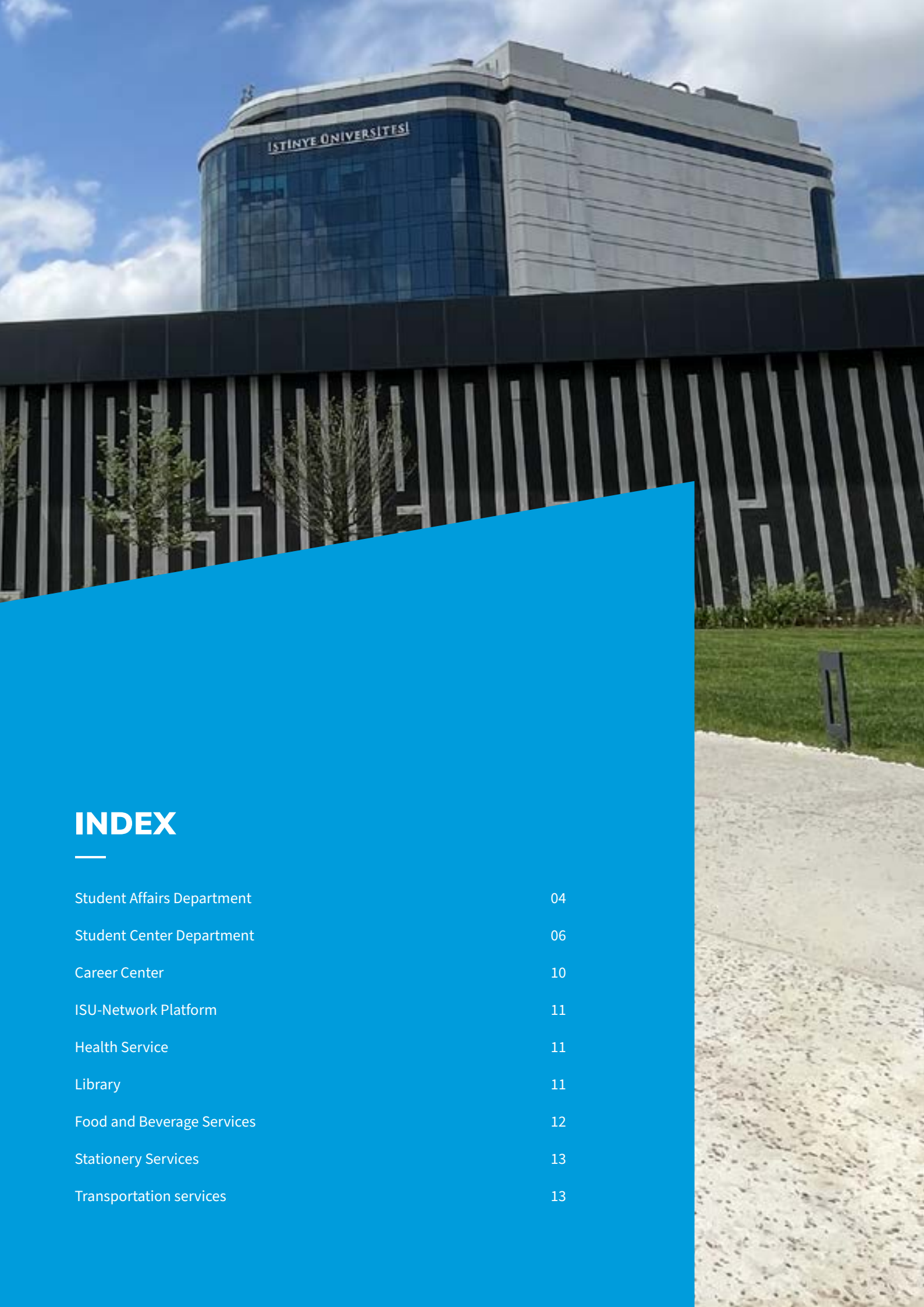


İSTİNYE  
KÜTÜPHANE

# ISTINYE UNIVERSITY

Student Handbook 2023-2024



ISTINYE UNIVERSITESI

# INDEX

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Student Affairs Department	04
Student Center Department	06
Career Center	10
ISU-Network Platform	11
Health Service	11
Library	11
Food and Beverage Services	12
Stationery Services	13
Transportation services	13

# STUDENT AFFAIRS DEPARTMENT

## Student ID

A student ID is a credential that proves you are enrolled at our university. Your ID card will be provided to you at the registration area after your registration is complete.

Your student ID will be required at the school's entry and departure, as well as for using library facilities and taking exams. As a result, you must carry it frequently.

If you lose your student ID, you must contact our Correspondence Department (Vadi Campus -3rd Floor) and pay the 50 TL lost card charge before receiving the lost card form and payment receipt. You can get your new card by bringing your form and receipt to the Information Technologies Department (IT).

## ISU Password

ISU Password is your personal password that helps you to access the systems provided by Istinye University. "ISU Password" allows you to access all systems with a single password.

### 1. OIS (Student Information System) - <https://ois.istinye.edu.tr/>

The Student Information System (OS) user profile information and your ISU Password, which you will use to access your education and training information, will be emailed automatically to the contact information you supplied at registration.

Username: Student Number	Password: ISU Password
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### 2. Blackboard Learn Distance Education System - <https://istinye.blackboard.com>

The distance education system (Blackboard Learn) communicates with the Student Information System (OIS) in real-time. Courses registered for through OIS in the academic year are immediately transferred to the distance education system the next day at the latest. You can use Blackboard to access course materials, attend live courses, re-watch recorded lectures, and take online tests.

Username: student number@stu.istinye.edu.tr	Password: ISU Password
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### 3. myİSÜ Portal - <https://myisu.istinye.edu.tr/>

Your student number will be your username for myİSÜ, the university directory service. To access myİSÜ, you can use your ISU Password.

Username: Student Number	Password: ISU Password
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### 4. ISU E-mail (Office 365) Accounts - <http://mail.istinye.edu.tr>

You can access your university student e-mail account by using the links provided below. You must maintain track of all communication and correspondence with our institution's Academic and Administrative personnel, as well as all university notifications, using your student e-mail account.

## To Login to Student E-Mail Accounts:



<a href="http://mail.istinye.edu.tr">http://mail.istinye.edu.tr</a>	<a href="http://outlook.office365.com">http://outlook.office365.com</a>	<a href="http://outlook.office.com">http://outlook.office.com</a>
Username: student number@stu.istinye.edu.tr		Password: ISU Password

### 5. Wireless Network (Wi-Fi)- ISU\_Student (SSID)

You can connect to the wireless network within university campuses via the “ISU\_Student” SSID.

Username: Student Number	Password: ISU Pasword
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### 6. Account at the Library - <https://katalog.istinye.edu.tr/>

The KOHA automation system is utilized to get access to library services. Requests for loans and returns, extensions, reservations, catalog browsing, and purchase of publications not in the library collection can be done using the library account established for each user using the system.

Username: Student Number	Password: ISU Pasword
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### 7. Off-Campus Access (OpenAthens) - [Click for OpenAthens User Guide.](#)

OpenAthens is used to access library electronic resources from off campus. You can access electronic resources and do your research 24/7 from anywhere in the world.

Username: Student Number	Password: ISU Pasword
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## Contact information for Students

You can change your contact information by sending an email to the Student Registration Affairs Department ([kayitislari@istinye.edu.tr](mailto:kayitislari@istinye.edu.tr)) using your ISU e-mail address. Students have to report any changes to the contact information they supplied at registration.

## Document Requests

You must request the documents you need from the “Online Document Request” section in the “Documents” menu on OİS (Student Information System).

## Lessons and Course Registration

You can access the system through the student information system “[ois.istinye.edu.tr](http://ois.istinye.edu.tr)” using your student number and password, which were emailed to you after registration. During the course registration week according to our university’s academic calendar, you can pick your courses using the student information system’s choosing courses screens.

## Academic Advising

Your academic adviser assists you with your education, training, choosing courses, and other academic concerns. When you log in to the student information system, you may see your academic advisor’s information on the main screens, contact them using the system, or send them an e-mail.

## Add/Drop Courses

You may conduct transactions with your academic adviser via the information system on the days indicated in our university's academic calendar. Our first-year students are unable to add or drop courses.

## Withdrawal from Courses

You may conduct transactions with your academic adviser via the information system on the days indicated in our university's academic calendar. Our first-year students are unable to withdraw from courses.

## Registration Freezing

You can start your procedures by contacting the secretariat of your academic unit on the dates specified in the academic calendar.

## Registration Cancellation

Students who desire to cancel their registration must apply to the Student Affairs Department, complete the requisite form, and gain approval from the required administrative and academic divisions. The system cancels the registrations of students whose approvals were successfully complete.

## Regulations and Guidelines

You can access our university's regulations and guidelines page at

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# STUDENT CENTER DEPARTMENT

The Student Center is ready when you need assistance and support, from adapting to university life to the desire to develop yourself, from internships to club activities, from career planning to psychological support requirements.

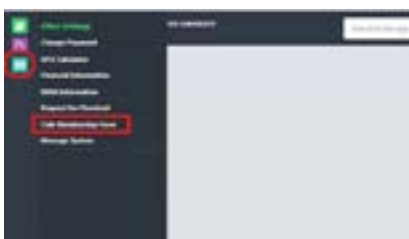
## Student Clubs

Student clubs are student communities that operate inside the Student Center Department of İstinye University.

Student clubs exist to carry out social and academic activities with club administration and members, to engage with other students who share similar interests, and to build students' leadership and collaboration abilities.

## How can I become a member of student clubs?

You can make your club memberships through your OİS system account.



### I want to establish a new student club. How can I do it?

You can apply to the Student Center Offices by filling out the club opening forms on the student center web site and, start your club's activities after the evaluation process is completed.

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### I want to organize a club event. How can I do it?

You can fill out the event request form on the Student Center website and send it to [kulupler@istinye.edu.tr](mailto:kulupler@istinye.edu.tr), and after your event request is approved, you can organize your event with the support of the Student Center.

Student Clubs List You can access our active clubs list and club contact information from our address below.

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### List of Dormitories

You can access the contact information of private dormitories close to our Vadi and Topkapı Campuses by scanning the code below.

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### On-Campus Social and Sports Areas

There are Gyms in our Topkapı Campus and Vadi Main Campuses.

### How can I use the Fitness Room?

Our fitness center located within the Student Center is open to the use of students and staff. You can make an appointment at the Student Center in our hall, which operates with an appointment system.



## SPORTS TEAMS

Basketball Team  
Football team  
Volleyball Team  
Futsal Team  
Tennis

Badminton  
Ping pong  
Boxing  
Kickboxing  
Muay Thai

Karate  
Chess  
Kros  
Athletics  
Triatlon

## How can I join?

At the beginning of each academic year, team selections are announced according to the calendar determined by the Student Center. After the auditions, training is carried out under the guidance of a coach and participation in competitions is ensured.

## Student Council

Istinye University Student Council; It consists of department representatives determined by the votes of students enrolled in undergraduate and associate degree programs within the university within their own departments, faculty representatives elected by the elected department representatives, and the management and audit board determined within the general council. As the Student Council, our primary goal is; To carry out discussions on students' problems, requests and suggestions while preserving the democratic and free university environment, to mediate in finding common solutions, to act as an intermediary in the communication network between students and the administration in providing solutions and making decisions by conveying the opinions and thoughts obtained to the administrative bodies.

## How can I apply for scholarships?

Before the start of the academic year, students' applications for need scholarships are received through the OİS system. The student completes his application after uploading the requested documents to the system.

## International Student Guidance

It is a sub-unit of the Student Center Office, which was established to provide academic and non-academic support to all our International Students studying at Istinye University.

## ISU-Buddy Program

It is designed to assist students who are new to ISU. The program, which aims to help new students adapt to campus life, creates an environment for our first-year students to get to know Istanbul and campus life. The program is based on a voluntary relationship between a freshman and a former student.

## How Can I Become a Buddy?

You can apply for Buddy by sending your Buddy application to [guide@istinye.edu.tr](mailto:guide@istinye.edu.tr) in light of the calendar organized by the International Student Union. After your application is completed, the unit organizes a Buddy Orientation for you. After guiding the student whose buddy you are for 6 weeks at the beginning of the academic year and sending your interview reports, the student will be successful in the program. Successful Buddy students are deemed worthy of awards such as exemption from Manifesto courses and certificate of participation.

## Psychological Counseling Unit

You can benefit from group therapy, workshops and training as well as individual psychotherapy within the Psychological Counseling Unit.

## How can I make an appointment?

You can create an appointment request at : [pdb@istinye.edu.tr](mailto:pdb@istinye.edu.tr).





# CAREER CENTER

Our aim is to provide all kinds of support and consultancy for the personal career planning of our students from the first moment they step into university and our graduates into business life.

Within the framework of this goal; We guide and support our students and graduates through the following topics.

## What are the supports of the career center?

- Consultancy (Career, CV, Interview)
- Trainings / Panels / Workshops
- Events (Career Days, Company meetings)
- Part Time Working Student System
- Insurance processes of voluntary and compulsive internships
- Internship placement procedures
- Selection and placement events on our campus upon special requests of companies
- Alumni Relations

## How Do I Become an Assistant Student? - Who can work part time?

Students who are enrolled in any of the associate, undergraduate and graduate programs (except for non-thesis and private students) and who have not received any disciplinary punishment during their education can serve. In accordance with the legislation of the Council of Higher Education (YÖK), the first requirement for a part-time working student is to be a Turkish citizen.

## What are the general characteristics to look for in students who will be employed part-time?

According to our University's Part-Time Student Employment Directive, the conditions to be sought are as follows;

- Students who will work part-time must be registered students at İstinye University, excluding non-thesis master's degree students and private students.
- Not to be a student who has suspended registration or a foreign student.
- Being educated during the normal education period.
- Not having received any disciplinary punishment.
- To have the necessary knowledge, skills and abilities for the job to be employed.
- The contract has not been terminated in advance due to violation of the contract made between the part-time student and our University.

## How to apply for part-time work?

It is announced at the beginning of the Fall semester of each academic year on İstinye University's official website (istinye.edu.tr) and social media accounts. You can apply via form on the web site within the date range specified in the announcement.

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## Where can I find internship and job opportunities?

You can follow internship and job opportunities on the ISU Network website created within our university.

## ISU-NETWORK PLATFORM

ISU Network Platform, prepared to create a strong network among our graduates and develop these relationships, is at the service of our graduates and students. Thanks to this platform, you can reach and connect with all the people of İstinye, whether you know them or not. You can establish İstinye graduate groups, join existing groups, or even be a part of new collaborations. You can follow the job postings offered to İstinye graduates and apply online. You can be informed about and participate in events taking place within our university.

For ISU Network membership and login:

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## HEALTH SERVICE

There is an infirmary on each campus of our university. The infirmary contains basic medicines and medical supplies and equipment that should be available in case of emergency. The health unit, which operates between 08:00 and 17:30 in the morning, serves students, academics and administrative employees.

## LIBRARY

The library collection is organized according to the Library of Congress Classification (LCC) and the National Library of Medicine Classification System (NLM).

CAMPUS	WEEKDAYS	WEEKEND
Vadi Central Library	09.00- 17.00	CLOSED
Topkapı Campus Library	08.00- 17.30 Quiet Workspace 7/24	CLOSED Quiet Workspace 7/24
Liv Hospital Bahçeşehir Faculty of Medicine Library	08.30- 17.30	CLOSED
Medical Park Gaziosmanpaşa Faculty of Medicine Library	08.30- 17.30	CLOSED

For detailed information about the library, you can read the code below.

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# FOOD AND BEVERAGE SERVICES

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## Dining hall

Lezzet Factory continues its dining hall services in the dining halls located on our campuses. In addition, there will be both morning and lunch service in the newly established kitchen in the Main Building, and A-la Carte service will be planned after the school opens.

- Topkapi Campus -2. on the floor
- C block/Fled Hall -4. on the floor
- Vadi Main Campus -1. on the floor
- Vadi H block -1. on the floor

## Market (IsuShop):

Our markets are open between 07.00-20.00 during the week with different product options.

- 
- Topkapi Campus Main Entrance
- Vadi Main Campus Main Entrance
- Foreign Languages Building Main Entrance

## Cafeterias:

Our cafeteria areas serve between 07.00-20.00 on weekdays with products such as fast food, sweet-salty snacks, carbohydrate groups, tea-coffee and cold drink groups.

- Topkapi Campus, Backyard in the new entrance area, Gloria Jeans, Mobile Starbucks, garden cafe on the ground floor of the Health Sciences Building
- Foreign Languages Building Main Entrance Container Cafe
- Date Cafe in Vadi Campus 2nd floor social area
- Gloria Jeans Corner Cafe, under construction on the 5th floor in AB block
- Fled Hall ground floor, Vagon cafe,
- Fled Hall building ground floor, Fled Corner Cafe

## EspressoLab:

It serves between 07.00-20.00 on weekdays with its coffee and food varieties.

- Topkapi Campus ground floor,
- Vadi Main Campus -1. floor

## Vending Machines:

It serves between 07.00-20.00 on weekdays with its coffee and food varieties.

- Topkapi Campus ground floor,
- Vadi Main Campus -1. floor

## STATIONERY SERVICES

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IS-Copy provides all stationery materials needed during the education process, all copying processes, lecture notes printing, project-model preparation materials, thesis printing, etc. Operations are available between 08:00-20:00 in areas within our campuses.

- Behind Topkapi Campus Library
- Vadi H Block -4th floor
- Vadi Main Campus -1st floor

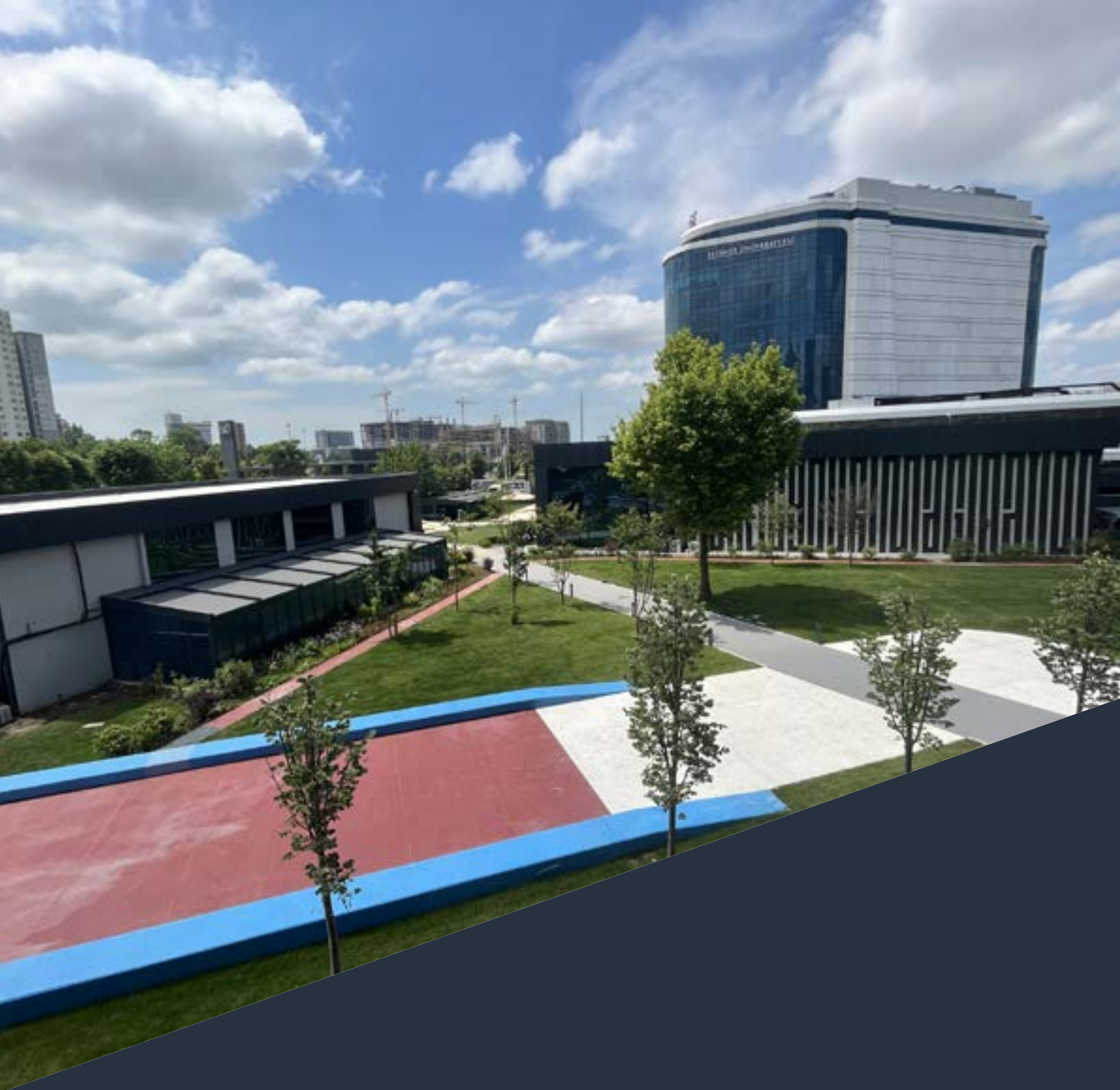
## TRANSPORTATION SERVICES

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You can scan the code for current service hours and departure and arrival points.

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## OUR CAMPUSES

- Istinye University Vadi Main Campus (All Faculties)
- Istinye University Vadi AB Campus (All Faculties)
- Istinye University Vadi Campus C (Administrative Offices)
- Istinye University Vadi Campus D (Preparatory School)
- Istinye University Vadi Campus H (All Faculties)
- Istinye University Dental Hospital Campus
- Istinye University Topkapı Health Sciences Campus
- Istinye University Topkapı Hospital Campus

## YERLEŐKELERİMİZ

- İstinye Üniversitesi Vadi Ana Yerleşke (Tüm Fakülteler)
- İstinye Üniversitesi Vadi AB Yerleşkesi (Tüm Fakülteler)
- İstinye Üniversitesi Vadi C Yerleşkesi (İdari Ofisler)
- İstinye Üniversitesi Vadi D Yerleşkesi (Hazırlık Okulu)
- İstinye Üniversitesi Vadi H Yerleşkesi (Tüm Fakülteler)
- İstinye Üniversitesi Vadi Diő Hekimliđi Hastanesi Yerleşkesi
- İstinye Üniversitesi Topkapı Sađlık Bilimleri Yerleşkesi
- İstinye Üniversitesi Topkapı Hastanesi Yerleşkesi