



MARMARA UNIVERSITY
INTERNATIONAL OFFICE



Education and Culture DG
Lifelong Learning Programme





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MARMARA UNIVERSITY



► *Introduction*

Thank you for considering to Marmara University as your study destination. Welcoming international students as well as providing education at international standards in almost all fields, Marmara University, with its long and successful history, has rapidly become a modern and international university which hosts and participates in scientific meetings, cultural activities, art and sports along with various other national and international events. Our university is one of the few Turkish universities, which is a member of the European University Association (EUA).

This guide should provide you with everything you need to know about applying to the University and what you will need to the if you are admitted. You can find the general information about the Marmara University along with other detailed information and procedures about Erasmus Exchange Program in Marmara University. Besides, you will find basic knowledge which you will need about Istanbul.

Please read this guide carefully so that you are familiar with your and our responsibilities in this process. We look to welcoming you to our university and town in the near future!

Staff of the International Office
Marmara University
September 2011



► *General description about Marmara University*

Marmara University with about 3000 distinguished faculty members and a student body reaching 60,000, located in several different campuses scattered throughout the most important city of our country, Istanbul, following a great tradition has been one of the leading institutions of higher education in Turkey.



Together with the Faculties of Engineering, Medicine and Dentistry where the medium of instruction is in Turkish and English, Marmara University also comprises the Faculty of Economic and Administrative Sciences which provides education in four different languages: Turkish, English, French and German, thus making Marmara University the only “multi-lingual” university in Turkey. Both the faculty and the students compete in their participation and dedication to academic work to enhance the educational quality and the effective implementation of scientific studies in our university.

A count of 51.227 students, 2839 faculty members and 1354 administrative personnel make Marmara University the third biggest university in Turkey.

Our university, with its 13 faculties, 6 schools of higher education, 11 institutes, and 31 research centers, is situated in 13 different locations, most of which are on the Anatolian side of Istanbul.

► *Statistically Marmara University*

NUMBER OF STUDENTS									
Units	Formal			Evening			Total		TOTAL
	M	F	T	M	F	T	F	M	
Faculties	14456	12729	27185	3766	1573	5339	14302	18222	32524
Schools	1333	1361	2694	396	96	492	1457	1729	3186
Institutes	-	-	-	-	-	-	4536	5231	9767
Vocational Schools	1330	1620	2950	928	737	1665	2357	2258	4615
TOTAL	17119	15710	32829	5090	2406	7496	22652	27440	50092

NUMBER OF FOREIGN STUDENTS AND UNITS			
Units			
	M	F	T
Faculties	363	646	1.009
Schools	35	103	138
Institutes	47	113	160
Vocational Schools	10	31	41
TOTAL	455	893	1.348

► *Campuses*

Marmara University, with its 13 faculties, 6 schools of higher education, 11 institutes, and 31 research centers, is situated in 14 different locations, most of which are on the Anatolian side of Istanbul.

Located in one of the most central areas of Istanbul's Asian side, Göztepe Campus is at the same time the largest among the 14 campuses of Marmara University. It also holds The Erasmus Office and Rectorate Building within itself and it is easily reach-



able from Kadıköy (one of the largest centres in terms of transportation facilities between the European and Asian sides of Istanbul).

All places on the Campus are in the walking distance.

There is also direct transportation from the Campus to several different points of Istanbul in

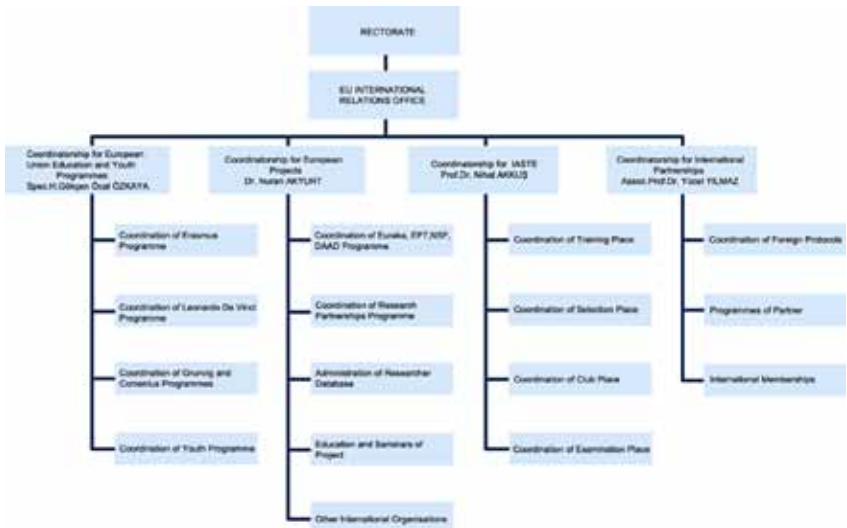
Asia and Europe. For the maps of the campuses please visit the website:

<http://www.marmara.edu.tr/en/campus/campus-maps>

MARMARA UNIVERSITY INTERNATIONAL OFFICE



Marmara University International Office develops, promotes and coordinates international activities and deals with international agreements and European Union Education and Youth Programmes such as Erasmus, Grundtvig, Youth In Action, IASTE, Partnership, EU Projects, Leonardo Da Vinci Programme, student and academic staff exchange agreements and several others. International Office is composed of four unit and organizational chart is below:



► *Student Visiting Hours*

The international Office accepts the all students at specific times in the weekend to make their process.

Monday	13:30-16:30
Tuesday	09:30-12:00 / 13:30-16:30
Wednesday	13:30-16:30
Thursday	13:30-16:30
Friday	13:30-16:30

► *Contact Information*

M.U. Head International Office

Yrd. Doç. Dr. Arzu BALOĞLU

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M.U. LLP/Erasmus Coordinator

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Sevilay Barış

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M.U LLP/ Communication

Marmara Üniversitesi LLP / Erasmus Birim

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Erasmus Office Phone Number: +90 216 345 21 67, Fax: +90 216 347 87 14

ERASMUS PROGRAMME IN MARMARA UNIVERSITY

Marmara University offers a wide range of opportunities for international interchange that students can use to develop their own skills and talents. Our university participates in several international exchange programmes. The one with the largest mobility at Marmara University is the ERASMUS Programme, designed by the European Commission to enhance cooperation between higher education institutions.

The university became involved in Erasmus in 2003-2004 as one of the 15 Turkish pilot universities. Today, Marmara University has undertaken around 250 bilateral agreements, and actively operates the Life Long Learning Programme through the International/Erasmus Office.

Through the years, Erasmus Programme has become more and more popular among students and academic staff at Marmara University. Currently, the University exchanges students with all member states of EU.

The number of outgoing ERASMUS students is around 340, incoming is 320 per a year.

We shall underline that the large number of incoming students is an important indicator of the university's success. The statistics provided by Turkish National Agency shows that, since 2006, Marmara University is amongst the first three universities in Turkey, which are widely preferred by the foreign students.



► *Orientation*

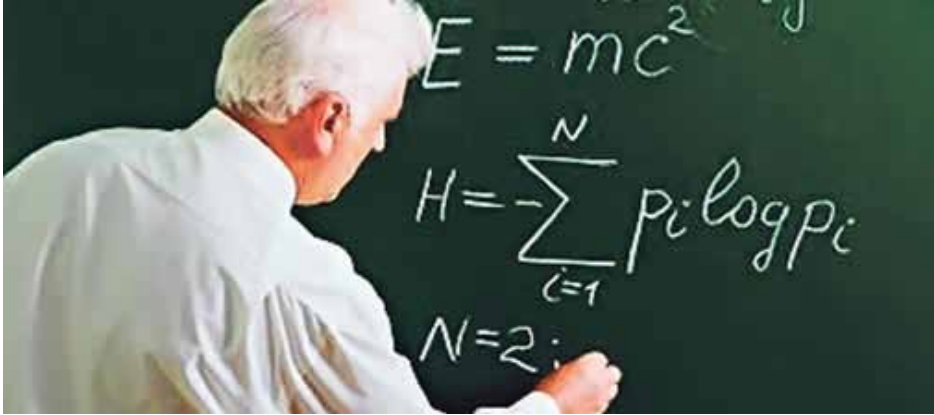


The Erasmus Office offers a special Turkish Language Course (5 ECTS) free of charge for incoming students each semester in two different levels. In this way, the international students easily and quickly adapt to the daily life in Turkey, as well as they into the academic world of our university.

At the beginning of each semester, Erasmus Office and ESN Marmara (Erasmus Student Network) organises an orientation programme for incoming students. This programme provide an opportunity to develop a social network and change to learn more about student life at Marmara University

► *Turkish Language Course*

The International/Erasmus Office offers a special Turkish Language Course (5 ECTS) free of charge for incoming students each semester in two different levels. In this way, the international students easily and quickly adapt to the daily life in Turkey, as well as they into the academic world of our university.



► *Course outlines are as follows*

1. Introduction to Turkish Language and Turkish Culture

Credits: 5 Credits

Prerequisite: No previous knowledge of Turkish required

Course Description:

The course is designed for students who are interested in learning Turkish language and culture, and who have no previous knowledge of Turkish language. This course mainly introduces the student to Turkish language through the development of basic skills: listening, reading, speaking and writing. The ultimate goal of the course is to help the students gain awareness, appreciation and insight into Turkish language and culture.

Course Goals:

By the end of this course, the students will

- be able to comprehend simple sentences in Turkish;
- be able to speak beginner level Turkish, producing sentences for introducing and describing themselves, carrying on meaningful conversation, asking for information and assistance, etc;

- have and use basic Turkish vocabulary range and will be able to conjugate for case, person and basic tenses (present continuous);
- have developed and used language learning strategies that will help not only with improving their Turkish but with learning other languages, too.
- Although each lesson is an integrated one of both language and culture introducing, the last 15 minutes of the lesson will be devoted to cultural activity with the lecturer and the students involved in. The activity will include questions about Turkish culture and society, music, films and Turkish traditions.

2. Pre-Intermediate Turkish and Turkish Culture

Credits: 5 Credits

Prerequisite: Previous knowledge of Turkish required

Course Description:

The course is designed for students who are interested in learning Turkish language and culture, and who have previous knowledge of Turkish language. This course mainly introduces the student to intermediate Turkish language through the development of basic skills: listening, reading, speaking and writing. The ultimate goal of the course is to help the students gain appreciation and insight into Turkish language and culture.

Course Goals:

By the end of this course, the students will

- be able to comprehend complex structures in Turkish;
- be able to speak intermediate level Turkish, producing sentences for carrying on meaningful conversation;
- be able to use a wide range Turkish vocabulary and will be able to conjugate for case, person and complex tenses (present perfect tense, past tenses, future tenses);
- have developed and used language learning strategies that will help not only with improving their

Turkish but with learning other languages, too.

- Although each lesson is an integrated one of both language and culture introducing, the last 15 minutes of the lesson will be devoted to cultural activity with the lecturer and the students involved in. The activity will include questions about Turkish culture and society, music, films and Turkish traditions.

► *Peer Body System*

Peer Student experiences of former exchange students shows that when students begin their exchange life, they have most of their adaptation difficulties in the earlier stages of the process. Peer student activity purposes to get the students through this time easily by assigning them a peer student who has already been in an exchange program before and very aware of the process. These Turkish students that help their peers during the Erasmus period are a key to getting them socialize inside the Turkish culture.

International Office takes the peer student process very seriously and stays in touch with the students during the whole time by giving them directions and expecting them to be the best of help for our important guests, with new projects peers are also intended to be a big help in the students visa and other formal activities by being with them in their application process.

► Accommodation



When you arrive to Istanbul, we recommend you to stay at a hostel until you find a flat.

Check these options:

1. **Guesthouse:** This building is in Goztepe Campus, but it is not allowed to stay more than 14 days. The price per night is between 50 TL and 60 TL. Rooms are for maximum 3 people
2. You can stay in this hostel in Kadıkoy. Check this link out <http://www.hushhostelistanbul.com/>
3. Also you can stay in this hostel in Taksim. Check this link out <http://www.hostelneverland.com/main.htm>
4. Also you can stay in this hostel in Taksim. Check this link out <http://www.hostelsclub.com/hostel-tr-15501.html>
5. You can always search some available room or apart via; <http://www.sahibinden.com/en/>
<http://www.hurriyetemlak.com>
6. Or you can contact with Marmara Student Group Network via; http://www.facebook.com/home.php?sk=group_193598380675382&ap=1
7. Of course it is always possible to find a possibility by facebook, twitter and wach-surfing.com
In the meantime, we recommend you to search about accommodations for staying long term. Also keep in touch with us. We'll help you about it.

► *Transportation*



From Ataturk Airport to Kadıkoy

Here are some options:

1-There are some buses of HAVAS, directly going to Kozyatağı, Taksim, Bakırköy. You can transfer to Kadıköy after that. This is the best and the cheapest option.

- From Airport to Kozyatağı (HAVAS) 17 TL
From 04.00 am to 01.00 pm every hour
- From Airport to Taksim (HAVAS) 10 TL
From 04.00 am to 01.00 pm every 30minutes
- From Airport to Bakırkoy (HAVAS) 5 TL
Shuttles depart from the Airport 20 minutes before arrival times of Sea Buses in order to meet every Sea Bus coming from Bostancı to Bakırköy.

2. Now you can reach Kadıkoy. Here are the options.

- From Kozyatağı to Kadıkoy: Buses “10S and 10B” (1,5 TL)
- From Taksim to Kadıkoy: Buses “110 and 112” (3 TL)

Note: But just 112 is passing over the Göztepe Campus) also when you arrive to Kadıköy you can find many buses which are passing over the Campus.

- From Bakırkoy to Kadıkoy: ferryboats are (from 9.15 to 22.00, every hour)

You can check the link below

http://www.ataturkairport.com/istanbul/index_en.html

From Sabiha Gokcen Airport to Kadıkoy

The Bus “E10” is available every 20 minutes.

How to Get to the Other Campus

Please look at this link

<http://www.marmara.edu.tr/en/campus/how-to-get-to>

GENERAL INFORMATION FOR EXCHANGE STUDENTS ABOUT THE PROCESS

► *The Application Process*

The exchange coordinators of the partner institutions nominate the selected exchange students observing the deadlines. Once nominated, the exchange students should complete their application.

Documents to be submitted by the Erasmus students for application to Departmental Coordinators are as follows:

- One original Marmara University Application Form with photograph, filled by the student and signed and stamped by Departmental and Institutional Coordinators of Sending University should be submitted.
- One original Learning Agreement signed and stamped by Departmental and Institutional Coordinators of Sending and Receiving Institutions prior to the arrival of the student is required.

It is essential to contact with Erasmus Departmental Coordinator at Marmara University for the selection of the courses on the initial Learning Agreement. You will find **the list of Erasmus Departmental Coordinators** on our web site: <http://erasmus.marmara.edu.tr/EN>

It is also recommended to refer to Marmara University website for the course list of the Faculties. Please read the descriptions of the courses carefully before making your selection.

- One original transcript (records of your grades from the courses you have taken in your home university until now)
- All documents should be submitted in original, signed and stamped by the Home Institution.
- As soon as applications are processed, the University sends a Letter of Acceptance, which may be necessary when applying for a ‘visa for residence permit’ or grants in the home country.

► *Arrival and First Steps in Turkey*



- Your first and most important contact at the Marmara University usually is your departmental ERASMUS co-ordinator. You should meet the co-ordinator in their own institute to agree your academic program of study.

You find a current list of all departmental ERASMUS co-ordinators at:

<http://erasmus.marmara.edu.tr/EN>

- Second step is to visit the International/Erasmus Office, where you receive Student ID Card and Application Form for Student Travel Card. The information about Turkish Language Course and orientation meeting are given to students at the International Office upon arrival.
- At the International/Erasmus Office all incoming students are required to fill in the following documents:
 1. Marmara University Erasmus Student Form
 2. Student Travel Card Application Form
 3. Student ID Card
- * *3 Photographs are necessary for the forms.*
- Students will get their travel card form from the Office, Then students can get travel cards from the Hasanpasa IETT which is in Kadıköy. Here is the map of the place.
- Students are strongly recommended to attend the orientation programmes advertised by the International Office.



► *Before You Leave*

- Before you leave Istanbul, please do not forget to visit your Departmental Erasmus Coordinator and the International/Erasmus Office for the preparation of your documents.

You should be aware of the fact that the following documents should be submitted to the Sending Institution at the end of the Erasmus Exchange period;

1. ECTS Transcript of Records

This document will be prepared by the Department and sent to the Sending Institution by courier following the completion of the Erasmus exchange period.

2. Learning Agreement

One original copy of the Learning Agreement signed and stamped by Departmental and Institutional Coordinators at Marmara University.

3. Certificate of Attendance

One original copy of the Certificate of Attendance signed and stamped by Marmara University.

► *Life in Marmara University*

Meals

There are a large number of canteens or cafeterias in all the campuses which offer high quality food. University-provided meal services offer three different main dishes with dessert or fruit, for students and cost 1.50 TL (0.75 €)

Library and Computing Services

The Central Library of Marmara University is also located on Göztepe Campus. The library is open from Monday to Friday between 09.00 and 18.30 Erasmus students are free to make use of the computer room in the library as well as the Computer Centre, where they can also have access to the internet. All computers in the University have access to some online databases.

Erasmus students may borrow books from the Central Library. In order to do so, they should first apply for a library card. Before leaving from Marmara University, you should ask for a letter from the Library stating that you returned all the books you borrowed from the Library.

Postal Services

Students can use the post office (PTT) on the Göztepe Campus for sending their mail as well as some banking operations.

Sports and Cultural Activities

Marmara University's Directorate for Health, Culture and Sports based on the Göztepe Campus organizes the sportive and cultural facilities of the University's students. The Directorate organizes a variety of courses (e.g. music, dancing, computer, drama, etc) as well as sports matches and tournaments in different sports branches.

LIVING IN TURKEY

► *Visa and Residence Permit*



Foreign students are required to get a student visa from a Turkish Embassy / Consulate in their own country by submitting a copy of the letter of acceptance provided by Marmara University. The student visa is valid during your enrolment period at the University. Obtaining a Turkish visa might take time, so you are strongly advised to start your visa procedures

once your Erasmus exchange is confirmed.

You are required to apply for a residence permit in person within a month of your arrival to Turkey. This permit is obtained from the Istanbul Police Department.

If you come to Turkey with a tourist visa, you do not need a residence permit, but please remember that tourist visas are valid only for three months.

► *Medical Insurance*

If you own an insurance card (which most EU countries provide their students) this will cover your necessary and urgent healthcare free-of-charge. However it is recommended that all students have supplementary travel insurance from their home country. (Necessary and urgent does not include dentistry work, charges for non-urgent work are very reasonable). Marmara University does not offer any insurance services to incoming students.

► *Tuition Fee*

The International students coming to study at Marmara University on the Erasmus Student Exchange Programme will not be charged any tuition fee.

► *Cost of Living*

Students need about EUR 300 – 550 per month to cover living expenses.

Accommodation: about EUR 150 – 250 per month per person, depending on the size and location of the flat as well as on the number of students sharing it.

Living costs: about EUR 100 – 200 per month. (food, transport, miscellaneous)

Academic related expenses: about EUR 50 – 100 per semester. (books, photocopying, etc.)

► *Academic Calendar*

2011/2011 ACADEMIC YEAR	
FALL SEMESTER	
Beginning of the Semester	19.09.2010
End of the Semester	07.01.2011
Midterm Exams	12.11.2010-20.11.2010
Final Exams	09.01.2011-22.01.2011
SPRING SEMESTER	
Beginning of the Semester	13.02.2011
End of the Semester	26.05.2011
Midterm Exams	31.03.2011-08.04.2011
Final Exams	28.05.2011-10.06.2011

* *Make-up examination calendar will be announced by the academic units.*

► *Public Holidays in Turkey*

Date	Holiday
January 31st	New Years Day
April 23rd	National Sovereignty and Children's Day
Labor Day	1st May
Commemoration of Atatürk and Youth and Sports Day	19th May
Victory	30th August

ISTANBUL



Istanbul which has served as the capital city of various empires in its history is the most crowded city of Turkey and Europe.

With its population of around 13 million, Istanbul is the third most crowded city in the world following Bombay and Mexico. Istanbul holds the 34th rank in the world with its annual production of 133 billion dollar. It is the cultural and financial center of Turkey. It extends along the coast of the Sea of Marmara and the Bosphorus Strait in the northwest of Turkey and encompasses the Golden Horn. The European side of Istanbul is called Thrace and the Asian side is called Anatolia. Istanbul is the only metropolis in the world that is situated on two continents. The city has 39 districts together with the new districts and 40 municipalities in total including the metropolitan municipality.

Being one of the oldest cities of the world, Istanbul was the capital city of Roman Empire between 330 and 395, East Roman Empire between 395-1204 and 1261-1453, Latin Empire between 1204 and 1261 and finally Ottoman Empire between 1454 and 1922.

► *Some Special Places of Istanbul*

Sultanahmet-Old City

Essentially Constantinople of Roman, Byzantine, and much of the Ottoman period, this is where most of the famous historical sights of Istanbul are located.

Galata

Housing many of the nightlife venues of the city, this district which includes **Beyoğlu**, **Istiklal Street**, and **Taksim Square** has also its own share of sights and accommodation.

New City

Main business district of the city, also home to many modern shopping malls, and districts such as **Elmadag**, **Nişantaşı**, and **Etiler**.

Bosphorus

European bank of Bosphorus that is dotted by numerous palaces, parks, waterfront mansions, and bohemian neighborhoods.

Golden Horn

Banks of Golden Horn, the estuary that separates European Side into distinctive districts. **Eyüp** with an Ottoman ambience is located here.

Princes' Islands

An excellent getaway from the city, made up of an archipelago of nine car-free islands some of them small, some of them big—with splendid wooden mansions, verdant pine forests and nice views—both on the islands themselves, and also on the way there.

Asian Side

Eastern half of Istanbul, with lovely neighborhoods at the Marmara and Bosphorus coasts.

Western Suburbs

Western chunk of the European Side.

► Highlights



With its long history at the center of empires, Istanbul offers a wealth of historic and religious places to take in. The bulk of these ancient monuments, dating back to Roman, Byzantine, and Ottoman periods, including the Hagia Sophia, Topkapı Palace, Sultanahmet Mosque (Blue Mosque), and Basilica Cistern are located around Sultanahmet Square, while some others are dispersed throughout the peninsula of old city, such as Church of St Savior in Chora (*Kariye Müzesi*), entire inside of which is covered by mindblowing frescoes and mosaics. An impressive section of the mostly intact Theodosian walls, which mark the full length of western boundary of the peninsula, is right next to this particular church.



Heading west rather than north from the old city brings you deeper into the banks of the Golden Horn estuary. A neighbourhood perhaps well worth a visit here is Eyüp, to visit city's holiest Islamic shrine and just to see what daily life in Ottoman Istanbul was like. On the opposite shores of the Horn, in Sütlüce is the Miniaturk, the first miniature park in the city, with models from around the former Ottoman Empire.

North of Taksim Square is New Istanbul, main business district of the city. If venturing out to this direction, don't forget to check out Military Museum, where Ottoman military music concerts (*Mehter*) are held every afternoon. Most of the skyscrapers of the city are located in the north of this district,



around Levent and Maslak, with a totally different skyline from that of the old city. However southern reaches of the very same district has some fine neo-classical and Art Nouveau buildings from the turn of the 20th century, around the neighbourhoods of Osmanbey, Kurtuluş, and Nişantaşı. Just east from here, with a little drop in elevation as you approach the shore, is the banks of Bosphorus, that is lined by pleasant neighbourhoods full of waterfront mansions (*yali*) and a number of waterside palaces where where you can admire what money could buy in times gone by.

Across the Bosphorus to east is Asian Side, centred around the historical districts of Kadıköy and Üsküdar, and perhaps best symbolized by Maiden's Tower, located at about the halfway between these districts, on an islet just off the shore. Bosphorus and Marmara coasts of this half of the city is characterized by quite picturesque neighbourhoods, overlooked by **Çamlıca Hill**, one of the highest hills of the city which has a view of much of the rest of the city as well, with a cafe and a pleasant park on its summit. Southeast of the city, off the southern coast of Asian Side are the Princes' Islands, an archipelago of nine car-free islands, characterized by stunning wooden mansions and pine groves.



SMALL DICTIONARY

Yes: Evet

No: Hayır

OK: Tamam

Please: Lütfen

Thank you: teşekkür ederim

You are welcome: Rica ederim

Hello: Merhaba!

Goodbye: Hoşçakal

Good morning: Günaydın

Good afternoon: İyi akşamlar

Good night: İyi geceler

Good: İyi

Bad: Kötü

Hard: Zor

Bus: Otobüs

Water: Su

Food: Yiyecek

Time: Zaman

This Guide is prepared by **Duygu Hekim** and **Cihan Kiy** who are the student assistances of International Office.



MARMARA UNIVERSITY
INTERNATIONAL OFFICE



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