



IBN HALDUN
UNIVERSITY



IHUCompass

Student Handbook

2025-2026





**Welcome to the privileged
education environment of IHU.**

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Section 1

IHU Standards



Imagine a University!

Ibn Haldun University is steadily progressing toward becoming one of the prestigious and influential educational institutions of the future. Our primary mission is to nurture successful and happy individuals through quality education, produce research projects and publications with high impact, and contribute to solving contemporary issues while preparing society for the future. To achieve these goals, institutional sustainability, continuous quality improvement, and a forward-thinking institutional culture are among our primary objectives. Despite being a newly established university, we present this effort to you as a reflection of the progress we have made, especially in developing our institutional culture.

In today's world, where the pace of change has reached incredible levels in every sphere, understanding the nature of this change at every level and preparing individuals, institutions, society, and the state for the future is of critical importance. Benefiting from the universal accumulation of humanity, it is essential to analyze these changes proficiently, grasp their depth, and prepare for the future accordingly. This is the primary mission of educational institutions because it is educational institutions that will carry

society and future generations forward.

In this context, educational institutions that increase their research capacity and project opportunities, prioritize societal benefit, develop innovative learning and teaching models, and continuously mature their institutional capacity and culture through sustainable and effective management approaches will be equipped to fulfill their responsibilities. Ibn Haldun University is pursuing this understanding by advancing its educational and research activities in the field of social sciences while closely examining the institutional cultures of the world's leading universities. Our university proudly serves as a model for both the "research university" and "foundation university" models in Turkey.

We are confident that Ibn Haldun University, as a learning institution that continuously renews and develops itself, will continue its journey into the future with the dedicated efforts of all our members and stakeholders, including students, alumni, academics, administrative staff, and supporters. We wish success to every member of this great family.

Our Values

Ibn Haldun University has built its organizational structure around a set of core values, ensuring that all educational, teaching, and research activities are designed with these values in mind. These values are:

Intellectual Independence:

[Intellectual independence](#) is the first step toward working, liberating, and being original in the social sciences, free from the dominant paradigms.

Comparative Education:

[Comparative education](#) fosters awareness through the critical examination of the scientific, cultural, and artistic accumulation of world civilizations, including the civilization to which we belong.

Traditional Innovation:

[Traditional innovation](#) represents the reconciliation with our heritage, rebuilding our ancient legacy through current developments.

Open Civilization:

[Open civilization](#) signifies the formation of a civilization consciousness by recognizing our own set of civilization concepts and theories while establishing a healthy relationship with the world's civilizations.

Multilingual Education:

[Multilingual education](#) enables our students to think, express, and access primary sources in different languages.

Futuwwa:

[Futuwwa](#) Chivalry refers to the upbringing of youth with universal moral values, which have been the cornerstone of virtuous youth for centuries.

Global Competition:

[Global competition](#) equips our students with privileged qualities that set them ahead of their peers studying at prestigious universities around the world.

Preparation for the Future:

[Preparation for the future](#) involves understanding the nature of change on every scale in today's world and confidently carrying individuals, institutions, and the state into the future.

IHU Equal Opportunity Declaration

Ibn Haldun University is committed to the principles of equality and equal opportunity, and it operates a zero-tolerance policy against discrimination. The university pledges not to discriminate against any student or employee based on gender, race, color, language,

religion, belief, sect, philosophical and political opinion, ethnicity, wealth, birth, marital status, health condition, disability, or age.

As outlined in the university's "[Non-Discrimination Policy](#)," all activities, including admission policies, scholarships, loan programs, privileges provided to students, and management of cultural or sports programs, are conducted in adherence to the principle of equality. The university encourages students or staff who are aware of discriminatory behavior to contact the "Compliance Committee." Any action against individuals who raise concerns about illegal discrimination or assist in investigations is strictly prohibited. Through the "Compliance Committee," the university oversees and manages its equal opportunity and affirmative action policies. The university aims to ensure education in a secure, fair, and free environment.

Additionally, issues such as discrimination, harassment, sexual harassment, dating violence, stalking, psychological violence, physical violence, addictions, and mobbing are addressed in the "[University Student Code of Conduct and Procedures](#)." For matters related to these issues, you can contact REDAM (Guidance and Counseling Application and Research Center). [REDAM](#) will follow up on the process.

Student Code of Conduct

The provisions regarding disciplinary investigations from the Higher Education Law No. 2547 serve as the fundamental student behavior code for internal dealings and applications at our university. The general purpose of this regulation is to outline the disciplinary penalties and procedures for students at higher education institutions.

This regulation, which applies to all students in higher education institutions, serves as the primary document regarding student behavior assessments and disciplinary processes at Ibn Haldun University.

Academic Freedom and Principles

The "Scientific Research and Publication Ethics Directive" of higher education institutions, along with the core values of Intellectual Independence, Traditional Innovation, Open Civilization, Global Competitiveness, and Comparative Education, are fundamental in our university's academic processes and activities. This directive sets out the ethical rules that must be followed in scientific research, publication, and activities. It defines the roles, responsibilities, and working procedures for the research and publication ethics boards established within higher education

institutions.

In terms of its scope, this directive covers all scientific research and activities conducted by the university, including research and development projects supported or carried out by the university, graduate theses, scientific publications, and ethical issues related to research ethics during postgraduate education. It also covers potential ethical violations in studies carried out by university staff domestically and internationally, including publications submitted for or published in press, visual, or audio media. This document is a primary reference regarding academic freedom and principles for members of Ibn Haldun University.

Personal Relations Policy

At our university, you are encouraged to make the most of the personal communication resources and opportunities available to you. Building strong connections, seeking support when needed, and actively participating in personal interactions will enrich your university experience and contribute to your personal and academic development.

Student Support Services: Our university offers a variety of student support services aimed at promoting personal well-being and academic success. These services include counseling and psychological support, career services, disability support, and more.

Academic Counseling: Your academic advisor can provide guidance on course selection, academic planning, degree requirements, and career paths. To discuss your goals or seek one-on-one advice, you can schedule an appointment with your academic advisor via the university's official website.

Psychological Counseling: To seek psychological support, you can visit the official pages of our university's [Guidance and Counseling Application and Research Center \(REDAM\)](#) and the [Psychotherapy Application and Research Center \(IPAM\)](#) for detailed information.

Alcohol and Drug Use, Possession of Firearms in University Buildings, Political Propaganda

Our university provides a campus environment free from the use of alcohol, drugs, and firearms. The use, possession, promotion, or trade of alcoholic beverages or drugs, as well as carrying firearms in any of the university buildings, is strictly prohibited by law. Engaging in political propaganda during events held on university grounds is also prohibited. Violators of this rule are subject to disciplinary action in accordance

with the relevant provisions of [Higher Education Law No. 2547](#).

Political Propaganda

Political campaign activities in higher education institutions are restricted under Article 59 of the Higher Education Law No. 2547, which states: "Faculty members of higher education institutions may join political parties. They may assume duties in central organs of political parties or in their research and advisory units, provided that it does not interfere with their duties in the higher education institutions and that they notify their institution within one month. However, such faculty members cannot be elected as members of the Higher Education Council, Deans, Heads of Departments, or Assistant Directors of such units." Similarly, students may join political parties but are prohibited from engaging in party activities or propaganda on campus.

The law also addresses disciplinary actions. Article 53 of the same law lists engaging in political party activities or propaganda within higher education institutions as punishable offenses.

Emergencies Situations

Guidelines on what to do in case of emergencies on our university campus are available on our website. It is essential to familiarize yourself with these procedures to ensure safety and preparedness.

Protection Personal Data

The Personal Data Protection Law No. 6698, which was approved on March 24, 2016, and published in the Official Gazette on April 7, 2016 (No. 29677), is strictly adhered to by our university. The university has taken the necessary precautions and implemented procedures in line with this law. A detailed information notice and consent form regarding personal data protection is published on the university's website.

Security

Lost and Found

Items found on the university premises are kept securely in the Rectorate's CCTV office. A record is kept of when and where the item was found, and once the rightful owner is identified, the item is returned after a signed receipt.

Panic Button

To enhance the security level of our school, a total of 17 panic buttons have been installed at various points within and around the campus for use in emergencies. When pressed, the button activates a siren and a



strobe light, sending both visual and audio alerts to our Security Department.

In addition, the areas where the panic buttons are located are monitored by a closed-circuit camera system. On the map, the locations of the buttons are marked in purple, yellow, blue, and orange, and are numbered accordingly. Usage instructions can also be found below the map.

In case of a security-related emergency inside the campus, pressing the nearest panic button will immediately alert our security unit, which will provide the necessary assistance. If a panic button located outside the campus is used, our security unit will promptly notify the police without delay.

Guest Entry/Exit Procedures

Visitors arriving at the campus are asked which department or person they are here to see. If they are visiting an academic or administrative staff member, confirmation is obtained, and the visitor is required to present identification. Visitors are then issued a guest card and directed accordingly.

IHU Culture

Ibn Haldun University highly values consultation and collective wisdom in continually improving its administrative and academic processes. To achieve this, the university organizes topic-specific or general consultation workshops and meetings every academic term, where faculty and staff can exchange ideas. Regular feedback is gathered, and necessary actions are taken based on this feedback. These practices form an integral part of the university's institutional culture. Additionally, to strengthen institutional loyalty and engagement among employees, the university organizes summer and winter camps and traditional iftar dinners on a regular basis.

Green Campus

[The Green Campus](#) is a multi-faceted project that encompasses environmental protection, ecological sustainability, intergenerational equity in environmental resources, justice in access to environmental resources, and children's right to education. The importance of protecting nature and supporting sustainable resources is increasingly emphasized in today's world. Ibn Haldun University promotes and adopts the Green Campus mission within its boundaries. The project aims to raise awareness about environmental issues and sustainability among staff and students. One of its main objectives is to create a wide-reaching awareness that extends beyond the university campus and contributes to a global environmental consciousness.

Section 2

Academic Integrity Policies



Academic Misconduct

In accordance with Article 54 of the Higher Education Law No. 2547, attempting to cheat during exams will result in a reprimand, while actual cheating or assisting in cheating will result in a suspension from the university for one semester. Threatening others to cheat, preventing the removal of cheating students from the exam hall, or taking someone else's place in an exam, or having someone else take your place, will lead to a suspension of two semesters.

Plagiarism

According to Article 54 of the Higher Education Law No. 2547, plagiarism in seminar papers, theses, and publications, or having others write them (except for contributions like survey applications or data collection, which do not involve academic evaluation), is a disciplinary offense that results in a suspension of one semester.

Violations of Applicable Procedures, and Rules All disciplinary investigation procedures are carried out in accordance with Article 54 of the Higher Education Law No. 2547.

Plagiarism, Copying, and Disciplinary Offenses in Preparatory Programs

In all assignments and projects, academic integrity and originality are essential. Unauthorized and intentional changes in academic work, plagiarism (the use of another's ideas or words without proper citation), or any form of academic dishonesty is strictly prohibited. Instances of cheating or attempts to cheat, or violations of disciplinary rules during exams or assignments, will be subject to the necessary sanctions in accordance with the rules set by the School of Languages of Ibn Haldun University and Article 54 of the Higher Education Law No. 2547.

Reporting Known or Suspected Violations of Honor Code

Article 54 of the Higher Education Law No. 2547 is used as the basic student code of conduct in intra-university transactions, activities and practices. In both disciplinary cases, the Disciplinary Regulation and the Honor Code provide sanctions for higher education members in line with their responsibilities and obligations regarding the reporting of known and

suspected violations. In this context, Article 5 of the Student Disciplinary Regulation of Higher Education Institutions includes the following disciplinary offenses that require a reprimand: “a) reporting incomplete or incorrect information requested by higher education institution authorities, b) disrupting the order of studies such as lessons, seminars, practices, laboratories, workshops, scientific meetings and conferences, d) attempting to cheat in exams”, while Article 7 of the regulation lists the following actions that require a suspension from the higher education institution for one semester: “e) cheating or having others cheat in exams, f) committing plagiarism in seminars, theses and publications”. Among the actions that require a penalty of suspension from the higher education institution for two semesters are: “d) Cheating in exams by threatening, preventing students who cheat from being removed from the exam hall, having someone else take the exam instead of you or taking the exam instead of someone else, g) Gaining an unfair advantage for yourself or someone else by accessing the information system of the higher education institution” (Regulation Article 7). In addition, it is regulated in Article 10 of the same Regulation that, in addition to disciplinary offenses that require suspension and expulsion from the higher education institution,

those who commit similar acts in nature and severity to those that require warning and reprimand will be given the same type of disciplinary punishment. Thus, honor code and academic violations that are not concretely included in the Regulation have been put under a comprehensive regulation in a way that they will be subject to sanctions.



Section 3

Contact Information



Contact Information

Our university uses various contact channels to keep students informed about important announcements, events, and university-wide initiatives. These channels include email newsletters, university websites, official social media accounts, online platforms, and campus bulletin boards.

The internal network, known as the “Portal,” provides the “Internal Contact Guide,” which includes the contact information, such as internal phone numbers and email addresses of administrative units, and details on the processes they follow. The university’s website also features the resumes and email addresses of academic staff for student access.

Support requests submitted through the [Support Request System](#) are reviewed by the relevant department representative within office hours and typically resolved on the same day.



Section 4

Program Information



General Information for Preparatory Program

What is the Modular System?

The primary aim of Ibn Haldun University's School of Languages' English Preparatory Program is to prepare students for academic studies using a communicative approach and to encourage them to become independent and motivated learners. Considering the student profiles and the academic needs of the university, it was decided that a modular system, which is flexible and can rapidly respond to changes, would be the most suitable structure.

A module is a structured series of learning experiences with a defined beginning and end. This system allows students to progress at their own pace and receive immediate feedback on their achievements. The modular system helps students achieve the target language skills and increases the efficiency of language education. An academic year consists of five modules, with each module lasting eight weeks.

Levels in Our English Preparatory Program

- Elementary (A)
- Pre-Intermediate (B)
- Intermediate (C)
- Upper-Intermediate (D)
- Pre-Faculty (E)

For students to successfully complete any module, they must not exceed the absence limit and must fulfill the conditions outlined in the Module Assessment Criteria set by the School of Languages. Students who fail to succeed in a module will repeat the same module in the next cycle. To take the English Proficiency Exam (IPE), students must pass all modules they attend, including the Pre-Faculty module.

Exemption tests and Required Scores for English Preparatory Program

Students can be exempt from the English Preparatory Program by achieving the required scores in one of the following exams:

- KPDS/ÜDS/YDS: 90
- TOEFL-IBT: 80

- PTE Academic: 55
- ITEX: 55
- Catalyst: 55
- CPE: C
- CAE: C
- FCE: B

Program Details

Elementary Level

Students who score below the required level in the placement test at the beginning of the year start at this level. The goal at this stage is for students to acquire basic English vocabulary and grammar skills, develop their listening and comprehension abilities, and gain the communication skills necessary for daily life. To pass this level, students must succeed in quizzes, exams, process-based writing assignments, complete regular homework, and submit a video project.

Pre-Intermediate Level

At this level, students work on improving their reading, writing, listening, and speaking skills while preparing for the transition to academic English. Skills such as writing paragraphs, delivering presentations, and participating in discussions are developed at this stage. Success is measured through classroom assessments, vocabulary quizzes, and assignments.

Intermediate Level

This level marks the beginning of academic English studies. Students learn how to read academic texts, write essays, and analyze materials. They also develop their research skills by using internet sources and academic databases. Success is measured through group discussions, oral presentations, and process-based essays.

Upper-Intermediate Level

At the upper-intermediate level, the focus is on enhancing academic reading, listening, and writing skills through subject-specific texts related to the students' fields of study. Weekly themes are used to teach various skills without relying on a main coursebook. Success is assessed through portfolios, essays, quizzes, and participation in class discussions.

Pre-Faculty Level

This level bridges the gap between the English Preparatory Program and the faculty programs. In addition to language proficiency, the goal is to prepare students for academic challenges by developing skills in academic research, analytical thinking, and presentation. Success in this level is required for

students to take part in the English Proficiency Exam.

Attendance and Absenteeism

Achieving the required level of English proficiency necessitates consistent attendance in all classes. In the English Preparatory Program, students must attend at least 90% of the total classes. Failure to meet this attendance requirement will result in the student not being able to proceed to the next module, even if they have passed their coursework. Students who voluntarily enroll in the English Preparatory Program may begin their undergraduate studies in the following academic year if they meet the attendance and proficiency requirements.

Use of English in Class

All classes in the English Preparatory Program are conducted in English, as the program is designed for a university with an English-medium curriculum. Therefore, English should always be used as the communication language in class and as much as possible outside the classroom to improve language skills.

Medical Reports

Students in the English Preparatory Program are expected to attend all classes and participate in all exams and assignments. Any student who attends less than 90% of the classes, whether due to illness, disciplinary actions, or any other documented or undocumented reasons, will not be considered as having fulfilled the course requirements. In cases of serious illness, students may be excused from classes upon presentation of a medical report issued by a hospital.

Assessment and Evaluation in the English Preparatory Program

The success of students in the English Preparatory Program is evaluated through a variety of assessment methods. Although there are slight differences between modules, the general assessment criteria include:

- Process-based writing
- Timed writing tasks
- Presentations
- Quizzes
- Homework
- A midterm exam
- A final exam at the end of each module, known as the MET (Module Exit Test), which determines whether a student can proceed to the next module.



Objecting Exam Results

Appeals to exam results must be submitted within three business days after the results are announced. Late appeals will not be considered. Students must submit a signed petition to the English Preparatory Program Coordinator to initiate an appeal. The Exam Review Committee, composed of the teachers of the module in which the student is enrolled and a member of the Assessment and Evaluation Office, will review the appeal and announce a final decision within five business days.

Exam Rules

- Students must arrive at the exam venue at least 10 minutes before the exam starts.
- Students must bring their own necessary supplies, such as pens and erasers.
- Latecomers are allowed to enter the exam room within the first 15 minutes but will not be granted extra time.
- Latecomers arriving after the first session will not be allowed into the exam room and will not be eligible for a make-up exam.
- Students are not allowed to leave the exam room within the first 30 minutes of the exam.
- Mobile phones must be turned off and placed on the invigilator's desk before the exam begins.
- Students must ensure that no course materials are left on or under their desks before the exam begins.
- Any student attempting to cheat will have their exam paper marked and be subject to disciplinary action.

Contact

Address: Ibn Haldun University Başakşehir Campus, School of Languages Building

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Email: prep.english@ihu.edu.tr

Website: sl.ihu.edu.tr

Instagram: @ihu_prep_english

Arabic Preparatory Program

Each student enrolled in undergraduate programs at Ibn Haldun University has the right to participate in the Arabic Preparatory Program. Students who have completed or are exempted from the English Preparatory Program can fill out the "Voluntary Preparatory" form to apply for the Arabic Preparatory Program, which lasts one academic year. Like the English program, the Arabic Preparatory Program operates on a modular system, with five modules offered throughout the year. Students who successfully complete all five modules will reach a B2 level by the end of the year.

Successful students who meet certain conditions may also have the opportunity to study Arabic abroad. An additional advantage of the modular system is that students can transition to their undergraduate programs after completing the necessary modules, and their exemption decisions are forwarded to their respective faculties.

The maximum allowed absence for each module in the Arabic Preparatory Program is 12 hours. Students may present up to two medical reports per module, which must be submitted to the administration within two days of issuance. Absences for any reason related to university activities are still counted as absences, and excuses are not accepted. Students who fail more than twice in a year will lose their right to free Arabic preparatory education at the university.

Students who do not participate in the Arabic Preparatory Program can take Arabic courses during their undergraduate studies through ARA-coded courses, as part of the university's multilingual policy. In these courses, the maximum allowed absence is 14 hours per semester, and students can submit up to two medical reports, which must be delivered within two days of issuance.

Students with Arabic proficiency can take exemption exams at the beginning of the semester or obtain at least a 50 score on YDS or YÖKDİL exams to be exempt from Arabic courses. Those who are exempt from Arabic courses or complete their required courses can continue improving their language skills through elective cultural Arabic courses or by participating in conversation clubs throughout their undergraduate studies.

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Turkish Preparatory Program

In addition to the preparatory program, the Turkish Unit faculty also conducts credit/non-credit Turkish courses at undergraduate and graduate levels, Turkish courses given to other foreign language instructors, IHU Summer School Language Program Turkish courses, and Turkish courses open to non-university institutions. In line with the university's "three language learning" policy, it provides compulsory and elective Turkish Preparatory education to international students, who constitute 35% of all students. Compulsory and





elective Turkish preparatory education consists of five different levels, each lasting 7 weeks; A1, A2, B1, B2 and C1, adapted to ADP criteria. In addition to language education, there are also activities aimed at providing students with general academic competence in language preparatory classes that support the transition to academic life. Starting from the B1 level, students are prepared for the course periods by providing academic reading and writing training. As in other preparatory programs of the School of Languages, a modular system is applied in the Turkish Preparatory Program. Each module consists of 7 weeks of lessons and exams are held in the 8th week.

In addition to the preparatory program, the Turkish Unit also offers TUR coded courses for undergraduate and graduate students. TUR 301/302/303/304 coded courses are compulsory courses that undergraduate students who have not studied the Turkish Preparatory Program at IHU must take. TUR 501/502 courses are planned to meet the needs of graduate and doctoral students at IHU. The unit, which also offers elective Turkish courses for students who have completed their compulsory courses, aims to maintain and develop the students' language skills.

Proficiency and Placement Exams are applied to every student who will enroll in the preparatory program or who wants to be exempted. The Turkish Proficiency Exam, which is applied two or three times a year depending on the student admission process, is a comprehensive assessment exam designed to evaluate the student's ability to use Turkish effectively and efficiently in various contexts. Placement exams are applied to determine the level of Turkish language courses that students are required to take within

the scope of the Multilingualism Policy, namely TUR 301/302/303/304 for undergraduate students and TUR 501/502/503/504 for graduate students. The test section, which is a general assessment, measures students' language skills through writing and speaking.

Contact

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World Languages

Languages in the world are important elements that reflect the cultural diversity and richness of humanity. Each language represents a unique mindset, historical background and social structure. Learning a new language not only provides a person with a new means of communication, but also helps to better understand the history, values and lifestyle of the society in which that language is spoken by developing the ability to understand different cultures and think globally. In this context, when the values of Ibn Haldun University are examined, it will be seen that one of them is Multilingual Education. Students who continue their education at our university have the opportunity to learn the following world languages within the scope of multilingualism.

- German
- French
- Spanish

- Persian
- Armenian
- Hebrew
- Japanese
- Chinese
- Korean
- Kurdish

Contact

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General Information for Undergraduate Programs

The duration of education in undergraduate programs is 4 years, excluding preparatory class. Students must complete their undergraduate programs, which are four years long, within a maximum of seven years, regardless of whether they register for each semester, starting from the semester in which the courses related to the program they are registered, excluding the foreign language preparatory class.

Those who complete 60 ECTS credits from the courses in their course plans are defined as second-year students, those who complete 120 ECTS credits are defined as third-year students, and those who complete 180 ECTS credits are defined as fourth-year students.

Students who complete 240 ECTS credits, including all courses in their curriculum, are at least B2 level in Turkish, English and Arabic, and have a GPA above 2.00 are eligible to graduate. Tuition fees are determined by the Board of Trustees each year and published on the website.

The tuition fee exemption continues for 1+1 year in the English Preparatory Program and for 4+1 years in the undergraduate program. The cash payments made within the scope of the scholarships are non-refundable and continue uninterruptedly for 9 months a year, 1+1 year in the English Preparatory Program and 4 years in the undergraduate program, provided that the student registers for the courses and attends them and does not receive any disciplinary punishment. These periods are extended by 2 more semesters for students continuing in the double major program and 1 more semester for students continuing in the minor program.

General Information for Graduate Programs

Our graduate education programs have played a leading role in our university's mission of "training researchers who are open to all sources of knowledge and prioritize contribution to humanity."

Our graduate students are offered comprehensive scholarship opportunities with the Teaching Assistantship and Research Assistantship programs. Our graduate students are trained as expert researchers and academicians. Our scholars work with our advisors in the relevant programs and report their activities on a monthly basis. Scholars studying in our university's graduate programs can review the Graduate Scholarship Directive regarding scholarship conditions.

In graduate education programs, the normal education period for non-thesis master's programs is 2 semesters, the maximum education period is 3 semesters; the normal education period for thesis master's programs is 4 semesters, the maximum education period is 6 semesters; the normal education period for doctoral programs registered with a master's degree is 8 semesters, the maximum education period is 12 semesters; the normal education period for doctoral programs registered with a bachelor's degree (integrated doctorate) is 10 semesters, the maximum education period is 14 semesters.

The titles and degrees earned, the achievements determined by the programs, graduation conditions (ECTS, Multilingualism, GPA) are published on the TYÇÇ (Turkish Higher Education Qualifications Framework) information package page. You can visit the website to get detailed information about TYÇÇ.

Tuition fees are determined by the Board of Trustees every year and published on the website.

The right to exemption or discount from tuition fees is 3 semesters in non-thesis master's programs, 4 semesters in thesis master's programs, 10 semesters in doctoral programs (integrated doctorate) registered with a bachelor's degree, and 8 semesters in doctoral programs registered with a master's degree.

Non-thesis master's programs consist of courses and graduation projects, thesis master's programs consist of courses and thesis, and doctoral programs consist of courses, proficiency exams, thesis proposals, and thesis monitoring stages. In thesis master's and doctoral programs, the thesis defense is carried out at the end of the thesis study.

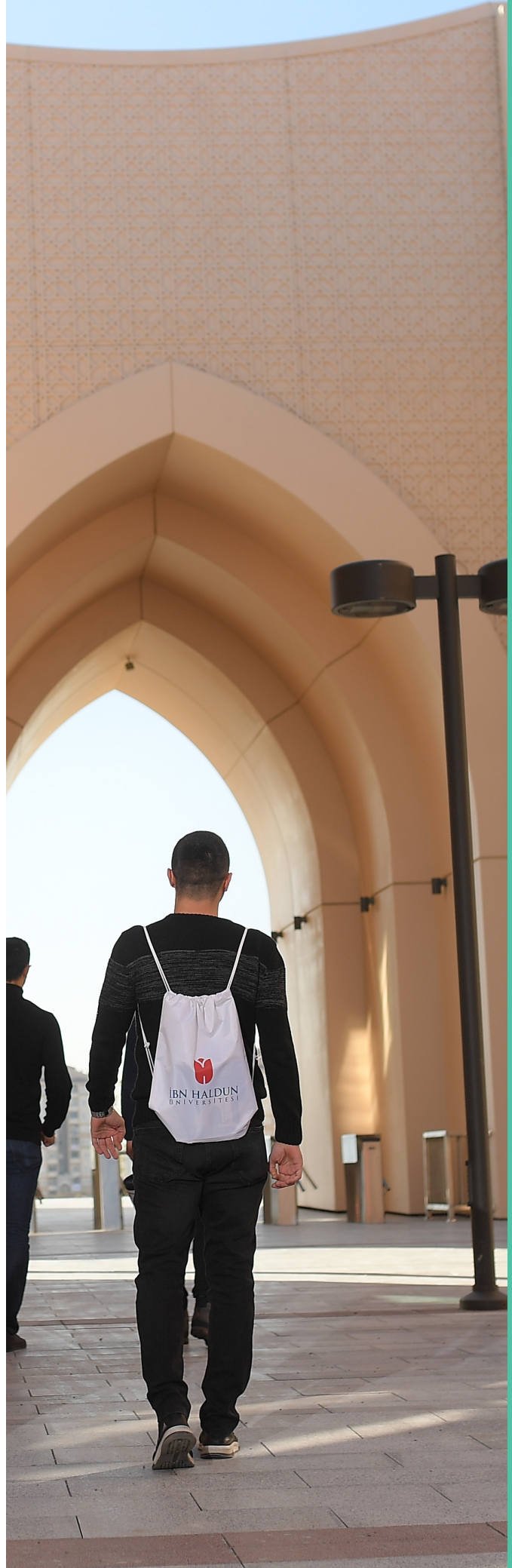
Our students have compulsory and elective course categories in their course plans and they must complete all courses in their course plans in order to graduate.

With the exception of Turkish courses in History and Turkish Studies graduate programs in English-medium graduate programs, a maximum of 2 Turkish courses can be selected in master's and doctoral programs, and a maximum of 4 Turkish courses can be selected in doctoral programs registered with a bachelor's degree, with the decision of the relevant Board of Directors.

In all programs in graduate education, except for some programs, reaching a certain level in English, Turkish and Arabic (or a language other than Arabic) is considered a graduation requirement. Students can meet the graduation requirements for languages either by taking preparatory education before the program or by successfully completing the language courses they take during the program. Students who document that they have the required level of language proficiency in these languages with the results of the exam types accepted by the University also fulfill the graduation obligation. The level of proficiency in the language is determined by the Department Head. You can access detailed information about the Principles of Multilingualism on the relevant web page.

During the thesis studies, our students are required to make a presentation about their graduate studies at the Social, Human and Management Sciences Graduate Studies Conference (GradCon) organized by the University or at a scientific meeting organized within or outside the University, with the approval of their thesis advisor, or to have published an article published or accepted for publication in a refereed journal.

Our students who have completed their doctoral thesis must present at least one article from their thesis, produced alone or together with other researchers using the name of the University, published in journals scanned by Web of Science, accepted for publication or received a revise and resubmit, or published or accepted for publication in a journal scanned by international field indexes approved by the relevant institute's board of directors, together with their thesis before their thesis defense.



Section 5

Academic Policies and Campus Resources



Academic Calendar

Education and teaching at the university are based on a semester system. Each academic year consists of two semesters, each lasting a minimum of 14 weeks, excluding final exams. The academic calendar, which details the dates and deadlines for registration, courses, exams, and other academic activities, is published on the university's [webpage](#). Students are encouraged to regularly check the calendar for important dates.

Academic Counseling

Each undergraduate student is assigned a full-time faculty member as an academic advisor by the respective dean's office or department chair. The advisor guides the student throughout their education, providing advice on academic matters, relevant regulations, and graduation requirements. The advisor's approval is required for course registration, adding or dropping courses, and withdrawing from courses. Written requests to the department regarding academic issues also require the advisor's opinion. In addition, the advisor's and department chair's opinions are sought on student petitions submitted to faculty

councils.

In non-thesis master's programs, the head of the department appoints a faculty member or a qualified instructor with a doctorate as an academic advisor by the end of the first semester. The advisor assists the student with course selection and the graduation project.

In thesis-based master's and Ph.D. programs, the department chair assigns a thesis advisor by the end of the first semester, subject to approval by the institute's governing board.

Leave of Absence / Class Attendance

Preparatory program students are required to attend at least 90% of the lessons and practices in each module. If the absence period is exceeded, health reports cannot exceed 10% of the total time in each module. Students who do not fulfill this obligation are considered unsuccessful. In this case, students repeat the relevant program. You can access detailed information from the Foreign Languages School English Preparatory Program Education - Teaching and Exam Directive on the [IHU Portal](#).

In undergraduate programs, students are required to attend at least 80% of the lessons, practices and laboratories they are registered for since the beginning of education and training, and to participate in all kinds of measurement and evaluation studies and other studies announced by the instructor on the course monitoring form during the semester. The health reports of students who do not attend the relevant studies due to health problems are evaluated by the instructor of the course.

You can access detailed information from the Undergraduate Education - Teaching and Exam Directive on the [IHU Portal](#).

In graduate programs, participation in studies such as lessons, practices, seminars, mid-term and final exams is mandatory. Attendance is recorded by the relevant instructor. Students who do not attend 30% of the courses and semester work without a valid excuse are considered to have failed with an IA grade. You can access detailed information via the Postgraduate Education and Training Regulation on the [IHU Portal](#).

Audit Courses

In graduate programs, students may attend courses as auditors. To do so, they must submit a petition to the relevant department chair. If approved, the petition is presented to the institute governing board, which formalizes the student's enrollment in the course. The student will be graded with an "AU" (Audit) notation, which does not affect their GPA or count toward their credit load.

Graduation Requirements

In order for undergraduate students to graduate, they must have a GPA of at least 2.00, successfully complete all courses in the course plan, fulfill internship obligations, if any, and achieve at least 240 ECTS and at least B2 level in Turkish and Arabic within the scope of our University's multilingualism. Our students can access their course plans via the department/program pages.

For double major program graduation, students must take at least 6 courses with no less than 30 ECTS together with the courses in the course plan after graduating from their main programs. For minor program graduation, students must take at least 3 courses with no less than 15 ECTS together with the courses in the course plan after graduating from their main programs.

Students enrolled in our University's graduate programs must complete the courses in the course plan and the specified course load requirement in order to graduate. Our students can access their course plans via the

department/program pages. In order for students to graduate from graduate programs, they must meet the course load requirements and multilingualism requirements within their maximum periods. Students in the non-thesis master's program are expected to have a GPA of at least 2.5 to graduate. Students in the thesis master's and doctoral programs are required to have a GPA of at least 3.00 to graduate.

Students who graduate from undergraduate programs are awarded with honors, high honors, and department first place certificates according to their success. Students who complete the courses in the first and second stages within the honors program are given certificates according to their relevant levels.

Dormitories

There are girls' and boys' dormitories in the Ibn Haldun University Complex, and 736 students, 354 girls' and 382 boys', are accommodated in the dormitories. Many comforts have been considered for students in the rooms and in our dormitories in general. Dormitory rooms are for 3 people, only 7 rooms in the girls' dormitory are for 2 people. All kinds of comforts have been considered for our students in the rooms and in our dormitories in general. All rooms have bathrooms and there are mini fridges in the rooms. In addition to private study areas, resting areas, social-cultural activity areas and libraries, there are aerobic halls for girls and fitness halls and hobby kitchens for boys in the dormitory buildings. The astroturf pitch, basketball court and tennis court located right next to the dormitory buildings are also available for our students. Various workshops can also be held in the dormitories in line with the students' requests; social and cultural events are organized.

Students who want to register for the dormitories must accept the conditions of the dormitories. In order to benefit from the dormitory opportunity, the student must continue to register for classes every semester. Students who lose their right to stay in the dormitory due to absenteeism cannot register for the dormitory in the following semesters.

Health Insurance

In line with Ibn Haldun University's policy, all enrolled students must have comprehensive health insurance coverage to protect them against unexpected accidents and illnesses. Students can either purchase the university's student health insurance or provide proof of comparable health insurance coverage through a waiver form. For those studying on campus, the insurance plan must be provided through the Social Security Institution (SGK) offered by the university.

Students studying abroad under exchange programs

who already have insurance or are part of their home country's national health system (for EU citizens) may opt out of the university's plan. To validate their insurance, all active students must hold a valid Student Residence Permit. For detailed information, students are encouraged to visit the university's website.

Course Registration Procedures

Course registration and drop transactions are carried out within the dates specified in the academic calendar each semester. Our students complete their course registration transactions via the Student Information System (OBS). Educational videos prepared for our students and academicians regarding the use of OBS are located under the title "OBS Usage" in the [IHU Portal](#) area.

Before the course registration process, our students select the courses announced with the course schedule on our University Student Affairs website, opened in the relevant semester, and send them to their advisors for approval. After the advisor approves, the student's course registration is finalized. Our students must definitely contact their advisors about course plans, courses they need to register for, and which course they should select in which semester.

Students cannot register for courses that overlap during course selection. After course registration, registration for courses that overlap is allowed for up to one hour for 1st, 2nd and 3rd grade students and up to 3 hours for 4th grade students. Students can register for courses through the Overlapping Course Registration Form in the IHU Portal area.

The maximum ECTS and credit amounts that students can take according to their GPA are maintained within the framework specified in the relevant regulation. Students who want to take additional courses must apply to the Department/Major Heads with a petition.

Undergraduate program students can take a maximum of 6 ECTS extra courses on top of their normal credit load if their GPA is between 2.00 and 3.00, and a maximum of 12 ECTS extra courses if their GPA exceeds 3.00, starting from the beginning of the third semester, with the approval of their advisors.

Undergraduate program students whose GPA is below 2.00 at the end of any semester are considered students on probation. Students on probation cannot take courses above their normal credit load. Students can register for overlapping courses in their main programs and DMP/Minor programs with the approval of their advisors using the "Registration Form for Overlapping Courses for DMP-Minor Students" on the [IHU Portal](#).

If students fail to meet the required course load requirement in their curriculum, either cumulatively or periodically, their cash scholarship will be terminated. In postgraduate programs, students must register for thesis and project courses in the relevant semesters.

International Student Undergraduate and Graduate Registration Procedures

Ibn Haldun University has a diverse and multicultural student body. Detailed information on the procedures for undergraduate and graduate student registration is available on the university's website. International students may also contact the International Office at international@ihu.edu.tr for guidance and assistance. The International Relations Office serves as a welcoming point for all international students and offers support throughout their academic journey.

Exchange Programs

Ibn Haldun University participates in a variety of exchange programs with universities around the world through bilateral agreements. For detailed information on these agreements, students can visit the university's website. The university also actively participates in the Erasmus exchange program, which is managed with great care. Every year, seminars and information sessions are held for students interested in participating in Erasmus programs. Eligible students who meet the application criteria are placed in the available slots, and those selected receive financial support through grants provided by the European Commission via the National Agency.

Additionally, the university has recently introduced the Orhun Exchange Program, with the goal of expanding the range of exchange opportunities available to students. Students who participate in study or internship programs abroad are encouraged to share their experiences and thoughts on the university's website and social media accounts.

Disabled-Friendly Campus

Ibn Haldun University is committed to creating a campus environment that is accessible to all students and staff, including those with disabilities. Every effort is made to ensure that the physical layout of the campus meets the needs of all individuals, allowing them to achieve their full potential.

The campus buildings have been designed to facilitate easy access for individuals with disabilities. Pathways and intersections have been made level to accommodate wheelchair access, and visual guidance systems have been implemented for those with visual impairments. Ramps, elevators, wide corridors, and lowered thresholds minimize physical barriers for

students and staff with mobility challenges.

Double Major, Minor, and Honors Program

Double Major

A double major program can be opened between undergraduate programs conducted at the same higher education institution and other undergraduate programs upon the proposal of the relevant departments and faculty/college boards and with the approval of the senate. Students who register for a double major program and fulfill all the requirements of this program within the specified period are given a separate diploma for the relevant second major program. Applications to the DMP can be made at the beginning of the 3rd, 4th and 5th semesters of the major diploma program. Students who are in the top 20% of the success ranking in the relevant class of the major diploma program and have a GPA of at least 2.72 out of 4.00 (at least 70 out of 100) can apply to the DMP. However, students who have a GPA of at least 2.72 out of 4.00 in the major diploma program but are not in the top 20% of the success ranking in the relevant class of the major diploma program can apply on the condition that they have the base score of the year the double major program is accepted to the university. In addition, the student applying must have successfully completed all courses taken up to that semester. The relevant administrative boards may determine new criteria, provided that they are not less than these conditions. A student cannot enroll in more than one double major program at the same time. However, they can enroll in one double major and one minor program at the same time.

Applications for double major programs at our university are accepted online in the fall and spring semesters of the relevant academic year. Application requirements and quotas are published on the [website](#).

Minor Program (YAP)

Higher education institutions may organize minor programs by determining the principles and application conditions with the proposal of the relevant boards of directors and the approval of their senates. Those who complete the minor programs are only issued a certificate of achievement (minor certificate) in the field they study. These documents do not replace a diploma. Students can apply to YAP at the beginning of the 3rd, 4th, 5th and 6th semesters of the major diploma program. Students who have a GPA of at least 2.50 out of 4.00 and who have successfully completed all credit courses taken until the semester they apply can apply to the minor program. The relevant boards of directors may determine new criteria, provided that they are not less than these conditions. A student can register for a maximum of two minor programs at the same time.



Minor program applications at our university are accepted online in the fall and spring semesters of the relevant academic year. Application conditions and quotas are published on the [website](#).

Honor Program

A Honors Program Certificate is given to students who successfully complete 4 Classical Arabic courses and 8 elective courses in the Honors Program course pool along with their own program curriculum courses during their undergraduate studies. The Honors Program is designed as a two-stage program and students who successfully complete 2 elective courses along with the compulsory Classical Arabic courses are entitled to receive a Level 1 Honors Program Certificate.

Honors Program applications at our university are accepted online in the fall and spring semesters of the relevant academic year. Application requirements are published on the [website](#).

Scholarships

Undergraduate Scholarships

Undergraduate students are granted scholarships upon admission to our university. Scholarships are prepared within the scope of our University's Undergraduate Scholarship Directive. In addition, one of the following scholarships or discounts may be granted based on their preference order, YKS scores and their ranking throughout Turkey, as determined by the Board of Trustees and announced on the University's website under special conditions for the relevant year.

Students who wish to benefit from the dormitory facilities provided by the University are charged monthly for their dormitory fees. Students who wish to register for the dormitory must accept the conditions of the dormitories of the University or the institutions it has agreements with.

Since our institution works in agreement with Kuveyt Türk Participation Bank, scholarship payments are made to the relevant bank accounts. Therefore, students who register for our University are required to open a Kuveyt Türk bank account and report their IBAN information to the Student Affairs Department.

The opportunity for full or partial exemption from tuition fees continues for 1+1 years in the preparatory program and for 4+1 years in the undergraduate program. The cash payments made within the scope of scholarships are non-refundable and continue uninterrupted for 9 months per year, 1+1 year in the Preparatory Program and 4 years in the undergraduate program, provided that the student registers for classes and fulfills the program's attendance obligation and does not receive a disciplinary penalty. These periods are extended by 2 more semesters for students continuing the double major program and 1 more semester for students continuing the minor program. There is no loss of scholarship due to any academic failure within the specified periods.

Cash scholarships are deposited into student accounts on the 15th of each month or the first following business day and are cut off in the following cases:

- When the ECTS amount for the courses taken during the term is not provided in the curriculum of the term or when the ECTS amount that should be received cumulatively in the current term is not provided,
- When any course is failed due to absenteeism,
- When the student receives a disciplinary penalty in any way, the student's scholarships are cut off.

The scholarships of our students whose scholarships are cut off due to insufficient ECTS must be paid back for the previous months in the relevant term. The cash scholarship payments of students who are notified by the FYK decision that they will go abroad with the Erasmus exchange program for education/internship purposes will continue in the relevant semester.

Increases regarding scholarships are determined by the decision of the trustees. Students have the right to a Board of Trustees Scholarship for a certain percentage of their cash scholarships. In order for students to receive their cash scholarships, they must not have any debts to KYK, dormitories and businesses on campus.

Our students can apply for the Support Scholarship, which will be valid for 9 months for scholarship requests, food scholarships, etc. through their faculties/institutes and departments/programs. Requests evaluated by the Scholarship Committee are concluded positively or negatively by the ÜYK

Postgraduate Scholarships

Our postgraduate students who meet the conditions in the scholarship directive are granted a scholarship with a certain amount of discount on tuition fees, full exemption from tuition fees or cash scholarship statuses, if offered by the Department Heads at the stage of admission to the program they are registered to and approved by the institute they are affiliated with. All scholarship statuses are valid for the normal education period of the programs, which is 3 semesters for non-thesis master's programs, 4 semesters for thesis master's programs, 8 semesters for doctoral programs registered with a master's degree and 10 semesters for doctoral programs registered with a bachelor's degree (integrated doctorate).

For cash scholarships paid on the 15th of each month or the first following business day during the normal education period and for nine months in an academic year, students with this scholarship status are required to carry out one of the teaching or research assistantship duties. Cash scholarship payments are not made to students who waive or do not carry out these activities.

Students who work as teaching assistants in university common courses given under the University Courses Coordination Office (ÜDK) (Teaching Fellowship: TF) carry out two hours of lectures, two hours of discussions and one hour of preparation for the course per week within the scope of these activities. Scholarship payments are made to our married cash scholarship students for 12 months per year. The continuation of all scholarship statuses depends on the success conditions in the Postgraduate Scholarship Directive and scholarship statuses may be increased or decreased according to the provisions in the relevant directive.

The dormitory fees are collected monthly from students who want to benefit from the dormitory opportunity provided by the University. Students who want to register in the dormitory must accept the conditions of the dormitories of the University or the institutions it has agreements with.

Since our institution works in agreement with Kuveyt Türk Participation Bank, scholarship payments are made to the relevant bank accounts. Therefore, students who register at our University are required to open a Kuveyt Türk bank account and report their IBAN information to the institute they are affiliated with.

Our students can apply for the Support Scholarship, which will be valid for 9 months, for scholarship increases, meal scholarships, etc. through their institutes and departments. Requests evaluated by the Scholarship Committee are finalized by the ÜYK.



Success Grades

A letter grading system is used to indicate the success of students in the course. Academicians can determine the score ranges according to letters. You can review our undergraduate and graduate regulations to get detailed information about our university's grading system. You can access the relevant regulations via the IHU Portal area.

Graduation

A graduation ceremony is held at the end of the spring semester each year for our students who have completed their graduation obligations and are entitled to graduate. The ceremony date is held in June at the end of the spring semester exams on the dates specified in the academic calendar. Students on the lists sent by the faculties and institutes are included in the ceremony. Our students can attend the graduation ceremony only once. While only fourth-year students can attend the ceremony for undergraduate students, students who have submitted their thesis can also attend for graduate students.

Student ID Cards

Active Student ID Card

Every student who enrolls at Ibn Haldun University is given a student ID card that officially shows that they are registered with the University. Since the student ID card will be used for university entrance and exit procedures, using the cafeteria and library services, facilitating attendance procedures, etc., it must be with the student at all times within the University. In case of loss of the card, the [“Student ID Card Loss Declaration Form”](#) located in the IHU Portal area is filled out and the new card fee is paid to the Financial Affairs Office. After the approval of the Financial Affairs Office is received, the form is submitted to the Student Affairs Department and when the new card is prepared, the Student Affairs Department informs the student via e-mail to collect their card.

Alumni ID Card

All our graduate students are given a graduate card so that they can enter the campus and benefit from the facilities on campus after graduating from our University.

National graduates are given their graduate cards by the Career Center Directorate and international graduates are given their cards by the International Relations Department.

If someone other than the graduate receives the card



when purchasing a graduate card, the graduate is obliged to inform kariyer@ihu.edu.tr about the person who will receive the card.

Graduate cards are delivered to graduates after signing and becoming a member of the IHU Career System with the username and password used by OBS.

Student Automation Systems

Student Information System

Student Information System is a system designed to make students' educational lives more practical. Thanks to this system, students can perform their course selection, grade viewing, and advisor communication online. Since all student information transactions are made through the Student Information System and the e-mail addresses provided to students by our University, students must actively use these systems. You can access the Student Information System (OBS) used in our University via the relevant web address

LMS (Canvas)

It is an online learning system where distance education course processes are carried out. Information about the course such as homework, course announcements, discussions, course syllabus, course documents and course grade viewing etc. can be accessed from this area. You can access the LMS Zoom fully integrated system via the relevant web address.

PORTAL

You can obtain information about frequently asked questions, announcements, document access, internal contact guide, meal list, and service hours regarding the relevant units in our University via the [Portal system](#).

Support Request System

This is a system where you can submit your requests, suggestions and complaints regarding the university in general by selecting the relevant unit. You can access the Support Request System via the relevant web address.

Our academics and administrative staff who are members of our university use the @ihu extension, and our students use the @stu extension e-mail addresses. It is important that you regularly follow your @stu e-mail address for all announcements and information to be made to you.

Note to the Editor: A text was requested to be added regarding not making unfair announcements and sharing via social media accounts or external channels without using these internal application channels within the university for possible problems, situations and solution suggestions, and this text was written accordingly. It needs to be strengthened.

Information Systems

Email and Cloud Services

All registered students are assigned an e-mail account by our university. In addition to accessing their e-mails with their account information, students will also be able to access the wireless network and all other systems related to them (student information system, library databases, etc.). (The username and password of the e-mail account are the same as the username and password of all other systems.)

E-mail accounts are defined in the format name.surname@stu.i.hu.edu.tr. The username is the preliminary account information of the e-mail address, "name.surname". By default, no password is defined for the account. First, in order to access e-mail, a

password must be created with the verification code sent to the mobile phone from pass.i.hu.edu.tr.

Sample account information is as follows:

Name and Surname: Mehmet YILMAZ

E-mail address: mehmet.yilmaz@stu.i.hu.edu.tr

Username: mehmet.yilmaz

Our university provides e-mail service via Gmail. The e-mail account can be accessed via the mail.stu.i.hu.edu.tr page. For detailed information on the subject, you can visit bt.i.hu.edu.tr/tr/e-posta-kullanimi.

Microsoft Office365 Service

With the collaboration of Ibn Haldun University and Microsoft, you can access and use Office 365 applications for our students either from your computer, phone or via the web browser you use. You can access Microsoft Office 365 applications from office.i.hu.edu.tr. Within the scope of our university's Office 365 plan; Word, Excel PowerPoint, Outlook for web, 50 GB mailbox, Microsoft Teams, Learning Tools, OneNote, Class Teams, Forms Sway, unlimited cloud service, In addition to our academics and staff; SharePoint, e-Discovery, corporate video service, rights 32 management, data loss prevention services are available.

Within the scope of the agreement, you can install Office desktop applications on up to five PCs, mobile devices or Mac computers per user.

Wireless Internet Service (Wi-Fi)

There are IHU and IHU-OGRENCI networks in our university to which all staff and students can connect. They connect to these Wi-Fi networks with a username and password. All campuses of our institution are provided with the same rules and high speed internet service.

Computer Usage and Password Procedures

Our university provides laptop computers to our students who are placed with YKS preferences. Our students will be able to use this computer, which will be given to them as a gift after graduation, throughout their education period. Since the computers are given for the purpose of using them in academic studies, they cannot be transferred or sold to anyone else until graduation. When you receive the computer, the default login information is as follows:

Username: IHU

Password: 1234



REDAM

Guidance and Counseling Education, Research and Application Center

With its academic tradition and intellectual vision, Ibn Haldun University aims not only to provide information to its students, but also to prepare them for life in the best way possible. In this context, we have created a support system that will be with you from the first day you step into your university life to overcome any difficulties you may encounter. In line with this mission, the Guidance and Counseling Education, Research and Application Center (REDAM), established in 2017, offers various services to maximize the emotional, social and academic well-being of Ibn Haldun University students. University life is full of many new experiences and changes; it is of great importance to receive professional support in order to manage any difficulties and stress that may occur during this process. As REDAM, we are here to help you adapt to this new life experience better and to guide you through any difficulties you encounter. Our services are designed to make your life easier and make your university experience richer, more satisfying and more successful.

REDAM Services:

1. Individual Counseling and Psychotherapy: If you want to get professional support while dealing with the stress, anxiety or personal problems that come with university life, you can benefit from individual counseling and short-term psychotherapy services special to you at REDAM. These sessions are designed to help you understand yourself better and overcome difficulties.
2. Group Therapies and Thematic Sessions: In the 2024-2025 Academic Term, you can come together with other students who experience similar feelings with group therapies we will organize on the themes of "homesickness" and "loneliness" and learn ways to cope with these difficulties. These sessions offer a great opportunity to reduce your sense of loneliness, increase your sense of belonging and strengthen your emotional health.
3. Crisis Intervention and Referral: Are you looking for a fast and effective intervention in the face of sudden emotional crises? REDAM offers you immediate support in such situations and directs you to community resources that can provide long-term or specialized support when necessary.
4. Expert Talks and Educational Programs: We aim to contribute to the well-being of our university community by bringing leading experts to our campus through both online and face-to-face events. These events offer unique opportunities for your personal development and knowledge accumulation.

Why Should You Apply to REDAM?

The academic and personal challenges you will face at Ibn Haldun University will mature you not only as a student but also as an individual. However, you are not alone in this process. As the REDAM team, we are ready to provide you with all the support you need to make your university experience healthier, more balanced and more satisfying. Receiving psychological support not only contributes to your academic success, but also strengthens your emotional and social health, so that you can face all the challenges of university life more strongly.

Take the first step to shape your life. REDAM is here to support you in dealing with all the challenges you may encounter in university life. Do not hesitate to contact us when necessary; we, the REDAM team, are by your side!

Project Support Office

IHUVATION Project Support Office (PDO) is a dynamic structure at Ibn Haldun University that brings together the academic knowledge and expertise produced within the university with internal and external stakeholders. It plays an active role throughout



the entire process, from the idea stage to approved projects, with a project management approach that generates a strong multiplier effect. Our office develops, manages, and supports high-quality projects in line with social needs and strategic priorities, with a focus on “social innovation”, “social entrepreneurship”, and “Society 5.0”. Within this framework, IHUVATION PDO operates its support mechanisms for the university’s internal and external stakeholders through five units:

- **Training and Promotion Unit:** Prepares a monthly open call bulletin on support programs for internal and external stakeholders, and contributes to strengthening the project culture within the university through promotional events and awareness activities.
- **Grant Projects Unit:** Provides information, project development, and management services for research and implementation projects at the national (TÜBİTAK, Development Agencies, ministries, etc.) and international (Turkish National Agency, European Commission, consulates, etc.) levels, thereby contributing to the transformation of raw ideas into accepted projects.
- **University–Industry Collaboration Unit:** Develops partnerships with higher education institutions and sectoral organizations at national and international levels, aiming to align university resources with industry needs and, in doing so, contribute to regional and national development.
- **Scientific Research Projects Unit:** Coordinates Scientific Research Projects for academic staff, as well as Thesis Support and Young Researcher Support Programs for students, in order to ensure the effective use of the university’s human and financial resources within the vision of becoming a “Research University.” In addition, in line with the mission assigned to our university by the Council of Higher Education (YÖK) in May 2023 as a “University Specialized in Digital Social Sciences,” the annual Society 5.0 Grant Program is carried out.
- **Entrepreneurship Unit:** Supports university stakeholders in developing, designing, and commercializing entrepreneurial ideas by helping them progress toward project design and company formation, thereby strengthening the entrepreneurship ecosystem within the university.

With a project portfolio exceeding 130 million TL, the establishment of 5 research centers, and more than 250 students participating in international mobility programs, IHUVATION PDO has already made a strong impact. Despite being a young institution, Ibn Haldun University continues to achieve significant milestones,

and dedicated efforts are being made to further enhance its national and international success.



IHU Career Center

Alumni Card

All our graduates are provided with an alumni card, enabling them to enter the campus and benefit from campus facilities after graduation.

Card Delivery Procedure

- Graduate cards for national students are delivered by the Career Center Directorate.
- Graduate cards for international students are delivered by the International Relations Office.

Card Collection Conditions

- If someone other than the graduate is to collect the alumni card, the graduate is obliged to inform kariyer@ihu.edu.tr about the person who will collect it.
- Alumni cards are delivered to graduates upon signature.

Card Benefits

The advantages of the alumni card are updated regularly on our website.

IHU Career System

The IHU Career System is a portal designed to support our students and graduates in achieving their career goals. Through this system, you can access internship, job, and event announcements, learn about the activities of the Career Center, and keep your information up to date by logging in with your IHU e-mail username and password.

Internship Opportunities

Internships are evaluated in two categories: compulsory and voluntary. Compulsory internships are managed by the relevant faculty secretariats.

Voluntary internships can be carried out:

- In companies that collaborate with the Career Center,

- Within the scope of the National Internship Program,
- Or in companies where the student independently secures acceptance.

All voluntary internship procedures are coordinated through the Career Center, and occupational health and accident insurance is covered by our university.

Before Voluntary Internship Procedures

- Students must meet the requirements stated in the related announcement and they must have received official acceptance for the internship.

Voluntary Internship Processes

- 1. Notification:** The student informs the Career Center of their internship acceptance via kariyer@ihu.edu.tr. During the process, the Internship Information Form will be shared with the student. Additionally, the host institution must send an e-mail to kariyer@ihu.edu.tr confirming the internship dates.

Note: If the student has been accepted through the National Internship Program or through an announcement where applications were received via the Career Center, this step is not necessary. This applies only to students who independently secure an internship.

- 2. Completion of Documents:** Students must complete all documents in the form and submit them at least one week before the start of the internship.
- 3. Insurance Procedures:** The Career Center notifies the Human Resources Department, which issues occupational health and accident insurance. The insurance declaration is then shared with the student via e-mail to be submitted to the host institution.

Important Notes

- If the student finishes the internship earlier than the declared end date, they must notify the Career Center so that an insurance termination document can be issued.
- If the student is employed as a part-time student or intern at the university, insurance cannot be covered for two institutions simultaneously. In this case, the internship insurance will only be covered after the student resigns from their university employment.
- For senior students, even if accepted to the National Internship Program, the internship must start and finish before the graduation date for insurance coverage. Otherwise, the university does not cover the insurance fee for students who are graduation candidates.

- Throughout their education at Ibn Haldun University, students can benefit from insurance coverage for multiple internships in different periods. Additional support is also provided to students enrolled in Double Major programs. Students should remain in contact with the Career Center throughout the process.
- For internships under the National Internship Program, students are responsible for confirming the exact start and end dates with the host institution, rather than relying solely on the system records.
- Graduate students are not eligible for internship insurance coverage.
- Internship insurance is provided only for national students.

Career Counseling Services

The Ibn Haldun University Career Center provides career counseling services to support the personal, academic, and professional development of students and graduates under three main categories:

General Counseling:

Aims to help students and graduates better understand themselves, discover their interests, identify their strengths and areas for improvement, and set meaningful and achievable career goals. Individual support is provided for gaining a holistic perspective on the career development process.

Academic Career Counseling:

Offered to students and graduates aiming for an academic career. Guidance is provided on field and program selection, planning application processes for domestic and international graduate studies, developing strategies to communicate with academics, and conducting university and scholarship research. Support is also provided for CV and academic résumé preparation, writing statements of purpose, requesting references, and preparing for interviews.

Professional Career Counseling:

For students and graduates targeting non-academic career goals. This service includes job and internship search strategies, sector and position research, identifying competencies required for specific career paths, and creating personalized development plans. Support for CV and cover letter preparation, as well as interview preparation, is also included. Students and graduates who wish to benefit from career counseling can request an appointment by sending an e-mail to kariyer@ihu.edu.tr. On the appointment date, a one-on-one counseling session is held with the relevant career counselor.

Internship Opportunities

Internships are evaluated in two categories as compulsory and voluntary internships. Compulsory internship procedures are carried out through the relevant faculty secretariats. Volunteer internships can be done in companies that are within the scope of the Career Center's cooperation, in institutions within the scope of the National Internship Program, or in companies that the student contacts with his/her own means and receives acceptance, and all these processes are carried out through our center. Within the scope of voluntary internships, our students' occupational health and occupational disease insurance is covered by our university.

Before Volunteer Internship Procedures

- It is necessary to meet the necessary conditions in the relevant announcement at the application stage,
- To have received internship acceptance.

Volunteer Internship Processes

- The student notifies the Career Center that they have been accepted for an internship via kariyer@ihu.edu.tr.
- The student fills out the Intern Information Form (google.com). At the same time, an e-mail from the institution where they will do their internship should be sent to kariyer@ihu.edu.tr regarding the dates during which the student will do their internship.
- If the student has been accepted from the National Internship Program or if it is an announcement where applications are received through the Career Center within the framework of our cooperation, this step is not necessary. This article only applies to students who find the institution where they will do their internship through their own means.
- The student must complete the documents in the form and fill out the form at least one week before starting their internship.
- The Career Center notifies the Human Resources Department of the student.
- Occupational health and occupational diseases insurance is provided by the Human Resources Department.

The relevant insurance declaration is shared with the student via e-mail to be forwarded to the institution where they will do their internship.

- If the student completes their internship before the specified date, they must notify the Career Center, in which case an insurance termination document will be issued.
- If the student is working as a part-time student or intern at the university, since the insurance fee cannot be covered for two institutions at the same time, the internship insurance fee they have accepted after resigning from their job at the

university will be covered.

- For senior students, even if they have received an internship offer from the national internship program, the internship start date must start at least 20 days before the graduation date in order for the insurance fee to be covered by the university. Otherwise, our university does not cover the internship insurance fee of students who are graduate candidates.
- There is no specific limitation on the number of internships the student will do in different time periods during their education at Ibn Haldun University in order for the internship insurance fee to be covered. However, the internship insurance fee is covered for a maximum of 4 months for an institution.
- In internships where students are accepted within the scope of the National Internship Program, it is the student's responsibility to confirm the internship start and end dates with the relevant institution, not just based on the dates on the system.
- Our graduate students can also benefit from the internship insurance service.
- Internship insurance fee is covered only for our national students.

Career Counseling Services

Ibn Haldun University Career Center provides career counseling services to students and graduates. This service is divided into two main categories: sectoral and academic.

- Academic Counseling: Support is provided to students and graduates on issues such as field selection in the academic career journey, university and program selection in the application processes for domestic and international graduate education programs, and preparation of application documents.
- Sectoral Counseling: Support is provided on career goals other than academic career. Students and graduates are guided on career paths in the sector, job search strategies and professional development.
- Students and graduates who want to benefit from this service can request an appointment via kariyer@ihu.edu.tr e-mail address. They will have a counseling session with the relevant career counselor in the Career Center at the time of the appointment they make.

Social Areas

Art and Culture

In our complex, which is a living space that contributes to socialization and cultural development, many activities such as trainings, workshops, conferences,



talks, sports activities, and trips are organized for our students to use their free time efficiently.

Cultural Activities: You can participate in many cultural activities such as Student Workshop, Şeb-i Arus, Health Street on Campus, Nevruz and IHU Culture Days.

Art Trainings: Courses are organized under the supervision of expert educators in branches such as violin, guitar, baglama, painting, illumination, calligraphy, etc.

Handicraft Workshops: Daily, weekly or monthly studies are planned in areas such as Decorative Wooden Decoration, Gel Candle Making, Fishing Line Jewelry Making, Artistic Mosaic, Handmade Soap and Fabric Painting.

Life & Sport

In university life, sports, physical and mental health, as well as socialization, love, respect, tolerance and patience are needed to develop human values. Our students are provided with sports opportunities in the areas they need.

Sports Facilities: Free activities are organized on certain days from open and closed sports facilities (football field, basketball-volleyball field, swimming pool, traditional archery, wrestling area, etc.).

IHU Rector's Cup: Individual (traditional archery, darts, billiards, table tennis, etc.) or team (football, volleyball, basketball, etc.) sports competitions are organized.

University Teams: In sports branches determined by our university, opportunities are created for our students to participate in national or international competitions within the framework of their abilities.

Sports Trainings: Our students participate in trainings in branches such as fitness, pilates, wrestling, traditional archery, taekwondo with expert coaches and become experts in these fields.

Sports Center

The Sports Center, the foundation of which was laid on October 12, 2020 and which was put into practice in a short time with the support of the Republic of Turkey Ministry of Youth and Sports and the Presidency of Spor Toto Organization, serves university students, academicians and administrative staff as well as the local people. The Sports Center, which includes an indoor basketball court with a 215-person stand, an indoor artificial turf pitch, an indoor swimming pool, an indoor tennis court, a wrestling hall, fitness centers, an archery area, squash, sauna, steam room and salt room, has a total indoor area of 9,560 m2.



The Sports Center, which stands out from its peers especially with its archery area, squash, sauna, steam room and salt room, promises its users a privileged and enjoyable sports experience. With its 11,700 m2 landscape area around it, it offers its users the opportunity to rest in the green and do various activities. In addition, all details, especially warm-up and dressing rooms, vitamin bar, cafe, prayer room and first aid room, have been meticulously considered and implemented.

Open Fields

Ibn Haldun University has one open football field, one open basketball and volleyball field and one open tennis court. These areas provide free service to all students, academic and administrative staff between 17:00 - 23:00. Requests regarding the use of these areas are made to spor@ihu.edu.tr by specifying the day and time. If the day and time in the request are suitable for the use of the fields, the reservation is completed.

Game Rooms

Ibn Haldun University has modern game rooms where students can have a pleasant time and increase their social interactions. There are special areas in the game rooms where various games such as billiards, table tennis, foosball and table hockey are available. These game rooms offer students a living space where they can relieve stress and have fun.

Hobby Gardens

Ibn Haldun University offers hobby gardens where students and staff can spend time on their personal interests and hobbies and have a pleasant time surrounded by nature. These hobby gardens are located on the campus and are allocated to participants on a term basis. University staff and students can allocate hobby gardens on a term basis. A predetermined application process is applied for this allocation process. The gardens allocated on a term basis are for personal use only and offer participants a comfortable space to pursue a hobby. The 44 hobby



gardens on our campus are allocated to academic and administrative staff and our students.

Cafeteria and Market

Ibn Haldun University has cafeterias and markets on the campus for students and staff to meet their daily needs. These spaces are designed to make campus life more comfortable and to meet the various needs of its members.

Hairdresser

At Ibn Haldun University, a modern and accessible hairdressing service is provided to meet the personal care needs of students and staff. Located on the ground floor of the Student Center Building, the hair salon operates on weekdays between 08:00 – 16:00. Working on an appointment basis, the salon offers students and staff a professional service for a comfortable grooming experience.

Cargo Lockers

To simplify the parcel delivery process for our students, Pudo Cargo Lockers are available on the Ibn Haldun University campus. Deliveries brought by contracted cargo companies are placed into the lockers located on campus; users can then easily collect their parcels at any time using the code provided to them. Thanks to this system, our students save time and have secure and practical access to their deliveries.

Rental and Inventory Transactions

Media Center

The Media Center unit, which operates within the Faculty of Communication, primarily provides education to faculty students, as well as providing video, photography, sound recording and equipment usage services to units or individuals who want to receive service from the media center throughout the university.

Units or individuals who want to receive program shooting service, sound recording service or photo shooting service from the Media Center prepare their requests (including purpose, content, broadcast medium information) and submit them to the Media Center. If the project is deemed appropriate, the necessary time planning is made and the shooting/ recording phase is started.

Another service of the center, the borrowing equipment system, allows university units or students to request equipment to be used for their own projects.

Units that will make a request can receive equipment supply service within certain periods of time, depending on availability, when they write the

equipment information they want to use on our printed “Equipment Request Form”, which has not yet been digitized, and submit it to us with the signature of the unit authorities.

Students who will make a request can prepare the “Equipment Request Form” and submit it to us with the signature of the project manager teachers, provided that it is a university education project (equipment is not provided for use in private works), and if deemed appropriate, they can receive equipment supply service for a certain period of time.

Musical Instruments

Our students can borrow musical instruments (such as ney, oud, bağlama, clarinet, flute and violin) for use during the course education within the scope of the art courses conducted by the Department of Arts, Culture and Sports (SKS) in cooperation with the Youth Office of the Ministry of Youth and Sports of the Republic of Turkey, through temporary embezzlement. Students who are not registered to art courses cannot borrow musical instruments. For embezzlement transactions, SKS Culture-Art Unit Offices must be applied to. There are 3 fully equipped art workshops in our Student Center building.

Sports Equipment & Board Games

Our students can borrow sports equipment such as billiard cue and ball, table tennis racket and ball, football, basketball and volleyball balls and board games (chess, mangala and taboo etc.) in the SKS Sports Unit inventory through temporary custodianship. For custodianship transactions, the SKS Sports Unit office must be contacted.

Club Fixed Assets

Some of our student clubs can rent the equipment that has been custodianship to the clubs by SKS to students who request it for a fee. Students who want to rent these equipment, which are the responsibility of the student clubs, must apply to the relevant student club.

Student clubs share the necessary details by making announcements via e-mail, social media etc. during the periods when they activate the rental transactions.

Youth Office

Established within our university in the 2022-2023 academic year, Young Office provides students with various social activities, art courses and technology-based training in partnership with the Ibn Haldun University Department of Arts, Culture and Sports.



The training and application areas within Young Office are the music room, piano room, handicrafts room, meeting room, IT room, audio and video technologies room, YouTube Academy and dubbing studio. In these Genç Ofis rooms, our students are provided with both training and application areas such as music courses (ney, violin, guitar, piano, bağlama, rhythm, oud, clarinet, flute), handicrafts courses (calligraphy, illumination, painting, engraving, leatherwork), IT courses (software, programming, web design, etc.), YouTube academy, dubbing studio, audio and video technologies training.

Students who want to benefit from Genç Ofis facilities must register for the trainings and applications opened and announced by the Department of Arts, Culture and Sports during the academic year.

e-SKS Portal

Developed by the Department of Arts, Culture and Sports in collaboration with the Department of Information Services, the e-SKS Portal is now in use. Through this portal, student clubs can digitally plan and manage their activities, while students can easily record their participation in club events by scanning a QR code, which is then automatically reflected in their social transcript.

Key Features of e-SKS

- **Student Club Event Calendar:** View all student club events, cultural and arts programs, workshops, trainings, and social responsibility activities on a single platform, and easily join the ones that suit your interests.
- **Student Club Information:** Access information about all student clubs, their themes, executive boards, and advisors, and connect with clubs that match your interests or areas for personal development.
- **Club Membership Management:** Start and manage your student club memberships digitally with ease.
- **Event Participation Tracking & Social Transcript Integration:** Documenting your attendance has never been easier! Simply scan the QR code at the event venue to instantly record your participation and have it automatically added to your social transcript.
- **Club Event Process Management:** For club managers, operational tasks such as event planning, venue reservations, procurement, and service requests are now much easier and more accessible. All processes can be managed quickly and efficiently through the e-SKS Portal.
- **Digital Event Approval Process:** Club advisors can approve event requests directly through the e-SKS Portal without paperwork, and easily access detailed information about the events.
- **Eco-Friendly e-SKS:** By eliminating paper use and



the need for physical signatures, the portal enables all processes to be managed digitally.

Important Notes

- **Event Participation:** To ensure participation is reflected on the Social Transcript, students must scan the QR code using their official IHU email accounts. Event QR codes can be obtained from the respective club representatives.
- **Club Membership Requests:** To join a club, students can go to the relevant club's page on the e-SKS Portal and submit a request via the "Join" button. Membership processes should be followed up with the club management.

Club Executive Board Information

The titles of students who officially serve on the executive boards of student clubs (such as Club President, Vice President, Treasurer, etc.) are entered into the system by SKS club mentors. Club executives are required to check their titles on the e-SKS portal and report any errors to the club president.

Student Clubs

Ibn Haldun University [student clubs](#) are an integral part of campus life. Our university supports the creativity of students by offering clubs that provide quality education as well as a social atmosphere where students can improve themselves. Clubs are structures established entirely by our students to develop their individual talents, work as a team, and carry out extracurricular activities to meet social and cultural needs. Students can become members of any club they want or take an active role in establishing a club of their choice within the framework of procedures. Student Clubs are obliged to operate in accordance with the [Student Activities Directive](#).

Student Club Rooms

Our university allocates rooms for student clubs in order to contribute to these clubs and facilitate their activities. These rooms are usually a special area where student clubs can organize their meetings, organizations, and events. These rooms also serve as

a center where members can hold meetings, work on projects, store materials, and plan events. There are separate rooms for each club in our Student Center building that our students can use for club coordination and activities.

Student Representatives Board

[The Student Representatives Board](#) is a communication bridge established between the university's administrative bodies and students in meeting and developing the educational, health, sports and cultural needs of our students. The Student Representatives Board is a board that is responsible for tasks such as representing its departments/institutes in national and international platforms, determining the students' opinions in meeting and developing the educational, health, sports and cultural needs of students, producing solutions to student problems, liaising with administrative and academic staff, and is a board that protects student rights and is not affiliated with any political movement.

Freezing Registration

The procedures regarding freezing registration are applied according to Article 34 of the Undergraduate Regulation and the stages in Article 22 of the Postgraduate Regulation.

Students who want to freeze their registration must fill out the form named "[Permission Request Form](#)" in the IHU Portal area. Undergraduate students must apply to the Department Head, and graduate students must apply to the Department Head. The grade of the courses in which students are considered to be on leave during the semester is indicated with LA on the transcript. The permission request must be made by the last business day of the fourth week following the start of the courses. Except for mandatory cases, permission applications made after this period will not be accepted. Students cannot participate in education and training activities and exams during the period they are on leave, and they cannot benefit from the scholarship opportunities provided by the University. According to the regulations, 5% of the annual program fee is collected for each semester in which the student is considered to be on leave. In the event of certain reasons, no fee is charged from the student considered to be on leave.

Online Education

Education and training at our university are carried out formally. Within the scope of the relevant legislation of the Council of Higher Education, a certain number of courses can be given online each semester. The methods of teaching the courses are specified in the course program announced on our website each

semester.

Withdrawal

There are various student dismissal processes at our university for various reasons. Students who want to terminate their relations voluntarily must fill out the Dismissal Form in person or by a second person to whom they have given a power of attorney and submit it to the department/major secretariat. The student's dismissal from the university is made based on the decision of the board of directors to be made by the relevant faculty/institute. Dismissal procedures are carried out by the faculty/institute management decision without waiting for students who exceed the maximum period of study, fail the preparation course, receive conditional postgraduate acceptance and do not complete their registration documents to complete the dismissal process. If the students whose relations are terminated have a debt that they need to submit to the university, they must definitely submit the relevant debt to the university. Otherwise, legal proceedings are initiated.

Students who want to terminate their affiliation must fill out the form named "[Disengagement Form](#)" in the IHU Portal area. Information regarding tuition fees related to registration cancellation is processed according to the articles in the regulations. The courses selected by students who terminate their affiliation in the semester they cancel are shown with the grade "CW".

Withdrawal from Courses

Students who want to drop a course after the add-drop process can drop their courses by withdrawing from the course. While undergraduate students can withdraw from the course starting from the third semester, there is no such limit for graduate students. Our students can withdraw from a maximum of 6 courses in total, and graduate students can withdraw from a maximum of 3 courses in total, with the approval of their advisors, until the "Last Day for Course Withdrawal Applications" date specified in the academic calendar. The course in which the withdrawal is made is not included in the average, but is shown as a W grade on the transcript.

You can access the Ibn Haldun University Undergraduate Education-Teaching and Examination Regulation and the Postgraduate Education and Training Regulation via the Iber system, review the criteria for course withdrawal, and access the course withdrawal form.

Satisfaction Surveys

In order to measure satisfaction and collect information in various areas within Ibn Haldun University, the implementation of existing surveys is continued, the



implementation techniques and evaluation methods of new surveys that are decided to be implemented are determined, the survey results are analyzed and the necessary improvements are determined. In this context, various surveys are applied to internal and external stakeholders face-to-face or online. The surveys applied and the application systematics of these surveys are briefly mentioned below:

Student Satisfaction Survey

With this survey applied to active students at the end of the year, feedback from our students in areas such as internal communication, opportunities and services offered at the university, administrative practices and student loyalty is obtained.

Faculty Member/Course Evaluation Survey

This survey is sent to all undergraduate and graduate students via the Student Information System at the end of each academic term and they are asked to respond to all courses they have taken in that term. The results of this survey, which has been revised to also measure innovative learning and teaching methods, are taken into account and educator training efforts are ongoing.

Employee Satisfaction Survey

This survey is applied to all academic and administrative employees of the University during the Annual Consultation and Evaluation Camps. The survey results are examined and areas open to development are identified and action plans are created with the relevant units. Subject-based satisfaction surveys are also applied regarding the areas to be improved and more detailed improvement plans are created.

External Stakeholder Satisfaction Survey

Ibn Haldun University creates its development plans by receiving the ideas of its internal stakeholders as well as its external stakeholders. The survey is sent to the institutions and organizations determined as a result of the stakeholder analysis in order to evaluate the relevant year and measure satisfaction with our University.

Leadership Behavior Evaluation Survey

Leadership Behavior Evaluation Survey is a survey applied to evaluate the leadership behaviors of the leaders in our University. Feedback meetings are held with leaders in line with the survey results, and the leaders' strengths and areas of development are discussed in these meetings.

Supplier Satisfaction Survey

A Supplier Satisfaction Survey and Supplier Performance Evaluation are implemented in order to identify improvement opportunities in the purchasing processes at the University. The supplier satisfaction survey is sent to suppliers via e-mail in the last month of each year. With this survey, suppliers are asked questions about their satisfaction with working with the University, and the satisfaction of the suppliers is analyzed based on the answers given to these questions.

Service Satisfaction Survey

All University members are provided with the opportunity to quickly evaluate the service they receive



from the relevant unit through the QR codes located at the entrances of administrative units. The evaluation results are actively followed by the General Secretariat.

Summer School

Our university's summer school process is carried out under the supervision of the Summer School Coordinator. The survey regarding the courses requested by our university students to be opened in the summer school is opened to all students on the date specified in the academic calendar. The survey results are reported for evaluation and forwarded to the Summer School Coordinator. Students can take the courses they fail in the Summer School. If these courses are not opened in the summer school, they can take courses from other universities' summer schools according to the principles determined by the relevant faculty/institute board of directors. Program fees and student scholarships do not cover the summer term. The fee that students will pay per credit in the summer education is determined and announced by the Board of Trustees. You can access detailed information about the Summer School from the [Summer Education Regulation](#) in the IHU Portal area.

Students who will take courses from other universities as special students must obtain approval from their relevant faculty/institute. The courses of students who take courses during the summer school and are successful are processed into the Student Automation System (OBS) based on the decision to be made by the faculty/institute.

Applications for summer school from outside the institution to our University are collected by the Summer School Coordinatorship within the periods specified in the academic calendar. Applications sent to the faculty/institute are forwarded to the Student Affairs Department with the decision of the board of directors and student and course registrations are made by the Student Affairs Department.

Documents

Our students can submit their document requests via OBS or IHU Support Request System. While transcript and student certificate requests can be submitted via OBS, all other document requests are submitted via IHU Support Request System.

Student Certificate

It is an official document showing that the student is registered at Ibn Haldun University. The student certificate with wet signature prepared by Student Affairs is delivered only to the student. The student certificate with electronic signature can be obtained via OBS or e-government system.

Transcript (Grade Report) Certificate

It is a document showing the registration status of the student, all graded courses and academic success status since the date of registration at Ibn Haldun University. The transcript with wet signature prepared by Student Affairs is delivered only to the student. The transcript with electronic signature can be obtained via OBS or e-government system.

Disciplinary Certificate

It is a document prepared by Student Affairs Department with wet signature only, showing the status of our student receiving disciplinary punishment during the period of study at our university. It can be requested through the IHU Support System. The signed disciplinary document prepared by the Student Affairs is delivered only to the student.

Course Content

Our students can access the course content through the web page related to the TYYÇ Information Packages.

Temporary Graduation Certificate

A temporary graduation certificate is given to the student only once until the diplomas are prepared. The signed temporary graduation certificate prepared by the Student Affairs is delivered only to the student. This document can be requested through the IHU Support System.

Social Transcript

The Social Transcript became active as of the Spring Semester of the 2024–2025 Academic Year. Independent from the academic transcript, it reflects the social activities and achievements students engage in during their university life.

For activities to be recorded in the Social Transcript, students must have the trainings they attended approved by their departments through the e-SKS portal. If they participated in or took part in a student club activity, they must scan the QR code at the event and submit a request via the portal.

The document can be downloaded through the e-SKS Portal and is delivered to students at the graduation ceremony together with their diploma, academic transcript, and diploma supplement.

Diploma

Students who meet the graduation requirements in the Ibn Haldun University Undergraduate Education



and Examination Regulation/Ibn Haldun University Postgraduate Education and Training Regulation are given an undergraduate/graduate diploma. Diplomas are prepared with wet signatures by the Student Affairs.

Diploma Supplement

A diploma supplement, which is a complementary document to the diploma, is given to undergraduate/graduate students who are entitled to receive a diploma. The language of the diploma supplement is English and includes information about the department from which they graduated and the degree of the graduate. Diploma supplements are prepared with wet signatures by the Student Affairs.

Minor Program Certificate

Minor program certificates are given to students who successfully complete their graduation requirements from our university's minor programs.

Honor and High Honor Certificates

Among the students who graduated from each faculty or department in the relevant academic year, an honor certificate is given to students whose GPA is between 3.50-3.79, a high honor certificate is given to students who are 3.80 and above, or a high honor certificate is given to students who are in the top 10% of the relevant academic year, and an honor certificate is given to students who are in the top 30%. It is delivered to students with a diploma, diploma supplement and transcript at the graduation ceremony.

Department Excellence Certificate

A department first place certificate is given to undergraduate program students who successfully complete their department and are in the first place in their success ranking. It is delivered to students with a diploma, diploma supplement and transcript at the graduation ceremony.

Honor Program Certificate

An honor program certificate is given to students who graduate from our university's Honor Program. For detailed information about the documents and certificates, you can review the relevant articles in the Ibn Haldun University Undergraduate Education and Examination Regulation/Ibn Haldun University Postgraduate Education and Training Regulation.

Visa and Residence Procedures

The Visa and Residence Directorate, which is under the Department of International Relations, deals with visa procedures and residence procedures of international

students. The directorate, which works closely with the Immigration Administration, closely follows all documents and processes of university students. For details, you can review our website or contact us via e-mail at vid@ihu.edu.tr

Foreign Language Requirement

The types of foreign language exams and scores required for registration in our university programs vary based on program and undergraduate and graduate programs. PTE Academy and Versant exams organized by the School of Foreign Languages Directorate are also held at our university to determine our students' foreign language levels. In addition, they can be exempt from the relevant levels of language courses by taking exams organized by the School of Foreign Languages Directorate of our university in certain programs along with the central exam.

Foreign Language Proficiency Exams Accepted by the University Senate:

For Undergraduate Programs

- YDS/YÖKDİL: 90
- TOEFL-IBT: 80
- PTE ACADEMIC: 55
- CPE: C
- CAE: C
- FCE: B

For Master's Programs, you can review the Master's Program Application Requirements.

For Doctoral Programs, you can review the Doctoral Program Application Requirements.

Undergraduate and Graduate Transfer

There are different types of yatay geçiş at our university. There are three different types of horizontal transfers: intra-institutional horizontal transfer, inter-institutional yatay geçiş, and yatay geçiş made with central placement score type.

Inter-Institutional Transfer

A lateral transfer can be made to equivalent level diploma programs within a faculty or within another faculty within the same university within the quotas determined by the relevant board of directors. In order to apply for yatay geçiş between diploma programs, the student must have a general grade point average of at least 3.00 out of 4.00 for the semesters he/she completed in the program he/she is registered in and must have earned 48 ECTS for the third semester, 72 for the fourth semester, and 96 for the fifth semester. The relevant boards of directors may



determine new criteria, provided that they are not less than these conditions. Transfers can only be made in the 3rd, 4th, and 5th semesters. For horizontal transfer applications between university diploma programs, the student's central placement score in the valid score type for the diploma program he/she wants to transfer to, as of the year he/she takes the central exam, must not be below the lowest base score of equivalent diploma programs of other higher education institutions in the country.

Intra-Institutional Transfer

Inter-institutional horizontal transfer is made between equivalent diploma programs of higher education institutions at the same level and within the framework of quotas published by the Council of Higher Education. For inter-institutional horizontal transfer, the student's GPA for the semesters he/she completed in the program he/she is registered in must be at least 76.66 out of 100 (at least 3.00 out of 4.00). Inter-institutional horizontal transfer is made within the framework of equivalent diploma programs at the same level and only transfer to the 2nd and 3rd grades is possible. The fee and scholarship status of the accepted student is determined by the relevant board of directors' decision and the approval of the Rectorate.

Undergraduate Transfer Based on Central Placement Score

If the central placement score of the student in the year he/she registered is equal to or higher than the base score of the diploma program he/she wants to transfer, the student can apply for yatay geçiş, including the preparatory class. The application calendar for yatay geçiş to the program, the principles regarding the student quota and the procedures and principles regarding yatay geçiş are determined by the Higher Education Executive Board (YÖK). In accordance with the determined procedures and principles, the applications of the students are evaluated by the relevant boards of higher education institutions and their yatay geçiş are accepted. In cases where the application is more than the quota, the horizontal transfer of the candidates up to the quota is accepted, starting from the candidate with the highest ÖSYM score. If the central placement score of the student in the year he/she registered is not below the base score of the diploma program he/she wants to transfer, the student can apply for yatay geçiş to all classes, including the preparatory class. The maximum duration of a student who transfers to a program different from the program he/she is studying is calculated by subtracting the class he/she is accepted from the maximum duration of the program. The fee and scholarship status of the accepted student is determined by the decision of the relevant board of directors and the approval of the rectorate.

Transfer requirements and applications for postgraduate programs are received by the institutes. Application requirements are announced by the institutes in the relevant periods.

Transition to Turkish Undergraduate Programs

The maximum education period of the compulsory preparatory program applied in programs where the language of instruction is partially or completely in a foreign language is two years. Students who fail at the end of the maximum period are dismissed from the program they are studying. Students whose relations are dismissed may be placed in one of the programs where the language of instruction is Turkish by ÖSYM, provided that their university entrance score is not lower than the base score sought for registration to the program they will be placed in, as of the year they registered, and once only.

Students who will apply can review the application dates and application guide published on ÖSYM's page. They can apply to ÖSYM by filling out the application form on the relevant dates and obtaining a signature from the Student Affairs Department. You can review our University's undergraduate and graduate regulations and the criteria determined by [ÖSYM](#) to get detailed information on the subject.

Library

[The IHU Library](#) provides services to support users' education, training and academic studies. The library has a rich collection that offers 24/7 access to various information sources such as books, e-books, journals and theses in printed and electronic formats. Librarians who are experts in their fields provide professional support to users in terms of research and information services.

IHU Library offers unlimited information services to its users with its ergonomic work areas, rich collection, expert librarians and user-focused service approach. You can reach your goals in your academic research by making the best use of library services and you can learn more about these services by examining the web page.

[Working Hours](#) are arranged so that students, academics and researchers can have uninterrupted access to library services. The library is open between 08.00-23.00 on weekdays and 10.00-17.00 on weekends. The 24/7 study hall on the ground floor is designed as a comfortable working environment for our users. Changes can be made to working hours according to needs during exam periods and official holidays. You can visit our website for current working



hours and changes in special periods.

[Discovery Tool](#) is a central platform that provides 24/7 access to all information resources offered by the library. Discovery Tool provides access to various information resources such as subscription databases, open access databases, library catalog and Institutional Academic Archive from a single location. Users can access more than 550 million reliable resources quickly and securely with Discovery Tool.

[Library Guide](#) is a helpful resource that provides detailed information about the steps, processes, work areas, facilities and other library services related to the use of IHU Library.

[Ethical Principles](#) are a fundamental component of the library service policy. The library adopts ethical principles and encourages users to have fair and equal access to resources and services. The ethical principles page includes information on issues such as fair use of resources, benefiting from services, compliance with copyrights, data privacy, plagiarism and academic honesty. It is important for library users to understand and apply these principles.

[User Rights](#) Our library attaches importance to protecting user rights and providing the best service. The User Rights page contains detailed information on the best use of library resources and services, use of library areas, data privacy, right to access information and other user rights.

[Disabled Services](#) is provided to facilitate access to library resources for our users with special needs. On our page, you can find detailed information about how disabled users can benefit from library services, accessibility measures, assistive technologies and other support services. Reservation System Our library has designed individual and group study areas to provide users with a comfortable study environment. All areas can be used by requesting via computer or mobile device through the IHU Reservation system.

Part-Time Work

Within the framework of this application, our students are provided with the opportunity to work in various units of our university in line with their interests and abilities in their free time outside of class hours for an hourly wage of not more than 15 hours per week. Our students who want to work full-time during the summer period are also offered a voluntary internship opportunity within the scope of the possibilities. In this way, students contribute to earning financial income, gaining application skills, and becoming productive individuals with work discipline.

Units that want to employ part-time workers or intern students publish advertisements on their own web pages in line with their needs, collect and evaluate applications, determine the students they will work with, and share the same with the Human Resources Department. The following official process is carried out by Human Resources.

Detailed information on the subject is included in the Part-Time Student Directive published on the documents page of the portal. All advertisements published by the units can be accessed from the Human Resources web page, under the [open positions](#) heading.

Working Hours

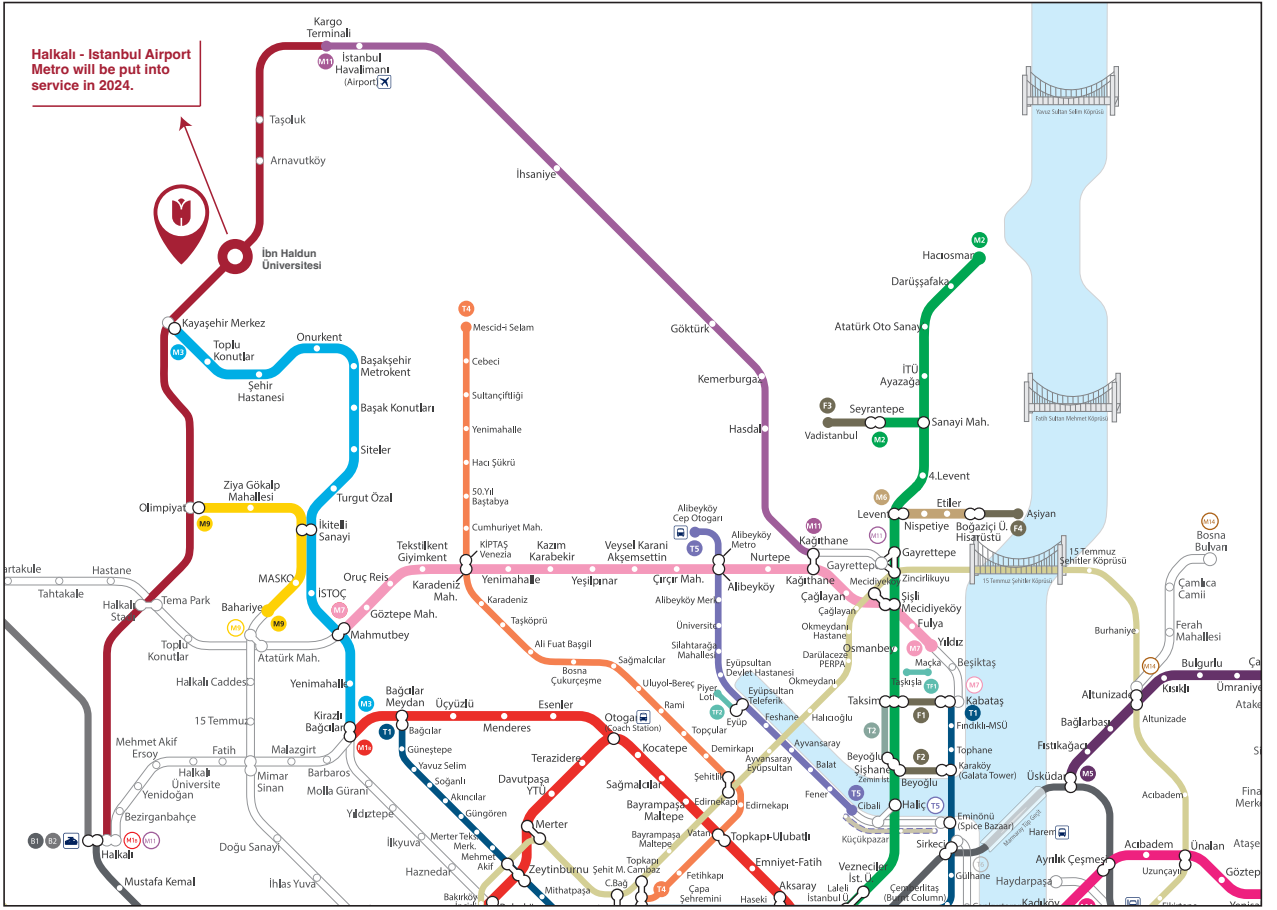
Our university's working hours are five days a week, 08:00 in the morning - 17:00 in the evening. There is a one-hour lunch break. You can reach academic and administrative staff during working hours.

The working hours of the Library and Sports Center are determined differently from the general operation of the university. Please review the relevant pages for detailed information.

Section 6

Transportation





Municipal bus lines passing through Ibn Haldun University - Fenertepe bus stop

- 78Ş** FENERTEPE - İGTOT
- 78ZB** FENERTEPE - ZEYTİNBURNU
- 78K** FENERTEPE - KANUNİ SULTAN SÜLEYMAN HASTANESİ
- 78H** FENERTEPE - EMİNÖNÜ
- 78F** FENERTEPE - METROKENT
- 78E** FENERTEPE - KAYABAŞI KIPTAŞ
- 78B** FENERTEPE - YENİBOSNA METRO
- MK31** FENERTEPE - KANUNİ SULTAN SÜLEYMAN HASTANESİ
- 146K** FENERTEPE - ESENLER BİLİM PARKI
- 146F** FENERTEPE - BAĞÇEŞEHİR
- 78C** FENERTEPE - SULTANGAZI

Existing metro and other public transportation lines

- M1A** Yenikapı-Atatürk Havalimanı Metro Hattı Metro Line
- M1B** Yenikapı-Kirazlı Metro Hattı Metro Line
- M2** Yenikapı-Seyrantepe-Hacıosman Metro Hattı Metro Line
- M3** Kirazlı-Kayaşehir Merkez Metro Hattı Metro Line
- M4** Kadıköy-Sabiha Gökçen Havalimanı Metro Hattı Metro Line
- M5** Üsküdar-Çekmeköy Metro Hattı Metro Line
- M6** Levent-Boğaziçi Ü./Hisarüstü Metro Hattı Metro Line
- M7** Yıldız-Mahmutbey Metro Hattı Metro Line
- M8** Bostancı-Dudullu-Parseller Metro Hattı Metro Line
- M9** Bahariye-Olimpiyat Metro Hattı Metro Line
- M10** Kağıthane-İstanbul Havalimanı Metro Hattı (TCDD) Metro Line
- TF1** Maçka-Taşkışla Teleferik Hattı Cable Car
- TF2** Eyüp-Piyyer Loti Teleferik Hattı Cable Car
- T1** Kabataş-Bağcılar Tramvay Hattı Tram Line
- T2** Taksim-Tünel Nostaljik Tramvay (İETT) Heritage Tram
- T3** Kadıköy-Moda Tramvay Hattı Tram Line
- T4** Topkapı-Mescid-i Selam Tramvay Hattı Tram Line
- T5** Cıbalı-Alibeyköy Cep Otogan Tramvay Hattı Tram Line
- F1** Taksim-Kabataş Füniküler Hattı Funicular Line
- F2** Karaköy-Boğaziçi Tarihi Tünel (İETT) Tunnel (Heritage Funicular)
- F3** Seyrantepe-Vadistanbul Füniküler Hattı Funicular Line
- F4** Boğaziçi Ü./Hisarüstü-Asiyan Füniküler Hattı Funicular Line
- B1** Halkalı-Gebze Banlıyö Hattı (Marmaray-TCDD) Suburban Line
- B2** Halkalı-Bahçeşehir Banlıyö Hattı (TCDD) Suburban Line
- B3** Metrobüs Hattı (İETT) Bus Rapid Transit
- B4** E1 Eminönü-Cıbalı Mekik Otobüs İşletmesi
- B5** E2 Eminönü-Cıbalı Mekik Otobüs İşletmesi





Fikrî Bağımsızlık
Intellectual Independence
الاستقلال الفكري



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