

BAHCESEHIR UNIVERSITY

# FACT SHEET



BAU Exchange  
Office

2023-2024

Academic Year



Erasmus+



Bahçeşehir University (BAU) is a foundation University which was established in 1998 by Turkey's largest private educational institution, Bahçeşehir Uğur Educational Institutions. There are currently 24.772 students and 1351 **academic staff in nine faculties and four graduate schools.**

## THERE ARE:

- 9 Faculties
- 6 Campuses
- 19.337 Undergraduate Students
- 1.469 Students of Vocational School
- 5.953 MA/Doctoral students
- 37.337 Alumni
- 5.589 International Students
- 81 Student Clubs
- +200 Erasmus+ Agreements
- 25 World Exchange Agreements (MoU)
- 1.351 Academician
- 592 Administrative

## UNIVERSITY IN THE HEART OF *Istanbul*

BAU is one of the biggest International Universities in Istanbul. There are over 5000

### **international students in BAU**

It is located in the center of the city, right on the coast of Bosphorus

The uniqueness of BAU lies in the fact that we have 6 campuses located in the most popular and fascinating places in the city.

**Institution:** Bahcesehir University  
**Erasmus Code:** TR ISTANBU08  
**Address:** Yıldız, Çırağan Cd., 34349 Beşiktaş/İstanbul  
**Contact for incoming exchange students:** incoming@int.bau.edu.tr  
**Telephone:** (0212) 381 59 44  
**E-mail:** bauexchange@int.bau.edu.tr

## #BAUExchange Team



### **ÖZGE NUR ÖZÇELİK**

Incoming Students and Staff  
Mobility Coordinator

e-mail: [ozgenur.ozcelik@bau.edu.tr](mailto:ozgenur.ozcelik@bau.edu.tr)



### **CANSU ŞENBAHAR**

Exchange Study Programs  
Outgoing Coordinator

e-mail: [cansu.senbahar@bau.edu.tr](mailto:cansu.senbahar@bau.edu.tr)



### **ARAS İYİTANIR**

Exchange Programs Assistant  
Coordinator (Outgoing  
Traineeship and  
Consortia)

e-mail: [aras.iyitanir@bau.edu.tr](mailto:aras.iyitanir@bau.edu.tr)



## SPRING SEMESTER

**Orientation: To be announced**  
**Lectures: To be announced**  
**Examination period: To be announced**  
**Results: To be announced**

## FALL SEMESTER

**Orientation: To be announced**  
**Lectures: To be announced**  
**Examination period: To be announced**  
**Results: To be announced**

## NOMINATION PERIODS

- **FALL SEMESTER:** 15th of May

Students will have a month to complete their applications and send required documents after the nomination deadline.

- **SPRING SEMESTER:** 15th of September

Students will have a month to complete their applications and send required documents after the nomination deadline.

## DECISION RESPONSE

- Decision will be sent by email within 2 to 6 weeks after the application is completed

## TRANSCRIPT OF RECORDS

- The Transcript of Records will be issued no later than *6 weeks after the announcement of grades/* assessment period has finished at our institution.

## RECOMMENDED LANGUAGE SKILLS

| TYPE OF MOBILITY                       | SUBJECT AREA   | LANGUAGE(S) OF INSTRUCTION | RECOMMENDED LEVEL |
|--|--|----------------------------|-------------------|
| • Student Mobility for Studies         | <b>100% English/ALL</b><br>(except law, health sciences and some Masters Programs) | English                    | Minimum B1        |
| • Staff Mobility for Teaching/Training | <b>100% English/ALL</b>  | English                    | Minimum B2        |

## TERMINATION OF AGREEMENT

*In the event of unilateral termination of this agreement, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by September 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.*

## GRADING SYSTEM

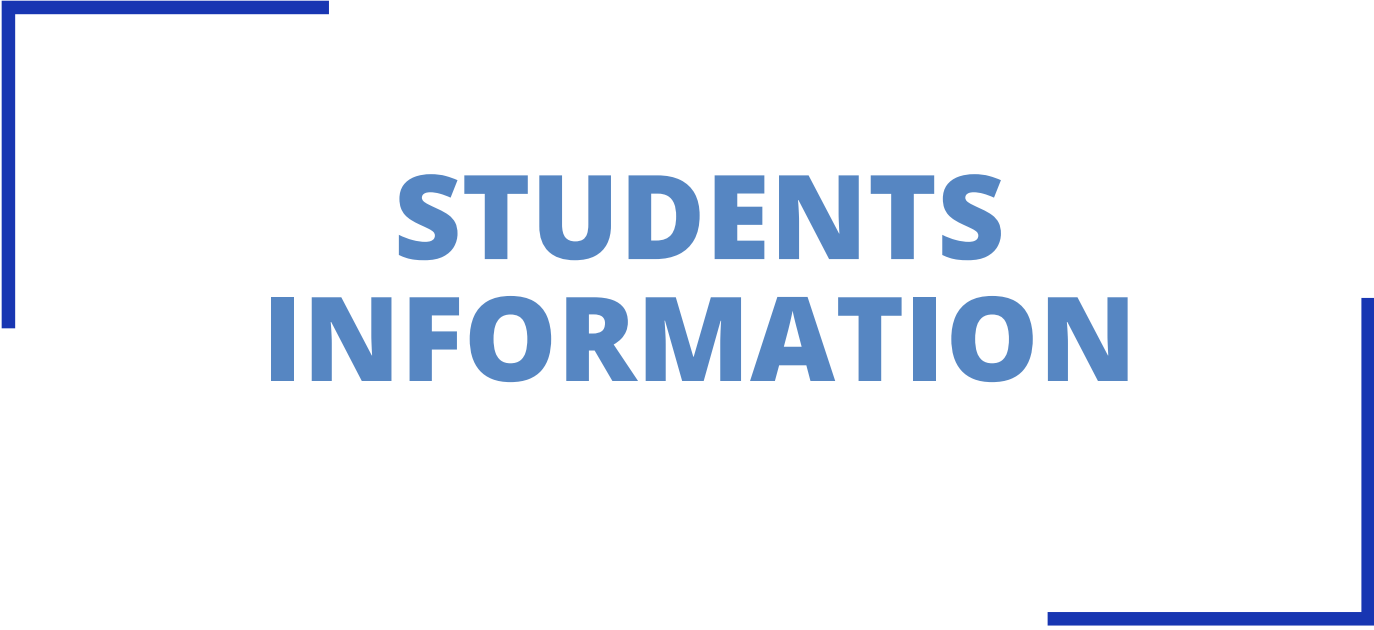
| LETTER GRADE | GPA  | SCALE OF 100 | ECTS | PERCENTAGE | DEFINITION        | EXPLANATION   |
|--------------|------|--------------|------|------------|-------------------|---|
| A            | 4.00 | 90 -100      | A    | 10 %       | EXCELLENT         | outstanding performance with only minor errors                  |
| A-           | 3.67 | 85 - 89      |      |            |                   |   |
| B+           | 3.33 | 80 - 84      | B    | 25 %       | VERY GOOD         | above the average standard but with some errors                 |
| B            | 3.00 | 75 - 79      |      |            |                   |   |
| B-           | 2.67 | 70 - 74      |      |            |                   |   |
| C+           | 2.33 | 65 - 69      | C    | 30 %       | GOOD              | generally sound work with a number of notable errors            |
| C            | 2.00 | 60 - 64      |      |            |                   |   |
| C-           | 1.67 | 55 - 59      | D    | 25 %       | AVERAGE           | fair but with significant shortcomings                          |
| D+           | 1.33 | 50 - 54      |      |            |                   |   |
| D            | 1.00 | 45 - 49      | E    | 10 %       | PASS              | performance meets the minimum criteria                          |
| I            |      |              | FX   |            | FAIL (INCOMPLETE) | Fail - some more work required before the credit can be awarded |
| F            | 0.00 | 44 and lower | F    |            | FAIL              | Fail - considerable further work is required                    |

GRADING SYSTEM FOR ALL DEPARTMENTS (EXCEPT ARCHITECTURE)

## GRADING SYSTEM FOR ARCHITECTURE DEPARTMENT

| <u>LETTER GRADE</u> | <u>GPA</u> | <u>SCALE OF 100</u> | <u>ECTS GRADE</u> | <u>PERCENTAGE</u> | <u>DEFINITION</u> | <u>EXPLANATION</u>  |
|---------------------|------------|---------------------|-------------------|-------------------|-------------------|---|
| A                   | 4.00       | 90 -100             | A                 | 10 %              | EXCELLENT         | outstanding performance with only minor errors                  |
| A-                  | 3.67       | 87 - 89             |                   |                   |                   |   |
| B+                  | 3.33       | 84 - 86             | B                 | 25 %              | VERY GOOD         | above the average standard but with some errors                 |
| B                   | 3.00       | 80 - 83             |                   |                   |                   |   |
| B-                  | 2.67       | 77 - 79             |                   |                   |                   |   |
| C+                  | 2.33       | 74 - 76             | C                 | 30 %              | GOOD              | generally sound work with a number of notable errors            |
| C                   | 2.00       | 70 - 73             |                   |                   |                   |   |
| C-                  | 1.67       | 67 - 69             |                   |                   |                   |   |
| D+                  | 1.33       | 64 - 66             | D                 | 25 %              | AVERAGE           | fair but with significant shortcomings                          |
| D                   | 1.00       | 60 - 63             |                   |                   |                   |   |
| I                   |            |                     | FX                |                   | FAIL (INCOMPLETE) | Fail - some more work required before the credit can be awarded |
| F                   | 0.00       | 59 and lower        | F                 |                   | FAIL              | Fail - considerable further work is required                    |

Students can see our Academic Coordinators regarding their faculties and departments by clicking [here](#). When they have a problem with their courses, students can get in contact with them.



# **STUDENTS INFORMATION**

## IMPORTANT DOCUMENTS:

*Transcript of Records (latest version, stamped)*

*Learning Agreement*

*Photo of yours*

*Copy of your passport*

## WHAT IS APPLICATION FORM?

After you will submit all required documents and fill all necessary information, **you will be able view and save your application form. Applicants can reach the application site from [here](#). Also we will send them an information email after the nomination.**

PRINT OUT AN  
APPLICATION FORM

SIGN IT

UPLOAD TO  
THE SYSTEM

If you don't have a printer or scanner, you can simply use mobile applications to sign and make a scan.

In order to prepare your Learning Agreement, you should know about the courses taught in Bahçeşehir University indeed. Here you can find out about what our courses are about and how many credits you will get:

<https://akts.bau.edu.tr/bilgipaketi/index/index/ln/en>

Semesters 1, 3, 5 and 7 are *FALL semesters*.

Semesters 2, 4, 6 and 8 are *SPRING semesters*

You do not need to choose courses *from one certain semester only*. If you're coming in Fall Semester, choose either from the first, third, fifth or seventh semester, and if you're coming in Spring Semester, choose either from the second, fourth, sixth or eighth semesters.

*Course Restrictions:* Exchange students should choose %50 of their ECTS credits from the related department.





After student applied to the Residence Permit and paid the Tax, he/she has to deliver the next document to the BAU Exchange Office:

- Tax Payment Receipt [*Signature and stamp are needed*]
- Copy of Passport ID Page
- Copy of Passport Entrance Stamp to Istanbul
- Student Certificate
- Residence Permit Application Form
- 4 Biometric Passport-sized Photographs [*Resolution: 500pixels x 500pixels*]

### **Important notes for students:**

1. Enter Turkey with your passport if possible.
2. Do not get a life insurance before arriving in Istanbul.
3. If your state and the Republic of Türkiye have a bilateral social insurance agreement, bring a copy of your document. (*IMPORTANT: This agreements may be invalid when applying for the residence permit. Then you must get an insurance here in Turkey, in order to apply for the residence permit.*)
4. Before coming to Türkiye, we suggest you to bring 6 identical biometric passport size photos with you

Our university does not offer a dormitory. However, we provide some information about the dormitories nearby. Here is the list of the most popular ones:

#### **CAMPUCITY (FEMALE DORM)**

Contact: 02122757405  
02123474617  
05348920671

#### **BESIKTAS KIZ YURDU (FEMALE DORM)**

Contact: 05316411212  
05325026266

#### **ADORA (FEMALE DORM)**

Contact: 02122272760  
05332580741

#### **REPUBLICA**

Contact: 02123183434

#### **RAFINE (FEMALE DORM)**

Contact: 02122385000  
02122385001  
05417979999  
e-mail: [info@rafine.com](mailto:info@rafine.com)





# **STUDENTS LEARNING MOBILITY**

**(outgoing)**



## **PROCESS OF STUDENTS MOBILITY**

Announcement regarding the start of the application period will be sent students via e-mails and posted to our official website and social media pages:

<https://exchange.bau.edu.tr/>

[https://www.instagram.com/bau\\_exchange/](https://www.instagram.com/bau_exchange/)

## **LANGUAGE**

Dates of the Language Proficiency Exam also will be announced through e-mails and posted on our official pages

Format of the exam: written exam.

## **APPLICATION PERIOD**

Students can apply for the Learning Mobility Program through our official website. Students should take a print out of their application and submit it to the Departments' Exchange Coordinators. After that application process is going to be completed. GPA and Results of Language Exam will be considered during the ranking process. The ranking of students will be made by our office and given to the departments' academic coordinators. Students will be placed according to their total scores and preferences.

## **BEFORE MOBILITY**

### **STUDENTS RESPONSIBILITY:**

Acceptance Letters,  
Learning Agreements,  
Provide EURO account information  
Provide Comprehensive Travel and Health  
Insurance (photocopy),

### **OFFICE RESPONSIBILITY:**

Provide a letter is given stating that they have been selected for the Erasmus + program and will receive a grant.  
OLS exam information will be sent to students' email accounts.  
Grant payments will be made as 70%/30%.

| GROUPS                      | COUNTRIES  | GRANT AMOUNT<br>(INTERNSHIP) | GRANT AMOUNT<br>(LEARNING) |
|-----------------------------|--|------------------------------|----------------------------|
| 1 and 2 groups<br>countries | Denmark, Finland, Ireland, Sweden,<br>Iceland, Liechtenstein, Luxembourg,<br>Norway, Germany, Austria, Belgium,<br>France, Southern Cyprus,<br>Netherlands, Spain, Italy, Malta,<br>Portugal, Greece | 750€/month                   | 600€/month                 |
| 3 group<br>contires         | Bulgaria, Chezch Republic, Estonia,<br>Croatia, Latvia, Lithuania, Hungary,<br>Macedonia, Poland, Romania,<br>Slovakia, Slovenia, Turkey   | 600€/month                   | 450€/month                 |

## AFTER MOBILITY

After students' return next docuemnts should be provided:

Learning Agreement

Official dates form

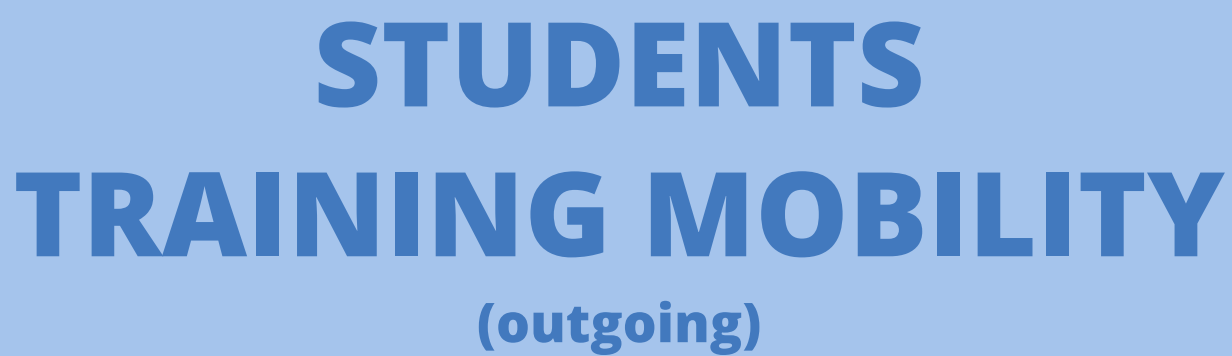
Passport copy

Transcript

Participant's Report

Certificate of participation

**Note:** Students' grants are recalculated according to the Official Dates Form and passport photocopies, and the final payment will be made accordingly.



# **STUDENTS TRAINING MOBILITY**

**(outgoing)**

- It is the responsibility of the student to find a position in a company in EU. Before application finishes, student must upload official letter of acceptance with stamp and signature of the company. Without this letter, application cannot be taken into account
- It is the responsibility of the student to arrange accommodation. Internship company may help before deciding on a host company.
- Internship duration must be minimum of 2 month and maximum of 12 months.
- Students who want to do their internship after graduation are required to apply before their graduation.

Students are announced as *principal* and *substitute*, taking into account the grant quota according to their score ranking.

*\*The quota will be equal to the departments in case of a large number of applications. grant quota is distributed accordingly.*


From the side of our office next work should be provided:

- Organization of the orientation Program
- Learning Agreement preparation
- The grant contract should be signed,
- There must be a personal liability clause in the health insurance,
- Visa letter supposed to be issued,
- OLS exam will be sent to students' email addresses.

## **AFTER MOBILITY**

**After students' return next documents should be provided:**

- Participation certificate obtained from the internship institution,
- Internship Report,
- Learning Agreement for Traineeship,
- Passport photocopies
- Participants Report



# STAFF MOBILITY

## STAFF MOBILITY TYPES

### STAFF MOBILITY FOR TEACHING

### STAFF TRAINING MOBILITY

Activity period excluding travel should be not less than *two consecutive business days and not more than two months*.

At least *8 hours of lessons* should be given in five days of mobility, excluding travel. In cases where the activity lasts longer than a week, compulsory course hours should be increased in proportion to the duration.

### CALLING, APPLICATION AND SELECTION PROCESS

The quota of agreements for mobility and the amount of grants allocated to the university will be announced.

Participation for the first time takes priority.

Administrative personnel are prioritized in the Training Activity.

Disabled personnel are prioritized.

Veteran personnel and martyrs and veteran spouses and children are prioritized.

Prioritization is applied in the form of plus points during the evaluation.

Priority is given to countries and institutions that have not participated in personnel mobility before, or to a small number of countries and institutions, and to personnel who want to perform mobility.

### IMPORTANT DOCUMENTS:

Interinstitutional agreement

Application form (on the system)

Invitation letter

Grant agreement

Approved staff mobility agreement for teaching activity





The training to be received should be *related to the field* of the personnel.  
The duration of the activity can be at least *2 days and at most 2 months*.  
*Any staff employed in an ECHE holding higher education institution in Turkey can benefit from educational mobility in one of the program countries.*

## **CALLING, APPLICATION AND SELECTION PROCESS**

The quota of agreements for mobility and the amount of grants allocated to the university will be announced.

Participation for the first time takes priority.

Administrative personnel are prioritized in the Training Activity.

Disabled personnel are prioritized.

Veteran personnel and martyrs and veteran spouses and children are prioritized.

Prioritization is applied in the form of plus points during the evaluation.

Priority is given to countries and institutions that have not participated in personnel mobility before, or to a small number of countries and institutions, and to personnel who want to perform mobility.

### **IMPORTANT DOCUMENTS:**

Application form (on the system)

Invitation letter

Grant agreement

Approved staff mobility agreement for Training Training activity