



Faculty of Political Science

Marmara University Faculty of Political Science

Student Handbook



Marmara University . October 2021

SBF-OTK2019-OEK-002

Prepared by:

Marmara University Faculty of Political Science Alumni Relations, Orientation and Publicity Commission (AROPC)

Assoc. Prof. İmam Bakır KANLI
Head of AROPC

Res. Assist. Başak BÜLBÜL AKIN
Coordinator of AROPC

Res. Assist. Aydın AKPINAR
Local Administrations AROPC Department Representative

Res. Assist. Başak BÜLBÜL AKIN
Political Science and Public Administration 30% English Program AROPC Department Representative

Res. Assist. Dr. Alihan GÖK
Political Science and Public Administration French Program AROPC Department Representative

Res. Assist. Burak AK
Political Science and International Relations (English) AROPC Department Representative

Res. Assist. Gökhan KATITAŞ
International Relations AROPC Department Representative

Graphic Design:

Res. Assist. Başak BÜLBÜL AKIN

Marmara University Faculty of Political Science

Address: Anadoluhisarı Campus, 34820, Beykoz, İstanbul

Phono: (0216) 777 42 00 (PBX)

Fax: (0216) 777 42 01

E-mail: siyasalbilgiler[at]marmara.edu.tr

Web: <http://siyasal.marmara.edu.tr>

TABLE OF CONTENTS

<i>USE OF INFORMATION TECHNOLOGIES</i>	5
How to Get and Use the University's E-Mail Address?	5
What Is Student Information System (BYS)?	5
How to Enroll in Courses?	5
How to Access the Internet on Campus?	6
Which Unit Should Students Contact When There is a Problem in Accessing BYS and E-Mail?	6
How to Get A Library Account and What Can be Done with It?	6
<i>ACADEMIC</i>	6
What is Academic Calendar? Why Is It Important?	6
Who Is an Academic Advisor?	6
What Should I Understand from Curriculum?.....	6
What Should be Looked Out During Registration Period?	7
Is There an Obligation to Attend Classes?	8
When are the Exams Announced?	8
What Are the Rules to be Followed in Exams?	8
How Is the Make-Up Exam Process?	8
When Are the Exam Results Announced? Can They Be Objected?	8
In Which Situations Is It Possible to Repeat the Courses?.....	9
What Are the Conditions for Graduation?	9
In Which Cases Can Registration Be Frozen?	9
What is a Transcript and Student Certificate? How to Get Them?.....	9
When Do I Start Paying Tuition?.....	10
<i>OPPORTUNITIES</i>	10
What are the Opportunities for Studying Abroad?	10
Erasmus+ Program	10
Mevlana Program	12
Farabi Program.....	13
Can I Change My Department or University?	13
Lateral Transfer	13
Minor Program.....	16
Double Major Program	16
What Are the Scholarship Opportunities?.....	17
Cover for Lunch.....	17
Student Part-Time Job Program.....	17

How to Establish a Student Club?.....	17
What Can Be Done to Be a Member of a Student Club?	17
<i>PRACTICAL INFORMATION</i>	17
Who is Who?	17
How to Acquire Transportation and Student Cards?	19
How to Benefit from Dining Hall?.....	20
How to Arrive at the Campus?.....	20
Where is What?.....	20
How to Benefit from Healthcare Facilities at the Campus?	20
How to Obtain Course Materials?	21
How to Benefit from Sports Facilities?.....	21
Where to Find Copying Centers?.....	21
<i>ISTANBUL GUIDE</i>	21

USE OF INFORMATION TECHNOLOGIES

How to Get and Use the University's E-Mail Address?

BYS (Student Information System) username, password and e-mail address can be obtained from <https://hesap.marmara.edu.tr/> address.



MARMARA ÜNİVERSİTESİ

Marmara Hesap Yönetim Sistemi

Hesap Oluşturma
Hesap Aktifleştirme
Misafir Hesap Aktifleştirme
Hesap Adı Hatırlatma
Şifre Değiştirme

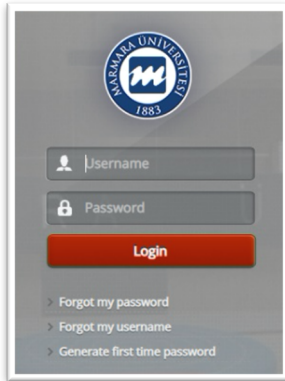
Hoş geldiniz.

Marmara Üniversitesi'nin öğrenci, akademisyen ve personeline sunduğu e-posta, wi-fi ve ftp gibi hizmetlere erişim için kullanabileceğiniz "Marmara/Marun Hesabı"nızı oluşturmak, şifrenizi değiştirmek, aktifleştirmek ve daha önce açmış olduğunuz hesabınızı hatırlamak için kullanabilirsiniz.

Soldaki ilgili menüleri kullanarak işleminizi yapabilirsiniz.

Bilişim Merkezi

What Is Student Information System (BYS)?



MARMARA ÜNİVERSİTESİ

Username
Password
Login

> Forgot my password
> Forgot my username
> Generate first time password

It is an information management system that allows students to learn their Grade Point Averages (GPA) in their undergraduate programs, to check their transcripts, to enroll in courses at the beginning of the semester, to communicate with each other and lecturers. It can be accessible at <https://bys.marmara.edu.tr>.

How to Enroll in Courses?

Course registration is done through the student's [BYS account](#) within the period specified in the [academic calendar](#).

Students must comply with the principles stated in the Marmara University Undergraduate Education and Examination Regulations. Before choosing a course, they can access the curriculum and courses of the undergraduate program in which they are registered from [Marmara University Education and Training Information System](#).

For the course registration process to be considered valid, the course registration **must be approved** after course selection by the student's **Academic Advisor**.

How to Access the Internet on Campus?

Students can use the wireless internet service in all campuses of the university free of charge using their e-mail address and password.

Which Unit Should Students Contact When There is a Problem in Accessing BYS and E-Mail?

When students have a problem with the automation system, they can submit their problems to Marmara University Data Processing Center at <http://www.marmara.edu.tr/e-hizmetler/>.

How to Get A Library Account and What Can be Done with It?

In order to benefit from the libraries located in the campuses of Marmara University, registration process is opened by filling up the [student membership form](#) at the [Department of Library and Documentation](#). After this registration process, students can use the library services by [logging in](#). You can find detailed information about the library services at the Internet address of the [Department](#).

ACADEMIC

The information about this section is taken from [Marmara University Associate Degree and Undergraduate Education and Examination Regulations](#).

What is Academic Calendar? Why Is It Important?

The University Senate makes all kinds of planning for the fall, spring and summer terms of each year and publish it publicly one year in advance at <http://takvim.marmara.edu.tr/en>. Academic calendar is applied to obtain information on the important dates such as the beginning and the end of the courses, midterm, final examination periods, dates of the resit and make-up exams.

Who Is an Academic Advisor?

The academic advisor is appointed to **monitor the students for their academic program**. The advisor monitors the students throughout their education and makes recommendations to the students about the courses and changes to be made in each semester / year within the framework of the program the student is attending. Compulsory and elective courses that students should take are recommended by the supervisor considering the distribution of the courses in the program, structural features and similar technical evaluations as well as the success of the student in the program. The students organize their courses together with their advisor during the registration or renewal of the semester / year **and the courses are not finalized unless approved by the advisor**.

What Should I Understand from Curriculum?

In the curriculum; courses, theoretical and practical course hours, course credits for each semester / academic year, their contribution to the program and other activities are indicated. You can access the most up-to-date curriculum and course information of the department you are registered from [Marmara University Student Information System](#) (BYS).

Course credits are determined by the Senate upon the recommendation of the Faculty Board in accordance with the Higher Education Council qualifications framework for the degree and study area of the relevant program, considering the credit range and the workload of the students.

Courses are categorized as compulsory courses, common compulsory courses, orientation / specialist courses, elective courses, prerequisite and prerequisite courses.

- a) **Compulsory Courses:** The courses that the student is obliged to take in the program that they are enrolled.
- b) **Common compulsory courses:** Atatürk's Principles and History of Turkish Revolution, Turkish Language and Foreign Language (for programs that do not apply a compulsory foreign language preparatory class.).
- c) **Elective courses:** The courses in which the students have the right to choose according to their field of interest in their program. These courses may be complementary to vocational formation, related to general culture or different interests.
- d) **Prerequisite:** A course is a prerequisite if the course to be registered depends on the success and / or acceptance of one or more prerequisite courses.
- e) **Prerequisite Course:** Some courses must be taken before another basic course. Therefore, the prerequisite course for these courses is stated in the catalog.
- f) **Orientation / Specialty courses:** These are the course / application groups composed of vocational orientation / negotiation courses prepared by taking into consideration the suggestions from the relevant external stakeholders in order to contribute to the post-graduation employment of the students.

What Should be Looked Out During Registration Period?

In one semester, students may register for **a maximum of three extra courses in addition** to the average number of courses per semester/year in their program. However, if Faculty Board approves, up to three courses may be given to the students who are graduating additionally.

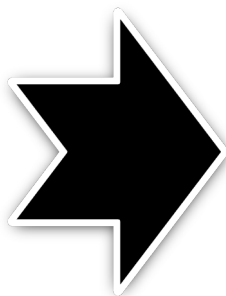
Students with a GPA of at least 3.00 can take courses from upper semesters / years.

Students who fail to pass or take a course must repeat that course when it is offered again. If failed compulsory course is removed in the curriculum, students must take equivalent course which the board of unit has approved. If the repeated course is elective, students may enroll in the same course or equivalent courses in elective course list.

PROBATIONAL STUDENT

Starting with 3rd semester, students are qualified as Probation students in following conditions:

- 1-) Cumulative Grade Point Average (GPA) is **below 1,80**.
- 2-) Grade Point Average (GPA) is **below 2,00** in two consecutive semesters.



Probation students cannot enroll in the courses in their given semesters!!!

Probation students have to repeat the failed courses or the ones that they get DC or DD grades in order to increase them.

Is There an Obligation to Attend Classes?

To take the final and resit examination, students must attend at least 70% of the theoretical class hours and 80% of practical class hours. The attendance of the students is monitored by the instructor and the students who fail the attendance are announced at the beginning of the last week of the classes.

When are the Exams Announced?

In accordance with the academic calendar, exam days and hours are prepared by the relevant departments / programs and announced by the related unit at least ten working days before the exams.

What Are the Rules to be Followed in Exams?

Examinations are conducted according to the principles to be determined by the Board of Directors of the Unit. **Students are required to take the exams at the time and place shown in the examination program, to have the student ID / student certificate with them and to follow the instructions of the examiner.**

How Is the Make-Up Exam Process?

Students with documented health excuses or in cases of overlapped exams on exactly same date and hours are given the right to attend make-up exams.

The students whose excuses are approved by the Board of Directors of the Unit within the principles determined by the Senate can exercise their right of taking make-up exam during the make-up examination period specified

Students who are unable to take exams with valid and documented reasons can file a petition with the relevant documents and give it to the appropriate department within 5 working days following the exam date.

in the academic calendar. Make-up exams can be taken for midterm exams. If the unit conducts resit exams, make-up exams for final exams applied as resit exams. Make-up exams and resit exams are not conducted for the final exams at the same time.

For detailed information visit [Marmara Üniversitesi Mazeret Sınavı Yönergesi](#)

When Are the Exam Results Announced? Can They Be Objected?

The lecturer announces the exam results within eight days following the exam date. Within five working days following the announcement of the exam results, students can object to result by filing a petition to the relevant department.

Upon the objection, the exam paper is examined by the instructor of the course within five working days in terms of whether there is a material error or not, and then result written with a detailed reason is reported to the relevant unit.

In Which Situations Is It Possible to Repeat the Courses?

The courses that are graded as S or minimum of CC cannot be repeated.

Students can repeat the courses graded as DD or DC in order to raise their GPA with the approval of their advisor. Students who fail a course must take that course again. In repeated courses, the final grades are in effect and used in calculation of CGPA and GPA.

What Are the Conditions for Graduation?

Students who successfully complete all the requirements of the curriculum, such as courses and internships and whose GPA are 2.00 or higher are entitled to receive diploma.

Students who complete their undergraduate studies and whose GPA is between 3.00 and 3.49 are honors students; Students with GPA of 3.50 or higher, graduate as a high honor student. This information is stated in the student's transcript and diploma annex.

In Which Cases Can Registration Be Frozen?

If

- a student has a medical excuse documented by a health report,
- a student's education is interrupted by natural disasters,
- a student documents that he/she is obliged to refer his/her education in order to take care of his/her mother, father, sibling, spouse or child in case of severe illness, due to unavailability of another person,
- a student loses his right to deferment or he joins in army because of abrogation of his deferment,
- a student is arrested,
- there is a final conviction in accordance with the general provisions or the existence of cases other than suspension or dismissal from the higher education institution according to the Regulation for Student Discipline of Higher Education Institutions published in the Official Gazette dated 18/8/2012 and numbered 28388,
- there are other reasons that the Board of Directors deems appropriate and valid,

a student's registration can be frozen.

What is a Transcript and Student Certificate? How to Get Them?

Transcript is a document showing the courses taken by a student and the level of achievement. Student certificate is a document evidencing a student's active pupilage. Both documents can be obtained from the Student's Office on the same day. It is also possible to obtain the Student Certificate through the e-Government Portal.

When Do I Start Paying Tuition?

Maximum time allowed for undergraduate students to complete their studies are **seven years** for four-year undergraduate programs; it does not include one-year foreign language preparatory class, and the time schedule starts with the semester that the courses are given, disregarding whether student enrolls in those courses. If a student cannot graduate from their programs in allowed maximum time, **they must pay the tuition fee for the relevant semester in order to continue their education.** Students in this situation may join course, practice, internship, exams and similar applications.

OPPORTUNITIES

What are the Opportunities for Studying Abroad?

Erasmus+ Program

Erasmus+ Program is a cooperative program at the higher education level. Within the scope of the program, it provides grants as non-recourse financial support for higher education institutions to produce and implement joint projects and to exchange short-term students and staff.

Who can benefit from the program and how?

Students can benefit from two activities within the Erasmus+ program: Mobility for Studies and Mobility for Placements. Since all the programs in our faculty are within the scope of formal education, all students of our faculty can participate in this program if they meet the necessary conditions.

How can I benefit from the Mobility for Studies?

The activity consists of a student who is registered in a higher education institution and performs a part of his / her education at a higher education institution abroad which is a partner of an inter-institutional agreement. The duration of the activity can be 3 to 12 months (1, 2 or 3 semesters depending on the systems of some countries), which can be completed in the same academic year, which is valid for each level of study. The duration of the exchange must be carried out without interruption.

Students in the first year of the associate degree and undergraduate programs and graduates cannot attend the mobility of study activities.

Credits that are accepted as successful during the program are recognized as they are; failed credits are repeated at the host institution.

Students participating in program must be full-time students. 60 ECTS for one full academic year, 30 ECTS for one semester in two-semester academic year and 20 ECTS for one semester in three-semester academic year are required is required to carry out the studies abroad.

What are the internship opportunities within the scope of student mobility?

This mobility activity is the internship of a student registered at a higher education institution in a firm abroad. "Internship" is a process in which a beneficiary receives professional training and/or working experience within a firm or organization in a participating country. Internship activity is an achievement of a student to practical work experience in the field of his/her professional education. Sector for the internship must be related to the current professional education program. The duration of the activity is between 2 and 12 months, effective for each level of education.

Internship activity can be carried out in each year, and within 12 months after graduation for the final year students. Students must apply for their internship activities that follow their graduations when they are still ungraduated (when they are already an associate, undergraduate or graduate student). Graduated students cannot apply.

How are participating students selected?

Students who are going to participate in the Mobility for Studies or the Mobility for Placements are selected by the Marmara University. A schedule to select students is determined by the higher education institution, and applications are accepted until deadline.

Applications for Erasmus+ Mobility for Studies are in February and March, and applications for Erasmus+ Mobility for Placements in February. Applications are completed online using the BYS on the dates announced on <https://uluslararasi.marmara.edu.tr/> in February.

For each activity, students are selected according to pre-determined quotas on a faculty/department basis and the primary and substitute quotas allocated for each department are announced in call for application. If quotas are announced before the determination of the amount of grants allocated by the National Agency to the Higher Education Institution, predicted quotas are announced. Selection is made according to sorting of students with their scores, each within the quota for each faculty/department. After sorting, allocations are made beginning with preferences of the student with the highest score.

The higher education institution determines the number of students to be awarded with grants and the durations of grants according to total amount of grants allocated by the National Agency. If institutions select students before the determination of amount of grants allocated to them, they have to clearly and apprehensibly announce that selected students are candidates, and selections will be finalized after the National Agency announces the amount of the allocated grants. National Agency cannot be held responsible in any way for the selection of the number of students that the grant amount (contract amount) allocated by the National Agency is insufficient to cover.

What are the selection conditions and the documents used in the selection?

- The student must be a **full-time student** in one of the formal education programs within the higher education institution.
- The cumulative academic grade point average of undergraduate students must be at least **2.20 / 4.00** and the cumulative academic grade point average of graduate and doctoral students must be at least **2.50 / 4.00**.
- There should be enough **ECTS credit load** for the Mobility for Studies (60 ECTS).
- If Erasmus+ and Lifelong Learning (LLP) higher education mobility activities are benefited within the current education level, the total duration **cannot exceed 12 months** together with the new mobility activity.

What are the selection criteria?

The evaluation criteria and weighted scores that will be used to evaluate mobility applications since the 2017 contract period are:

CRITERIA	SCORE
Academic Achievement Level	50% (out of 100 points in total)
Language Level	50% (out of 100 points in total)
Martyrs and War Veteran Children	+15 points
Disabled Students	+10 points
Previously Benefit (with or without grant)	-10 points
Participation in Mobility in a Citizen Country	-10 points

Points reduction is not applied, if the higher education institution respires students to notify them that they withdraw and if students report that they withdraw during this period.

Students are sorted according to students' final points and the quota allocated to the department or faculties.

How does the application process work?

An inter-institutional agreement between the two higher education institutions that covers the mobility period must be existed before a student is selected. The agreements made by our departments in our faculty are updated every year, and developments related to this can be followed at the [Office for International Relations and Academic Cooperation](#).

For the Mobility for Placements, company to be interned must be known before the student is selected and it must be assured that this business will accept the student as an intern. If the internship activity is to be carried out in a higher education institution, it is not obligatory that an agreement between the two higher education institutions (sending and accepting) exists. The announcement that applications are open is posted on the web page of the higher education institution and pinned on the bulletin boards and the call for application is made.

While students who participate in the Mobility for Studies are studying at the universities which there is an agreement between institutions, students who participate in the Mobility for Placements must seek for an agreement with the institution.

Monthly grant amounts are given to students to cover their additional costs on country basis due to their presence in a foreign country during their mobility. It does not cover all costs of students' mobility period, but it is only given to help their expenses. Countries where student mobility are taking place are divided into three different groups according to their costs of living. Grants for mobility are determined by related country's group.

Exact duration of mobility is calculated according to beginning and finishing time of mobility written on the Certificate of Attendance. Student can be partially or fully funded. Mobility activity can also be done without grant support. Partially funded mobility activities cannot be less than **3 months** for Mobility for Studies and **2 months** for the Mobility for Placements.

Mevlana Program

Mevlâna Exchange Program aims to exchange students and teaching **staff between higher education institutions in Turkey and higher education institutions abroad.**

Students who want to participate in the exchange program can benefit from the program **for at least one semester and maximum two semesters.** Similarly, students from all over the world can also come to higher education institutions in Turkey within the scope of exchange program to participate in educational activities.

Undergraduate, graduate and associate students from all higher education institutions in Turkey (those who signed Mevlana Exchange Program Protocol) can participate to the exchange program.

Principle conditions to become a Mevlâna Exchange Program Student are listed below:

- The student must be an associate, undergraduate, graduate student registered in a higher education institution.

- **At least 2.5** (two and a half) out of 4 (four) grade point average for associate and undergraduate students, and **at least 3** (three) out of 4 (four) grade point average for graduate and doctorate students.

The students who are studying in the preparatory class or in the first year of associate and undergraduate programs, and graduate students who are in the preparatory class and scientific preparation periods cannot apply for the exchange program in their first semesters.

Students can apply for the exchange program by filling the necessary forms which can be found on the internet address of [Mevlana Exchange Program Coordination Office](#) seeking their registered higher education institutions. Students are selected according to their 50% grade point average and 50% language score.

As long as students are Mevlana exchange students, they continue to pay their tuition fees to their home institutions. **They do not pay additional tuition fees to the host institutions.**

Because course(s) that are taken by students who are continuing their education abroad are clearly determined whether they are equated in their Learning Agreements, students do not lose any semester.

70% of the grants are paid on a monthly basis. When remaining payments are rendered, the ratio of the total credits of the courses that a student is obliged to take to the total credits of all the courses that a student is obliged to take is taken into consideration.

Farabi Program

The Student and Academic Exchange Program Between Higher Education Institutions, which is shortly called as Farabi Exchange Program, is **an exchange program for students and faculty members between higher education institutions that offer associate degree, bachelor's degree, master's degree and doctorate level.**

Students who participate in the Farabi Exchange Program are paid **non-refundable scholarships**. The principles regarding the implementation of the Farabi Exchange Program have been determined in detail by the [relevant legislation](#).

Application Requirements for Students:

- Average GPA of associate and undergraduate students **must be at least 2.00 / 4.00**
- **Successful completion of the first year** of associate degree and bachelor's degree program

Applications will be made with the universities which have signed mutual exchange protocol with the Marmara University. You can reach the universities where the protocol is signed from [Farabi Coordination Office](#). Students who wish to benefit from the program must apply to the Farabi Institution Coordinator.

Can I Change My Department or University?

For detailed information about Lateral Transfer, Minor and Double Major opportunities, please contact [Marmara University Student Affairs Department](#).

Lateral Transfer

There are three transfer opportunities:

- Internal Transfer Between Programs
- Transfer Between Institutions
- Transfer with Central Placement Score

Internal Transfer Between Programs

A student of Marmara University can transfer to the same level of diploma programs within the faculty departments or other departments as per quota. The application requirements of the transfer are as follows:

- At the time of application, the student must be enrolled in a **diploma program of the same level** at the university.
- Students must have **at least 3.00 GPA** for the semester they have completed in the program they are registered.
- The central placement score of the student, which is valid for the diploma program he/she wants to transfer as of the year he/she takes the central exam, must be **higher than the lowest base score of the diploma programs** of other universities in Turkey (including distance education and second education programs) equivalent to the diploma program he/she wants to transfer.
- For the transfer application to be evaluated, student must submit **the internet printout of the OSYS result document as well as the transcript showing the success of the previous program and other documents that may be requested by the University within the application dates**. Incomplete applications are not considered.

Case Study

- In 2016, a student gets 375,55882 points in TM-3 score type and have been placed to the undergraduate program in the department of Local Governments. Student wants to switch to the department of Political Science and Public Administration at Marmara University. Primarily, as per Article 4 above, the student must check that his/her score is not below the equivalent score of the equivalent program. The score of that student at that year cannot be lower than any student of Political Science and Public Administration program as the base points in Turkey. Student fulfills this requirement when necessary controls are performed. The second condition is GPA. As per Article 3, that student must have a GPA of 3.00 and above. Student also meets this requirement.
- Student follows the applications announced in the second half of July and applies for it with the required documents within the required dates. At the end of July, 'Special Talent Exam' and 'Foreign Language' exams are taken. In this context, if that student applies to the Political Science and Public Administration (French) program, he must pass French Language Examination, and if he/she applies to the Political Science and Public Administration (30% English) program, he/she must pass the English Language Examination. These exams are organized by the Vocational School of Foreign Languages.
- If the conditions are met and the exams are passed, students with the highest score will be entitled to the final registration within the quota of the applied department, which is subject to the departmental initiative. Accepted students are announced in the last week of August.

Transfer Between Institutions

- Transfer Between Institutions means the transfer of a student from one program of the university where he/she is enrolled to an equivalent diploma program at the same level at another university. For the Transfer Between Institutions, **a student's GPA must be at least 60 out of 100 for the semesters he/she completed in the registered program**.
- Applicants who do not meet the GPA requirement but whose central placement score is equal to or higher than the base score of the diploma program they wish to switch can also apply for transfer. In this way,

the applications are evaluated according to the grade requirement in case there is a quota remaining after the placement of the applicants is completed.

- Candidates who will transfer to higher education institutions that are **wholly or partly in foreign language**:
 - They are required to **succeed in the foreign language proficiency exam** of the institution they will switch
 - Or
 - They must obtain a score from **national or international foreign language examinations** (TOEFL, IELTS, etc.) that is **determined by their target institution**.

Case Study

- A third-year student year student of International Relations (Turkish) department, who has 3.88 GPA, wants to switch to the Sakarya University Faculty of Political Sciences Department of International Relations. First, this student must have 2.50 GPA and above and he/she meets this requirement. In addition, he/she cannot have received disciplinary action.
- This student follows the application dates announced by the universities (the second half of July for Marmara University) and applies on the dates announced with the necessary documents. At the end of July, 'Special Talent Exam' and 'Foreign Language' exams are taken if the university deems it necessary. These exams are organized by the Vocational School of Foreign Languages. If the student proves that he/she has received preparatory education, he/she does not need to take this exam.
- If the requirements are met and the exams are passed, students with the highest scores are selected within the quota of the applied department. Accepted students are announced in the last week of August.

Transfer with Central Placement Score

- Transfer with Central Placement can be done if a student's **central placement score in the year of enrollment is equal to or higher than the base score of the program** in which he/she wants to switch.
- Applications are accepted until 30th of August for each academic year, evaluation process of the applications continues until 15th of September, and registrations must be completed by the end of September.
- In accordance with the relevant conditions, the applications of the students are evaluated by the relevant boards of higher education institutions, and their transfer is accepted if successful. In cases where the application is more than the quota, transfer of the candidate up to the quota is accepted by **starting with the highest score of placements**.
- **In the evaluation of applications, the only criterium is the placement scores of the OSYM center in the year when a student is enrolled.** In cases where sophister students apply, the quota in the OSYM Guide of the year when students are enrolled is taken into consideration, if students are not placed with OSYM in the year of application.
- If targeted diploma program has not accepted any student when a student is enrolled in the diploma program in which the student is currently studying, the central placement base score of the diploma program will not be accepted and the student cannot be transferred.
- In cases where a student wants to switch from a Turkish-language program to a partially or fully foreign-language program, he/she must meet the foreign language requirement. If a student wants to switch when he/she is in preparatory or first year, **he/she must go to preparatory school**, if he/she cannot meet the foreign language requirements.

Case Study

- A first-year student from the Department of Political Science and Public Administration (French) has 399,56582 points in TM-3 score type in 2017 and he was placed undergraduate program. Student wants to switch to the Istanbul Medeniyet University Faculty of Political Sciences Department of Economics. First, he/she must check whether the 2017 base placement score of the department he/she applies is not below his/her score.
- That student who fulfills this requirement follows call for applications announced in the first half of August and applies with the necessary documents on the required dates. 'Foreign Language' exam is held at the end of July. This exam is organized by the Vocational School of Foreign Languages.
- If the requirements are met and the exams are passed, students with the highest scores within the quota of the applied department - 30% of the applied department's yearly placement quota - will be entitled to final registration. Accepted students are announced in the last week of September.

Minor Program

Minor programs are **certificate-oriented education programs** that enable a student who is successfully doing an undergraduate study to have limited education in a second undergraduate program at the same time. Minor programs can be carried out between undergraduate programs in different units, as well as between undergraduate programs in the same units.

A student can apply for the minor program **at the beginning of the third semester earliest and at the beginning of the sixth semester latest**. Applications for minor programs are carried out by the Department of Student Affairs.

Students who have successfully completed all credit courses in the undergraduate program taken until the semester they apply can apply to the minor program (Success in the courses taken from the upper semesters is not required).

Students who meet the application criteria of the minor program and whose applications are approved by the Faculty Administrative Board are announced at www.marmara.edu.tr in the announcements section of the website of the university.

Double Major Program

Double major programs can be opened between all programs that provide four-year undergraduate diploma. Students who apply for and succeed in double major programs are given **two diplomas for each major**. In this way, students can be graduated from two different undergraduate programs. Just as double major programs can be operated between bachelor programs in different units, they can as well be operated between bachelor programs in the same units.

Students can apply for second major diploma programs at the third semester earliest or at the fifth semester latest of their main major program. **Applications for double major are carried out by the Head of Department of Student Affairs.**

To be eligible for application, students must successfully complete all the courses they received until the term of application (Success in the courses taken from the upper semesters is not required).

Students who earned the right to register for evening education double major programs must pay the tuition fee for respective programs.

What Are the Scholarship Opportunities?

Cover for Lunch

Students who are selected within the limits of quota decided every educational year are covered for lunch by the Marmara University Rectorate.

Students who demand cover for lunch must provide necessary documents announced by the Faculty of Political Science or the Department of Health, Culture and Sports, and submit them to the Diaconate Section of Registry.

Student Part-Time Job Program

Students can get part-time jobs in the university units. Schedule for part-time jobs are decided by the departments.

Job opportunities are announced on both faculty website and sks.marmara.edu.tr under Part-time Job Program for Students Section in October. Separate applications for each position can be done with application forms during specified periods. Similarly, students are chosen by Part-Time Student Selection Commissions of academic and administrative units within quota limits in October.

Students can work for a maximum of 5 hours in a day, 15 hours in a week and 60 hours in a month. They can receive a maximum stipend of 399,30 TL.

How to Establish a Student Club?

Applications for establishing a student club can be done **twice** in an academic year, **October and February**. Forms to establish clubs can be submitted to the club advisors' academic units until **15th of October** for the first term and until **15th of February** for the second term. All applications are sent to the Rectorate via cover letters from academic units. **At least 18 student members are necessary to establish a student club.**

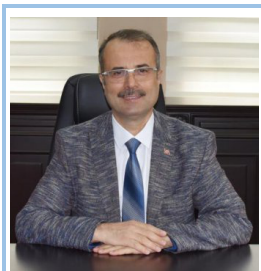
Detailed information can be found on the [website of Head of Department of Health, Culture and Sports](#).

What Can Be Done to Be a Member of a Student Club?

Students can become a member of student clubs by participating in their activities and contacting with club directors and members. For the detailed information about all student clubs, their directors and their contact information, please visit [Student Clubs Page](#).

PRACTICAL INFORMATION

Who is Who?



Rector

Prof. Mustafa KURT



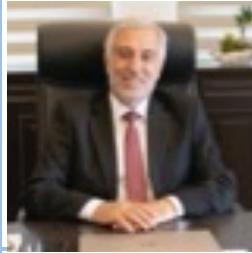
Vice Rector

Prof. Mustafa ÇELEN



Vice Rector

Prof. Ömer AKGİRAY



Vice Rector

Prof. Hasan KORKUT



Secretary-General of the Marmara University

Murat ARISAL



Dean of Faculty of Political Science

Prof. Nail YILMAZ



Vice Dean of Faculty of Political Science

Assoc. Prof. İmam Bakır KANLI



Vice Dean of Faculty of Political Science

Assoc. Prof. Zuhall Mert UZUNER



Secretary of Faculty of Political Science

Fahrettin ÇELEN



Head of Department of Political Science and Public Administration

Prof. Ahmet Kemal BAYRAM



Head of Political Science and International Relations (English)

Prof. Erhan DOĞAN



Head of International Relations

Prof. Hasan KORKUT



Head of Department of Local Governments

Assoc. Prof. Rüveyda KIZILBOĞA ÖZASLAN

How to Acquire Transportation and Student Cards?

The card that students use for campus gates and the services within the university is known as **Campus Card**. Since 2019, an agreement is made with the PTT (Turkish Postal Service) for its operation.

Newly registered students can receive their student-discounted transportation cards from the Faculty of Political Science for the respective semester. Those who were not able to acquire their cards for any reason can receive help from IETT central bureaus. For detailed information, please visit [IETT Website](#).

How to Benefit from Dining Hall?

Students can benefit from the dining hall via **Campus Card** that they receive when they register at university. Students can use the dining hall after they charge their cards with money. Since 2019, campus cards will be renewed by PTT. Charging cards will be possible via PTT centers, kiosks and the Internet.

How to Arrive at the Campus?

It is possible to arrive at the Anadoluhisarı Campus via Beykoz-Üsküdar, Beykoz-Ümraniye and Beykoz-Kadıköy bus and minibus lines. For detailed information about close-by lines, please visit [IETT Website](#).

Where is What?

Situated on 121.992 m² area, the Anadoluhisarı Campus includes the Sports Academy, the Faculty of Political Science, the Vocational School of Social Sciences, two student cafeterias, a dining hall, several sports facilities, a dormitory for female students and the Şehit Kaymakam Muhammet Fatih Safitürk Library.



How to Benefit from Healthcare Facilities at the Campus?

First, students can go to clinics existing at the campus entrances for their health issues. Routine healthcare services are provided in these clinics. Besides, there are some healthcare centers at the Göztepe Campus. These centers provide services for the branches of biochemistry laboratory, radiography, dental medicine, treatment and medical dressing, psychological consultancy, counseling and dietary services as well as routine healthcare services. Students who apply with their student cards are examined, diagnosed and treated by polyclinic doctors initially. If necessary, students are transferred to the hospitals.

How to Obtain Course Materials?

Lecturers show students how to obtain course materials. Lecturers are responsible for providing them with course syllabus that includes a list of course materials and evaluation criteria. In this syllabus, course materials are listed, and students are informed how to obtain them.

How to Benefit from Sports Facilities?

Anadoluhisari Campus includes one football ground, athletics track with six lanes, one fitness center, one indoor pool and indoor and outdoor tennis courts. While these facilities are mainly used for training of students of Faculty of Sports Sciences, they are available to other students in certain days and hours of a week as well. Students must contact Faculty of Sports Sciences in order to learn about updated days and hours.

Where to Find Copying Centers?

Currently, photocopy services are not provided for students at the campus, but there is an ongoing work on allocating a place for a copying center. There are several copying centers around the campus.

ISTANBUL GUIDE

- Website of Istanbul Municipality can be helpful: <https://www.ibb.istanbul/News/Detail/33997>
Additionally, Istanbul Municipality has a mobile application named “İBB İstanbul”. This application can be helpful about many points ranging from public transportation to finding city libraries.
- A view of Istanbul from a century ago: Notes on Istanbul belonging to German Journalist Friedrich Schrader who lived in İstanbul a century ago can be helpful and interesting start for Faculty students who come to Istanbul for the first time to learn about the history and beauties of the city: For an introduction to his book, see <http://www.remzi.com.tr/files/books/2744/dosya/istanbul-issuu.pdf>