



# BAU - FEASS 101



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Bahçeşehir University  
Faculty of Economics, Administrative and Social Sciences

Academic Year 2024-2025/Student Handbook

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The logo for BAU Bahçeşehir University is displayed on a building facade. The letters 'BAU' are large and blue, followed by 'BAHÇEŞEHİR UNIVERSITY' in smaller blue letters. Below the text are several blue-tinted windows.

**BAU** BAHÇEŞEHİR  
UNIVERSITY

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## **Prof. Hümeysra Adıgüzel**

Dean

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Dear Students,

The mission of our Faculty is to support the production and dissemination of knowledge that will raise the living standards of humanity by encouraging interdisciplinary research. Within the framework of this mission, we work to push the boundaries of advances in science and technology, to find innovative solutions to problems and to add value to our society.

Our primary goal in the education of our students is to train individuals who can adapt to changing world dynamics, with a global perspective and high sensitivity to ethical values. I believe that graduates trained with innovative education models and modern teaching techniques will stand out in terms of both their academic success and their ability to assume social responsibilities.

Every research conducted and every educational program implemented in our faculty encourage the sharing of knowledge and experience. We contribute to the development of solutions that can meet the needs of societies and industries both locally and globally.

I am very happy to be with you on this journey. I wish you an educational life full of knowledge and discoveries.

Best wishes,

Prof. Hümeysra Adıgüzel

# BAU BAHÇEŞEHİR UNIVERSITY

**4367**

UNDERGRADUATE  
STUDENTS

**128**

ERASMUS  
AGREEMENTS

**1087**

INTERNATIONAL  
STUDENTS

**90**

STUDENT CLUBS

**10**

DEPARTMENTS

**65**

CO-OP BRAND  
COLLABORATIONS

# HOW SHOULD I CONTACT MY FACULTY?



## BAU Student E-Mail Address

- You have your BAU e-mail address throughout your studies!
- You can follow the messages sent to your e-mail from various units of our University .
- You can contact academics via e-mail.
- You can also follow the internship announcements, for your prospective applications.



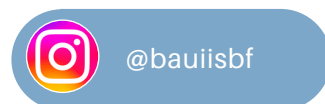
## Office Hours

- You can visit offices of the Faculty when you need support in administrative and academic matters between 08:30 am-05:30 pm on weekdays.



## Social Media

- You can follow the Faculty's social media accounts and get information about events and announcements.



# BAU DIGITAL LEARNING PLATFORMS



## **ITSLEARNING**

A learning management platform.

It makes communication easier for you, allows you to access course resources quickly and enables you to take online exams.

It digitizes education and makes it more student-friendly.

## **UMIS**

A system where you can easily follow your academic processes throughout your university life.

You can follow your course selection, course programs, exam results through this system and request the necessary documents.

## **MS TEAMS**

A platform where you can easily follow your online lessons.

You can also watch the lessons you have missed or would like to revise on this platform.

## **COURSERA**

An educational platform that offers online courses, certificate programs and even degree programs in various subjects.

It offers courses in many fields in collaboration with the world's leading universities and organizations.

Thanks to certified courses, you can develop your career, acquire new skills and increase your academic knowledge.

# FEASS

# DEPARTMENTS

## **Business School Programs**

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Business Administration

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Economics

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International Trade and Business

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International Finance

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Economics and Finance

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Logistic Management

## **Social Science Programs**

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Political Science and International Relations

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Sociology

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Psychology

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Translation and Interpreting

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# BUSINESS SCHOOL PROGRAMS



**Prof. Elif YOLBULAN OKAN**  
Business Administration  
Department Chair



**Assoc. Prof. Mehmet Sıtkı SAYGILI**  
Logistic Management  
Department Chair



**Prof. Ahu ERGEN**  
International Trade and Business  
Department Chair



A Block 2nd Floor BAU South Campus



# BUSINESS SCHOOL PROGRAMS



**Asst. Prof. Bahar KÖSEOĞLU**  
International Finance  
Department Chair



**Asst. Prof. Fadime İrem DOĞAN**  
Economics and Finance  
Department Chair



**Prof. Çağlar YURTSEVEN**  
Economics  
Department Chair



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# SOCIAL SCIENCE PROGRAMS



**Assist. Prof. Zekeriya TÜZEN**  
Political Science and International  
Relations  
Department Chair



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**Prof. Ayşe Nilüfer NARLI**  
Sociology  
Department Chair



M Block 3rd Floor BAU  
South Campus



**Asst. Prof. İrem KONCA**  
Translation and Interpreting  
Department Chair



**Assoc. Prof. Miray AKYUNUS**  
Psychology  
Department Chair





# STUDENT CLUBS



Economics and Finance Club



Sociology Club



Innovation and Management Club



Career and Development Club



Audit Club



Blockchain Technologies Club



International Trade and Business Club



Philosophy Club



Political Science and International Relations Club

For more  
Scan the QR code





## Lateral Transfer

If you would like to choose another department and pursue studies in a different field, lateral transfer is the right choice for you.

If you decide to apply for lateral transfer on the basis of your GPA, you can do so after having studied at your current department for at least one year and on condition that you have a GPA not lower than 1.80. If, on the other hand, you apply on the basis of your score in the University Entrance Exam, your score should not be lower than that required by the targeted department.



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## Double Major

If you would like specialize in more than one field, doing a double major is the right choice for you.

You can be entitled to receive two different diplomas by taking courses in another department in addition to your own. If your GPA is 3.00 and higher when you start your sophomore year, you can apply to the undergraduate or associate degree program of another department. If you meet the requirements, contact your faculty and seize the opportunity!



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## Minor

If you are interested in a field other than that you are currently trained in, and would like to improve your knowledge of that field, doing a minor is the right choice for you!

If your GPA is 2.50 and higher when you start your sophomore year, you can apply to this program. If you meet the requirements, contact your faculty!





### **Credits/ECTS**

Each course has its own credit load. You can find out credits for each course on the Faculty's website. The European Credit Transfer System (ECTS) has been prepared in accordance with the Bologna process and lists the number of credits for each course as applied in all countries of the world. You need 240 ECTS to be entitled to graduate, start collecting now!

### **General Education Program Courses (GEP)**

Bahçeşehir University's General Education Program (GEP) offers different perspectives in art, philosophy, and science, allowing students to develop both their general knowledge and critical thinking skills. Students are required to take six GEP courses during their undergraduate studies to be entitled to graduate.

### **Where to Apply for Internships?**

Whether compulsory or voluntary, internships are one of the best ways to get started in business life!

Our university's CO-OP unit provides students with the opportunity to do internships through the career development center, allowing them to develop their skills and build a professional network. Don't forget to stop by the CO-OP office and check your e-mail to start your career journey with solid steps! Internship is not compulsory in the departments of our Faculty but it is highly recommended and encouraged as it enables a smooth transition to business life.



**CO-OP**  
**KAMPÜSÜMİŞYERİM**  
[coop.bahcesehir.edu.tr](http://coop.bahcesehir.edu.tr)

# OUR STUDENT EXCHANGE PROGRAMS



**Erasmus+ is a student exchange program run by the European Union.**

**In order to embark on this adventure, it is sufficient to have a GPA of 2.20 if you are an undergraduate student and 2.50 if you are a graduate student. Your Erasmus+ score is calculated by 50% of your general GPA and 50% of your English Language Proficiency exam.**

**Students can benefit from Erasmus+ opportunities after completing at least one semester.**

**The students of Faculty of Economics, Administrative and Social Sciences participate in exchange programs at Berlin International and Bay Atlantic Universities within BAU Global. In the Academic Year 2024-2025, 57 students from our faculty have participated in student exchange programs in Washington D.C.**

**30 of our students will participate in the exchange program at Berlin International University in the spring semester. BAU is a leading university that makes a difference with its own exchange programs.**

**All students in our Faculty can apply to these programs. Applications are opened every semester by the BAU Global unit.**



# How Can I Graduate?

Students graduate with 240 ECTS and 130 National Credits during the four-year undergraduate program. In addition to their total credits, students also complete their obligations in different course categories. There are four different course types. 1) Departmental Compulsory Course, 2) Departmental Elective Course, 3) Non-Departmental Elective Course, 4) GEP Elective Course. Since the distribution of courses may vary in each department, students can visit our website or contact their academic advisors for more detailed information. Academic advisors are assigned specifically to each student on the UMIS system. Students are required to complete their undergraduate studies in maximum 7 years in line with the regulations of our Faculty. During this period, students can take courses in the Fall and Spring semesters and complete their missing credits in summer schools. Students are required to have a GPA not lower than 2.00 in order to be entitled to graduate.

It is important for students to keep their GPA high from the beginning of their studies. Students whose GPA falls below 1.80 during their undergraduate studies are referred to as 'Probationary Students' and cannot take new courses until they repeat their low-grade courses.

# I Have a Question!

## Whom

## Should I Contact?



**For registration processes:**

**BAU Student Affairs located on the 1st Floor of D-Block**



**For academic questions (courses to be selected, course content, career plans, etc.):**

**Your Academic Advisor (you can check from your UMIS account) or Department Head**



**For course selection, disciplinary investigations, technical problems:**

**First, BAU Student Solution Center (<https://bau.edu.tr/help>), when needed, FEASS Student Affairs located on the 2nd Floor of Block A**



**For issues related to payments:**

**Financial Affairs located at the A Block Entrance**



# OFFICE OF THE DEAN

It helps students with administrative matters and manages the processes. Students should apply to Student Affairs first in case they encounter any problems. If they are advised to further contact Office of the Dean, it always provides the necessary support.



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Yasemin ÇİL  
Secretary  
yasemin.cil@bau.edu.tr

# FEASS STUDENT AFFAIRS



Berk ALKAÇ (Student Affairs Assistant Specialist)  
berk.alkac@bau.edu.tr  
Political Science and International Relations  
Psychology  
Sociology  
Translation and Interpreting



Gaye GÜNER (Student Affairs Assistant Specialist)  
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Logistic Management  
Business Administration  
International Trade and Business



İpek TUNCER (Student Affairs Assistant Specialist)  
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Economics  
Economics and Finance  
International Finance



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