**Information for Students on Exchange in AY2016/17**

<table>
<thead>
<tr>
<th>A. University</th>
<th>Sabanci University</th>
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<tbody>
<tr>
<td></td>
<td><a href="http://iro.sabanciuniv.edu/en/students/exchange/incoming">http://iro.sabanciuniv.edu/en/students/exchange/incoming</a></td>
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<table>
<thead>
<tr>
<th>B. Country</th>
<th>Turkey</th>
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<th>C. Academics</th>
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1. **Module Mapping & Credits Transfer**
   - Please ensure that your Study Plan is approved by the academics at your home faculty before the exchange. You can check with the SEP Coordinator in the Dean's Office of your home faculty.
   - Modules approved in the past might not be offered by the host university or approved by your faculty when it is time for your exchange. Please check the latest course offerings at the host universities while you are preparing your Study Plan.

2. **Academic Calendar**
   - **Semester 1:** Early September to early January
   - **Semester 2:** Late January to late May
   - Academic Calendar: [http://iro.sabanciuniv.edu/en/students/exchange/incoming/academiccalendar](http://iro.sabanciuniv.edu/en/students/exchange/incoming/academiccalendar)
   - Important Dates to take note: [http://iro.sabanciuniv.edu/en/students/exchange/incoming/importantdates](http://iro.sabanciuniv.edu/en/students/exchange/incoming/importantdates)

3. **Exchange Duration**
   - Students are recommended to go for semester based exchange

4. **Curriculum Structure**
   - ECTS credits at Sabanci University (SU) are calculated based on student workload. The contact hours per course per week is 3 hours or 3 SU Credits. All contact hours, recitations, laboratory work and self-study are included in this calculation. Through the use of student course evaluations the workloads are updated regularly.
   - Maximum workload per semester: 15 SU Credits / 30 ECTS Credits
   - Minimum workload per semester: 21 SU Credits / 42 ECTS Credits
   - More information is available at: [http://iro.sabanciuniv.edu/en/students/exchange/incoming/ects](http://iro.sabanciuniv.edu/en/students/exchange/incoming/ects)

5. **Grading Information**
   - Grading information is available at: [http://iro.sabanciuniv.edu/en/students/exchange/incoming/ects#grade](http://iro.sabanciuniv.edu/en/students/exchange/incoming/ects#grade)

Updated as of 29 March 2016
### vi) Entry Requirements

(a) Be registered as a full-time, degree-seeking undergraduate student of the home university

(b) Have successfully completed at least:

   (i) one (1) semester of study at the home university upon application for the Exchange Programme; and
   (ii) two (2) semesters of study upon admission to the host university

(c) Be a student of good standing at the home university with:

   (i) a minimum ‘B’ average grade or 70% average marks or ranking in the top one-third of the class;
   (ii) no single grade below ‘C’

(d) Show the aptitude, motivation and maturity, to thrive in the environment at the host university

### vii) Language Proficiency Requirements

Students must have appropriate proficiency in English as most courses are taught in English. Courses taught in Turkish requires an advanced level in Turkish.

### viii) Modules Compatibility

Suitable for students from the following faculties: (please amend accordingly)

| FASS     | • Economics  
|          | • Political Science  
|          | • Global Studies  
|          | • New Media  
|          | • Sociology  
|          | • History  
| BIZ      | • Please approach NUS Business School for details  
| FoE      | • Electrical Engineering  
|          | • Computer Engineering  
|          | • Material Science Engineering  
|          | • Industrial Engineering  
| FoS      | • Physics  
|          | • Mathematics  
|          | • Chemistry  
| SoC      | • Computer Science  

Exchange students course catalogue: [http://iro.sabanciuniv.edu/en/students/exchange/incoming/courseofferings](http://iro.sabanciuniv.edu/en/students/exchange/incoming/courseofferings)
<table>
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<tr>
<th>ix) Module restrictions and pre-requisites</th>
<th>Course Limitations For Exchange Students</th>
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<tbody>
<tr>
<td></td>
<td>• School of Management (SOM) Graduate Courses: Only available to graduate students</td>
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<tr>
<td></td>
<td>• EMBA (Executive MBA) Courses (SOM courses with code 9XX): Not open to exchange students</td>
</tr>
<tr>
<td></td>
<td>• 3- MIF (Master of Finance courses with code MFIN) Courses: Only available to graduate students</td>
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<tr>
<td></td>
<td>• LFI (Leaders for Industry) Engineering Courses: Subject to the approval of the instructor</td>
</tr>
<tr>
<td></td>
<td>• LFI FMAN Courses: Only available to graduate students</td>
</tr>
<tr>
<td></td>
<td>• Courses taught in Turkish are not open for exchange students, except Turkish Basic I (TUR 101) &amp; Turkish Basic II (TUR 102). Before you choose your courses, please check the course catalogues to see the language of instruction. You can also check the course catalogues on the following link: <a href="http://bannerweb.sabanciuniv.edu/">http://bannerweb.sabanciuniv.edu/</a>.</td>
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D. Application

i) Procedures

All NUS student has to be nominated by NUS before they are able to apply to Sabanci. The application procedures and list of supporting documents needed by the host university can be found in the SharePoint.

Please look for the SEP coordinator at your Dean’s Office for the link to the SharePoint.

Before applying to Sabanci, student must have a clear idea on the programmes offered at Sabanci. The online application form is available [here](http://). To see your completed form, please click [here](http://). **You have to provide** the complete official transcript of records as supporting documents and submit them to your respective Dean’s Office. Sabanci will only accept documents sent to them via NUS Registrar’s Office.

ii) Deadlines

All NUS student must abide by the internal application deadline set by their home faculty for exchange participation in the following academic year. After clearing the internal application and selection process, students have to take note of the application deadline set by the host university.

**Application Deadlines at Sabanci**

**Fall Term:** 31 May

**Spring Term:** 30 October

Failure to submit a formal application to the host university will result your exchange being forfeited even if you have been selected by NUS for the exchange.
### E. Accommodations

**i) University Accommodation**

Students must indicate their accommodation preferences in the application form if they want to stay on campus. The International Office at Sabanci will do its best to accommodate all students. However, capacity is limited and therefore priority will be given to students who apply before the application deadline.

Students are allowed to check in the dormitories one week before the beginning of the semester. Deposits are returned to students two days before they leave. **If you want to leave the dormitories before the semester ends, the repayment will be prorated.**

It is recommended that students arrive in Sabanci a day before the orientation week.

More information about accommodation can be found [here](#).

**ii) Private Accommodation**

If preferred, students may choose to live outside the university campus. In that case, you have the responsibility to find your own accommodation.

### F. Visa

**Consular/Visa Regulation**

All international students who need a visa should obtain their visa before coming to Turkey. Otherwise, you need to go back to your home country to obtain the visa if you need a student visa, as Student Visa is not given in Turkey.

Students should apply for a visa at the nearest Turkish Embassy or Consulate in their home country at least 2 months before the academic semester begins.

**Residence Permit and Online Appointment**

All exchange students must apply for a **residence permit** at Istanbul YABANÇILAR ŞUBE MÜDÜRLÜĞÜ (VATAN) (Police Department for Foreigners - only one application branch) within a month after their arrival. Students **cannot leave Turkey without having a residence permit**. If this happens, you cannot come back to Turkey in the next 3 months.

Sabanci strongly recommends you to secure your online appointment at Istanbul YABANÇILAR ŞUBE MÜDÜRLÜĞÜ (VATAN) (Police Department for Foreigners - only one application branch) before your departure from Singapore so as to avoid the long wait when you are in Turkey. The permit fee costs TRY140.

**IMPORTANT:** Sometimes, you cannot select a date to make your appointment because the Police Office has not opened the online application yet. Therefore, please check their website frequently. **Sabanci needs you to**
fill in the form carefully, as you cannot cancel the online appointment. Appointments can only be cancelled manually at the Police Station.

Please follow the detailed instructions found here and http://iro.sabanciuniv.edu/en/students/exchange/incoming/visa-travel.

<table>
<thead>
<tr>
<th>G. Safety, Health &amp; Medical Insurance</th>
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<tbody>
<tr>
<td>i) Health &amp; Medical Insurance</td>
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<td>ii) Health Services on campus</td>
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<td>iii) Emergency Numbers</td>
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Off campus emergency hotlines:
SU Call Center: 24/7 available, Tel: 00902164839988
Police: 155
Ambulance 112
Gendarme 156
Fire Emergency 110

Nearest hospital is Anadolu Health Center which is 12 minutes away from the campus.

H. Cost of Living

i) Estimated Expenses per Semester

<table>
<thead>
<tr>
<th>Breakdown of Costs</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Accommodation (twin-sharing)</td>
<td>TRY3,274</td>
</tr>
<tr>
<td>Food</td>
<td>TRY2,250</td>
</tr>
<tr>
<td>Books and Stationery</td>
<td>TRY300</td>
</tr>
<tr>
<td>Local Transport</td>
<td>TRY1,800</td>
</tr>
<tr>
<td>Others (Entertainment, clothes, miscellaneous items)</td>
<td>TRY2,540</td>
</tr>
<tr>
<td><strong>Per Semester Expenses</strong></td>
<td><strong>TRY7,624</strong></td>
</tr>
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Please refer here for the estimated costs of living

I. Other Useful Links

i) FAQs

http://iro.sabanciuniv.edu/en/students/exchange/incoming/faq