KOÇ
ÜNİVERSİTESİ
OFFICE OF
INTERNATIONAL
PROGRAMS

Frequently Asked Questions

by INCOMING EXCHANGE STUDENTS TO KOÇ UNIVERSITY (KU)

for Studies

Table of Contents

Before Your Exchange
Who Can Apply?

1

Can I apply for an exchange semester at Koç University?

Students who are enrolled in a partner university of KU are able to apply for an exchange semester at KU. In this case, you will be waived from the tuition fee at KU. However, technically you cannot directly apply, you need to be selected and nominated by your home university during the nomination and application period. Please contact the Study Abroad / Exchange Programs Office of your home university for further instructions.

2

Can I apply for an exchange semester at KU if my university is not listed on your website as a partner institution?

If you are a student who would like to study at KU for a semester or an academic year but your home university is not a partner institution with KU, you need to go through our Registrar's and Student Affairs Directorate's Special Students (Tuition Paying Exchange Students) application process. Please see the details here.

Before Your Exchange
Exchange Programs

3

Under which exchange program can I apply to KU?

Erasmus+ Study Mobility: the European Study Mobility Program with funding from students' home university. KU has more than 130 partner universities in 20 European countries.

Global Exchange (GE) Study Mobility: the non-European Study Mobility program without funding. KU has more than 30 partner countries beyond Europe within the scope of GE.

Erasmus+ International Credit Mobility for Studies (ICM): the Credit Mobility Program with funding, beyond Europe, allowing mobility from other parts of the world.

Summer Exchange at KU: Summer exchange at KU offers a broad range of courses during the Summer semester.

Erasmus+ Internship Program: Erasmus interns are higher education students within the Erasmus+ Program Countries, who spend 2–12 months of their study program (or shortly after a program of study) as an intern at a company, organization or institution in another Erasmus+ Program country.

Erasmus+ International Credit Mobility for Traineeship: This program enables students to spend a placement (traineeship) period between 2 months to 12 months in an enterprise or organization in Istanbul, Turkey; public or private organizations active in the labor market. Students should work as an intern in a business enterprise or organization, which is directly related to their own educational field.

2

Before Your Exchange
Exchange Programs

4

I'm an Erasmus+ Worldwide (ICM) student, is there anything extra that I should do?

Erasmus+ ICM students need to meet some specific requirements and submit some Erasmus+ documents for their mobility to be recognized by the European Commission. For further information, please check our website's related page.

5

How many semesters can I spend at KU as an exchange student?

Most of our incoming exchange students spend one semester at KU. However, it is also possible for you to apply for the whole academic year or to extend your exchange period for one more semester if both your home university and our Office approve.

Before Your Exchange
About Exchange at KU

6

What can I study at KU?

Please check <u>here</u> to see the programs offered by our Colleges and Graduate Schools. Please also note that KU and your home institution might have a collaboration agreement for a specific academic area. Therefore, please check this information with the Study Abroad / Exchange Programs Office of your home university.

7

What is the medium of instruction at KU and are there enough courses in English for exchange students?

Medium of instruction at KU is English in all programs and study cycles (undergraduate, master and doctoral). So, there won't be a language barrier when you are selecting your courses at KU (Please note that there might be some Turkish courses in School of Law, such as Turkish Constitutional Law and in School of Nursing).

8

Are there any info sessions / webinars organized to learn more about KU?

When we have an open call for nominations and applications for inbound exchange students, we organize a few webinars for different time zones about KU and its services/facilities. We circulate the webinar announcement among our partner universities. So, you can check the webinar dates with your home university's Study Abroad / Exchange Programs Office.

4

Before Your Exchange
Nomination & Application Process

9

How can I apply?

Student applications take place on <u>KUAPP</u> once the nomination process has been completed. As soon as the nomination is completed on the online system, you are sent an automatic email with application link and log-in credentials. You are expected to fill out and submit your online application form by the end of the application period. It should be noted that applications close at 5:00 pm local time on the last day of the application period.

If you don't see the nomination confirmation and application instructions email in your Inbox, please check your Spam folder and Junkbox. And if it is not there either, please contact <u>incoming@ku.edu.tr</u>.

10

When can I apply?

Every year, KU receives nominations and applications at the same time and between the same dates.

<u>Fall/ Full Academic Year/ Spring</u>: April 1st – June 1st
<u>Spring (second call)</u>: September 1st – November 1st
<u>Summer</u>: February 1st – April 1st

Please kindly note that nominations end at 5:00 pm local time on the last day. In order to prevent any loss of data, nominations are accepted through the online portal only.

5

11

What are the requirements for application?

Incoming Exchange Students should complete at least one year of study (one semester of study for graduate students except CEMS students) at their home university.

Minimum overall GPA requirement is 2.20/4.00 for undergraduates and a 2.50/4.00 for graduate students. Applicants from the Netherlands are expected to have obtained a GPA that is equivalent to a 7 out of 10 in the Dutch education system.

At KU, the medium of instruction is English. Therefore, it's required to present a document that states your proficiency in English.

KU requires minimum B2 (CEFR) or TOEFL PBT 550; TOEFL CBT 213; TOEFL IBT 80 or IELTS 6.5. These exams must be taken within the last two years.

If you are a native English speaker, or have already been studying in an English speaking country, at a higher education program (USA, Canada, Australia, Singapore and UK, etc.) then you do not need to take those exams.

6

Before Your Exchange
Nomination & Application Process

12

What if my overall GPA is lower than the requirement?

If your home university indicates with a letter or email that you can do well in your courses at KU, we will consider your nomination and application.

13

What if my English level is lower than the requirement?

If your home university's English department or Study Abroad / Exchange Programs Office issues a letter stating that your English level is good enough to follow the English courses at KU, we will consider your nomination and application.

14

What if my English is good enough but I don't have a recent test result to prove that?

If your home university's English department or Study Abroad / Exchange Programs Office issues a letter stating that your English level is good enough to follow the English courses at KU, we will consider your nomination and application.

7

Before Your Exchange
Nomination & Application Process

15

Does it cost anything to apply for an exchange at KU?

Because you are a student coming from one of our partner universities, you are waived from the tuition fee at KU. However, all other expenses (accommodation, dining, transportation etc.) need to be covered by you.

16

What should I do if I cannot submit my application? (e.g. a technical difficulty)

Please contact incoming@ku.edu.tr explaining the problem you face and attach a screenshot of the problem.

17

My application status on KUAPP is "online registered" / "in the process" / "accepted". What does it mean?

"Online Registered" means you have been nominated or completed your pre-registration. You will see your application status as "In the Process" once you complete and submit the online application form. After the information and documents you submitted on the application form are checked, you will be "Accepted" or contacted to update your information/invalid documents before the deadline.

8

Before Your Exchange
Nomination & Application Process

18

After submitting my application, when will I hear from you?

Applications are checked once in a week or bi-weekly. You will hear from us in a few weeks maximum.

19

What happens if I decide to defer my exchange semester?

You should contact your home university's Study Abroad / Exchange Programs Office and kindly ask them to notify us about your decision.

20

What should I do if I decide to cancel my exchange semester permanently?

You should contact your home university's Study Abroad / Exchange Programs Office and kindly ask them to notify us about your decision.

9

Before Your Exchange
After Being Accepted

21

What is the next step after I am accepted? What should I do after the results are announced?

With the acceptance email, you will also receive some soft copy resources about the academic and social life at KU and in Istanbul, and how to navigate on KU's online tools. Please read those resources very carefully and contact incoming@ku.edu.tr for your inquiries.

22

Does OIP provide any services in terms of visa?

International Community Office (ICO) under OIP provides guidance to our incoming exchange students. You can check the related page on our website and ICO's website, and contact ico@ku.edu.tr with incoming@ku.edu.tr in Cc so that we are also notified and can assist you if needed.

23

Does OIP provide any services in terms of insurance?

International Community Office (ICO) under OIP provides guidance to our incoming exchange students. You can check the related page on our website and ICO's website, and contact ico@ku.edu.tr with incoming@ku.edu.tr in Cc so that we are also notified and can assist you if needed.

24

Does OIP provide any services in terms of residence permit?

International Community Office (ICO) under OIP provides guidance to our incoming exchange students. You can check the related page on our website and ICO's website, and contact ico@ku.edu.tr with incoming@ku.edu.tr in Cc so that we are also notified and can assist you if needed.

10

Before Your Exchange
After Being Accepted

25

Do you offer on-campus housing?

KU gives priority to incoming exchange students for on-campus housing.
KU dormitories have a capacity of nearly 2800 students. Incoming students are usually matched with local KU students to improve international students' adaptation culturally and in general. Student housing applications are processed by Dormitory Management: https://dorms.ku.edu.tr/en/

26

Do you provide any assistance with off-campus housing?

Unfortunately we are not able to assist students with off-campus housing. However, ICO has some recommendations here.

27

Are there any scholarship opportunities for incoming exchange students?

There are no scholarship opportunities from Koc University for incoming exchange students.

Before Your Exchange
After Being Accepted

28

Will there be any Introduction or Orientation Days before or in the beginning of semester?

Prior to every semester, we organize Orientation Days for incoming exchange students. Orientation Days are intended to welcome you to the university and give you all of the essential information needed to make the most out of your time during the exchange semester. You also have the chance to meet your mentors and other exchange students during the week. There are a number of social events running throughout the week to help you settle into life at Koc University and have an enjoyable experience as much as possible. Orientation starts one week before the classes begin.

29

Is there a pre-arrival support system at Koc University for incoming exchange students?

Besides the soft copy resources shared with you upon acceptance for an exchange semester and the Orientation Days, there is also a Mentorship Program at Koc University. Each incoming student is assigned to an Exchange Mentor (a Koç University student) who acts as a guide and resource person throughout the semester. Each mentor maintains weekly communication with her/his mentees. The mentors go through a rigorous selection, interview, and training process before being assigned a group of students. Mentors are reliable, hard-working individuals open to cultural exchange. They take their students' well-being into consideration at all times and are always ready to address their questions or concerns the whole mobility semester.

12

Before Your Exchange
After Being Accepted

30

Are there any documents I need to submit after I got accepted or before the semester starts?

You may be asked for some documents to bring along with you or send through email for residence permit application or for the dormitories. As the required documents are subject to change each semester, you will be informed later separately.

31

Who can sign my Erasmus+ documents?

Learning Agreements are expected to be signed by your program's Exchange Coordinator. Documents such as Certificate of Arrival, Certificate of Attendance and Certificate of Departure should be signed by OIP administration.

13

During Your Exchange
Academic Life & Courses

32

What is the academic system like at KU?

- Course load indicates how many credits you take per semester.
- 1 KU credit / unit is equal to 2 ECTS.
- Courses coded 100-499 indicate UNDERGRADUATE courses. Courses coded 500-699 indicate GRADUATE courses. Any course codes greater than 699 indicate DOCTORATE courses.
- The highest grade a student can get for an exam or a coursework is 4.00 / A, while 0.00 / F means that the student fails the course.

33

Is there a minimum course or credit load I must take during my exchange semester at KU?

KU students usually take 5 courses per semester (for an average of 15 KU credits that is equal to 30 ECTS). Although there is no requirement for Erasmus+ and Global Exchange students, at least 3 courses are recommended. It is up to your home institution to approve your course load. Erasmus+ ICM Students are required to take 15 KU Credits / 30 ECTS and complete minimum 10 KU Credits / 20 ECTS successfully per semester.
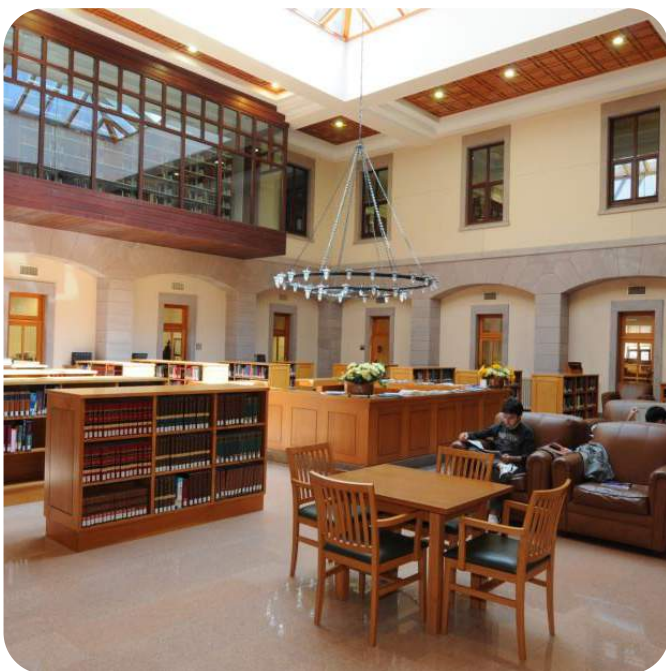
During Your Exchange
Academic Life & Courses

34

What courses are offered for incoming exchange students?

Each semester, we publish the courses offered for incoming exchange students on our _website_. However, please note that the courses announced are subject to change prior to the semester and some courses might have prerequisites. You can also visit _here_ to see the courses offered in previous semesters (Some courses listed on this link might not be open for exchange students).

35

Can I take courses out of my department / major?

Yes! If you would like to enroll in a course out of your department / major, you can do so, unless the course is specific to the students of that department. Moreover, if there are any prerequisites, you need to meet them or you can ask for the instructor's consent, as well.

36

How many courses can / should I take?

KU students usually take five courses per semester. If you wish to take a 6th course, you need to notify your mentor and OIP prior to course enrollment to make the arrangements.

During Your Exchange
Academic Life & Courses

37

As a graduate student, can I take undergraduate courses?

Yes! If you, as a graduate student and would like to enroll in an undergraduate course, you can do so. But do not forget to consult with your home university, as well.
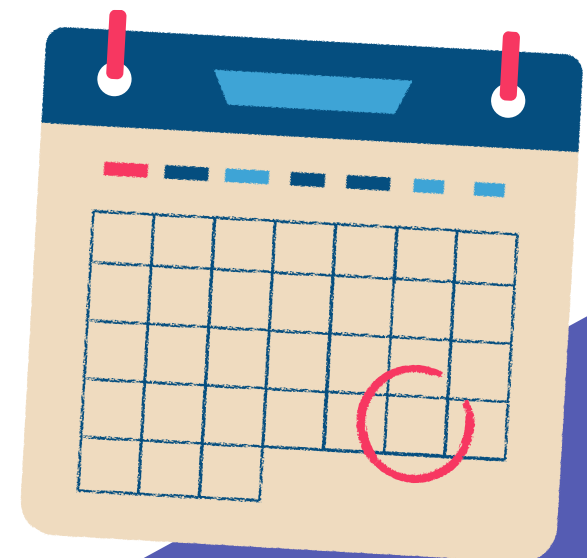
38

As an undergraduate student, can I take graduate courses?

Yes! If you, as an undergraduate student abd would like to enroll in a graduate course, you can do so, as long as you meet the prerequisites and the course instructor believes that the course is appropriate for you.

39

Where can I see the academic calendar?

You can find the academic calendar here.

During Your Exchange
Academic Life & Courses

40

What is the difference between course planning and course enrollment?

Course planning and course enrollment are two separate processes. You should plan your courses before the course enrollment. By doing that, you will be able to see if your courses overlap or if there are any prerequisites, etc. During the Orientation, there will be a separate session for course enrollment and you will be able to enroll into your planned courses. Throughout these procedures, your Mentors and Registrar's Office will assisst you.

41

When will I plan my courses?

After application period is over and applicants' documents are reviewed, KU accounts for accepted students will be created. You can start planning your courses via KUSIS prior to the semester, before the course registration. The exact dates for course planning are announced on the academic calendar each semester.

42

Can I change the courses that I plan prior to the semester?

Yes, you can make changes on your planned courses before course enrollment and during add/drop week. Moreover, you can withdraw from a course during the semester after the add/drop week; however, please note that if you withdraw from a course, you cannot enroll into another one in mid-semester and your transcript would be processed with the grade W for that course.

17

During Your Exchange
Academic Life & Courses

43

How do I get the syllabi/outlines for my courses?

After your KU account is created, you will be able to log in to KUSIS and see the course syllabi prior to the semester. You can watch our "how to" video to learn how to download the course syllabi from KUSIS.

44

When will I enroll into my planned courses?

Course enrollment is made during the Orientation Days with the help of the Registrar's Office and Mentor students. The exact dates are announced prior to the semester by OIP.

45

What is a prerequisite?

Some intermediate and advanced courses require an introductory study in the related subject. In such cases, the course instructor or your advisor will look for the proper prerequisites in your previous studies. Should you wish to take a class without the required prerequisites, you can talk to the instructor for their consent.

18

46

What is a consent?

If the course instructor requires each student to request consent, or if there are prerequisites to a course and you cannot directly enroll into the course, you might need "consent". You can see our "how to" video to learn how to request consent on KUSIS.

47

How long will it take for my course consent requests to be approved?

It usually takes 2–3 days for an instructor to approve a consent request. However, depending on the instructor's busyness, it might take a little longer. In case you are worried if your request will be approved or not, or if you cannot reach the instructor, you can email your Mentor or OIP to seek their help, as well.

48

What does being on a course waitlist mean?

A waitlist for a specific course is the list of students who signed up for the course and meet the course's requirements but cannot get in due to full course capacity. This can happen either because the class is completely full, or because the seats that are available are reserved for other student types that you are not qualified for (e.g. students of a specific major). On KUSIS, it will still show that you successfully enrolled into the course but you will be on the waitlist, and unless you get off the waitlist and get into the course, you will be automatically removed from the course after the add/drop period. In order to get off the waitlist, you can simply wait for other students to drop the course, which will allow those on the waitlist to get in one by one, If you do not wish to wait and have a good reason to enroll, then you can request consent from the instructor of that course from KUSIS.

19

During Your Exchange
Academic Life & Courses

49

Can I attend / audit a course without receiving any credit?

Audit courses are those courses that students attend just as a listener. Audit courses are considered as addition to normal course load and students do not earn credit from audit courses. If the student completes the audit course successfully, the course is indicated in the transcript with the "AU" grade. If the student fails to complete the audit course, the course is deleted from the transcript. To add an audit course, meeting time should fit your schedule. To add an audit course, you need to contact the instructor of the course and have them sign the Audit Add Form which you can obtain from the link below or from our office. You must return the signed form to our office within the Add/Drop period. For detailed information, please visit the website here.

50

Can I drop a course in the middle of the semester?

During the first week of courses, which is called "add/drop week" (exact dates are announced in the academic calendar), you can drop a course without any penalty.

During Your Exchange
Academic Life & Courses

51

What happens if I decide to withdraw from a course?

After the add/drop week, if you would like to withdraw from a course, you can do so, but do not forget that the withdrawal will be indicated on your transcript. The last day to withdraw from a course is announced on the academic calendar.

52

Is it possible to retake an exam if I fail a course?

Yes, if offered, you can retake an exam (resit exam) after failing a course.

21

During Your Exchange
Facilities & Services

53

What facilities can I benefit from?

i KOLT

KOLT (Koç University Office of Learning and Teaching) offers students the resources and guidance they need to develop self-efficacy and personal agency (that is, confidence in their ability to regulate and advance their own study process, to seek out resources to fill gaps in their own knowledge, and to improve and expand their skills through effort). The services offered for all students include: KOLT Tutoring Center, Conversation Circle Program, One-on-One Academic Consultations, Academic Skills Workshops, and Computer Proficiency Assessment Program (CPAP). If you would like to learn more about KOLT, you can visit their website or send an email to kolt@ku.edu.tr.

ii Career Development Center

As an exchange student, you can benefit from the Career Development Center at KU. Career Development Center helps students at all stages of their career planning and development. These services include: Personality/Interest Inventories and Career-Oriented Interpretation, General Career Advising, Planning for Masters and PhD Process, Review of Curriculum Vitae, Cover Letter and Statement of Purpose, Interview Preparation, and Walk-In Meetings for Quick Questions. For detailed information, you can visit their website or send an email to career@ku.edu.tr

During Your Exchange
Facilities & Services

iii KURES

As an exchange student, you can benefit from the Koc University Guidance and Psychological Services Center. KURES consists of Psychological Counseling Center and Guidance Center. You can consult the Psychological Counseling Center if you would like to receive psychological support or psychological counseling (e.g. anxiety, exam anxiety, difficulties adapting to university life, relationship difficulties, depression, anger management problems, self-esteem problems, alcohol and substance abuse, etc.). Besides, Guidance Center organizes seminars (e.g. effective communication, anger management, health nutrition, eating problems, stress management, and preventing sexual harassment, etc.) throughout the academic year in order to enhance academic and personal development of students, faculty and staff. For detailed information, you can visit their website or send an email to kures@ku.edu.tr

iv Suna Kıraç Library

As an exchange student, you can benefit from the library services at KU. During the orientation days, a library representative will give you information regarding how to use the library website and how to use databases. For detailed information, you can visit their website.

23

During Your Exchange
Facilities & Services

v   ## Academic Writing Center

The Writing Center provides graduate students with writing support – including feedback suggestions for improved writing and reading strategies, and editorial recommendations with Academic Writing Program instructors. The trained consultants offer either one-on-one or small-group consulting sessions to provide support through any stage of the writing process in order to help build on a writer's strengths and address any particular challenges in writing skills. For detailed information, you can visit their website or send an email to writingcenter@ku.edu.tr

vi   ## Campus Facilities

Located on the hills of Sariyer in the cosmopolitan and vibrant city of Istanbul, KU offers a full residential campus experience on its beautiful, green, 62-acre estate, achieving a striking balance between accessibility to central Istanbul and retreat from the distractions of city life. You, as an exchange student, can benefit from all campus facilities during your exchange. On the main campus, there is a multi-purpose gym with a seating capacity of 2,000, an open tennis court, a soccer field with artificial turf, and an ice rink. The gym has a 156 m running track that has a panoramic view of the court, squash and racquetball courts, aerobics and dance rooms, a fitness room, a cardio room, and a table tennis section. For social and cultural activities, you can follow the events (e.g. concerts, plays, movie screenings, etc.) organized by the Sevgi Gönül Cultural Center. Moreover, KU offers its students and staff healthy, hygienic, and high-quality dining options in a comfortable and spacious atmosphere. Cafes and dining halls at KU campus offer a variety of food selections for different tastes as well as numerous vending machines at the dormitories and faculty halls serving hot and cold beverages and snacks 24/7.

54

If I have difficulty in adapting to my life at KU (unfamiliar academic system, culture shock etc.), is there a specialist I can talk to?

It is definitely normal if you have difficulties in adapting to a new academic system, new culture, etc. If you would like to talk to someone, you can make an appointment with KURES via kures@ku.edu.tr. For details, please see the question 53.iii.

Moreover, KUPTEM is a comprehensive mental health center that provides various clinical services including individual psychotherapy, group psychotherapy, psychiatric consultation and treatment in partnership with Koç University Hospital and Amerikan Hospital. KUPTEM is committed to delivering culturally competent services that are responsive to the needs, strengths, and identities of Koç University's diverse community of students. For more information, you can visit KUPTEM's website.

During Your Exchange
Facilities & Services

55

I need to see a doctor. What should I do?

Koç University Health Center provides service in a two-storey building located in the dormitory area of the University campus. All medical staff working in the Health Center are experts and experienced people who have the knowledge and skills to meet the health needs of the population on campus.

On the ground floor of the Main Campus Health Center, the Polyclinic Room where patients are provided with outpatient services, the Emergency Intervention Room where the first aid is given to patients in emergency situations (trauma, fall, myocardial infarction, etc.) There is a Laboratory that has the capability of performing all examinations and analyzes that can be done in its units and centers that provide primary healthcare services.

According to the results of the physical examinations and examinations made to the patients applying to the Health Center, a prescription can be arranged by the physician when necessary, their treatment can be started at the Health Center, and if deemed necessary, it can be referred to another health institution by ambulance for further examination and treatment.

You, as an exchange student, can benefit from all these services free of charge. If you are on campus and need to see a doctor, you can visit the Health Center. For further information, you can visit their website.

During Your Exchange
Facilities & Services

56

Can I join a student club?

There are more than 80 student clubs at KU that you can join. Visiting this website, you can download the list of all active student clubs, see their email addresses and social media accounts. Moreover, with the same link, you can also watch teaser videos prepared by student clubs. You can also get in touch with <ins>International Student Club</ins> to meet other international students at KU.

57

Do you accept students with special needs as exchange students?

Yes, we accept students with special needs. If you need any accessibility arrangements, you should inform OIP so that we can help you better before your semester starts at KU.

58

Are there any facilities or services that might guide students with special needs with life at KU?

The Office of Disability Services supports the students with a disability both to benefit from campus and dorms and to improve themselves personally and academically as much equally as other students. It takes the necessary arrangements of construction in the campus made to help them become accessible to students with disabilities. This office gets electronic written and audio sources produced to ease these students to get the information necessary for their personal and academic improvement. For more information, you can visit their <ins>website</ins> or contact them at NKARAHALIL@ku.edu.tr.

27

During Your Exchange
Useful Documents & Contacts

59

What might be the useful contact information for an incoming student?

Some useful links and contacts can be found below:
Find Your Way on KUSIS: "How To" Videos
Office of International Programs Website
Contact for incoming exchange students: incoming@ku.edu.tr
Registrar's Office (technical support for KUSIS): registrar@ku.edu.tr
IT (technical support with your KU email account): it@ku.edu.tr
Academic Calendar (day by day)
Frequently Asked Questions on KUSIS and Academic Procedures
KURES (Koç University Guidance and Psychological Services Centre)
KOLT (Koç University Office of Learning and Teaching)
Career Development Center

60

Is there a guide / booklet that might be helpful for me?

You can find our Exchange Semester at KU Guide helpful to learn more about KU, life at KU, facilities and services on campus, and cross-cultural opportunities. Moreover, you can visit our website to learn more about academic life, Erasmus+ paperwork, dorms, etc.

28

61

Who should I contact in case of an emergency?

An emergency is any circumstance that poses a genuine risk to, or that has already disturbed the safety and well-being of program participants. Emergencies will include, though not be confined to, the following types of events and incidents: criminal assault, sexual assault, serious illness, injury, arrest, natural disasters, etc. You can see KU Emergency Plan Protocol here. Moreover, you can see the emergency numbers on our website.

62

Who is an academic advisor?

Each exchange student is assigned to an academic advisor whose name can be found on the student's KUSIS profile. Academic Advisors are there to assist you with course issues and to provide academic support. Academic Advisors can also serve as liaisons between students and faculty members or present academic opportunities on campus such as research positions and special programs / projects. In case you need to meet with your academic advisor or an academic member of staff, you need to check their online office hours, which are listed on the syllabus of the courses. You can email them to arrange an appointment.

29

63

How do I learn my KU e-mail and password?

After application period is over and applicants' documents are reviewed, KU accounts for accepted students will be created. You will use the same KU email and password to access all services on campus and online (KUSIS, Blackboard, Library, etc.). Your account information will be emailed to you by OIP. Therefore you should check your emails regularly.

64

I cannot use my KU e-mail. What should I do?

If you have problems accessing your emails after your accounts are created, you can send an email to IT via it@ku.edu.tr and put incoming@ku.edu.tr in Cc so that we can be informed about the problem.

65

What can I do on KUSIS?

During the semester at KU, you will use Koc University Student Information System (KUSIS) regularly. You will plan your courses, enroll in your planned courses, see course outlines and syllabi, request instructors' consent, fill petitions, locate classrooms, view your exam schedule and grades, and request student verification document. You should check our "how to" videos to learn more about these procedures.

66

How do I log in to KUSIS?

You can log in to KUSIS using your KU username and password.

67

I cannot log in to KUSIS. What should I do?

If you cannot log in to KUSIS because of a problem with your KU email account, you should contact IT via it@ku.edu.tr and put incoming@ku.edu.tr in Cc. If your problem is related to KUSIS itself, rather than your account, you can send an email to kusis@ku.edu.tr and put incoming@ku.edu.tr

31

KU E-mail & Online Tools

68

What can I do on Panopto?

You will use Panopto to access course content and watch course recordings.

70

I cannot log in to Panopto. What should I do?

If you cannot log in to Panopto because of a problem with your KU email account, you should contact IT via it@ku.edu.tr and put incoming@ku.edu.tr in Cc.

69

How do I log in to Panopto?

You can log in to Panopto using your username and password.

KOÇ ÜNIVERSITESI | Powered by Panopto

Sign in to Panopto

| Panopto ▼ |

| Username |

| Password |

☐ Keep me signed in

Sign in

Forgot your password?

We use cookies to remember your preferences and measure how our site is used. By continuing to browse this site, you are agreeing to our use of cookies. Learn more

32

71

What can I do on Blackboard?

During your semester at KU, you will use Blackboard to view and download the documents shared by the instructor, upload your assignments, take tests, view your grades and the instructor comments on your submissions, post comments at the discussion board, and view announcements.

72

How do I log in to Blackboard?

You can log in to Blackboard using your KU username and password.

73

I cannot log in to Panopto. What should I do?

If you cannot log in to Panopto because of a problem with your KU email account, you should contact IT via it@ku.edu.tr and put incoming@ku.edu.tr in Cc.

33

Mentorship

74

Who is a mentor?

Each incoming student is assigned to an Exchange Mentor (a full-degree seeking Koç University student) who acts as a guide and resource person throughout the semester. Each mentor is responsible for approximately five students and maintains weekly communication with each of them. The mentors go through a rigorous selection, interview, and training process before being assigned a group of students. Mentors are reliable, hard-working individuals open to cultural exchange. They take their students' well-being into consideration at all times and are always ready to address their questions or concerns the whole mobility semester.

75

What are the things that I can ask for my mentor's help?

Your mentor can help and guide you with any academic issues you may have and also with your social / cultural adaptation to KU, Istanbul or Turkey. However, you should keep in mind that your mentor cannot help you with your personal issues or cannot contact instructors or departments at KU on behalf of you.

34

76

Will there be any social / cultural activities during the semester organized by Mentors?

Yes! Whether the semester is physical or virtual, throughout the semester, mentors organize several social / cultural activities to enhance your adjustment to KU and to get to know new people. These activities might include campus tour, face-to-face meetings on campus, trips in Istanbul and in Turkey while the semester is physical; and online workshops, games and activities while the semester is virtual. Moreover, during the semester, some workshops and events that will help you enhance your CV will be organized, as well.
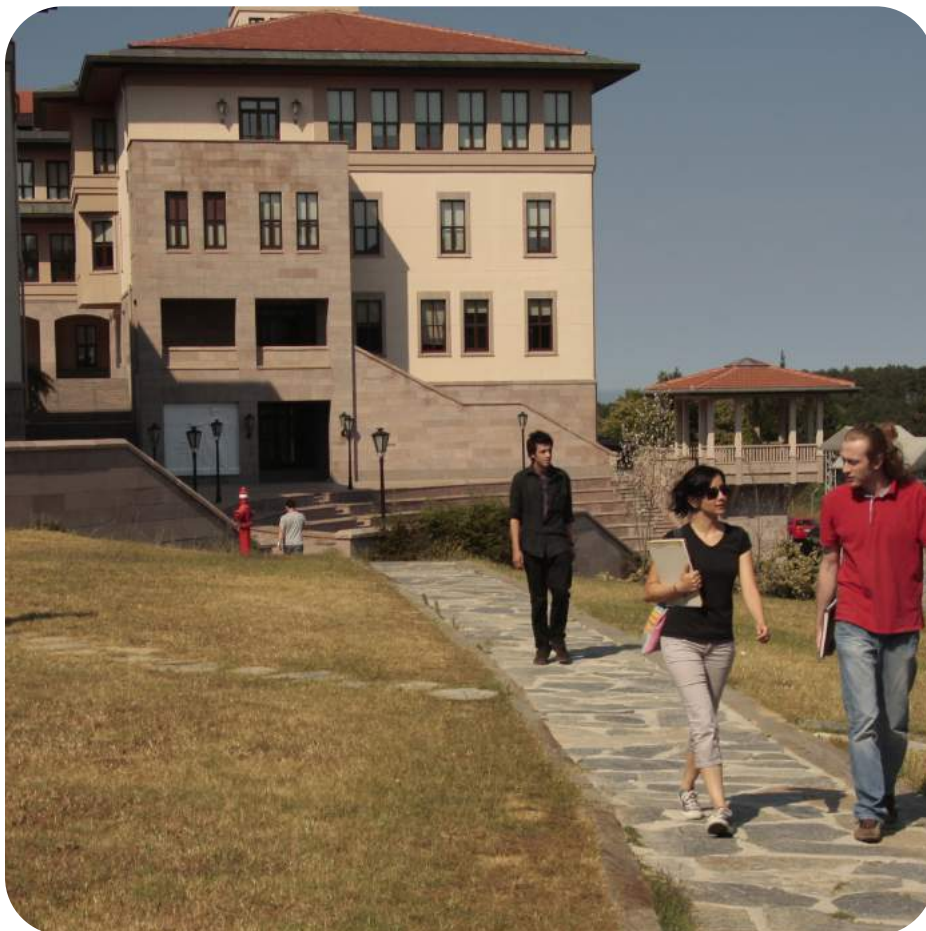
77

Are there any documents I need to submit during the semester?

If you are an Erasmus+ ICM (non-European Erasmus) student, you will need to submit Learning Agreement - During Mobility part.

If you are an Erasmus+ student (from a European university), we do not need any documents from you during the semester. However, you should also consult with your home university to make sure about their requirements.

Back to top

During Your Exchange
Travelling / Living in İstanbul

78

How can I budget for my semester abroad?

Istanbul, especially compared to other European countries, is very affordable. Estimated student budget per month, as reported by KU students, can be planned for: Food (approximately 15 TL per meal) 1350 TL, Accommodation 1500-2100 TL, Books and course materials 500 TL, Phone/internet 70 TL, Local travel (including taxi fees and monthly student travel card) 200 TL, Personal care/hygiene products 80 TL, and Leisure 500 TL. You can estimate your monthly budget as 4200 to 4800 TL. However, you should also keep in mind that monthly expenses may change depending on the person and currency exchange rate.

79

How can I get to KU from the airport?

You can visit ICO's <u>website</u> to learn more about how to get to KU main campus from Istanbul Airport and Sabiha Gökçen Airport using many options such as taxi, public buses, and shuttles.

80

How do I get to the city center from KU? How long does it take?

There are minibuses that take off from the university, going to Sarıyer. From Sarıyer you can take other buses or minibuses to various locations in the city center or to the Hacıosman metro station which is a very easy way of transportation.

81

What if I want to get a job in İstanbul while I'm on exchange?

Unfortunately, international students are not allowed to be employed in Turkey because they don't hold a work permit.

82

What if I want to get an internship in İstanbul while I'm on exchange?

Unfortunately, you cannot work as an incoming exchange student with short-term residence permit. After your exchange semester, you will need to have your workplace to apply for a work permit for you. As the Office of International Programs, we are not authorized to help you with the work permit applications during or after your exchange semester at KU.

83

Should I learn some Turkish? If yes, how can I do that?

In order to make the best use of your time during your exchange semester and experience the culture, having basic Turkish skills plays an important role. You can learn the culture deeper, communicate with locals and create your own network easier. On our International Community Office's website, you can find several platforms where you can learn and practice Turkish (e.g. elective courses on Turkish offered by KU, conversation circles organized by departments and units at KU, off campus Turkish courses, and a simple Turkish sentences guide).

38

After Your Exchange

84

What should I do before my exchange semester ends?

You should;
- fill in the check-out form if you stay in the dorms
- return the books you borrowed from the Library
- fill out and submit our End of Semester Survey
- drop by our Office to say "Good Bye" :)

85

Will OIP send my official transcript to me / my home university?

Soft copy of your transcript will be sent to your home university with you in Cc once all your grades are announced on KUSIS. If you need a hard copy, you can contact us through incoming@ku.edu.tr.

86

What my courses and credits will look like on the transcript?

On your transcript, you will be able to see your letter grades, earned credits in KU system, earned credit in ECTS for each course, and end of semester GPA. Audit courses and Withdrawn courses will be seen on your transcript with letters "AU" and "W" respectively, as well.

39

After Your Exchange

87

Can I transfer the courses and credits I earn at KU?

It is up to your home university to recognize the courses and credits you take during your exchange semester. Therefore, we strongly recommend you to keep in touch with your home university before finalizing your course enrollment at KU and get their approval in the beginning of the semester. This way you can make sure beforehand that your courses and credits will be recognized and transferred when you are back at your home university.

88

Are there any documents I need to submit before the semester ends or before I leave Turkey?

It is subject to change depending on KU administration and Migration Management Office (as there may be additional document requests due to the changes in procedures or regulations). You will be informed by our Office or the authorities if necessary.

40

After Your Exchange

89

How can I stay for an additional semester if I want to extend my exchange program?

If you wish to extend your stay at KU, first you should contact your home university's Study Abroad / Exchange Programs Office and get their approval. After that, they should contact us about your extension request through incoming@ku.edu.tr. We will reply to that message at our earliest convenience.

90

I've completed my exchange program at KU a few years ago. Can I request my transcript again? How?

Previous KU exchange students will be able to access their KUSIS accounts until 5 years after their exchange semester. You can request your KU transcript from KUSIS.

KOÇ ÜNİVERSİTESİ
OFFICE OF INTERNATIONAL PROGRAMS

Exchange Programs and Partnerships
Incoming Mobility Programs
incoming@ku.edu.tr

Ms. Arzu Dalyan
adalyan@ku.edu.tr
Tel: (+90) 212 338 1802

Ms. Özge Gökten Bayrak
obayrak@ku.edu.tr
Tel: (+90) 212 338 1124

International Exchange
Programs and Partnerships
Team Leader

Ms. Rena Polat Korkmaz
rpolat@ku.edu.tr
Tel: (+90) 212 338 1657

Office of International Programs
Director

Ms. Burcu Sarsılmaz
bsarsilmaz@ku.edu.tr
Tel: (+90) 212 338 1123