

→ WELCOME

KOÇ UNIVERSITY
OFFICE OF INTERNATIONAL PROGRAMS

ERASMUS+ STAFF TRAINING / TEACHING MOBILITY INCOMING GUIDE

KOÇ UNIVERSITY, RUMELIFENERİ CAMPUS,
İSTANBUL/ TÜRKİYE



Erasmus+



KOÇ
ÜNİVERSİTESİ



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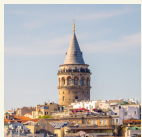
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Brief Introduction to KOÇ UNIVERSITY



Koç University was founded in 1993 as a non-profit private university in Istanbul, Türkiye. Its beautiful campus sprawls over a sixty-two acre estate that succeeds in balancing accessibility to all of Istanbul with a retreat from the distractions of city life.

Koç University is supported by the resources of the internationally renowned Vehbi Koç Foundation. In 2009, 22 Carnegie organizations -including the esteemed foreign-policy think tank, Carnegie Endowment for International Peace- collectively awarded the Koç Family the "Carnegie Medal of Philanthropy." Universally acknowledged as the most prestigious recognition of philanthropic excellence in the world, the Medal is considered equivalent to the Nobel Prize for Philanthropy.

Purpose

As Vehbi Koç expressed in the first lecture of Koç University on October 4, 1993, "The purpose of Koç University is to raise extraordinary young people. As the number of such young people is sufficient and they succeed in reaching the leadership positions that they deserve; the future of our country shall be guaranteed... As the number of qualified individuals we educate increases, we will have the ability to serve our country better."

In the twenty five years since its establishment, Koç University has become one of the leading universities in Türkiye, distinguished by notable contributions to the elevation of education, knowledge and service both domestically and beyond. With Colleges of Social Sciences and Humanities, Administrative Sciences and Economics, Science, Engineering, Law, Nursing and Medicine, Koç University offers 22 undergraduate, 29 graduate and 30 PhD programs.

Mission

To cultivate Türkiye's most competent graduates, well-rounded adults who are internationally qualified; who can think creatively, independently and objectively; and who are confident leaders.



Founder

Vehbi Koç

VEHBI KOÇ

"I herewith endow this foundation so that my past and present philanthropy may continue to be of service to the Turkish nation after I have passed away."

January 17, 1969, Vehbi Koç

The late Vehbi Koç was not only one of Türkiye's most successful businessmen but also a true philanthropist who believed that everyone had a personal responsibility to contribute to the solution of social problems.

Vehbi Koç felt genuine concern for the poor and extended them a helping hand, right from the beginning of his working life. His philanthropy grew with the years, and he began to donate greater and greater funds toward the construction of social facilities.

He firmly believed that education was crucial to the country's development and considered it to be a humanitarian and patriotic duty to help educate the young. With this belief in mind, he initiated the construction of several schools, libraries, and student dormitories.

Another area to which Vehbi Koç attached great importance was healthcare. He rightly believed that the subject of health was of fundamental significance and therefore donated funds and facilities in order to help improve healthcare.

As his philanthropic projects became more and more prolific, he felt the need to institutionalize them to ensure that they would continue beyond his lifetime. The Vehbi Koç Foundation was one of his life's greatest projects. Formed in 1969, the Foundation still continues to grow and expand today on the sound material foundations that were laid by him.

MEET THE OIP TEAM



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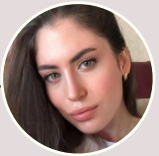
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EXCHANGE PROGRAMS & PARTNERSHIPS

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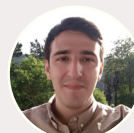
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INTERNATIONAL PROJECTS & EDUCATION PROGRAMS

LEARN MORE ABOUT THE CAMPUS AND ITS NEIGHBORHOOD

Koç University is located in mid-Northwestern Istanbul, in the Sarıyer district on the European Side. The university looks over the Black Sea in the north and the Marmara in the southeast. Visit [KU's contact web page](#) for a closer look at the university location, transportation options, and address info.

Below, you can find helpful resources for you to check out before your arrival. You can simply click on them.

[Main Campus Plan Map](#)

[Koç University Promo Video](#)

[Koç University Newcomers' Guide](#)

[Vocalized Visual Campus Introduction- PPT Show](#)
Make sure you enable external content

[Vocalized Sarıyer District Presentation- PPT Show](#)
Make sure you enable external content

[Koç University Campuses](#)

[Visiting Koç University](#)



Erasmus+

IMPORTANT INFORMATION FOR ERASMUS+ WORLDWIDE (ICM) PARTICIPANTS

IMPORTANT

ERASMUS+ WORLDWIDE (ICM) PROGRAM RULES FOR TRAINING MOBILITY

As per the Erasmus+ Worldwide Staff Mobility program rules, each mobility is **required** to last minimum 5 workdays and the participants need to join training/job-shadowing activities **each day**.

Detailed training plan for the mobility must be indicated on the Mobility/Training Agreement.

ERASMUS+ WORLDWIDE GRANT AMOUNT

Within the scope of this program, the participants receive 140,00 EUR grant per activity day as individual support and travel grant for the round-trip. Travel grant is calculated based on the distance between your home country and the host country by the European Commission.

Important: If the dates are appropriate* participants can receive additional 140,00 EUR for one travel day. Please note that due to the budget-wise restrictions, each participant can receive a maximum 6-day-grant in total including the travel day, even if both travel dates are applicable for additional-day grant.

*To receive the travel day grant your flight should either arrive to Istanbul one day before the start of the mobility, **or** your departure flight should be leaving one day after the last day of the mobility.

We kindly ask Erasmus+ Worldwide participants to submit us a copy of the flight tickets through incoming@ku.edu.tr to confirm the travel dates.

GRANT PAYMENT PROCEDURE

Erasmus+ ICM grant payment is made during the mobility in cash at the **Yapi Kredi Bank** on campus. The participants need to have their original passport with them to be able to withdraw the grant.

If participants fail to complete After-Mobility Documents mentioned above, grant refund shall apply.

For your grant to be paid, you will need a Tax ID, obtained with the help of Incoming staff members. Kindly note that for some participants, this Tax ID must be obtained from Sarıyer Tax Office in person.

AFTER-MOBILITY DOCUMENTS:

- European Commission online mobility survey: The link will be sent to you via e-mail by the European Commission after your mobility. If you don't find it in your Inbox, please check your Junk e-mail, as well.
- **Copy of Passport Pages:** Stamped pages on your passport showing your entry date to Türkiye for the exchange program and your departure date from Türkiye after the mobility is over.

TRAVEL AND ACCOMODATION ARRANGEMENTS

Each participant is expected to make her/his own travel and accomodation arrangements.

DOCUMENTS TO BE SENT TO KOÇ UNIVERSITY

- Mobility Agreement
- Home University Confirmation (will be provided by the home university)

If you need further assistance with the application or program rules, please let us know.

incoming@ku.edu.tr
partner@ku.edu.tr



ENTRY TO TÜRKİYE



Depending on nationality and bi-national agreements, there is more than one entry option available. These are:

- Consular visa
- E-visa
- Visa on arrival
- Passport
- National ID

If you are eligible by your citizenship to obtain a tourist visa or to use your passports or national ID to enter Türkiye as a tourist, we recommend this option.

STEPS TO DETERMINE VISA ELIGIBILITY

STEP 1: Visit

<https://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>.

This is the official website of the Turkish Ministry of Foreign Affairs. Find your country in the A-Z list for visa information.

STEP 2: Understand the visa/ passport terminology. *Ordinary* is equivalent to *touristic*; *official* refers to *service* or *diplomatic*. If a visa is necessary, you **MUST** look at the rules associated with the ordinary (regular) passport unless you hold diplomatic passports.

STEP 3: Please go to your country of citizenship on the list and follow the given instructions.

E-VISA

International students and non-students can also enter Türkiye with an e-Visa. An e-Visa is a tourist visa that anyone can use to enter Türkiye and does not require an in-person visa application at a consulate. The e-Visa module also provides information about whether someone is exempt from a tourist visa and if they can enter Türkiye with a valid passport. Nationals of some countries can travel to Türkiye with a valid passport.

We recommend that you use the [e-Visa module](#) to check the visa requirements for Türkiye.

FOR MORE DETAILS

Please visit the website of the Office of International Community Services: <https://ico.ku.edu.tr>

TRANSPORTATION

Istanbul has one of the best public transportation networks in the world. There are several options to reach any location in 24 hours, and a taxi is a convenient option compared to large metropolitans in the world and other cities in Türkiye.

To ride all modes of public transportation (except dolmuş/ minibus) you will need an [İstanbulkart](#)- refill transportation card. You can obtain a regular İstanbulkart from the refill machines (Biletmatik) located around the city and airports or newsstands with "İstanbulkart Bayii" or "İstanbulkart Dolum Merkezi" signs. Make sure that your İstanbulkart has enough credit.

Please kindly note that when you arrive to the main gate at Koç University, your taxi will be stopped and they will ask you to leave your ID to the Security Office. You may pick it up on your way out.

TRANSPORTATION FROM/TO AIRPORTS

Direct transportation to campus:

<https://ico.ku.edu.tr/resources/arriving-on-campus/>

Istanbul Airport:

<https://www.istairport.com/en/passenger/transport/airport-transfers>

Sabiha Gökçen Airport:

<https://www.sabihagokcen.aero/homepage>

Istanbul Rail Systems Map:

<https://www.metro.istanbul/en/YolcuHizmetleri/AgHaritalari>

TOP MOBILE APPS FOR MASS TRANSIT IN ISTANBUL



Closest Metro Line to Main Campus: M2 Green Line Yenikapi – Haciosman. The airport shuttle **drops passengers off here. We will provide shuttles from the Haciosman metro to KU main campus and return during the week from Haciosman.**

Connecting Bus Line for the Campus: 154

Use Trafi on your mobile device to plan your trip throughout the week.

TAXI

Yellow taxi vehicles (Taksi in Turkish) are widely used in Istanbul. You can call up a taxi by phone, via a mobile app, or flag one on the street 24/7.

Regular Taxi Fare Calculator: taksiyle.com

MOBILE TAXI APPS (PAY ONLINE OR CASH)

www.bitaksi.com

www.itaksi.com

HOW TO OBTAIN ISTANBULKART

You can buy your İstanbulkart from one of the ticket machines so-called Biletmatik on the -2nd (minus second) floor of Istanbul Airport (it's also called the public transportation arrival floor).

You can also buy it from the ticket offices of Havaist Airport Shuttle Bus Station, located on the same floor.



SABIHA GÖKÇEN AIRPORT:

You can find an İstanbulkart in the small kiosk across the street from the exit of the arrival terminal. You can also buy it from İETT's (Istanbul Electric Tramway and Tunnel Establishments) Supervision booth at the public bus station after you go out of the terminal.

You may use your MasterCard credit card to pay for transportation on some vehicles.

ACCOMMODATION

We would like to advise you to search for accommodation close to Koç University or the metro line M2. The terminus of M2 Haciosman is very convenient in order to commute to and from KU's main campus.

Districts where the M2 is running and that are within up to 30 min reach via metro are Haciosman, Maslak, 4. Levent / Levent, Sisli / Mecidiyeköy, Osmanbey, Taksim and Sishane.

Each participant is expected to make their own travel and accomodation arrangements.

The open address of our Campus is as follows:

Koç Üniversitesi, Rumelifeneri Yolu, 34450 Sarıyer, İstanbul

You may check the nearby hotels if you wish to stay close to the campus or any hotel close to the M2 metro line is a suitable choice with easy transportation.

Below, you may see some of the hotels our previous participants accommodated.

Please kindly note that we don't have any partnerships with the hotels mentioned below.

[Divan İstanbul City, Gayrettepe](#)

[Radisson Hotel, Vadistanbul](#)

[Hilton Maslak](#)

[Hyatt Centric Levent Istanbul](#)

[Fuat Paşa Yalısı](#)

[Kilya Otel, Kilyos,](#)

NEED MORE DETAILS?

Please visit the website of the Office of International Community Services:

<https://ico.ku.edu.tr/resources/housing/>

There, you can find their Off-Campus Accommodation Suggestions.



THE TOWN AND ITS REGION

Istanbul is in northwestern Türkiye in the Marmara Region. It is the largest metropolitan in Türkiye with the largest population (approx. 16 million) and 39 districts. The city is divided into two sides, the European side in the West and the Asian/Anatolian side in the East. The watercourse that divides the city is the Bosphorus. As a seaport, it is both the closest Asian city to Europe and the European city to Asia ([Istanbul.com](https://istanbul.com)). Istanbul has been one of the most important cities in world history and continues to be today. [Istanbul Metropolitan Municipality \(IMM\)](https://istanbulmetropolitanmunicipality.gov.tr) provides a detailed overview of the city's history, arts & culture, population, security, and current events on their Instagram account ([municipalityist](https://www.instagram.com/istanbulmunicipality)). [The website of IMM's Tourism Directorate \(https://visit.istanbul/en/\)](https://visit.istanbul/en/) can be a good starting point to familiarize yourself with this magical place.

Koç University is located in mid-Northwestern Istanbul, in the Sarıyer district on the European Side. The university looks over the Black Sea in the north and the Marmara in the southeast. Visit [KU's contact web page](https://www.ku.edu.tr/en/contact) for a closer look at the university location, transportation options, and address info. You can also explore the [main campus \(Rumelifeneri\)](https://www.ku.edu.tr/en/main-campus) and the [Sarıyer District](https://www.ku.edu.tr/en/sariyer-district) through vocalized presentations created by KU's International Community Services Office on their [website \(https://ico.ku.edu.tr/\)](https://ico.ku.edu.tr/).

WHAT TO DO IN AND AROUND ISTANBUL? LEISURE AND RECREATIONAL ACTIVITIES

As a cosmopolite metropolis, Istanbul is a hub for numerous activities and perspectives due to its charming atmosphere. From museums to religious places, shopping malls to parks, palaces to beaches, the city offers countless options.

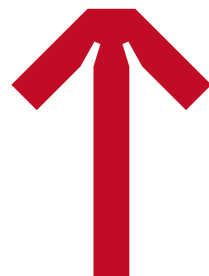
Istanbul hosts more than 80 museums ranging from archaeological, history museums to modern and fine art museums, 311 parks, 81 beaches, and 147 shopping malls. One can explore the Prince's Islands and enjoy the sunset in the Bosphorus on the way back to the center. The city also hosts a wide range of festivals, concerts, and fairs. In other words, there is always something to delight in Istanbul.

The [Tourism Directorate of Istanbul Metropolitan Municipality \(IMM\) \(https://visit.istanbul/en/\)](https://visit.istanbul/en/) is a great resource to learn more about alternatives.

Life in

İSTANBUL TÜRKİYE

&



CHECKLIST



MAKE SURE THAT YOU HAVE TURKISH LIRA AS YOU EXIT THE AIRPORT



You can use the ATMs at the airport to withdraw Turkish Lira. Do not forget that you will need cash to purchase and top up Istanbulkart at the airport.
Symbol: ₺



MAKE SURE TO OPEN YOUR DEBIT OR CREDIT CARD FOR INTERNATIONAL TRANSACTIONS

You can use your local banking card in Türkiye as long as you give permission to use it abroad. Please check the status of your card before your arrival with your bank.



MOBILE PHONE

Make sure that your mobile phone has roaming and/or is open to international calls.

If not, you may purchase a local mobile and internet package at the airport. There, you can find TURKCELL stores selling Tourist Welcome Pack. You can check their website as well:
<https://www.turkcell.com.tr/en/aboutus/traveling-turkey/local-sim-card-for-your-vacation>



WORLD-WIDE ELECTRICAL PLUG ADAPTER

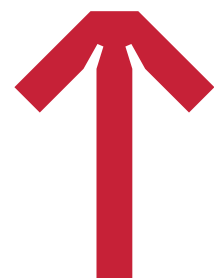
For Türkiye, there are two associated plug types, types C and F. Plug type C is the plug which has two round pins and plug type F is the plug which has two round pins with two earth clips on the side. Türkiye operates on a 230V supply voltage and 50Hz.





ENGLISH	TURKISH	PRONUNCIATION
Please	Lüften	LUT-FEN
Do you speak English?	İngilizce biliyor musunuz?	INN-GLIZ-JE BILL-IYOR MUS-UN-UZ
I don't understand	Sizi anlamıyorum	SI-ZI ANN-LA-MA-YOR-UM
How much does it cost?	Ne kadar?	NE KA-DAR
Excuse me	Afedersiniz	AFF-ED-DAR-SAN-IZ
Yes	Evet	EV-ET
No	Hayır	HIGH-EAR
I don't know	Bilmiyorum	BILL-MEE-YOR-UM
Ok/Alright	Tamam	TA-MAHM
Help!	İmdat!	EEM-DAHT

SURVIVAL TURKISH





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PROGRAMS

oip.ku.edu.tr/



[kocunivoip](https://www.instagram.com/kocunivoip)



[Koç University OIP](https://www.youtube.com/Koç_University_OIP)



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