shows that the student has reached the desired level of professional or academic knowledge and skills. Internship is a practical study conducted in a university or outside institution, preferably in the summer, to ensure that the student reaches the desired level of professional or academic knowledge and skills.

### Exams

Exams consist of midterm exam, make-up exam, final exam, resit exam, single-course exam and grade increase exam. Resit exam grade replaces the final exam grade.

### Discipline

Disciplinary works and procedures of students are carried out in accordance with the provisions of the Higher Education Institutions Student Discipline Regulations published in the Official Gazette dated 18/08/2012 and numbered 28388.

### Double Major Program

It is the program that enables the student, who provides the success and other conditions, to take courses from two diploma programs of the university simultaneously and to receive two diplomas.

### Minor Programs

It is the program that enables students registered to a diploma program to obtain a certificate (minor certificate) that does not replace the diploma by taking a limited number of courses on a specific subject within another diploma program within the university, provided that they meet the stipulated requirements.

### Summer school

It is a minimum seven-week training period with the aim of intensive education in addition to the fall and spring semesters with the proposal of the relevant boards and the approval of the senate.

## Pass Marks (Grading System)

A student who receives one of the letter grades AA, BA, BB, CB, CC, G from a course is considered to have passed that course. A student who receives one of the DC, DD letter grades from a course is deemed to have successfully conditionally passed that course. If the weighted grade point average (WGPA) is at least 2.00, conditionally passed courses are not required to be repeated for graduation.

## Grade Averages

Weighted semester GPA and weighted total GPA are calculated as follows:

a) Weighted Semester GPA (WSGPA), is calculated by multiplying the letter grade coefficient of each course taken by the student in one semester by multiplying the credit of the course and adding the obtained results and dividing this sum by the total credit. The result of the division is rounded to two digits after the comma.

b) Weighted Total GPA (WTGPA), is calculated by multiplying the letter grade coefficient of each course taken by the student from the first semester by multiplying the credit of the course and adding the obtained results and dividing this sum by the total credit. The result of the division is rounded to two digits after the comma.

## Correction of the Error of Fact

The error of Fact refers to errors that are not in the scope of the re-evaluation of the exam paper. Students may file a written objection to the relevant faculty deanship in writing within one week of the announcement of the exam grades.

## Bachelor's Degree and Associate Degree Diploma

Students who completed all the courses in the curriculum of the undergraduate education programs of the faculty for four years, all the courses are taken without any equivalent in the lesson plan if any, credit required for graduation, increased their weighted GPA to at least 2.00 will receive the bachelor's degree diploma.

Students who have completed all the courses in the first four semesters of the four-year faculty and college undergraduate education programs and the whose weighted average grade is 2.00 and above but who haven't or can't complete the programs they are studying will be granted Associate degree diploma the Students Who Have Not Completed or Cannot Complete their Undergraduate Education or their Regulations on Vocational Schools published in the Official Gazette dated 18/3/1989 and numbered 20112.

## Certificate of Honor and High Honor

On condition that no disciplinary penalty has been received, students with a graduation GPA between 3.00 and 3.49 out of 4.00 are given an honor certificate, and students who are 3.50 and above are given a high honor certificate.

### Student ID Card (FBU Card)

It is a student ID card with a photo provided by the University student affairs to the student who has completed final enrollment to the university.

### Student Certificate

It is the document given to the students who have fulfilled their financial obligations, selected courses and attended the school as active students.

### Transcript

It is the document that shows the lessons taken by students and letter grades during the academic year.

### Military Recruitment Procedures

The data of the military service of the students are transferred to the Ministry of National Defense Information System via e-Government at certain times, according to the protocol principles made between the Recruitment Department and the Higher Education Council. Universities also do not send EK-C2 documents to military branches.

### Updating Student Information

Students should submit a petition to the student affairs directorate about information updates regarding their residence and telephone numbers.

### Student Affairs Directorate

Working Hours: Weekdays 08.30 - 17.30

### Contact:

Student Affairs Director: 1950

Student Affairs Officer: 1951

## FINANCIAL AFFAIRS

Fenerbahçe University Financial Affairs Directorate controls and follows all accounting activities, student scholarships, student accounts, and payments within the framework of the Higher Education Law and other related financial regulations.

Each student must renew their financial records between the dates specified in the Academic Calendar.

Payment methods are determined as;

- Payment in advance;

Transfer/EFT of the entire education fee to the account of our university,

- Payment in installments;

Payment by credit card (Denizbank, Vakıfbank, Akbank, İş Bankası)

Opening overdraft account (through our contracted institution Denizbank)

After the financial registration is completed, the education fee can't be refunded for any reason (enrollment cancelation, disenrollment/lateral transfer). The student is required to fulfill his financial obligations to avoid interruptions in the continuity of education.

Financial Affairs Directorate

Working Hours: Weekdays 08.30 - 17.30

Contact:

Financial Affairs Director: 1929

Financial Affairs Manager: 1930

Financial Affairs Specialist: 1931

## INFORMATION TECHNOLOGIES

Information Technologies are used extensively at Fenerbahçe University, the Innovative University of Digital Generation. Students from the FBU can access any frequently used system, such as the Student Affairs System, securely at any time from anywhere. Students are able to instantly access anywhere on campus in accordance with the "digital university" concept. All the points that the users touch at the FBU are designed in a "user-friendly" structure and have all kinds of ease of use. All platforms that are offered to our students and developed continuously are designed with a single user/single password methodology.

### Internet Services

All students can access the internet from anywhere on campus with the secure, uninterrupted and fast internet service provided by the Fenerbahçe University Information Technologies unit. In order to ensure the security of the content accessed at our university, a web filter is used and internet access is recorded in accordance with the legislation.

## Email, File Storage and Sharing

Fenerbahçe University provides its students with an e-mail account with the extension std.fbu.edu.tr for use during their academic life at our university. Fenerbahçe University uses Microsoft's Office 365 infrastructure as its e-mail provider. For this reason, it contains all the features provided by personal Hotmail, Outlook, and Microsoft account. The e-mail service has a high capacity of 1 terabyte per person, along with OneDrive, Microsoft's file storage, and sharing service. Academics and students can meet all the file storage and sharing needs they need throughout their academic life at Fenerbahçe University through this service.

## Print and Copy Services

You can get a wide range of products and services such as printing, copying, and binding from the Copy Center located on the ground floor (L) of the campus building.

## Information Technologies Directorate

Working Hours: Weekdays 08.30 - 17.30

Contact:

0216 910 19 37 (System and Network Administrator)

0216 910 19 37 (Information Technologies Director)

## LIBRARY

The FBU Library aims to serve its users at international standards by using the latest technology in accessing information.

Our library has a collection of 3,000 printed books, 23,927 electronic journals, books and 17 online databases that form the basis for scientific research. You can access the available information sources available in an imprint and/or electronically through our web page, 'FBU Catalog Search' and 'E-Publish Search' tabs.

FBU students and academicians can use the library resources free of charge under the defined rules and request a new source of information.

## Service/Facilities and Utilization Conditions

The library has a seating capacity of 100 people in its 500 m2 space in Ataşehir campus and consists of 4 group study rooms and 6 computers. Computers and study rooms can be booked on our website.

Our students can borrow 3 of our printed information sources for 15 days and request a one-time extension.

Graduate and doctorate students can borrow 5 of our information sources for 20 days and request a one-time extension.

Faculty members can borrow 5 of our information sources for 20 days and request a one-time extension.

## General Rules

For delayed information sources, users receive a daily fine of 1 TL. The cost of lost and damaged books is requested from the user.

According to the principles of collective use, food and drink are not used in the library area. Be quiet and avoid actions that constitute bad examples.

## Library

Working Hours: Weekdays 08.30 - 17.30

Contact:

[kutuphane@fbu.edu.tr](mailto:kutuphane@fbu.edu.tr)

## INTERNATIONAL RELATIONS OFFICE

In line with the internationalization strategy of Fenerbahçe University, supporting and developing the international studies of the university, providing education opportunities to FBU students abroad, enabling international academic and professional studies, developing intercultural understanding, ensuring/increasing international participation in planned or initiated projects are among the work of this coordinatorship. The Directorate consists of 3 main units:

### International Student Recruitment

The International Relations Directorate monitors and coordinates the application processes of international students who apply to our university for undergraduate education and conducts the selection process. In order to contribute to the internationalization strategy, it carries out international promotion activities of Fenerbahçe University in foreign trade fairs and various promotional activities.

Students who want to study at our university as an international student can reach our international office officials at [admissions@fbu.edu.tr](mailto:admissions@fbu.edu.tr) for detailed information and support.

## ERASMUS+

The main purpose of Erasmus + Exchange Programs is to provide the students of Fenerbahçe University the opportunity to exchange students with contracted institutions abroad.

Student mobility can take place in two ways:

- Education mobility
- Internship mobility

Fenerbahçe University provides agreements with the world's leading universities to allow one and / or two academic semesters to study as an exchange student. With the Erasmus + Exchange Program, Fenerbahçe University also provides scholarship internship opportunities in Europe.

Erasmus + Exchange Program aims to modernize education systems, develop new opportunities for young people and increase employment opportunities and is funded by the European Union.

#### International Bilateral Cooperations

Fenerbahçe University works on the participation of students and academics in international projects, exchange programs, conferences and seminars in order to acquire and increase academic and sectoral competencies. In this context, it develops bilateral collaborations with the world's leading universities so that they can experience different cultures and learning. Depending on the scope of the agreements, students studying at Fenerbahçe University are enabled to study at partner universities through exchange programs.

Erasmus+ ve diğer uluslararası programlar için [international@fbu.edu.tr](mailto:international@fbu.edu.tr) e-mail adresinden bizlere ulaşabilirsiniz.

#### Applications for Exchange Programs

The application process for exchange programs is announced by the International Relations Directorate through e-mail, student notice boards and the website. You can follow the exchange program call dates opened by the International Relations Directorate, through the announcements section of the international office website on the relevant website. Students can make their applications by following the necessary steps of the announced application process.

#### ACCOMODATION

##### Contracted Dormitories

Within the framework of the solution partnership between Fenerbahçe University and Evim Student Dormitories, Evim Dormitories will serve Fenerbahçe University students as of 2019-2020 academic year.

Offers three different accommodation options: Bostancı Kız Yurdu, Kadıköy Kız Yurdu and Kadıköy Hostel.

##### Internal Affairs Office

Working Hours: Weekdays 08.30 - 17.30

Contact:

[internationaloffice@fbu.edu.tr](mailto:internationaloffice@fbu.edu.tr)