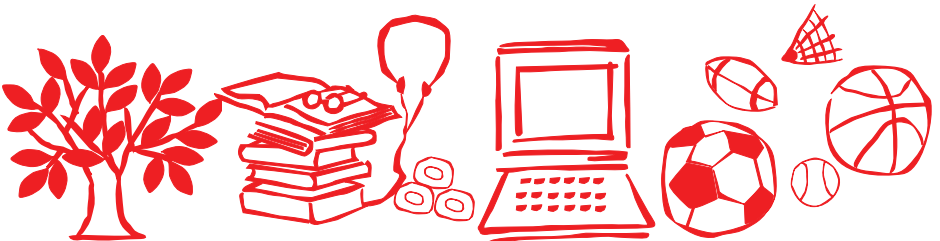


# Bilkent University

# 2020–2021

# Student Handbook





### **Bilkent University Smoke-Free Campus Policy**

Bilkent University aims to create a healthy campus environment for all members of the university community.

The University Senate and Executive Board have jointly agreed on a measure, effective 1 September 2022 that prohibits the use of cigarettes and other tobacco products including electronic cigarettes in all indoor and outdoor areas of Bilkent University. In the intervening period before the campus-wide prohibition takes place, current areas where smoking is permitted will be gradually phased out.

Civil Defence and Security Office staff who identify students smoking in non-smoking areas will report these students directly to their faculties or schools to initiate disciplinary action. Academic staff are also authorized to report students who violate non-smoking rules.

We urge you to help us implement this campus policy and remind others who smoke in non-smoking areas that such behavior undermines the campus atmosphere of respect and collegiality.

The Health Center offers support if you would like to quit smoking.

*Welcome to Bilkent University!*

*I am very happy to welcome you to Bilkent University, where you will enter a new phase of your life and begin creating your future. I would like to congratulate you for choosing Bilkent, and I wish you great success, with confidence that your choice will allow you to take your educational pursuits to the highest level in our university's rich and diverse environment.*

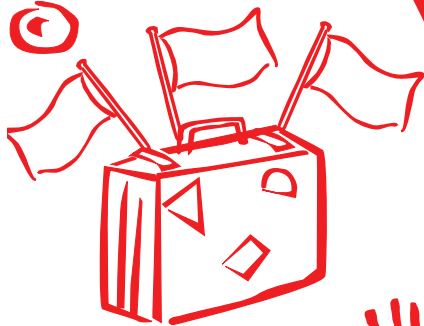
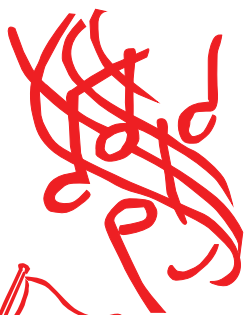
*Bilkent University has long been a center of attraction for young college students, not only as an institution of academic excellence but also as a hub of social, cultural, and sports activities. I encourage all students to take advantage of these opportunities, and suggest that you join the various clubs, societies, and social responsibility projects organized under the guidance of the Dean of Students Office; participate in the sports classes, exercise sessions, and competitive tournaments held by the Physical Education and Sports Center; and attend the many events and activities arranged by various units of our university.*

*Dear Students,*

*The Student Handbook that you are reading right now contains important information about your life at Bilkent; it is a valuable informational resource that you will often consult. I believe you will benefit from reading it carefully and keeping it in your library. You should feel free to contact us at the Dean of Students Office or any other relevant academic or administrative unit to share your questions and concerns.*

*I welcome you once again to Bilkent, and wish you a healthy and successful academic life.*

*Kamer Rodoplu  
Dean of Students*



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# Academic Calendar

## FALL SEMESTER

4 September 2020, Friday – 9 September 2020, Wednesday	Required courses pre-loaded
5 September 2020, Saturday – 6 September 2020, Sunday	Exchange students' arrival
6 September 2020, Sunday (09:30)	PAE Exam: 1st stage
6 September 2020, Sunday (18:00)	PAE Exam 1st stage results announced
7 September 2020, Monday (09:00)	PAE Exam: 2nd stage part-A
7 September 2020, Monday (19:00)	PAE Exam 2nd stage part-A results announced
8 September 2020, Tuesday (09:00)	PAE Exam: 2nd stage part-B writing exam
8 September 2020, Tuesday – 10 September 2020, Thursday	PAE Exam: 2nd stage part-B speaking exam (by appointment)
8 September 2020, Tuesday	Transfer students' curricula finalized
8 September 2020, Tuesday	New minor program and second major application results sent to the Registrar
10 September 2020, Thursday – 12 September 2020, Saturday	GE100 Introduction to Academic Life program for all new students
9 September 2020, Wednesday	Tuition due for all continuing students
9 September 2020, Wednesday	Last day for leave-of-absence applications
10 September 2020, Thursday	Exchange students' course registration
11 September 2020, Friday (10:00)	PAE Exam 2nd stage exam results announced
11 September 2020, Friday	Courses pre-loaded for new students
11 September 2020, Friday	Elective courses pre-loaded
11 September 2020, Friday (17:30)	Pre-loaded courses announced
12 September 2020, Saturday	Turkish course for new international students
14 September 2020, Monday	English Preparatory Program Period 1 begins
14 September 2020, Monday – 15 September 2020, Tuesday	Course registrations
15 September 2020, Tuesday (14:00)	Elective and required quotas merged
16 September 2020, Wednesday	Classes begin
16 September 2020, Wednesday (09:00)	Registration for courses additional to the curriculum begins
17 September 2020, Thursday (09:00)	Optional re-registration for successfully completed courses
22 September 2020, Tuesday (13:00)	Course drop deadline
22 September 2020, Tuesday (23:59)	Course add deadline
23 September 2020, Wednesday (14:30)	Exam reservations begin
23 October 2020, Friday (17:30)	Final exams list finalized
28 October 2020, Wednesday	No classes
28 October 2020, Wednesday (12:30)	Half day holiday

29 October 2020, Thursday	Republic Day holiday
30 October 2020, Friday	No classes
10 November 2020, Tuesday	Commemoration of Atatürk
16 November 2020, Monday	English Preparatory Program Period 2 begins
20 November 2020, Friday (17:30)	Withdraw deadline
2 December 2020, Wednesday	Offerings for Spring semester finalized
4 December 2020, Friday – 4 January 2021, Monday	Course pre-registration
25 December 2020, Friday	Last day of classes
25 December 2020, Friday (21:00)	Deadline for submitting FZ grades for non-qualifying students
25 December 2020, Friday (21:00)	Students who do not qualify to take final exams (FZ grades) announced
27 December 2020, Sunday – 9 January 2021, Saturday	Final exams
1 January 2021, Friday	New Year's Day holiday
5 January 2021, Tuesday	Internal transfer applications deadline
5 January 2021, Tuesday	New minor program and second major applications deadline
7 January 2021, Thursday	Classrooms available to all depts. for scheduling
7 January 2021, Thursday	Newly created courses reported to departments
8 January 2021, Friday	New graduate student admissions finalized
11 January 2021, Monday – 12 January 2021, Tuesday	Registration for new graduate students
12 January 2021, Tuesday	Departments finalize schedules, quotas, and elective pools
13 January 2021, Wednesday	Last day of Fall semester classes for English Preparatory Program
13 January 2021, Wednesday (17:30)	Grade submission deadline for instructors
13 January 2021, Wednesday (17:30)	Grades announced
13 January 2021, Wednesday (09:30)	PAE Exam: 1st stage
13 January 2021, Wednesday (18:00)	PAE Exam 1st stage results announced
14 January 2021, Thursday (09:00)	PAE Exam: 2nd stage part-A
14 January 2021, Thursday (19:00)	PAE Exam 2nd stage part-A results announced
14 January 2021, Thursday – 18 January 2021, Monday	Required courses pre-loaded
15 January 2021, Friday (09:00)	PAE Exam: 2nd stage part-B writing exam
15 January 2021, Friday – 16 January 2021, Saturday	PAE Exam: 2nd stage part-B speaking exam (by appointment)
15 January 2021, Friday	Transfer application results sent to the Registrar
15 January 2021, Friday	New minor program and second major application results sent to the Registrar
16 January 2021, Saturday – 17 January 2021, Sunday	Exchange students' arrival
18 January 2021, Monday	PAE Exam 2nd stage exam results announced

## SPRING SEMESTER

18 January 2021, Monday	Tuition due
18 January 2021, Monday	Last day for leave-of-absence applications
19 January 2021, Tuesday	Tuition due (English Preparatory Program)
19 January 2021, Tuesday	Exchange students' course registration
19 January 2021, Tuesday	Courses pre-loaded for new students
19 January 2021, Tuesday	Student evaluations posted on the web
20 January 2021, Wednesday	Transfer students' curricula finalized
20 January 2021, Wednesday	Elective courses pre-loaded
20 January 2021, Wednesday (17:30)	Pre-loaded courses announced
21 January 2021, Thursday – 22 January 2021, Friday	Course registrations
22 January 2021, Friday (14:00)	Elective and required quotas merged
25 January 2021, Monday	Classes begin
25 January 2021, Monday	English Preparatory Program Period 3 begins
25 January 2021, Monday (09:00)	Registration for courses additional to the curriculum begins
26 January 2021, Tuesday (09:00)	Optional re-registration for successfully completed courses
29 January 2021, Friday (13:00)	Course drop deadline
29 January 2021, Friday (23:59)	Course add deadline
1 February 2021, Monday (14:30)	Exam reservations begin
8 March 2021, Monday (17:30)	Final exams list finalized
15 March 2021, Monday – 17 March 2021, Wednesday	Spring Break (except for English Preparatory Program)
24 March 2021, Wednesday	English Preparatory Program Period 4 begins
26 March 2021, Friday (17:30)	Withdraw deadline
3 April 2021, Saturday	Bilkent Day
22 April 2021, Thursday	No classes (except for English Preparatory Program)
23 April 2021, Friday	National Sovereignty and Children's Day holiday
30 April 2021, Friday – 1 May 2021, Saturday	Spring Festival
1 May 2021, Saturday	Labor and Solidarity Day holiday
3 May 2021, Monday – 24 May 2021, Monday	Course requests for Summer School through SRS
7 May 2021, Friday	Last day of classes
7 May 2021, Friday (21:00)	Deadline for submitting FZ grades for non-qualifying students
7 May 2021, Friday (21:00)	Students who do not qualify to take final exams (FZ grades) announced
12 May 2021, Wednesday (12:30)	Half day holiday
13 May 2021, Thursday – 15 May 2021, Saturday	Feast of Ramadan holiday
17 May 2021, Monday – 29 May 2021, Saturday	Final exams

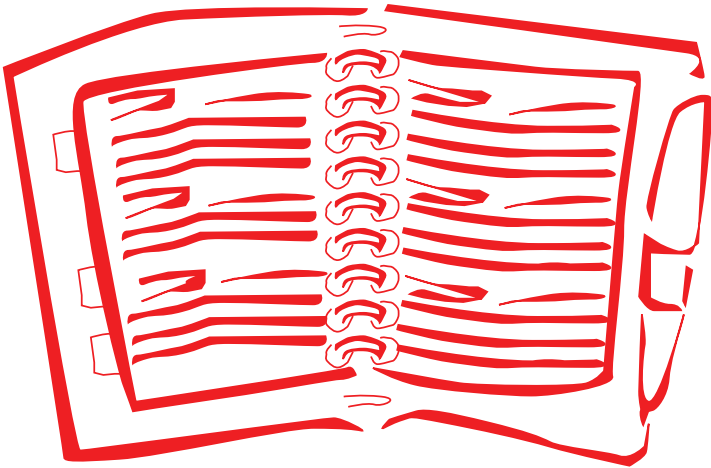


19 May 2021, Wednesday	Commemoration of Atatürk, Youth and Sports Day holiday
26 May 2021, Wednesday	Last day of Spring semester classes for English Preparatory Program
26 May 2021, Wednesday (10:00)	PAE Exam: 1st stage
26 May 2021, Wednesday (18:00)	PAE Exam 1st stage results announced
27 May 2021, Thursday (09:15)	PAE Exam: 2nd stage part-A
27 May 2021, Thursday (19:00)	PAE Exam 2nd stage part-A results announced
28 May 2021, Friday (09:15)	PAE Exam: 2nd stage part-B writing exam
28 May 2021, Friday – 29 May 2021, Saturday	PAE Exam: 2nd stage part-B speaking exam (by appointment)
31 May 2021, Monday	PAE Exam 2nd stage exam results announced
1 June 2021, Tuesday	Tuition due (English Preparatory Program)
2 June 2021, Wednesday (17:30)	Grade submission deadline for instructors
2 June 2021, Wednesday (17:30)	Grades announced

## SUMMER SCHOOL

3 June 2021, Thursday	English Preparatory Program Period 5 begins
3 June 2021, Thursday (16:30)	Summer School individual study course application deadline
3 June 2021, Thursday – 4 June 2021, Friday	Course registrations for Summer School
3 June 2021, Thursday	Student evaluations posted on the web
4 June 2021, Friday	Offerings for Summer School finalized
4 June 2021, Friday (23:59)	Course drop deadline
7 June 2021, Monday	Classes begin
8 June 2021, Tuesday (17:30)	Course add deadline
25 June 2021, Friday	Internal transfer applications deadline
7 July 2021, Wednesday (17:30)	Withdraw deadline
15 July 2021, Thursday	National holiday
19 July 2021, Monday	No classes
19 July 2021, Monday (12:30)	Half day holiday
20 July 2021, Tuesday – 23 July 2021, Friday	Feast of Sacrifice holiday
2 August 2021, Monday	Thursdays' course schedule effective
2 August 2021, Monday	Last day of classes
2 August 2021, Monday (21:00)	Deadline for submitting FZ grades for non-qualifying students
2 August 2021, Monday (21:00)	Students who do not qualify to take final exams (FZ grades) announced
3 August 2021, Tuesday – 8 August 2021, Sunday	Summer School final exams
6 August 2021, Friday	Last day of Summer School classes for English Preparatory Program
11 August 2021, Wednesday (17:30)	Grade submission deadline for instructors
11 August 2021, Wednesday (17:30)	Grades announced
27 August 2021, Friday	Student evaluations posted on the web
30 August 2021, Monday	Victory Day holiday

# Information on Academic Terms





- **How long is an academic year?**

Each academic year at Bilkent University consists of two 16-week semesters (Fall and Spring). Each semester has 14 weeks of classes followed by a period of up to 2 weeks of final exams. Courses are organized on a semester basis.

- **What is “course load”?**

Course load is the total number of courses (required and elective) a student enrolls in per semester. For each undergraduate program, the academic department determines, and the faculty or vocational school board approves, the upper and lower limits for the number of courses in a “normal course load” for a given semester. Students may exceed the upper limit by up to two courses; approval from their academic advisor and department chair is required.

- **What is “nominal credit load”?**

Each program has an assessed “nominal credit load.” The “nominal credit load” is the quotient obtained by dividing the total credits required for the degree by the duration of the program in semesters. This quotient is rounded up to the nearest integer value.

- **What are the student evaluation and testing methods?**

All students are required to take a final examination at the end of each semester, as well as at least one midterm examination, in each course. Other student evaluation methods conducted during the semester vary by course. Instructors may choose to assign a project, research paper, laboratory activity or other assignment instead of a midterm examination. Instructors determine the final grade using the midterm and final examination grades, evaluation of other work, and classroom attendance. It is at the instructor’s discretion to determine the final grade using the midterm and final exam grades.

- **What is the grading scale?**

Bilkent University employs the letter grade system below:

**Letter Grade Numeric Grade**

A+	4.00	C	2.00
A	4.00	C-	1.70
A-	3.70	D+	1.30
B+	3.30	D	1.00
B	3.00	F	0.00
B-	2.70	FX	0.00
C+	2.30	FZ	0.00

- **A+:** A student with extraordinary performance in a course may be awarded an A+ grade. However, the number of A+ grades in a given course is limited based on class size. If the class numbers fewer than 25 students, no A+ grades may be given. For classes of 25–74 students, one A+ grade, for classes of 75–124 students, two A+ grades, for classes of 125–174 students, three A+ grades, for classes of 175–224 students, four A+ grades, and for classes of more than 225 students, five A+ grades may be given.

- FX: Accorded to the students, who have failed to fulfill the minimum passing requirements determined by the course instructor and have not taken the final exam or the makeup.
- FZ: Accorded to students who have not completed the requirements to take the final exam. FZ grades are given before the final exam period, by the date indicated in the academic calendar.
- I: (Incomplete) Accorded to students who, although otherwise successful, have failed to complete the required assignments for a course due to illness or some other valid reason. Proof of illness or other reason for non-completion must be submitted to the department chair within three days of the date of the final exam. A student receiving an incomplete grade for any course must make up for the deficiency within 14 days after the final grades are announced or before the following registration period, whichever comes first, in order to obtain a grade.
- W: (Withdraw) Accorded to students who have withdrawn from the course before the end of the semester. Although the course will appear in the transcript, the W grade does not have a grade point equivalent. If a student withdraws from a course that was repeated from a previous semester, the grade for that semester will be included in the computation of the grade point average.
- T: (Transfer) Indicates courses transferred (with approval) from other universities or earned during an exchange program other than Bilkent University. A student with a T grade is exempted from an equivalent number of credits on condition that the course is accepted as equivalent by the department on recommendation of the department chair and with the approval of the board of the faculty/school in question. T grades are not included in the computation of the grade point average. Transfer courses do not necessarily provide an exemption from courses offered by the new program.
- P: (Progress) The P grade is given at the end of the first semester for credit or noncredit courses lasting longer than a semester. A P grade is not included in the computation of the grade point average.
- S: (Satisfactory) Accorded to students who have passed a noncredit course. An S grade is not included in the computation of the grade point average.
- U: (Unsatisfactory) Accorded to students who have failed a noncredit course. A U grade is not included in the computation of the grade point average.

● **What is the Grade Point Average (GPA)? How is it calculated?**

A student's academic performance is determined at the end of each semester by calculating an average of the grades he/she has received during that semester. For each course, the grade point equivalent of the letter grade received by the student is multiplied by the credit units for that course; the sum of the products is then divided by the total credit units taken that semester to yield the Grade Point Average (GPA) for the semester.

● **What is the Cumulative Grade Point Average (CGPA)? How is it calculated?**

The Cumulative Grade Point Average (CGPA) is calculated by multiplying the grade point equivalent of the letter grade by the credit units for each course taken in the program to that point and then dividing the sum of the products by the total credit units. In cases where a course is repeated, only the most recent grade is included in the CPGA. First- and second-semester CPGA calculations are computed to the second place after the decimal point; the

grade is rounded up if the third digit after the decimal point is 5 or above, and rounded down if the third digit is 4 or below.

● **What is All-inclusive Grade Point Average (AGPA)? How is it calculated?**

Continuing students' ranking within their cohort and graduation rankings are determined according to the students' AGPA. AGPA is calculated as a weighted grade point average of all the courses the student has taken in their current department at Bilkent University, including courses that were repeated later and grades that were replaced due to final exam retakes. AGPA is equal to CGPA for students who have never repeated a course. AGPA is usually lower than CGPA for students who have repeated courses or substituted a previously taken elective course with a different one to fulfill an elective requirement. In case of equal AGPA's, the student with fewer number of W grades is ranked higher.

● **What is Integrated Grade Point Average (IGPA)? How is it calculated?**

The integrated GPA is calculated by multiplying the Cumulative GPA obtained at the previous institution with the credit total of all exempted Bilkent courses, adding this to the total grade points obtained at Bilkent University, and dividing this sum by the total of exempted and obtained credits.

● **How does one become an Honor or High Honor student?**

Students achieving distinction by obtaining a semester GPA of 3.00 to 3.49 while carrying a course load no less than one course below the lower limit of the normal course load and having a CGPA of 2.00 or higher are designated "Honor" students on the transcript for that semester. Those achieving a GPA of 3.50 or above under the same conditions are designated "High Honor" students. A student must be carrying a course load no less than one course below the lower limit of the normal course load in order to be designated a "High Honor" student, except in the graduation semester. Courses with the W grade are not included in the CGPA.

For students who have taken at least 75 percent of their curriculum courses at Bilkent University, have no disciplinary record or have received a "warning" sanction only once and have completed the undergraduate program in no more than 10 semesters (excepting any period of leave), graduation with honors is as follows: those with an all-inclusive grade point average (AGPA) of 3.00-3.49 will graduate with honors, those with an AGPA of 3.50-3.74 will graduate with high honors, and those with an AGPA of 3.75 and above will graduate with highest honors.

● **What is "satisfactory" academic standing?**

Students maintaining a CGPA of 2.00 or above at the end of a semester are considered to have "satisfactory" academic standing.

● **What is academic probation?**

Students having a CGPA of 1.80 to 1.99 at the end of a semester are placed on academic probation. These students can register for new courses with a total credit amount up to 60% of the nominal credit load. Students on probation are required to repeat courses in which they received a grade of F, FX, FZ, or U retake courses of their choice from among the courses in which they previously received a grade of C-, D+, or D to increase their CGPA. If a student on probation is registering for courses in the second semester of the curriculum of a program, he/she may register for new courses with a maximum total number of credit hours that does not exceed 85 % of the nominal credit load. Students on probation, can take a new elective course that they have not taken before, in addition to the new courses they can take.

● **What is “unsatisfactory” academic standing?**

A student having a CGPA of below 1.80 at the end of a semester is considered to have "unsatisfactory" academic standing. Students with such standing cannot register for any new courses except noncredit courses. These students are required to retake courses in which they have received F, FX, FZ, or U grades, and are also expected to enroll in courses of their choice from among the courses in which they previously received a grade of C-, D+, or D. A student with unsatisfactory academic standing registering for courses in the second semester of the curriculum of a program may register for new courses with a maximum total number of credit hours that does not exceed 70% of the nominal credit load. Students on unsatisfactory, can take a new elective course that they have not taken before; in addition to the new courses they can take.

● **What is the duration of study at Bilkent University?**

The duration for completion of undergraduate studies at Bilkent University is four academic years. Full-time students in four-year programs must complete the requirements of their programs within at most seven academic years (excluding the period of studies in the School of English Language). The time that internal or external transfer students have completed at their previous departments/universities will count as part of the time period within which the student is expected to complete degree requirements (excluding the period of studies in the School of English Language). The registration of the students will be discontinued unless they renew their registration by the add/drop deadlines. Their registration will be canceled by the end of the legal period.

● **What is a prerequisite course?**

Any course that is required prior to taking an advanced course is called a prerequisite. Prerequisite courses are listed in the University Catalog.

● **What is “repeating a course”? How does it affect a student’s grade point average?**

Students receiving a grade of F, FX, FZ, or U in a course must repeat that course within two semesters. Students receiving a grade below C in ENG 101, or an F, FX, FZ in ENG 102 must repeat the course the next time it is offered. To improve their CGPA, students with satisfactory academic standing may elect to repeat any course previously taken in which they received a grade of B-, C+, C, C-, D+, or D; this must be done within two semesters on indicated dates in the academic calendar. When a course is repeated, the new letter grade replaces the previous letter grade in the CGPA calculation. If a course to be repeated is an elective course or has been discontinued, an equivalent course approved by the department may be taken in its place; in this case, only the replacement course is included in the CGPA calculation. All grades, whether included in the CGPA calculation or not, will appear on the transcript.

● **What is withdrawal from a course? How can a student withdraw?**

Students may withdraw from a course by using SRS until the withdrawal deadline indicated in the academic calendar. Students do not receive a letter grade for a course they withdrew from; instead, the letter “W” is recorded on the transcript. During the course of study, a student cannot withdraw from more than four courses. In the case of internal transfer students, courses they withdrew from during study in their previous departments are included in the total number of withdrawals.

### ● Can students obtain scholarships?

The University hosts 12.000 students seeking degrees in a wide range of fields. 65% of Bilkent University students receive various types of scholarships. 43% of the undergraduate students benefit from scholarships. (equivalent to full scholarship). All Bilkent University tuition aid is in the form of scholarships and does not have to be repaid.

Turkish citizens may qualify for a full or 50% tuition scholarship based on their placement via the Evaluation, Selection and Placement Center (ÖSYM). (The ÖSYM system includes different quotas for each scholarship status.) Students qualifying for a Full Scholarship may further qualify for a Comprehensive Scholarship based on their university entrance exam performance. Receiving scholarships from other institutions does not preclude students from receiving scholarships from Bilkent University. Students who received their Bachelor's Degree from any higher education institution cannot qualify for a Comprehensive, Full Scholarship, and 50% Scholarship at Bilkent University.

Full and 50% scholarships are guaranteed to be given for as long as two years in the English Preparatory Program and as long as six years in four-year undergraduate program. If undergraduate students with a Comprehensive Scholarship extend their education beyond five years, they will be granted a Full Scholarship as of the beginning of the sixth year. For students who have previously received Bilkent University scholarships, the duration of the previous scholarship is deducted from the maximum duration. Those students that have been placed in an undergraduate program in Bilkent University in the previous years and have been re-placed to Bilkent University in 2020 cannot benefit from comprehensive, full or 50% scholarships.

### **Comprehensive Scholarship:**

Full Scholarship students will qualify for a Comprehensive Scholarship if they are ranked in the top 10,000 (within the ranking of 0.12 multiplier scores) in one of the score types SAY, EA, SÖZ or in the top 250 in the score type DİL, and are placed in a department with the same score type.

In addition to a full tuition waiver, the Comprehensive scholarship offers a monthly stipend (1,200 TL per month for 8 months per annum for the 2020–2021 academic year) and free accommodation in a double room in a dormitory. Any comprehensive scholar who does not choose to stay in a dormitory will receive an additional stipend of 400 TL per month.

### **Full Scholarship:**

In order to qualify for a Full Scholarship, a student must be placed in a program via the Full Scholarship quota as indicated in the Higher Education Programs and Quotas Guide published by ÖSYM. Full Scholarship students receive a full tuition waiver.

### **50% Scholarship:**

In order to qualify for a 50% Scholarship, a student must be placed in a program via the 50% Scholarship quota as listed in the Higher Education Programs and Quotas Guide published by ÖSYM. 50% Scholarship students receive a 50% tuition waiver. Students may also be granted a merit scholarship provided they meet the qualifications.

On the condition that the student takes a normal course load each semester and attends classes regularly, Bilkent University guarantees that Comprehensive, Full and 50% scholarships will not be terminated within the maximum duration of study period [see above] and will not be affected by issues such as grade point average or passing courses.

**Talent-Based Scholarship:**

The Departments of Fine Art and the Faculty of Music and Performing Arts offer talent-based scholarships to students who demonstrate a high level of ability during the entrance exam. The talent-based scholarship consists of a partial or a full tuition waiver; its continuation depends on the academic success of the student.

**Merit Scholarship:**

Nonscholarship students who have taken at least a minimum curriculum course load (excluding any additional courses, withdrawn courses, GE 100–250–251, noncredit courses, and courses repeated in the Spring that were taken in the previous Fall semester) and attained a grade point average of 3.30 or above for one academic year are eligible to receive a merit scholarship for the following academic year if they are ranked in the top 5% of all nonscholarship students in their department. 50% Scholarship students who have taken at least a minimum curriculum course load (excluding any additional courses, withdrawn courses, GE 100–250–251, noncredit courses, and courses repeated in the Spring that were taken in the previous Fall semester) and attained a grade point average of 3.30 or above for one academic year are eligible to receive a merit scholarship for the following academic year if they are ranked in the top 3% of all scholarship students in their department. International students must rank at a level higher than their current partial tuition waiver scholarship level to become eligible for a merit scholarship. Merit scholarships provide partial or full tuition waiver, depending on the rank of the student. Students in the English or French Preparatory programs are not eligible to receive this type of scholarship.

**Scholarships for International Students (UDO)**

Prospective students who apply for financial assistance are evaluated according to their high school grades, their national and/or international exam scores, and other relevant academic criteria. Qualified applicants are offered partial or full tuition waiver scholarships. Tuition waiver scholarships are awarded at five levels, ranging from 20% to 100% in increments of 20%. Accommodation scholarships may be available for a limited number of top students who are on full tuition waiver scholarship. Students can benefit from tuition waiver scholarships for maximum of 2 years in the English Preparatory Program and for a maximum of 5 years in 4-year undergraduate programs. Accommodation scholarships are provided for 4 years. Students on scholarship are required to take at least the minimum course load from their curriculum specified for their major department each semester (excluding any minor program courses, additional courses, withdrawn courses, GE100, GE251 and non-credit courses) and to maintain a minimum Annual-GPA of 2.00/4.00. The Annual-GPA is calculated as a weighted average of Fall and Spring semester grades. (The sum of the Fall and Spring semester grade points is divided by the sum of the Fall and Spring semester credits. If a course that was taken in the Fall semester is repeated in the Spring semester, then both grades are included in the Annual-GPA calculation.). Attendance to all lectures and academic activities is mandatory for all scholarship students. In case of poor attendance, scholarships may be temporarily suspended any time. English Preparatory Program students are required to qualify to take the ECA or PAE exam at the end of each course or pass PAE by the end of the academic year. Scholarships of students who fail to meet these conditions



will be decreased one or two levels and cannot be restored even if the students improve their performance. If there are no Fall or Spring semester courses within the Annual-GPA, students with less than 2.00 are given a warning; if these students fail to meet the required conditions at the end of the following year, their scholarships will be decreased by two levels.

Students on accommodation scholarship are required to maintain a minimum Annual-GPA of 2.50/4.00. Students who fail to meet this condition will lose their accommodation scholarship. If their Annual-GPA is less than 2.00, their scholarship will be decreased by two levels.

Attendance to all lectures and academic activities is mandatory for all scholarship students, even if the course instructor does not take formal attendance or specify a minimum level of attendance. In case of poor attendance, scholarships may be temporarily suspended any time. If a scholarship student is subject to a disciplinary action, his/her current scholarship may be reduced or cancelled depending on the disciplinary offense and the sanction imposed. Students participated in exchange programs for one or two semesters are required to take and pass a number of courses equal to their minimum course load.

● **How is a student's English language level determined? Which English proficiency tests are accepted by the university to be exempted from the English Language Preparatory Program?**

English Language Preparatory Program, develop students' language skills to a level which enables them to use English both professionally and socially throughout their academic studies and in their lives after University.

Bilkent University offers international standards of education in the medium of English. Studying in English allows students to take advantage of up-to-date publications in their fields and follow global developments closely. Students' ability in English in their professional domain will help them continuously update their knowledge after graduation and ensure their success in the professional world.

Newly registered students to Bilkent University take the University's two staged Proficiency Exam, PAE (Proficiency in Academic English). Students who are successful in this exam are exempted from the Preparatory Program and can immediately start their departmental courses. Students are also exempted from the English Preparatory Program if they present a grade acceptable to the University in one of the following exams offered by independent bodies, viz. IELTS or TOEFL iBT. These exams must be taken at centers and on particular dates as stipulated by the University. Students who wish to take these exams must present their exam registration documents to Bilkent University at least 21 days before the date of the exam. Details of the specific conditions pertaining to taking external exams may be consulted at [prep.bilkent.edu.tr](http://prep.bilkent.edu.tr)

Students start the English preparatory program at the level deemed appropriate on the basis of their test results. Those students who successfully complete the preparatory program and pass PAE can register in their departmental courses and continue their education. For students who know no English, the preparatory program typically takes one year. For students who fail and repeat courses, the program can be extended for up to four semesters. Students who start at the Upper-intermediate or Pre-Faculty levels and who pass the PAE exam after one semester can enroll in undergraduate courses in their departments for the second semester.

● **What is the attendance policy at Bilkent University?**

Students must attend all lecture, laboratory, and practicum sessions, take all examinations, and participate in any activities that the teaching staff may consider appropriate. Instructors mandate the attendance rules. Failure to comply with the specified attendance policy, including in the case of absence due to a medical excuse or disciplinary suspension, will result in failing the course; such students will not be allowed to take final examinations.

● **How do students participate in international exchange programs?**

International exchange programs of Bilkent University are executed within the framework of European Union's Erasmus+ program, or bilateral agreements with other universities. Students who apply to spend one or two semesters of the third year abroad are placed in a university according to their academic standing and English proficiency level for Erasmus+ program; while their academic standing and interview results are considered for programs realized under bilateral agreements. The courses they enroll in abroad which are compatible with their programs are transferred for credit at Bilkent; students may then continue on to their next semester without a break in their education.

● **Can students be awarded a minor degree?**

Certain Bilkent University departments offer minor degrees. Students with a CGPA of 3.00 or above are eligible to apply for a minor degree. Students can begin their minors during their third semester at the earliest and their fifth semester at the latest. Upon graduation students with minors will be awarded a diploma for their major degree and a certificate for their minor degree.

● **Can students have a second major?**

Students can start their second major courses during their third semester at the earliest and their fourth semester at the latest. Students with a CGPA of 3.30 or above and who are placed at the top 20% of the related cohort in terms of All-inclusive Grade Point Average (AGPA) in their first major are eligible to apply for a second major. Students willing to have a second major are required to apply to the Registrar's Office until the deadline stated in the academic calendar. Students who complete the curriculum and fulfill the requirements of both majors are awarded with two degrees.

● **Can students take a leave of absence?**

Students may be granted permission to leave the university temporarily. A request detailing valid and reasonable grounds for such leave must be made to the Registrar's Office. If the Executive Board of the related faculty or school decides to grant leave, notice is given to the Registrar's Office. Leave may not exceed two consecutive semesters at a time, or a total of four semesters during a student's entire period of study. Requests for leave should be submitted in writing by the tuition due date. Requests for leave due to health reasons must be properly authenticated by medical certificates.

● **How do students complete make-up assignments and take exams in case of illness?**

To obtain a medical report excusing them from classes/exams, students with health problems should first visit the Bilkent University Health Center, as stipulated in the Bilkent University Health Center Medical Report Code of Practice rules and regulations. The Health Center is the primary provider of care and treatment, but may refer students to other medical care providers or health organizations as necessary. Reports that are obtained from an approved health organization other than the Health Center in case of an emergency should be validated by the Health Center. Students holding medical reports issued at an outside medical institution upon physical examinations and treatment must take the medical report, along with the Patient Information Form, to the Bilkent University Health Center for

approval. If the report duration is longer than three days, it must be approved within at most three working days after the last day of the sick leave. The approved report should be submitted by the student to the relevant Faculty dean or School/Institute head no more than three days following the end date of the medical leave stated on the medical report. Students with an approved medical report are entitled to complete any assignments or exams that they have missed during their sick leave. Students should complete their assignments and take make-up exams at a time scheduled by their department and the course instructor. Students with medical reports cannot attend classes and take examinations. Examinations or other assignments taken or completed during the dates specified on the medical report are not valid.

● **What is the policy regarding academic honesty?**

Academic honesty is crucial to success in the course of study at Bilkent University. Attempting to cheat during an examination, quiz, or other assignment is deemed unacceptable and results in a disciplinary investigation. Students deemed guilty of cheating will receive a failing grade on the examination and disciplinary suspension for a period of one or two semesters. If the investigation finds the student not guilty, the examination paper will be evaluated; or, the student may need to retake the examination.

● **How is plagiarism defined?**

Students having any other person partially or completely do their own assignment, project, report, thesis, or other work; students completing any assignment for another student; students borrowing or using another's work as if it were their own; and (in the case of thesis work) students using or borrowing someone else's thoughts, views, or findings or portions of their work without acknowledging the author in writing will be subject to disciplinary action.

**Note:** The information in this section complies with Bilkent University Undergraduate and Applied Schools Academic Regulations. For detailed information on these or other topics, please refer to specific sections at

<https://w3.bilkent.edu.tr/www/lisans-ve-on-lisans-egitim-ogretim-yonetmeligi/>

**Campus Academic and Social Conduct Rules**

Universities undertake the social as well as the academic nurturing of their students by providing a setting where social relations reflect goodwill and mutual respect. Bilkent University students are expected to contribute to the development and sustainability of such an environment.

Disciplinary measures and punishment are regarded by both students and the university administration as something to be avoided. For this reason, students are expected to behave appropriately and demonstrate awareness of and sensitivity to the issues indicated below. In order to create and sustain a positive social environment that will meet Bilkent University's goals, students are required to:

- a) Show mutual respect and temperance in personal relationships
- b) Assume the honest, calm, respectful, and intelligent demeanor expected of a Bilkent University student
- c) Respect the boundaries of other individuals and groups in the Bilkent University community
- d) Avoid provocative actions that will cause tension or create conflict among individuals and groups, as well as actions that will disrupt university operations, the educational process, or functioning of the authorities
- e) Keep the campus environment clean, avoid disturbing others with loud noise, and refrain from vandalism
- f) Follow the library rules when borrowing library resources (removing library resources without properly checking them out is an offense subject to disciplinary suspension)

# Student Affairs





The Registrar's Office is the place to go to handle all undergraduate and graduate administrative matters.

Students can visit the Registrar's Office on weekdays during the hours 9:00 a.m–12:00 noon and 1:15–5:00 p.m. The staff listed on page 16 will provide answers to questions regarding student registration, scholarships, student records, academic transcripts, and student exchange issues.

### **The Office of International Students and Exchange Programs**

The Office of Exchange Programs plays a central role in establishing and maintaining relations with international partner institutions across the world. The Office represents Bilkent University on international platforms and helps expand the international student population of Bilkent. The Office strives to assist international students with all administrative, academic, and practical issues, including admissions, visa procedures, registration, resident permits, and health insurance applications.

The Office organizes the exchange of students going abroad from Bilkent and incoming from international partner institutions by accepting applications, organizing orientation programs, and providing support in course accreditation for students who have done an exchange. The Office guides students in completing the procedures for the Erasmus Program, and pays credits

## Registrar's Office

Name		Phone
Zeynep Ekmekciođlu	Registrar	+90-312-290-1724
Nazlı Mergenci	Coordinator	+90-312-290-2696
Şerife Tokulluođlu	Coordinator	+90-312-290-3211
Tülay Gürbüz	Administrative Assistant	+90-312-290-3192
Serkan Abuhan Meltem Çakmakçı B. Ece Özbek	Tuition Payment	+90-312-290-3208 +90-312-290-2199 +90-312-290-3043
Şerife Tokulluođlu	English Preparatory Program	+90-312-290-3211
Sinem Çavuşođlu Aslı Dilek Gül Ekren Ataç Ergin Gürbüz Türkan Gizem Kandemir Tuğçe Karadađ Solmaz Şahiner Güler	Undergraduate Programs	+90-312-290-3122 +90-312-290 1859 +90-312-290-3213 +90-312-290-3209 +90-312-290-3210 +90-312-290-3124 +90-312-290-3212
İlham Bayhan Duygu Şengül	Graduate Programs	+90-312-290-3215 +90-312-290-3214

### Registrar's Office

**Address:** Bilkent University  
Registrars Office  
06800 Bilkent, Ankara

**Phone:** +90-312-290-1240

**Fax:** +90-312-266-4787

**E-mail:** oim@bilkent.edu.tr  
registrar@bilkent.edu.tr

## Office of International Students and Exchange Programs

Name		Phone
Selen Gülsever	Coordinator	+90-312-290-3218
Erkin Tarhan	Coordinator	+90-312-290-1065
B. Yasemin Başar Zeynep Engin Özde Öcal Elif Ünsal	Student Advisor	+90-312-290-3073 +90-312-290-3125 +90-312-290-8098 +90-312-290-1129

### Office of International Students and Exchange Programs

**Address:** Bilkent University  
Office of International Students and Exchange Programs  
06800 Bilkent, Ankara

**Fax:** +90-312-266-4787

**E-mail:** [exchange@bilkent.edu.tr](mailto:exchange@bilkent.edu.tr)  
[contact@bilkent.edu.tr](mailto:contact@bilkent.edu.tr)

# Computing Facilities







## **Information Technology Computing Facilities (Bilkent Computer Center – BCC)**

The Bilkent Computer Center (BCC) provides extensive computing resources and services to meet the university's administrative, educational and research computing requirements. The offices of the BCC are located on the third floor of the B Building on Main Campus.

Various educational and research computing systems are available to all students and staff 24 hours a day, every day, including weekends and holidays.

BCC maintains high-performance file and computation servers as well as general purpose labs equipped with personal computers and a wide range of software. The Center is responsible for over 2,000 state-of-the-art personal computers in over 20 educational and research labs. There are roughly 4,500 computers located in classrooms, laboratories, dormitories and offices around the campus. All are connected to Bil-Net, Bilkent University's network backbone.

### **Using the Facilities**

All Bilkent University students are entitled to use the computing facilities. Each student is assigned a user ID and password to sign into computers on campus and gain access to their Bilkent e-mail accounts. For problems with user IDs or passwords students should go to B Building, Room 310 and have their Bilkent ID cards with them.

Every semester students are given a 100-page print quota free of charge to use the laser printers in the computer labs. Once this limit is reached, students can use STARS-SRS to buy additional print credits online with credit card (see "STARS" section below).

### **BCC Computer Labs**

BCC manages over 900 online computers in 22 computer labs around campus. There are 10 labs in Building B, two in the Faculty of Engineering Building (EA), one in the Electrical and Electronics Engineering Building (EE), two in the Fine Arts and Architecture Building (F) and seven in the G Building. The computer labs in the B Building are open 24 hours a day, 365 days a year.

### **Bil-Net Network**

The Main Campus buildings are connected through a network built on fiber-optic communications technology. The Middle Campus and East Campus buildings are also connected to the Main Campus via fiber-optic lines. Additionally, there are numerous wireless network hotspots on campus. More information is available at <http://bilnet.bilkent.edu.tr>.

### **Videoconference Rooms**

BCC runs the university's videoconferencing equipment located in the VC rooms on campus. This advanced technology allows the delivery of courses from and to VC facilities elsewhere and provides Bilkent students with the opportunity to communicate with faculty and experts abroad in a classroom environment. The university has two videoconference rooms.

### **Dorm-Net**

Bilkent University students who live in the dormitories can connect their personal computers to Bil-Net and the internet by using the Ethernet connections available in all campus dormitory rooms. A Bil-Net account is used to access the wired and Wi-Fi services in the dormitories. For more information, please visit <http://bilnet.bilkent.edu.tr>.

### **STARS (Student Academic Information Registration System)**

Students have access to the STARS system through the SRS (Student Review System) module. This service allows students to view course offerings, register for courses and to access information such as grades, transcript and curriculum. Follow the link <http://stars.bilkent.edu.tr/srs> to login to the SRS module using the student ID number and password provided during registration. To revive forgotten passwords, students must contact the Registrar's Office.

### **Online Course Registration**

Bilkent University students register online for courses every semester during the period announced each year in the academic calendar. Course registration is accessed through the “Academic Services” menu of the SRS module of STARS.

#### **BCC**

**Address:** B Building, Computer Center  
06800 Bilkent, Ankara

**Phone:** +90-312-290-1217

**Ext.** 1217

**Fax:** +90-312-266-7814

**E-mail:** [hotline@bilkent.edu.tr](mailto:hotline@bilkent.edu.tr)

**[www.bcc.bilkent.edu.tr](http://www.bcc.bilkent.edu.tr)**



# Library





The Bilkent University Libraries are located in the five-floor Main Library Building at the Center of Main Campus; and East Campus Library on the G floor of the N Building on the East Campus

### **Library Working Hours**

#### **Library (Main Campus)**

Monday – Friday 8:30 a.m. – 11:30 p.m.

Saturday – Sunday 9:00 a.m. – 11:30 p.m.

#### **Library (East Campus)**

Monday – Friday 8:30 a.m. – 5:00 p.m.

Holiday schedules are announced in the period leading up to a holiday  
Changes are announced in advance on holidays.

Bilkent University Library is repository that meets international academic standards. The Library houses 511,689 printed books, 825,641 e-books, 505 printed journals, 122,575 e-journals, and 191 databases as well as numerous CDs, CD-ROMs, microforms, VCDs, 195 DVDs, maps, notes, and similar materials.

An open-shelf policy has been in place since the Bilkent University Libraries were established, with the collections being accessible to all library users who come to the campus. Users can read books and other materials inside the library or borrow them for specified periods. All

students of the Bilkent University are also members of the library. The library's advanced online catalog and quick search platform are easily accessible via the internet. By using the Library search tools are able to find resources not only in the campus but also out of the campus. Users can obtain the circulation information of the source in the Library. The source in use can be placed hold to take over after the time expires. The Library's online catalog allows users to search for resources and to reserve or renew books and other materials.

Bilkent University Library's Art Room contains a rich collection that includes books, journals, and reference works on the arts. The Library also has a Multimedia Room, housing DVDs, VCDs, Western classical music, jazz CDs, and sheet music. Art exhibitions, concerts and seminars given by academic experts and respected artists further extend the range of cultural offerings.

The latest news about Bilkent University Library and its activities are posted on the Library website as well as its Facebook, Twitter, Flickr, Instagram, and blog pages.

### **Library Rules**

- The Registration Form at the Circulation Desk should be completed and submitted to become a library user. A Bilkent University User ID Card must be presented when borrowing books.
- Bilkent University undergraduates may borrow up to 15 printed items and up to 7 multimedia items at any one time. Printed items are lent for 15 days, and multimedia items for 7 days.



- Mobile phones should be switched to silent mode and conversations on mobile phones should be held outside of the library.
- The Library collection is protected by an electronic checkpoint at the exit. The security alarm will sound when an item that has not been desensitized at the Circulation Desk passes through the gate. Library security staff will assist when the alarm is on.
- Under certain circumstances, users may be subject to a bag and material search by Library security staff.

**Library (Main Campus)**

**Address:** Bilkent University Library  
06800 Bilkent, Ankara

**Phone:** +90-312-290-1291

+90-312-290-1298

**Fax:** +90-312-266-4391

**Library (East Campus)**

**Phone:** +90-312-290-5132

+90-312-290-5134

**E-mail:** [library@bilkent.edu.tr](mailto:library@bilkent.edu.tr)

**[www.library.bilkent.edu.tr](http://www.library.bilkent.edu.tr)**

# Sports



## **“SPORTS AS A WAY OF LIFE” PROGRAM**

Started by the Bilkent University Physical Education and Sports Center in the 2010 Fall semester, the “Sports as A Way of Life” program is attracting more participants every year. The program offers an easy way for new Bilkent students to take part in a variety of sports activities on campus. Students join one of the several designated “mountain groups” (each group is named after a mountain in Turkey) and participate in “Sports as a Way of Life” activities as a member of their group throughout their time at the university, from preparatory classes until graduation.





The objective of the program is to enhance students' social and physical skills and offer an enriched campus experience. The Physical Education and Sports Center organizes this and other sports, physical education, and fitness programs to help Bilkent University students attain a healthy lifestyle and enjoy participating in sports and exercise.

## **SPORTS FACILITIES**

### **MAIN CAMPUS SPORTS FACILITIES**

#### **Dormitories Sports Hall**

- Archery Polygon (indoor)
- Basketball/Volleyball Courts
- Fitness/Functional Training Area
- Group Exercise Studio
- Martial Arts Studio (for Aikido, Fencing, Judo, Karate, Taekwondo, etc.)
- Table Tennis Room
- Squash Courts
- Swimming Pool (Semi-Olympic-size)
- Walking/Running Track

#### **Main Sports Hall**

- Basketball/Volleyball/Badminton Court
- Fitness/Conditioning Room
- Group Exercise Studio
- Martial Arts Studio (for Fit-Boxing, Kendo, Wing-Tsun)
- Skate Park
- Table Tennis Room

#### **Other Sports Facilities**

- Indoor Tennis Courts
- Outdoor Tennis Courts
- Mini Football Fields
- Regular-Size Grass Football Field

## EAST CAMPUS SPORTS FACILITIES

### East Sports Hall

- Fitness/Conditioning Room
- Indoor Basketball/Volleyball/Badminton Courts
- Mini Football Fields
- Multi-Purpose Program Studio
- Outdoor Basketball and Tennis Courts
- Table Tennis Room

### SPORTS COURSES

#### Group Exercise Programs

- Archery
- Badminton
- Ballroom and Latin Dancing
- Fencing
- Fit-Boxing
- Fitness/Strength Training
- Judo
- Karate-do
- Kendo
- Table Tennis
- Tennis
- Squash
- Wing-Tsun
- Taekwondo
- Turkish Folk Dances

Classes start at the beginning and finish at the end of each semester. Students can enroll in sports classes for credit as elective courses.

### ELECTIVE CREDIT SPORTS COURSES

Aikido, Basketball, Badminton, Judo, Karate-do, Football (Soccer), Strength Training, Table Tennis, Pilates, Orienteering, Squash, Taekwondo, Tennis, Volleyball, Yoga, Yoga Integrity, Vinyasa Yoga.

### SPORTS FACILITIES HOURS OF OPERATION

Sports Center (Dormitories Sports Hall)	Weekdays: 07:30 a.m. – 11:00 p.m. Weekends: 09:00 a.m. – 11:00 p.m.
Swimming Pool (Monday closed)	Weekdays: 08:00 a.m. – 10:15 p.m. Weekends: 09:00 a.m. – 10:15 p.m.
Main Sports Hall	Weekdays: 08:30 a.m. – 10:00 p.m. Weekends: 09:00 a.m. – 10:00 p.m.
East Sports Hall	Weekdays: 08:30 a.m. – 11:00 p.m. Weekends: 09:00 a.m. – 10:00 p.m.
Outdoor Tennis Courts (Main / East)	Everyday: 10:00 a.m. – 10:00 p.m.
Indoor Tennis Courts (Main)	Everyday: 09:00 a.m. – 10:00 p.m.
Mini Football Fields (Main / East)	Everyday: 10:00 a.m. – 11:00 p.m.

#### Reservations:

To use any sports facility or participate in a sports course, you are required to have your Bilkent University ID card with you everytime you enter the facility.

You can make reservations for the mini football fields and tennis courts and swimming pool by phone or in person at the reception desk in the Physical Education and Sports Center. Your Bilkent University ID card is required for reservations.

### **For Reservation:**

Swimming Pool: +90-312-290-6901

Main Tennis Courts and Football Fields: +90-312-290-1993

East Tennis Courts and Football Fields: +90-312-290-5351

### **University Sports Teams**

All students may join the university sports teams and compete in intercollegiate play, thereby contributing to the image of Bilkent University. Bilkent University fields team in the following sports:

- American Football (men)
- Archery (women/men)
- Basketball (women/men)
- Badminton (women/men)
- Fencing (women/men)
- Frisbee (women/men)
- Football (women/men)
- Judo (women/men)
- Orienteering (women/men)
- Squash (women/men)
- Swimming (women/men)
- Table Tennis (women/men)
- Handball (men)
- Taekwondo (women/men)
- Tennis (women/men)
- Volleyball (women/men)
- Water Polo (men)

### **Tournaments:**

Each semester, many students participate in intramural sports leagues and tournaments in connection with the “Sports as a Way of Life” program. All students are encouraged to form their own teams and play in these leagues and tournaments.

### **Physical Education and Sports Center**

**Address:** Bilkent University, Main Campus  
Physical Education and Sports Center  
Dormitories Sports Hall  
06800 Bilkent, Ankara

**Phone:** +90-312-290-1993

**Fax:** +90-312-266-4267

### **Main Sports Hall**

**Phone:** +90-312-290-3186

### **East Sports Hall**

**Phone:** +90-312-290-5351

**[www.sports.bilkent.edu.tr](http://www.sports.bilkent.edu.tr)**



# Dean of Students





One of Bilkent University's core missions is to nurture Bilkent students in their social and personal development as well as their academic achievement. The university provides ample opportunities for students to cultivate all facets of their development through social, cultural, cognitive, artistic and physical activities.

The Dean of Students Office organizes, supports and coordinates a variety of activities to promote social interaction and cultural enrichment and to cultivate a sense of community among students.

● **Student Activities Center**

This Center provides guidance for club and extracurricular activities, prepares the official paperwork and supervises the implementation of these activities, acts as a liaison between the student clubs and other units of the university through the Office of the Dean of Students, and organizes the traditional Spring Fest.

**Social Responsibility Unit**, one of the two units functioning under the umbrella of the Student Activity Center, coordinates all voluntary work undertaken by Bilkent students as representatives of the university.

**Bilkent Radio** provides Bilkent students the opportunity to work in the areas of music and news programming and production, graphic design, advertising, public relations, and marketing

● **Student Council**

The Student Council is the representative body of Bilkent students in the university's various board and committees as well as in domestic and international activities.

**Dean of Students Office**

**Address:** Bilkent University

Main Campus

U Building

06800 Bilkent, Ankara

**Phone:** +90-312-290-2371

**Ext.:** 2371 / 2372

**Fax:** +90-312-266-4909

**E-mail:** odekan@bilkent.edu.tr

**www.dos.bilkent.edu.tr**

# Student Activities Center





The Student Activities Center was established to assist students in furthering their educational experience by providing them the opportunity to practice self-government in a free and democratic climate, to contribute to the development of the university as a model modern institution, to communicate student needs to the relevant university offices, and to organize social, cultural, and sports/outdoor activities.

The Student Activities Center acts as a liaison between the university administration and clubs. In addition, the center organizes the annual Spring Festival, offers guidance to students in founding and running clubs and societies, and provides advisory services to students who are participating in domestic or international activities either as individuals or as representatives of the university.

**Here is a partial list of university clubs and societies:**

- Musical Society
- Outdoor Sports Society
- Young Lawyers Club
- Aviation Club
- Diving Society
- Gazete Bilkent Society
- Management and Economics Club
- International House Club
- Engineering Society
- Music Club
- IEEE Student Branch Society
- Mechanical Engineering Society
- Theater Club
- Chess Society
- Operational Research Club

For further information on clubs and societies or to become a club member, students may apply in person at the Student Activities Center. The Student Activities Center can be reached at extension 2485 or visited in person in the U Building, Room Z-25.

## THE SOCIAL RESPONSIBILITY CENTER

The Social Responsibility Center, established within the Dean of Students Office at the beginning of the 2005–2006 academic year, serves as a single administrative point for coordination of volunteer activities carried out by Bilkent University students. The Center oversees the activities listed below, provides advisory services to students, and administers the required official correspondence and cooperation with other civil society organizations.

### ● SOCIAL AWARENESS PROJECTS

The Social Awareness Projects overseen by the Center are all–volunteer endeavors organized by Bilkent University students. Their overall objective is to contribute to the building of a resourceful, self–confident, proactive, and socially responsible youth.

#### **Some of the ongoing projects conducted during the 2019–2020 academic year were:**

The Sun Rises from the Village Project  
Hearts 1 – Leukemia 0  
Imagination Bridge Project  
Voluntary Teaching Project  
Child Care Centers Project  
“Volunteer Child” Project  
Instruction for the Blind Project  
Hear the Hearing Impaired Child Project  
Young Vision Project  
Street Lamp Project  
Support by Rail Project  
Citizens of Hope Project  
University Personnel Support Project  
Friendship without Barriers Project  
Dream house Project  
International Project Group  
Social Awareness Projects

### ● AID CAMPAIGNS

The Center runs national and international campaigns that help victims of disasters such as earthquakes; supports schools in need, especially those that express a need for books and school supplies; disseminates information on activities that support charitable institutions in connection with the Social Awareness Projects organization; and follows up with delivery of aid to target groups. The Center’s website publishes a list of charitable institutions in various cities and provinces that call for support.



# CENTER FOR STUDENTS WITH DISABILITIES

The Center for Students with Disabilities serves to enhance the quality of the college and campus experience for students with disabilities and organizes the following activities to raise awareness of the needs of persons with disabilities throughout the campus:

- In every Faculty and Applied School, one consultant is assigned to assist students with disabilities.
- Counseling is offered on demand to students with disabilities. Further counseling may be offered in coordination with the Health Center and the Psychological Counseling and Development Center.
- The Center for Students with Disabilities holds educational seminars on specific conditions such as dyslexia, hyperactivity, and attention deficit disorder.
- The Main and East Campus table d'hôte cafeterias publish monthly menus in the braille alphabet for visually impaired students.
- Classroom and examination settings may be designed to meet the needs of students with disabilities.
- Students with disabilities and visually impaired students can use the ECU ticket program for campus transportation.
- A room in the Library is allocated for the use of visually impaired students. The room is equipped with a computer with the Turkish Aylin and English Jaws read-aloud programs, a scanner, a braille printer, a multi-language LCD screen, and a DAISY player book reader. A collection of piano score sheets in braille is available for check-out.
- Students with disabilities can use the Sports Hall facilities with assistance.
- Accessible parking spaces are available throughout the campus for students with disabilities.

## **Physical Facilities for Persons with Disabilities on the Bilkent Campus A Building (Faculty of Economics, Administrative, and Social Sciences)**

Wheelchair-accessible ramps inside and at the building entrance across from the field, Accessible bathroom stall (shared with the Faculty of Business Administration), Accessible parking space (shared with the Faculty of Business Administration and the Faculty of Humanities and Letters)

## **B Building (Computer Center)**

Accessible parking space, Accessible bathroom stall, Wheelchair-accessible ramp outside the building, Elevator

## **E Building (Faculty of Engineering)**

Accessible parking space, Ramp, Elevator

## **F Buildings (Faculty of Art, Design, and Architecture) FF Block**

Accessible bathroom on the ground floor, Accessible parking space in the staff parking lot, Wheelchair-accessible ramp between the building and the parking area, Wheelchair-accessible gate entry to the building from the parking lot Elevator, Wheelchair-accessible entry to Express Café

## **G Building**

Accessible parking space shared with L Building (School of Applied Languages)

## **Institute of Materials Science and Nanotechnology (UNAM)**

Wheelchair – accessible ramp, accessible bathroom stall

## **L Buildings (School of Applied Languages)**

Accessible parking space shared with G Building

Wheelchair-accessible stall in the first-floor ladies' bathroom

## **M Building (Faculty of Business Administration)**

Wheelchair-accessible ramp from Coffee Break to the building, Wheelchair-accessible ramps to ground-floor classrooms in the building, Accessible bathroom stall (shared with the Faculty of Economics, Administrative and Social Sciences), Accessible parking space (shared with Faculty of Economics, Administrative and Social Sciences and the Faculty of Humanities and Letters)

## **S Building (Faculty of Science) SB Block**

Elevator, Accessible bathroom stall, Ramp outside the building, Accessible parking space, Main Cafeteria and Bookstore, Ramp

## **U Building (Dean of Students Office/Center for Students with Disabilities)**

Accessible parking space, Handrails at the entrance to the building and along the descending stairs, Ramp next to the parking lot

## **V Building**

Elevator, Accessible bathroom stall, Ramp

## **Main Cafeteria**

Ramp, Accessible entry to Café In, Accessible entry to the table d'hôte restaurant, Accessible bathroom stalls,

## **Dormitories (Main Campus)**

One accessible room for students with disabilities in Dormitories 69–70, Elevator (between the entryways of Dormitories 69 and 70), Accessible bathroom with shower and WC (at the entrance of Dormitory 69), Wheelchair-accessible ramps at the cafeteria entrance in Dormitory 76

## **Middle Campus**

### **P Building (Faculty of Music and Performing Arts)**

Accessible parking space, Ramp, Elevator, Accessible bathroom stall

### **East Campus**

D Building, Accessible parking space, Elevator, Accessible bathroom

## RADIO BİLKENT

Radio Bilkent is a student radio station with technical equipment and facilities of a professional standard. The station broadcasts in the Ankara area at 96.6 FM and worldwide online. Radio Bilkent offer its listeners a wide selection of music programming, from classical to contemporary, and regularly organizes music events for the listening community. Run by an all-volunteer student staff, Radio Bilkent provides Bilkent students the opportunity to work in the various capacities of a media organization including music and news programming and production, graphic design, advertising, public relations, and marketing, allowing its volunteers to gain work experience as well as to socialize in a professional environment.

### Who Are We?

From the fifth floor of the EA Building, take twenty steps up the stairs and you'll see Radio Bilkent's doors, which are open to you. The station was founded by the Bilkent University Students Electronic Communication Group in 1995; after reorganization, it gained official status as Bilkent Radio, TV and Publishing Ltd.

The station's organizational structure is divided into programming and PR. Students working at Radio Bilkent not only gain experience in music and radio programming and production but also have the opportunity to work in the station's advertising, management, research and development, publishing, graphic design, interview, and internet broadcasting divisions.

### Our Broadcasting Mission

Radio Bilkent has a contemporary, professional approach to programming and provides its listeners with the world's best and newest music. Its wide spectrum of offerings also includes Western classical music, cultural programming, and news. Talk programs hosting popular guests and promotional features and events help keep listeners tuned to Radio Bilkent.

### Technical Equipment

Radio Bilkent is committed to achieving high standards for its broadcasts. The radio station boasts professional equipment and three studios for music, news, and production.

### How Can You Become Part of Radio Bilkent?

Students who wish to join the Radio Bilkent family should fill in the application forms distributed at the Radio Bilkent stands set up on campus during application periods. Musical knowledge, communication skills, and ability to work as part of a team are some of the qualifications we are looking for. Candidates who are selected during the interview process complete a training program to become Radio Bilkent staff members.

#### Student Activities Center

**Address:** Bilkent University

Main Campus

U Building

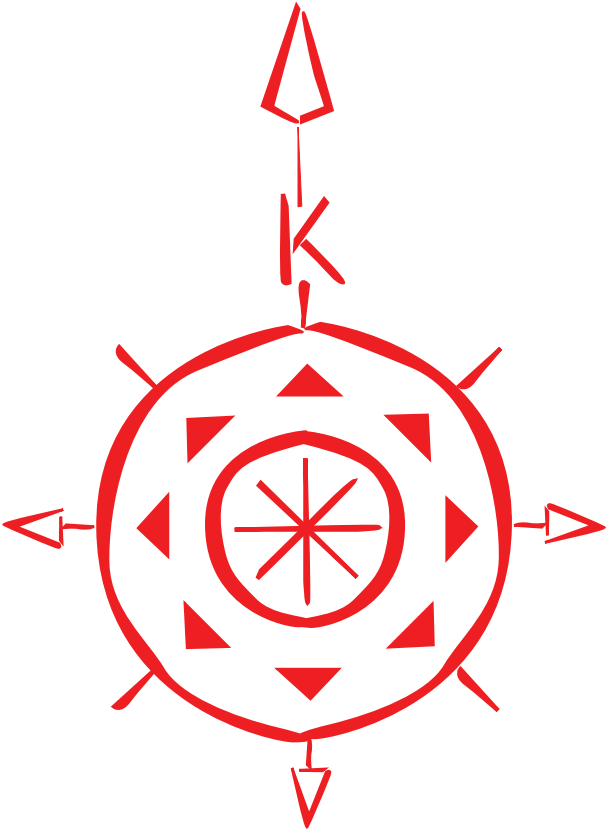
06800 Bilkent – Ankara

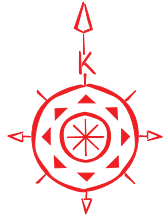
**Phone:** +90-312-290-1337

**Ext:** 1319 / 2485

**Fax:** +90-312-266-4641

# Student Union





Student Union activities are regulated by the Bilkent University Student Union Act regulations; the Union formally represents Bilkent University students in domestic and international collegiate activities.

**Student Union**

**Address:** Bilkent University  
Main Campus  
U Building  
06800 Bilkent - Ankara

**Phone:** +90-312-290-1337

**Ext:** 2728

**Fax:** +90-312-266-4641

# Career and Alumni Office





In today's business world, it is imperative that individuals work in areas that align with their interests, knowledge and skills as well as the education they have received. Services offered to enable our students to develop their career plans in line with their academic background and individual competencies include:

- Providing information about the business world and its various sectors by organizing meetings that bring students together with managers from various professional fields;
- Holding the university's annual Career Fair, as well as a variety of company networking sessions that introduce organizations from various sectors and job opportunities in those organizations;
- Holding training sessions and seminars to enable our students to heighten their self-awareness in terms of their potential as candidates for employment, and to recognize their strengths as well as areas where they need to improve;
- Organizing sectoral discovery sessions to enable our students to obtain comprehensive information about different fields of work and to help them move toward the right business sector after graduation;
- Maintaining the Bilkent University CV Database, which consists on one hand of resumes of graduates and students, and on the other of job/internship postings, and which is available to students, graduates and employers at <https://stars.bilkent.edu.tr/kariyer>

- Arranging events where graduates can share their career experiences with current students;
- Providing one-on-one mentoring sessions where students can learn to prepare an effective resume and perform successfully during an interview;
- Helping our students explore their competencies and areas of interest through interview simulations;
- Organizing interviews and interview simulations with company representatives on campus.

You can benefit immensely from the assistance offered by Career Services, which will help you set career goals and allow you to begin preparing for your future while you are still at Bilkent. We recommend that you start planning for your career during the early stages of your time at college in order to make the most of your education and be ready for what lies ahead when you graduate; we encourage you not to wait until your senior year to contact Career Services.

**Address:** Bilkent University  
Main Campus  
U Building  
06800 Bilkent, Ankara

**Phone:** (312) 290 2515  
(312) 290 2486  
(312) 290 2624  
(312) 290 2958

**Fax:** (312) 266 4376

**E-mail:** [kariyer@bilkent.edu.tr](mailto:kariyer@bilkent.edu.tr)

**[www.kariyer.bilkent.edu.tr](http://www.kariyer.bilkent.edu.tr)**

[facebook.com/bilkentuniversitesi.kariyermerkezi](https://facebook.com/bilkentuniversitesi.kariyermerkezi)

[twitter.com/bilkentkariyer](https://twitter.com/bilkentkariyer)

[LinkedIn.com/in/bilkentkariyer](https://LinkedIn.com/in/bilkentkariyer)



## Alumni Relations

One of Bilkent University's important goals is to maintain effective and sustainable communication with its graduates. We endeavor to facilitate graduates' communication with both the university and each other by:

- Organizing an annual Homecoming Day to provide alumni with the opportunity to come together;
- Updating alumni contact information at regularly scheduled intervals;
- Providing assistance regarding the issuance of alumni ID cards;
- Organizing alumni panel discussions;
- Preparing the university yearbook;
- Organizing the graduation ball each year;
- Informing our graduates about career opportunities.

**Address:** Bilkent University  
Main Campus  
U Building  
06800 Bilkent, Ankara

**Phone:** (312) 290 2668  
(312) 290 2236  
(312) 290 2694

**Fax:** (312) 290 2430

**E-mail:** [mezun@bilkent.edu.tr](mailto:mezun@bilkent.edu.tr)

**[www.alumni.bilkent.edu.tr](http://www.alumni.bilkent.edu.tr)**

[twitter.com/mezunlarmerkezi](https://twitter.com/mezunlarmerkezi)

[facebook.com/bilkentuniversitesimezunlarmerkezi](https://facebook.com/bilkentuniversitesimezunlarmerkezi)

[LinkedIn.com/in/bilkent\\_mezunlar\\_merkezi](https://LinkedIn.com/in/bilkent_mezunlar_merkezi)



# Bilkent Academic Skills Center



**BilWrite**



BilWrite is the academic services unit established to guide Bilkent University students in developing their English academic writing skills. You can visit our center on the first floor of G Building in Room 159 by appointment and work with experienced instructors to improve your academic literacy skills. You will receive feedback on your writing assignments and help in overcoming your difficulties with the English language and academic writing.

Whether you are a first-year student or are working on your Ph.D. dissertation, you can ask for guidance from BilWrite. Our center aims at contributing to your ability to develop your language and writing skills, rather than correcting your papers. As in the proverb, “Give a man a fish, you will feed him for one day; teach a man how to fish, you will feed him for life,” at BilWrite you will learn how to fish.

### **What are some services offered at BilWrite?**

#### **● Academic Writing Skills**

BilWrite will make you realize that writing is not just about getting papers done; it is also a fun tool for learning and expression that you will use throughout your college education. With BilWrite’s help, you will be able to transform your ideas into a coherent written text.

#### **● Presentation Techniques**

In your classes at Bilkent, you will be expected to express yourself in English not only in writing but also verbally, through oral presentations. BilWrite offers guidance for using some of the available presentation software.

#### **● Research Methods**

During your time at college you are expected to develop research skills that will allow you to learn on your own and assume personal responsibility for your education. In this regard, BilWrite can guide you in using sources and research methods in a productive way.

- **Study Skills**

In order to achieve success during and after college, you need to develop effective study skills. You can visit BilWrite to learn about techniques for managing time and succeeding on exams.

- **Writing Resumes, Statements of Purpose, and Cover Letters**

Senior students are faced with the task of submitting job and graduate school applications. Writing a realistic and effective resume, statement of purpose, and cover letter is a crucial step in the application process. BilWrite consultants can offer guidance according to your needs.

**How can I schedule an appointment with BilWrite?**

To schedule an appointment with our center, you can stop by our office, call ext. 3111, or email [bilwrite@bilkent.edu.tr](mailto:bilwrite@bilkent.edu.tr).

**Note: BilWrite consultants do not**

- write papers for students.
- proofread or edit papers.
- provide any help to ENG or ELS students, as students in these courses already have one-to-one tutorial sessions with their instructors to get feedback on their papers.

**We look forward to meeting you and “going fishing”  
together as soon as possible!**

**BilWrite**

**Address:** Bilkent University  
G Building 1st Floor, Room 159  
06800 Bilkent, Ankara

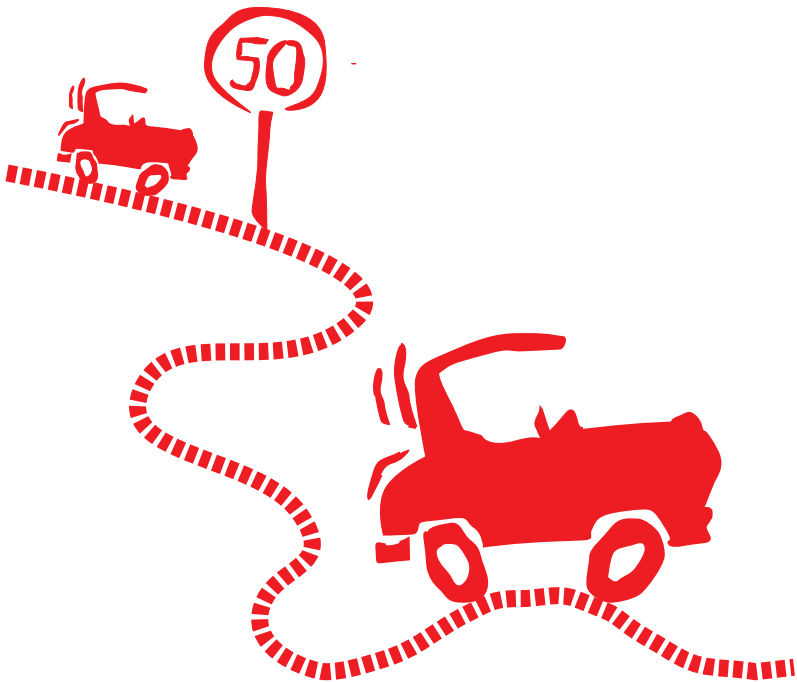
**Phone:** +90-312-290-3111

**E-mail:** [bilwrite@bilkent.edu.tr](mailto:bilwrite@bilkent.edu.tr)

**[www.bilwrite.bilkent.edu.tr](http://www.bilwrite.bilkent.edu.tr)**



# Transportation



Information About the Service Schedule:  
[www.bilkent.edu.tr/~transprt](http://www.bilkent.edu.tr/~transprt)

To reach Bilkent University by car, you can take the Ankara–Eskişehir highway and get off at the Bilkent exit (kilometer 8).

## **TO AND FROM ANKARA AND ON THE CAMPUSES**

### **To Downtown Ankara**

Transportation to and from Bilkent University is available via scheduled shuttle service between the Main and East Campuses and two convenient locations downtown: Sıhhiye and Tunus Street. There are also scheduled shuttle services to/from Çayyolu, Ümitköy, Beysukent, Koru Sitesi, Konutkent, Yaşamkent, Bağlıca, Or–An, Dikmen, Keçiören, Etlik, Sincan, Eryaman, and Batıkent. (Please check the Transportation Unit’s website at [www.transport.bilkent.edu.tr](http://www.transport.bilkent.edu.tr) for more information.) Shuttle service is free for Bilkent University students. A paid dolmuş/shuttle bus operates on a route to/from Denizciler Caddesi in Ulus. Shuttle buses have signs on their front windows indicating the route: M, D, S, and T/B stand for Merkez (Main), Doğu (East), Sıhhiye, and Tunus/Bahçelievler. For security reasons, students should be prepared to card reader their Bilkent IDs on the bus, and help the drivers and security personnel. Those who are not members of the Bilkent community may not use the shuttle buses.

### **Stops**

Bilkent shuttles coming from central Ankara depart from the Bilkent stop on Tunus Street in Kavaklıdere; from the Sıhhiye Bridge (100 meters in the direction of Anadolu (Tandoğan) Square) in Sıhhiye; from AŞTİ (90th Street) at the intersection of Bosna Hersek Street (90th) and Bişkek Street (8th); and from Bahçelievler in front of the DSI at the intersection of Kazakistan (4th) Street and Bosna Hersek Street (90th).

Shuttles running from Tunus Street stop at the Bahçelievler, Armada Mall, the Kentpark Mall EGO public bus stop, and the Bilkent bridge stop. Shuttles running from Sıhhiye stop in front of YHT Station, Tandoğan, Gençlik Street, the Bahçelievler Armada Mall, the Kentpark Mall EGO bus stop. and the Bilkent bridge stop. Shuttles running from AŞTİ stop at Bahçelievler. Passengers can enter and exit buses only at these designated stops.

Buses depart from the city hourly, at 40 minutes past the hour (except for 7:45 a.m.) and, after 6:00 p.m., on the hour. Buses depart Bilkent University from East Campus at 40 minutes past the hour, and Main Campus (Dormitory stop) at 55 minutes past the hour. Current, detailed transportation schedules are sent to all academic and administrative units, and posted at each stop around the campus and on departmental bulletin boards. Current schedules are also posted on the university website.

### **Campus Ring Service Schedules**

Main–East Campus: Detailed information about the schedule for this service is available from the Transportation Unit.

**Inter–Campus:** During the academic year, the ring service runs every 20 minutes during the hours 8:00 a.m.–6:20 p.m. between the Engineering building and the dormitories.

## Ring Service Stops

**Main–East Campus Ring:** Main Campus Entrance, Faculty Housing Bus Stop, Faculty Housing Main Bus Stop, Library, Student Dorms Bus Stop, Faculty of Economics, Administrative, and Social Sciences, Faculty of Music and Performing Arts Intersection, Block 103, Block 106, Faculty of Music and Performing Arts, Dorm 92, Bilkent University Primary School, Bilkent Laboratory and International School, East Campus Faculty Housing

**Inter–Campus Ring:** Library Entrance, Faculty of Economics, Administrative, and Social Sciences, Administrative Units, South Dorms, Block 14, Playground, Block 31

## Other Transportation

**Taxi:** Murat Taxi, the yellow cab service on campus, is available 24 hours a day by calling ext. 1678 or 2406, or +90–312–266 4440.

**Metro:** You can use the Kızılay–Çayyolu subway line, get off at Bilkent stop and reach the main campus by public bus number 175–176 and for the East Campus by public bus number 111.

**Dolmuş/Minibus:** There is a dolmuş (paid minibus) route departing from Main Campus that stops at Sıhhiye Bridge during the hours 7:30 a.m.–8:00 p.m. The dolmuş route runs along Eskişehir Highway, Konya Highway, Celal Bayar Boulevard, and Denizciler Street.

## Private Cars

Students driving their own cars on campus should follow campus traffic and parking regulations to ensure traffic safety.

- 1) Drivers of private vehicles should stop at the Main Campus entrance point (Nizamiye) and show their parking permit sticker. These stickers can be obtained at the Security Office at the beginning of the semester. Vehicles without parking permit stickers will not be permitted to enter the campus.
- 2) Within the campus, pedestrians have the right-of-way at crosswalks. Drivers should stop and wait until pedestrians have finished crossing the street.
- 3) Maximum speed on campus is 50 km/h on campus streets, 30 km/h at intersections, and 50 km/h on Bilkent–Eskişehir Highway area roads.
- 4) Academic and administrative staff members park in the same lots as students. Parking is restricted to the designated areas. Even short-term parking violations are not allowed.
- 5) Drivers must obey all traffic signs and signals/warnings by security personnel.

## Transportation Services

**Address:** Bilkent University

Main Campus

06800 Bilkent, Ankara

**Phone:** +90–312–290–1228 / 2495 / 1556 / 266 4134

**Fax:** +90–312–2664998

**E–mail:** [ulasim@bilkent.edu.tr](mailto:ulasim@bilkent.edu.tr)

**[www.transport.bilkent.edu.tr](http://www.transport.bilkent.edu.tr)**

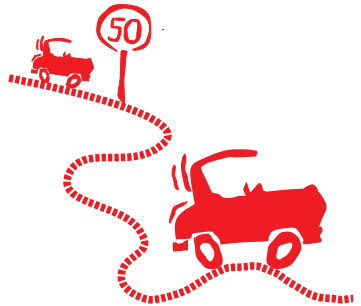


## Traffic at Bilkent University

Bilkent University is a leader in implementing campus traffic rules and regulations. The rules essentially call for respect in traffic. For example, Bilkent traffic rules stipulate that pedestrians have absolute priority at crosswalks. Traffic rules apply to all drivers, students and staff alike, in case of violations.

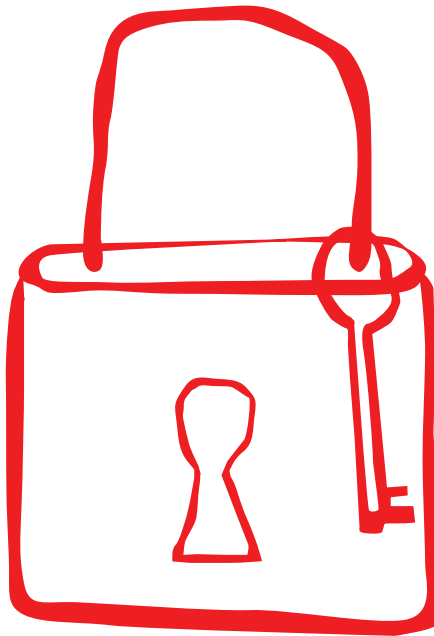
Drivers who do not obey campus traffic and parking regulations and traffic laws will receive a “notice of traffic violation” and will be charged with violation points as part of the university’s Violation Point System. This system is explained in detail in the campus traffic handbook, which also provides information about vehicle permit stickers and campus traffic rules and regulations. The handbook is given free of charge to permit sticker holders, and can also be accessed online. The Violation Point System focuses on dissuasion rather than punishment. The Bilkent community is urged to bear in mind the fact that campus driving is a privilege and those who drive on campus make up only 40 percent of the Bilkent student body.

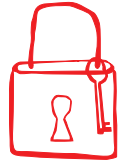
Bilkent University organizes various activities and events to promote responsible driving through training and awareness. Please visit [www.trafik.bilkent.edu.tr](http://www.trafik.bilkent.edu.tr) for announcements concerning these events as well as other traffic-related matters, and send your opinions, suggestions and in-campus traffic violations (with license plate, date, time, location) to [trafik@bilkent.edu.tr](mailto:trafik@bilkent.edu.tr).



**Bilkent University**  
**Traffic Committee**  
06800 Bilkent, Ankara  
**Phone:** +90-312-290-1439  
**E-mail:** [trafik@bilkent.edu.tr](mailto:trafik@bilkent.edu.tr)  
**[www.traffic.bilkent.edu.tr](http://www.traffic.bilkent.edu.tr)**

# Security and Civil Defence





The Bilkent University Civil Defence and Security Office is in charge of campus security in line with the provisions of Article 5188 of the law regarding private security services.

Civil Defence and Security Office is responsible for:

- Checking and registering the IDs of people and vehicles at campus entrance points
- Bilkent University security staff provides 24 – hour safety by making regular rounds around the buildings, facilities and the green areas located in vicinity of campus. The University also has a surveillance system available at campus entrances as well as buildings and parking lots.
- Regulating campus traffic; enforcing traffic rules and regulations
- In campus vicinity, physical violence is considered an unacceptable behavior and may be required a disciplinary action.
- Preventing noise pollution on campus inside buildings, classrooms, and dormitories
- The Civil Defense and Security Office is responsible for emergency situation evacuations, planning and directing of these evacuations. Providing security in the place you live and Emergency evacuation is done according to the rules determined in the plan.
- Regularly checking on non-smoking areas to make sure all individuals comply with smoking ban
- In the case of a lost item, please immediately contact the security staff of the building where the items were lost. If you cannot find your item at the building security desk, contact the main Civil Defence and Security Office located in the basement of G Building (Main Campus) in Room B-09.

Please call the Bilkent Emergency Call Center at +90-312-290-6666 for assistance in the above or similar matters.

### **Civil Defence and Security Office**

**Address:** Main Campus  
Administrative Units Building  
06800 Bilkent, Ankara

**Phone:** +90-312-290-2425

**Fax:** +90-312-266-4492

**E-mail:** [ssgm@bilkent.edu.tr](mailto:ssgm@bilkent.edu.tr)

# Health Services





Students registering at Bilkent become members of the Health Mutual Aid Fund, which provides financial support to the Health Center. The Fund's coverage areas are defined in the Student Health Center Health Mutual Aid Fund Rules and Regulations. Costs not covered by the Fund, such as for surgery, must be covered by the student or the student's health insurance company. International students should apply to the Social Security Administration (SGK) for coverage or a buy a private "General Health Care" insurance policy. Please contact Office of International Students and Exchange Programs for detailed information about your health insurance options. After initial treatment at the Health Center, the patient may be referred to a hospital in Ankara if it is needed.

The Health Centers, located on the Main and East Campuses, provide health services to students and faculty members 24 hours a day (including weekends), with an experienced medical staff as well as three ambulances to support emergency care. The services are provided free of charge to all Bilkent graduate and undergraduate students. Students must present their IDs in order to receive care at the Health Center.

- In addition to primary care, the Main Campus Health Center offers the services of a dentist, a gynecologist, a psychiatrist, an ear nose throat specialist, an orthopedist, and ultrasound and x-ray units. The East Campus Health Center offers the services of an ophthalmologist, a dermatologist, a psychiatrist, a gynecologist, and an orthopedist. Specialist care is provided by appointment only.
- Smoking Cessation Polyclinics offer consultancy and support programs to help individuals quit smoking.
- The Health Centers offer first-aid and CPR certification.
- The Health Centers have two in-house laboratories for quick results of lab work such as blood count, urinalysis, and blood chemistry. Additionally at main campus health center there is a unit for x-ray and ultrasonography examination.

- Prescribed drugs are available at 20% of cost at the following pharmacies:

Main Campus – Ömür Pharmacy

Ankuva – Bilkent Pharmacy

Ankuva – Ankuva Pharmacy

Tunus Street – Akay Sağlık Pharmacy

The Health Center is the first place that students should contact in the event of illness or injury. Initial treatment or first aid is given at the Health Center and, if necessary, the patient may be referred to a specialist or hospital that has an agreement with the university.

During the academic year, students who receive initial treatment outside the Health Center in case of an emergency illness or injury should inform the Health Center by the end of next business day. In such cases, the Fund covers only the initial emergency treatment, outpatient examinations, and care that are made in state and university hospitals in Ankara.

### **Medical Reports**

- The Health Center specialists can provide medical reports following examination of the patient.
- All medical reports given by hospitals or doctors must be approved by a doctor at the Health Center in order to be eligible for coverage. Medical reports given by private doctors, outpatient clinics, or institutions other than hospitals are not eligible for approval.
- Medical reports given by state hospitals, university hospitals and private hospitals or Bilkent Health Centers are eligible for approval.
- Medical documents (medical report, prescriptions) given to a student after medical treatment must be submitted to the Health Center for approval within a certain period of time. Unapproved medical documents are invalid.
- The Medical Report Regulations booklet provides more information on medical reports; it can be obtained from the Health Center.
- Students with an approved medical report could not attend exams during the report time span. If they attend, their exams become invalid.
- Students with disabilities should provide a report indicating the nature of their disability.

**Health Centers Contact Information:**

**Emergency:**

**At all hours in case of emergency:**

+90-312-290-6666 ext. 6666

**Main Campus Health Center:**

**Phone:** ext. 1666

**Fax:** +90-312-290-4043

**East Campus Health Center:**

**Phone:** ext. 5057

**Fax:** +90-312-266-5142

**Pharmacies:**

Ömür Eczanesi: +90-312-266-4140, ext. 1483

Bilkent Eczanesi: +90-312-266-7259 / 266-0354

Ankava Eczanesi: +90-312-266-6577

Akay Sağlık Eczanesi: +90-312-425-8555

**E-mail:** bilheal@bilkent.edu.tr

**www.health.bilkent.edu.tr**



# Psychological Counseling and Development Center







The Psychological Counseling and Development Center (PCDC) offers a range of services related to the challenges of student academic life as well as personal transition and growth. Services available at PCDC can help raise students develop self-awareness, further realize their own personality strengths, and utilize this knowledge in their future careers and social and personal lives. The Center organizes seminars and other programs, and offers individual or group counseling and consultation and referral services free of charge to Bilkent students. The Center is staffed by licensed clinical psychologists.

If you

- want to know more about yourself and develop your personality
- are experiencing problems with your family or friends
- want to become a more assertive person and have higher self-esteem
- feel lonely and depressed
- have difficulty expressing your emotions
- have a hard time setting academic goals and resolving your academic problems
- have bad habits you want to break
- experience difficulty defining your social and sexual identity
- cannot cope with the stress of college life
- just want to talk to someone who understands
- have no problems now, but want to know how to deal with those that may arise in the future,

*please come and visit the Psychological Counseling and Development Center.*

**All information shared during sessions at the center is kept confidential.**

## **PCDC Programs**

### **A. Programs aimed at contributing to your psychological development and resolving your personal problems (intervention programs)**

#### **1. Individual Counseling**

One-to-one therapeutic intervention or counseling: Each session lasts 50 minutes; sessions are conducted at least once a week maximally for 12 sessions. (4+4+4)

### **B. Programs aimed at preparing you for potential problems (prevention programs)**

During the course of an academic year, PCDC announces dates for a number of programs that provide students with awareness-enhancing tools, enabling them to take preventive measures before experiencing a problem. Students who want to participate register through PCDC. Each program has a limited quota; those interested are accepted on a first-come, first-served basis. Each session lasts 60–90 minutes.

#### **Some program topics are listed here:**

- Stress and Anger Management
- Coping with Examination Anxiety
- Interpersonal Relations
- Realistic Self-Evaluation
- Goal-Setting and Motivation
- Learning Relaxation
- Time Management
- Self-Confidence
- Intimate Relations
- Concentration and Study Skills
- Interpersonal Relations
- Cognitive Skills for Better Learning
- Self-Perception, Attributes, Notion of Self, Attitude
- Relationships and Break-Ups

- Techniques for Effective Presentations
- Preparation to Occupational Life
- Academic Responsibilities
- Adjustment to College Life
- Self-esteem Across the Transition to College
- Understanding the Problem Areas and Stages of Change
- Coping with Performance Anxiety
- Recognition of Emotions, Awareness and Acceptance
- Separation -Individuation Crisis
- Personality and its role in stress
- Adaptation to a New Life & Adaptation to a New Culture
- Romantic Relationships

Information booklets covering various areas of interest are published on the PCDC website.

### **Psychological Counseling and Development Center**

**Address:** Bilkent University

Main Campus Housing Block 20. No: 5-6  
06800 Bilkent, Ankara

**Phone:** +90-312-290-1785

**Ext.:** 1785 / 1786

**Fax:** +90-312-266-4694

**E-mail:** pdgm@bilkent.edu.tr

**[www.pcdc.bilkent.edu.tr](http://www.pcdc.bilkent.edu.tr)**



# Dormitories





Bilkent University dormitories, comprising 26 buildings incorporating a variety of designs and features, provide a peaceful, secure, comfortable, pleasant, and hygienic atmosphere approximately 4,600 Turkish and international students from diverse backgrounds who have chosen to take advantage of the excellence in higher education offered by Bilkent University.

Special and standard dormitories, all located on the Main and East Campuses, offer single, double, triple, quadruple, and suite accommodation alternatives for students at varying rates.

All dormitory rooms are furnished with single or bunk beds, desks, desk chairs, bookcases or shelves, wardrobes, and mini-refrigerators, house-phones and TV hookups (except for Dorms 77 and 78). All student rooms have UTP connections to Bilkent University's DORM-NET network, which provides high speed (1GB) unlimited access to the Internet at no charge for academic purposes.

All Bilkent dorms have common areas for student use such as kitchens/kitchenettes, TV/social lounges, study lounges, laundry and ironing rooms, and game and visitors' areas. Central heating and 24-hour continuous hot water are standard in all dorms, with fully equipped, well-planned communal bathrooms and restrooms located on each residential floor.

A considerable number of outlets offering various food and beverage alternatives are located around the dorm areas and campuses, which also feature well-maintained parks and gardens, outdoor and indoor sports fields/complexes, and outdoor parking facilities.

## **Dormitories Management Contact Information**

### **Dormitories Manager:**

Ahmet Tevfik HAMAMCI – tevfik.hamamci@bilkent.edu.tr

Phone: +90-312-290-4002

### **Asst. Dormitories Manager:**

Tacettin KÜÇÜK – tacettin@bilkent.edu.tr

Phone: 90-312-290-4008

### **Dormitory Managers:**

Hilal ÖZCAN – hguven@bilkent.edu.tr – Phone: +90-312-290-5110

Tanju MALÇOK – tmalcok@bilkent.edu.tr – Phone: +90-312-290-4147, 4148

Ahmet EROL – aerol@bilkent.edu.tr – Phone: +90-312-290-3231, 4004

### **Chief of Office:**

Halil SANCAK – hsancak@bilkent.edu.tr – Phone: +90-312-290-4003, 4017

### **Dormitories Management Office Personnel:**

Özgür YILMAZ (Assistant Chief of Unit) – ozgur.yilmaz@bilkent.edu.tr –

Phone: +90-312-290-4003, 4016

Şirin TEKE – sirint@bilkent.edu.tr – Phone: +90-312-290-4003, 4015

### **Administrative Chief:**

Safiye METİN – safiye@bilkent.edu.tr – Phone: +90-312-290-5283

### **Chief of Unit:**

Pembe TEKYILDIZ – pembe@bilkent.edu.tr – Phone: +90-312-290-5271, 5317

Naciye HÜSEYİNOĞLU – naciye@bilkent.edu.tr – Phone: 90-312-290-4121, 4122

### **Asst. Chief of Unit:**

Fikriye EYLEN – eylen@bilkent.edu.tr – Phone: +90-312-290-3232

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Metin SEVİMLİ – sevimli@bilkent.edu.tr – Phone: +90-312-290-3232, 3236

Nafiye ŞAHİN – nafiye@bilkent.edu.tr – Phone: +90-312-290-4110, 4010

Mehmet ACARSOY – macarsoy@bilkent.edu.tr – Phone: +90-312-290-4149, 4148

### **Staff of Repair / Maintenance & Logistic Support:**

Ümit Orçun ALPTEKİN – orcun.alptekin@bilkent.edu.tr – Phone: +90-312-290-4007, 4003

Manager on Duty (for Holidays and Off-workhours) – Phone: +90-312-290-4006

### **Correspondence Address:**

Bilkent University Dormitories Management 06800, Bilkent / ANKARA

Phone: +90-312-290-4002 • +90-312-290-4003

+90-312-290-4005 • +90-312-266-4475

Fax: +90-312-266-4069

**E-Mail Addresses:** For full-time students: yurt@bilkent.edu.tr

**For Exchange / International Students:** dormexchange@bilkent.edu.tr

## FREQUENTLY ASKED QUESTIONS

Bilkent University students who reside in the Bilkent dormitories must abide by the Student Dormitories Principles and Regulations. Students should register for dormitory accommodation after having read the rules, which are posted at [www.yurt.bilkent.edu.tr](http://www.yurt.bilkent.edu.tr). Some of the most requested/important information is given below.

### **What is the earliest check-in date for the dormitories?**

Newly admitted full-time students (Turkish and International) can check in to the dormitories three days prior to PAE-1 exam date at the earliest upon completing both the university and dormitory registration processes.

Continuing full-time students (Turkish and International) can check in to the dormitories three days prior to the start of classes in a given semester at the earliest.

### **What is the latest check-out date for the dormitories?**

The latest check-out date for all students (Turkish and International) is three days following the last day of classes.

### **If I miss the dormitory application deadline, will I be required to pay the**

In the case of late registration, students pay:

Students who enter the dormitories between the beginning of the semester and the end of the sixth week pay the full dormitory fee for the semester; those who enter the dormitory after this date pay 75% of the fee.

Students who transfer from a less expensive to a more expensive room pay a fee difference that is calculated based on the rules stated above. All bank transaction fees are the responsibility of the student.

Students registering in the second semester pay the half of the annual dormitory fee. For late entries during the second semester, above stated amounts of payments are applied. Regarding the price difference to be paid for transferring from low to high category rooms, provisions specified in above rules are observed.

### **If I move out of dormitories during the semester, will I receive a refund?**

Students wishing to move out of the dormitories will be reimbursed for the following amounts:

Students who leave the dormitories will have their fees refunded at the rates specified in the Dormitories Calendar according to the date of departure. Those who leave after the last date specified in the calendar will not receive refunds. Dormitory fees are not refunded to students who are suspended or expelled from the dormitories.

**Can I choose my roommate when applying for dormitory accommodation?**

Your request to choose a roommate will be considered depending on room availability. Please remember to specify your friend's student ID number and full name upon applying for dormitories.

**If I can't get along with my roommate, may I change my room?**

Your request will be processed as soon as possible after you contact the Dormitories Management in writing.

**Per my request, is it possible to move into a different category room?**

Depending on the room availability, your request will be processed after you contact the Dormitory Management with your written statement. Dormitory fee differences between categories will be calculated and processed in accordance with Dormitory Principles and Regulations article 9 item (4).

**When should I check-out from the dormitory for the Fall semester? Will I be required to pay any fines, if I miss the deadline?**

Students wishing to check out from dormitories by the end of the Fall semester are required to complete their dormitory check-out process by informing the Dormitory Management in maximum of 10 days prior to the beginning date of the classes as stated in the academic calendar for the next semester. Students who fail to complete the check-out process before the deadline are considered to be staying for the Spring semester and required to make due dormitory payments. If the check-out process is delayed, students will be required to pay the rates specified in the Dormitories Calendar.

**What do I need to do to renew my dormitory registration each year?**

Continuing students should renew their dormitory applications for the following semester online through the BILDORM system (<https://stars.bilkent.edu.tr/BilDORM/login>), before the deadline specified each year by the Dormitories Management.

**Will I have the freedom to be absent overnight whenever I wish after registering to stay in the dormitories?**

A student's dormitory registration is terminated after a total of 15 days of unexcused absence during a semester.

**Are there curfews in the dormitories?**

A curfew exists only for freshmen and/or English Preparatory students. Under the curfew, the latest hour to be back in the dormitory is 12:30 a.m. (Sunday through Friday) and 2:00 a.m. (Friday, Saturday, and public holidays). Students should apply in writing to their Dormitory Manager or the Dormitories Manager on Duty to extend these hours as needed.



**Can my parents, siblings, or friends stay in my room?**

Depending on availability, dormitory residents may host their first degree relatives in the allocated guest rooms for a temporary period by paying the per-day fees.

**Is there a health facility available on campus in case I have a health problem?**

The Health Centers, located on the Main and East Campuses, provide health services to students and faculty members. The services are provided free of charge to all Bilkent graduate and undergraduate students. A physician and a nurse are on duty at the Health Centers on the Main and East Campuses 24 hours a day, including weekends. In case of emergency, there is an ambulance on call 24 hours a day to take patients, accompanied by Health Center doctors, to hospitals in Ankara.

**Can a member of my family stay with me if I get sick?**

We regret that no family members or other persons are allowed to stay in the dormitories. It is recommended that a student who is not feeling well immediately apply for admittance to a health care institution or go to his/her home.

**Can I have a pet in my room?**

Small pets, for example fish in a bowl, small turtles, and caged hamsters, may be kept in the dormitory rooms only with approval from the Dormitories Management.

**Can I listen to music and watch TV in my room?**

You are welcome to listen to music and watch TV in your room in such a way as not to disturb others.

**Can I post fliers, posters, announcements, pictures, etc. in the dormitories?**

It is not permitted to post such items anywhere in the dormitories without the approval of the Dormitories Management

**What is the disciplinary action process when dormitory rules are violated?**

Disciplinary actions for violating the Dormitory Principles and Regulations are taken by both the Dormitories Management and the related Academic Unit(s).

**If I get dismissed from the dormitories, may I be readmitted in the following semesters?**

Students who are dismissed from the dormitories or observed to violate the Dormitory Principles and Regulations may not be readmitted.

### **What should I bring with me to my dormitory room?**

It is recommended that you bring personal items such as sleepwear, a bathrobe, towels, clothes hangers, and room/bath slippers, as well as cooking and eating implements.

### **Do I need to bring bedding items such as a pillow and pillow case, sheets, a comforter cover, and a blanket with me? Am I allowed to use my own bed linens?**

All of the above-mentioned items are provided by the University for every room; students can bring additional linens, etc. if they wish.

### **Do students clean their own rooms?**

The living spaces in all Bilkent University dormitory buildings (including both residents' rooms and common areas) are cleaned on a regular basis by our ISO-certificated contractors, in line with health and hygiene regulations.

### **Can I do my own laundry and ironing in the dormitory?**

There are self-service laundries with washers and dryers, and ironing rooms/areas with irons and ironing boards, in all of the dormitories, where students can do their own laundry. In addition, a privately run laundry facility in Dorm 69 provides laundry, dry cleaning, and ironing services to students.

### **Can I have alcoholic beverages in my room?**

It is forbidden to have and/or consume alcoholic beverages in/around the dormitories or other campus areas.

### **Am I allowed to smoke inside the dormitory building, either in my room or in the common areas?**

In accordance with Law on Prevention of Harms of Tobacco Use, No.4207, the use of cigarettes and tobacco products is prohibited in the dormitory buildings, including both dormitory rooms and all other areas. Bilkent University also initiated a Smoke-Free Campus Policy in 2018. Areas where smoking is permitted are gradually being phased out, until the use of cigarettes, other tobacco products, and electronic cigarettes becomes completely prohibited throughout the entire campus, including all outdoor spaces as well as indoor areas, on September 1, 2022.

### **Is there a campus shuttle bus service that provides transportation to and from the city center? If so, how do I use it?**

Transportation between the dormitories and the city center is provided on a regular basis via scheduled university shuttle buses. In addition, "Ring" shuttle buses run on a regular basis between the Main and East Campuses. Transportation services are free for all students.

### **Are there any grocery shopping facilities on or near the campus?**

There are several food stores located on both Main and East Campus areas, and at nearby shopping centers, where our students can buy a wide variety of products at reasonable prices.

In addition to the canteens in dorms 70, 76 and 81, and the snack bars on both Main and East Campuses, there are several food and beverage outlets in the vicinity offering a variety of services. These include table d'hote and a la carte restaurants, cafeterias, fast food services, and cafes as well as delivery services. Most of our dorms also have vending machines for snacks and soft drinks.



### **Dormitories Management**

**Address:** Bilkent University

Dormitories Management  
06800 Bilkent, Ankara

**Phone:** +90-312-290-4002

+90-312-290-4003

+90-312-290-4005

**Fax:** +90-312-266 4069

**E-mail:** yurt@bilkent.edu.tr

**[www.dormitory.bilkent.edu.tr](http://www.dormitory.bilkent.edu.tr)**

# Cafeterias





Bilkent University provides a variety of dining options to help students maintain a healthy and balanced diet, with many cafeterias, canteens, and food kiosks located on campus. Below you may find information about each of these dining facilities.

## MAIN CAMPUS

### ● Coffee Break

The coffee shops located in the Faculty of Economics, Administrative and Social Sciences (FEASS) building, the School of Applied Languages (SAL) building, V Building, and the Library building offer hot and cold beverages, salads, sandwiches, cakes, and savories.

Hours:

FEASS: Mon–Fri 8:00 a.m.–6:00 p.m.

SAL: Mon–Fri 8:00 a.m.–5:30 p.m.

V Building: Mon–Fri 8:00 a.m.–5:00 p.m.

Library: Mon–Fri 8:30 a.m.–10:45 p.m., Sat–Sun 9:00 a.m.–10:45 p.m.

**Phone: +90-312-266-1497, Ext. 2267 / 2553 / 3089 / 3028 / 2901**

### ● Café In

Located next to the Table d'Hôte Cafeteria, the self-service Café In offers a wide selection of fast food, appetizers, salads, sandwiches, cakes and desserts, and hot and cold beverages.

Hours: Mon–Fri 8:00 a.m.–8:00 p.m., Sat–Sun 8:00 a.m.–7:30 p.m.

**Phone: +90-312-266-0011 / 266 7272, Ext. 2080**

### ● Express Café

Located in G Building and next to the Faculty of Art, Design, and Architecture building, the self-service Express Café offers à la carte menus, appetizers, sandwiches, cakes and desserts, and hot and cold beverages.

Hours: Mon–Fri 8:00 a.m.–5:00 p.m.

**Phone: +90-312-266-7846, Ext. 1958**

### ● Fameo Café

Located in the Faculty of Engineering (EA) building, Fameo Café self-service venue offers cold and hot beverages, sandwiches, salads and desserts.

Hours: Mon–Sun 8:00 a.m.–6:00 p.m.

**Phone: +90-312-266-4100, Ext. 8288**

- **Fiero Café**

Located in the Faculty of Economics, Administrative and Social Sciences (FEASS) building and G Building, Fiero Café offers pastries, salads, sandwiches, and hot and cold beverages.

Hours: Mon–Fri 8:00 a.m.–6:00 p.m.

**Ext. 2824–5517**

- **Kıraç**

Located in the food court area next to the Main Campus Sports Center, Kıraç offers Turkish dishes, salads, desserts, and beverages.

Hours: Mon–Fri 9:30 a.m.–9:30 p.m., Sat–Sun 10:00 a.m.–9:30 p.m.

**Phone: +90–312–266–2072, Ext. 1650**

- **Mozart Café**

Mozart Café has two Main Campus locations, in B Building and EE Building. This self-service venue offers cold sandwiches, salads, and savories.

Hours:

B Building: Mon–Fri 8:00 a.m.–7:00 p.m.

Sat 8:00 a.m.–1:00 p.m. (closed on Sundays)

EE Building: Mon–Fri 8:00 a.m.–6:30 p.m.

**Phone: +90–312–266–5620, Ext. 3151 / 3021**

- **Sofa Café and Restaurant**

Located in Dormitory 70, Sofa offers a fast food selection, sandwiches, salads, and savories.

Hours: Mon–Sun 8:30 a.m.–8:30 p.m.

**Phone: +90–312–266–6654, Ext. 4014**

- **Sözeri Pide Hut**

Located in the Dormitories area, Sözeri serves grilled kebab and pide dishes.

Hours: Mon–Sun 11:00 a.m.–10:00 p.m., closed on Sundays.

**Phone: +90–312–266–4487/ 266–4084, Ext. 1693 / 4393**

- **Speed Cafe**

Located in the food court area next to the Main Campus Sports Center, the self-service Speed Cafe offers à la carte Turkish dishes, a salad bar, and a fast food section serving savories, pizza, and paninis.

Opening Hours:

À la carte section: Mon–Sun 11:30 a.m.–9:30 p.m.;

Fast food section: Mon–Fri 7:30 a.m.–9:30 p.m.,

Sat–Sun 09:30 a.m.–9:30 p.m.

**Phone: +90–312–266–5437, Ext. 2008**

- **Starbucks Coffee**

Located in the Faculty of Business Administration Building and Faculty of Art, Design, and Architecture FC Block, Starbucks Coffee offers a wide selection of gourmet coffee drinks and appetizers.

Hours: Mon–Fri 7:00 a.m.–8:30 p.m., Sat–Sun 9:30 a.m.–5:30 p.m.

**Phone: +90-312-266-3329, 266 10 55**

- **Table d'Hôte Cafeteria**

Located across from the Faculty of Engineering building, the self-service Table d'hôte Cafeteria offers table d'hôte and à la carte menus. Daily menus are posted on bulletin boards around the campus and on the Cafeterias Management website.

Hours: Mon–Sun 8:00 a.m.–10:30 p.m., 11:30 a.m.–2:00 p.m., 5:30 p.m.–8:00 p.m.

**Phone: +90-312-266-5143, Ext. 1428**

- **Dormitory 76 Canteen**

Offers hot and cold beverages, paninis and sandwiches, delicatessen items, and packaged biscuits and cakes.

Hours: Mon–Sun 7:30 a.m.–11:30 p.m.

**Phone: + 90 (312) 266-4893, Ext. 4111 / 4297 / 4191**

## MIDDLE CAMPUS

- **FMPA Table d'Hôte Cafeteria**

Located in the Faculty of Music and Performance Arts building, this is a self-service cafeteria offering a table d'hôte menu.

Hours: Mon–Fri 11:30 a.m.–2:00 p.m.

**Phone: +90-312-266-4944**

- **Mozart Café**

Located in the Faculty of Music and Performance Arts building, Mozart Café offers fast food, grilled meats, salads, cakes, and savories.

Hours: Mon–Sat 8:00 a.m.–8:00 p.m., Sun 9:00 a.m.–6:00 p.m

**Phone: +90-312-266-4803, Ext. 1368**

## EAST CAMPUS

### ● **Table d'Hôte Cafeteria**

This is a self-service restaurant offering both table d'hote and à la carte menus.

Hours: Mon–Sun 8:00 a.m.–10:30 a.m., 11:30 a.m.–2:00 p.m.,  
5:30 p.m.–8:00 p.m.

**Phone: +90-312-266-4219**

### ● **Coffee Break**

Located in the School of Applied Technology and Management, Coffee Break offers a wide selection of gourmet coffee drinks and other hot and cold beverages, salads, sandwiches, fast food, cakes, and savories.

Hours: Mon–Fri 8:00 a.m.–5:30 p.m.

**Phone: +90-312-266-4919, Ext. 5051**

### ● **Mozart Café**

Located in the N, C and D Preparatory Building, Mozart Café offers cold and hot beverages, savories, sandwiches, salads, and desserts.

Hours: Mon–Fri 7:30 a.m.–05:00 p.m.

**Ext. 8997 / 5393 / 5274**

### ● **Dorm 90 Cafeteria**

This venue offers hot and cold beverages, paninis, sandwiches, delicatessen items, and prepackaged cakes and treats.

Hours: Mon–Sun 7:30 a.m.–11:00 p.m.

**Ext. 5260**

### **Main Campus Kiosks**

**Bus Stop Kiosk:** Mon–Sat 7:00 a.m.–7:00 p.m. (closed on Sundays)

**Meteksan Store:** Mon–Sun 8:00 a.m. –11:30 p.m.

### **East Campus Kiosks**

**Housing Kiosk:** Mon–Sat 9:00 a.m.–9:00 p.m. (closed on Sundays)

### **Food and Beverage Vending Machines**

Vending machines with hot or cold beverages and food are located in the Main, East, and Middle Campus school buildings and dormitories.

**Note:** Changes in service hours are announced by the Cafeterias Management.



## **Nutrition Info Center**

The Cafeterias Management operates the Nutrition Info Center in the Administrative Units Building, Room B-09, for Bilkent students and staff.

At the center, dietitians give information sessions on healthy eating habits and the relationship of diet to the well-being of the body; the sessions are open to all students and staff to assist them in improving their overall health. Dietitians also offer help in modifying diets to manage conditions such as obesity, cardiovascular disease, gastritis, ulcers, and high blood pressure.

## **TABLE D'HÔTE MEAL PLAN**

*Students are able to purchase and upload to their student IDs meal credits for as many individual meals (minimum of five) as they wish. This option offers a discount on the meal price as compared to paying at the time of service. A single meal costs (2019-2020) 6.75 TL and a breakfast, lunch, or dinner is considered a single meal. There is no time limitation for using the prepaid meal credits. Credits can be used for both the fixed and alternative menus; students will be charged a single-meal credit for the fixed menu, and a double-meal credit for the alternative menu.*

### **Table d'Hôte Cafeteria Meal Plan\* (2019-2020)**

(Can be used every day of the week.)

Breakfast / lunch / dinner fixed menu	6.75 TL
Lunch / dinner alternative menu	13.50 TL

\* When payment for 5 or more meals is made at one time



## **Cafeterias Management**

**Address:** Bilkent University

Cafeterias Management  
06800 Bilkent, Ankara

**Phone:** +90-312-266-5094,

**Ext.** 1305 / 1656 / 2058

**Fax:** +90-312-290-2582

**E-mail:** kafemud@bilkent.edu.tr

**www.cafe.bilkent.edu.tr**

# Records and Archives





## Petitions

Students desiring to file petitions for academic or social purposes (such as applying for an internal transfer, organizing a social activity, applying for leave of absence, appealing for a grade, transferring credits, or seeking club membership) can obtain the necessary form from the Records and Archives Office and then apply to the department in question. Applications can be sent to [ebys@bilkent.edu.tr](mailto:ebys@bilkent.edu.tr)

- A sample petition can be obtained from the Records and Archives Office.
- Student petitions will be delivered electronically to the department or office concerned on the same business day.
- Students can go to the department or office concerned and track the outcome of their petition using the registration number provided to them or by using the Ebys number sent by e-mail.

## Postal Delivery

- All university mail is brought from the post office twice a day to the Records and Archives Office. The mail is then sorted and distributed on campus.
- You can collect your mail either from your department secretary or at your residence hall depending on the address used.
- Undeliverable mail is returned to the post office.

## Addresses for Correspondence

Please use the following addresses for postal correspondence to be delivered to the university:

### Department Address

Name  
(Faculty/School/Institute)  
Department  
Bilkent University  
TR-06800 Bilkent, Ankara, Turkey

### Residence Hall Address

Name  
Bilkent University Dormitory  
Dorm Building no:  
Room no:  
TR-06800 Bilkent, Ankara, Turkey

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## Records and Archives Management

**Address:** Bilkent University  
Main Campus  
Administrative Units Building  
06800 Bilkent, Ankara

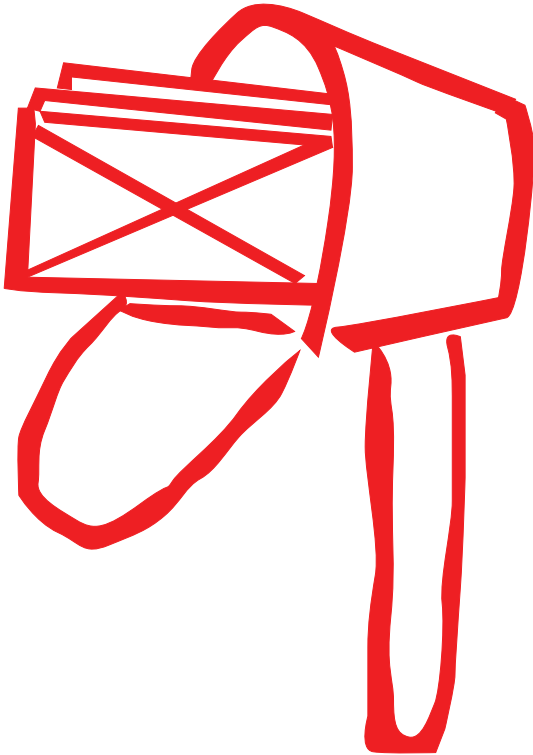
**Phone:** +90-312-290-1230

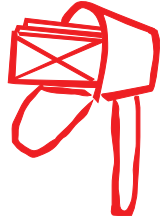
**Ext.:** 1231 / 1232 / 1876 / 2029 / 1914 / 1279

**Fax:** +90-312-290-2583 / +90-312-266-4127

**[www.mem.bilkent.edu.tr](http://www.mem.bilkent.edu.tr)**

# Post Office





A post office (PTT) is located in the southwest corner of Main Campus, in the Administration Building next to the dormitories.

Mail or express postal delivery (APS) requests received after 3:00 p.m. will be processed the next day. Telephone bill payments, EFTs, checks, and other online transactions are processed until 5:00 p.m.

**Bilkent PTT hours:** Mon–Fri 8:30 a.m.–12:00 noon, 1:00–5:00 p.m.

**Phone:** +90-312-266-4481 – +90-312-290-1275

Two other post offices are located nearby: one in the YÖK (Higher Education Council) building area near East Campus, and another just outside the Main Campus entrance

**(Bilkent Plaza PTT – Phone: +90-312-266-3107).**

**The following PTT offices in the city center are open for service on weekends:**

**Ulus PTT:** Weekdays: 8:30 a.m.–6:30 p.m.,

Saturday and Sunday: 9:00 a.m.–4:00 p.m.

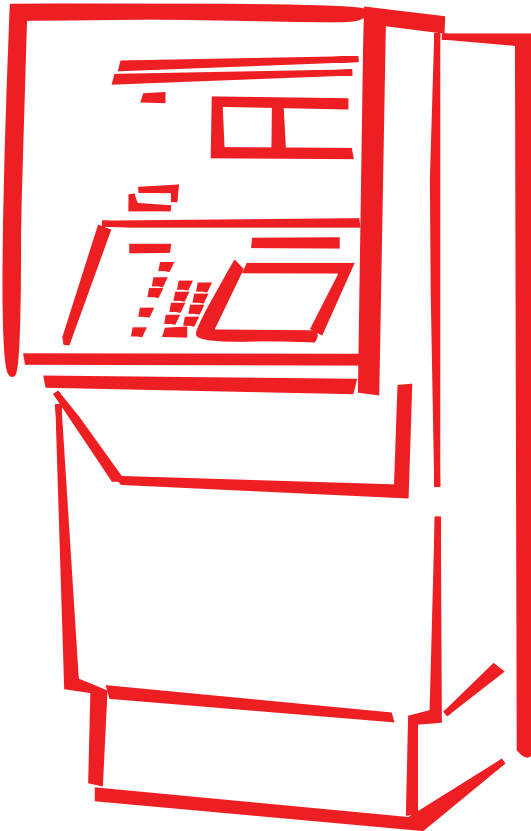
**Kızılay PTT:** Weekdays: 8:30 a.m.–5:00 p.m.

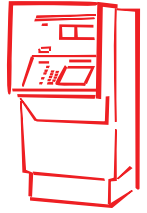
**Yenişehir PTT:** Weekdays: 8:30 a.m.–6:30 p.m.,

Saturday: 9:00 a.m.–4:00 p.m.

**Kavaklıdere PTT:** Weekdays: 8:30 a.m.–5:00 p.m.

# Banking





Yapı Kredi Bank's Bilkent branch is located on Main Campus. This branch provides both domestic and international banking services to account holders.

In addition, a number of banks have automated teller machines (ATMs) on campus, in Ankara, and throughout Turkey.

Below are listed hours and locations of banking facilities on or near the campus.

### **Yapı Kredi Bank**

**Bank and ATM:** Ground floor of the Faculty of Engineering building (Main Campus)

**Phone:** +90-312-266-0207 / 0208 / 0209, Ext. 1500 / 1501

**Hours:** Mon-Fri 8:30 a.m.–4:30 p.m. (open during the noon hour)

**ATM only:** Ground floor of the Faculty of Economics, Administrative, and Social Sciences building (Main Campus, A Building)

- Behind the English Language Preparatory Program building (East Campus, N Building)
- Next to Dorm 78 (Main Campus)
- Inside Bilkent Center

### **Garanti BBVA**

**Bank and ATM:** Bilkent Plaza A3

**Phone:** +90-312-266-1770

**Hours:** Monday–Friday 8:30 a.m.–4:30 p.m.

### **İş Bank**

**Bank and ATM:** Across from the entrance of Bilkent Center (just outside the Main Campus entrance)

**Phone:** +90-312-266-0355

**Hours:** Monday–Friday 8:30 a.m.–4:30 p.m. (open during the noon hour)

**ATM only:** Ground floor of the Faculty of Economics, Administrative, and Social Sciences building (Main Campus, A Building)

### **Ziraat Bank**

**Bank and ATM:** At the entrance of Ankuva Shopping Center

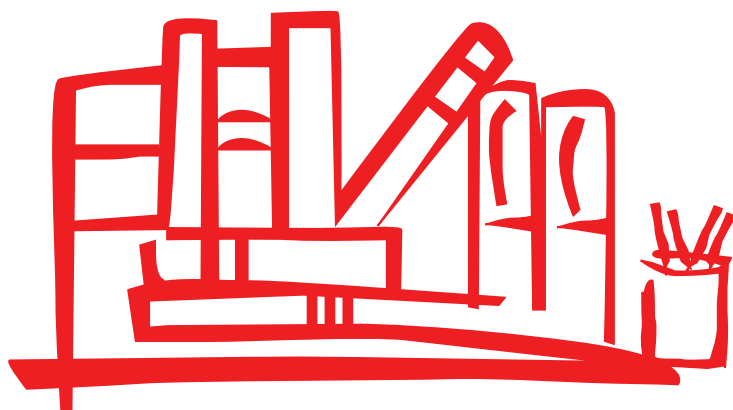
**Phone:** +90-312-266-7455

**Hours:** Monday–Friday 8:30 a.m.–4:30 p.m.

Banks have branches in all major districts of the city. Bank opening hours are commonly 9:00 a.m.–12:30 p.m. and 1:30 p.m.–5:00 p.m.

**International students are required to show the foreign ID number indicated in their Turkish residency permit when conducting business at a bank.**

# Bookstore







Located across from the Faculty of Fine Arts, Design, and Architecture building, Meteksan Bookstore is open Monday through Saturday during the hours 8:30 a.m.–5:30 p.m. The bookstore is closed on Sundays and national holidays.

Meteksan Bookstore has a large selection of foreign-language scholarly books, other nonfiction and fiction books, and also carries a wide selection of office and school supplies, photography supplies, and gifts.

**Address:** Meteksan Bookstore  
Bilkent University  
Main Campus  
06800 Bilkent, Ankara  
**Phone:** + 90-312-266-4837  
**Fax** + 90-312-266 5128

# Shopping on Campus





There are various shopping malls and stores in and around Bilkent, where groceries, clothing, household items, and other products may be purchased.

### **Meteksan Market**

Bilmarket is located behind the Student Council building on Main Campus. The supermarket carries a wide range of food products, including fresh produce and a selection of foreign foods, as well as daily newspapers, detergents, stationery, etc. Please note that tobacco and alcoholic beverages are not sold in any store on campus. Hours: Mon–Sun 8:30 a.m.–11:30 p.m.  
Ext. 1652

### **Kiosks**

Kiosks in the Main and East Campus housing and dormitory areas carry daily household necessities and newspapers.

### **Ankuva Shopping Center**

Ankuva, a shopping mall located next to Bilkent Center, has a number of full-service restaurants with menus ranging from pizza to Turkish cuisine, as well as a bank, hair salons, pharmacies, a photographer, a number of small shops, and, on the basement level, a bowling alley and billiards room. Hours: Mon–Sun 10:00 a.m.–10:00 p.m.

### **Bilkent Center**

Bilkent Center is the shopping plaza just outside the main entrance to the campus. Inside the center are a large supermarket, department stores, dry cleaners, a locksmith, an office supply store, a home furnishings store, a book and CD store, a toy store, a bank, several ATMs, a movie theater, coffee shops, and a food court. Hours: Mon–Sun 10:00 a.m.–10:00 p.m.

## BOOKSTORES AND MUSIC CENTERS

### Ada

- Gordion Shopping Center  
**Phone:** +90-312-236-7091
- Arcadium Shopping Center, Çayyolu  
**Phone:** +90-312-240-6545

### Arkadaş

- Kentpark Shopping Center, Eskişehir Yolu  
**Phone:** +90-312-219-9244

### Dost

- Karanfil Sokak No: 11, Kızılay  
**Phone:** +90-312-425-2464

### D&R

- Bilkent Center  
**Phone:** +90-312-266-7651
- Cema Shopping Center, Eskişehir Yolu  
**Phone:** +90-312-219-7460
- Armada Shopping Center, Eskişehir Yolu  
**Phone:** +90-312-219-0144
- Taurus Shopping Center, Konya Yolu  
**Phone:** +90-312-220-5165
- Ankamall Shopping Center, İskitler  
**Phone:** +90-312-541-1541
- Tunalı Hilmi Caddesi No: 7, Kavaklıdere  
**Phone:** +90-312-426-5006
- Panora Shopping and Living Center, Oran  
**Phone:** +90-312-491-1963

### **Homer Bookstore**

- Bestekar Sokak No: 35, Kavaklıdere  
**Phone:** +90-312-446-0777

### **Nezih**

- CEPA Shopping Center, Eskişehir Yolu  
**Phone:** +90-312-219-6162
- Ümitköy Caddesi No: 8, Ümitköy  
**Phone:** +90-312-235-2730
- Kentpark Alışveriş Merkezi, Eskişehir Yolu  
**Phone:** +90-312-219-9601

### **Remzi**

- Armada Shopping Center, Eskişehir Yolu  
**Phone:** +90-312-219-1112 / 19



# Financial Affairs and Accounting





Bilkent University tuition fees are exempt from corporate tax and include 8% VAT. Students can obtain a receipt for their academic tuition and dormitory fee payments from the Budget and Financial Affairs Unit (MIDB) two weeks after making the payments. Partial invoices are not issued, and invoices cannot be issued for past dates.

### **Payments**

Traffic violation fines, dormitory room damage charges, transcript fees, extra printing credit payments, and vehicle permit sticker fees should be paid to the Accounting Office. Student work program payments, dormitory deposit fee refunds, and academic tuition fee waiver refunds are issued by the Budget and Financial Affairs Office.

### **Scholarships**

Students who qualify for a Comprehensive Scholarship are offered a monthly stipend for eight months. The payment schedule is posted at: [www.bilkent.edu.tr/bilkent-tr/admission/katki\\_bursu\\_takvimi.html](http://www.bilkent.edu.tr/bilkent-tr/admission/katki_bursu_takvimi.html)

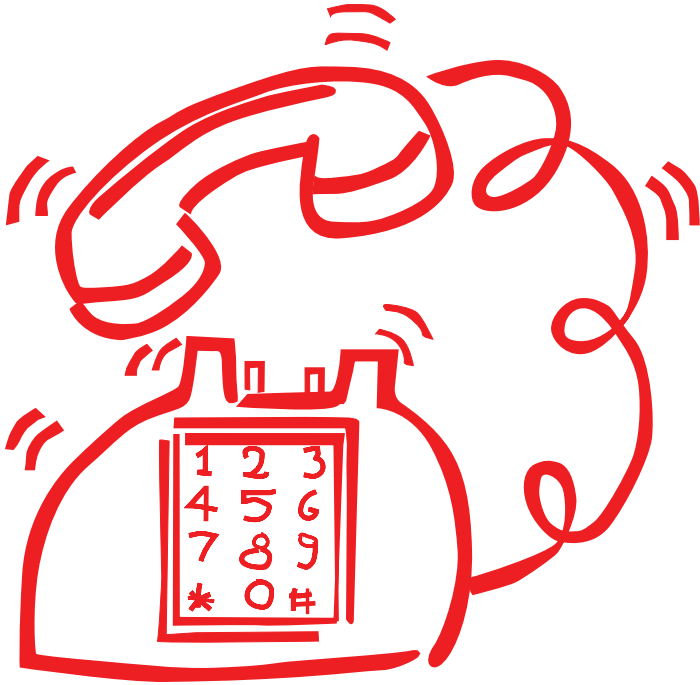
#### **Budget and Financial Affairs Office**

**Address:** Bilkent University Main Campus  
EA Building  
06800 Bilkent, Ankara, Turkey  
**Phone:** +90-312-290-8063

#### **Accounting Office**

**Address:** Bilkent University Main Campus  
EA Building  
06800 Bilkent, Ankara, Turkey  
**Phone:** +90-312-290-1655  
**Ext.** 1236

# Telephone System





**Telephone Emergency Line**

- **Phone:** +90-312-290-6666
- **Extension:** 6666 (Anywhere on the Bilkent campus)

**Bilkent University Central Operator**

**Phone:** +90-312-290 4000

**On-campus communication between campus subscribers:**

Lift the handset, listen for the dial tone, and enter the 4-digit extension number.

To call a telephone number on the Bilkent University campus:

If you are calling locally from off campus, dial 290 and enter the 4digit extension.

If you are calling from any other city in Turkey or by mobile phone, dial 0 312 290 and enter the 4 digit extension. If you are calling from outside of Turkey, dial +90-312-290 and enter the 4-digit extension.

If you do not know the extension, please call the Bilkent central operator at +90-312-290-4000. Please note that Bilkent central operators do not connect inter-campus calls.

**Long-distance calls:**

Students can use the public PTT telephones located on the ground floors of class and dormitory buildings. Public telephone calling cards can be obtained at the Bilkent PTT post office (ext. 1275). Bilkent central operators do not connect long-distance or international calls.

# FACULTY AND DEPARTMENT DIRECTORY

## FACULTY OF ART, DESIGN, AND ARCHITECTURE

Phone: +90-312-290-1486, 290-1429

**Architecture:** +90-312-290-3463

**Communication and Design:** +90-312-290-1749

**Fine Arts:** +90-312-290-1431

**Graphic Design:** +90-312-290-1423

**Interior Architecture and Environmental Design:** +90-312-290-1465

**Urban Design and Landscape Architecture:** +90-312-290-1839

## FACULTY OF BUSINESS ADMINISTRATION

Management: +90-312-290-1276

## FACULTY OF ECONOMICS, ADMINISTRATIVE, AND SOCIAL SCIENCES

Phone: +90-312-266-4137, 290-1251

**Economics:** +90-312-290-1479

**International Relations:** +90-312-290-1249

**Political Science and Public Administration:** +90-312-290-1339

**Psychology:** +90-312-290-3435

## FACULTY OF ENGINEERING

Phone: +90-312-266-4133, 290-1208

**Computer Engineering:** +90-312- 290-1218

**Electrical and Electronics Engineering:** +90-312- 290-1219

**Industrial Engineering:** +90-312-290-1210

**Mechanical Engineering:** +90-312-290-3389

## FACULTY OF HUMANITIES AND LETTERS

Phone: +90-312-266-4129, 290-1457

**American Culture and Literature:** +90-312-290-1931

**Archaeology:** +90-312- 290-1934

**English Language and Literature:** +90-312-290-1930

**Philosophy:** +90-312-290-1072

**Translation and Interpretation:** +90-312-290-1277

## FACULTY OF LAW

Phone: +90-312-290-3300

## **FACULTY OF MUSIC AND PERFORMING ARTS**

**Phone:** +90-312-266-4415, 290-1777

**Music:** +90-312-290-1777

**Performing Arts:** +90-312-290-1620

## **FACULTY OF SCIENCE**

**Phone:** +90-312-266 4380, 290 1820

**Chemistry:** +90-312-290-2089

**Mathematics:** +90-312-290-1586

**Molecular Biology and Genetics:** +90-312-290-2240

**Physics:** +90-312-290-1207

## **SCHOOL OF APPLIED TECHNOLOGY AND MANAGEMENT**

**Phone:** +90-312-266-4297, 266-4296

**Information Systems and Technologies:** +90-312-290-5058

**Tourism and Hotel Management:** +90-312-290 5001

While every effort is made to ensure the accuracy of the information available at the time this catalog is prepared for publication, the university reserves the right to make changes at any time without prior notice.

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Ankara, 2020

# Bilkent University

