

KADİR HAS UNIVERSITY FACULTY of LAW INCOMING ERASMUS STUDENTS' GUIDE

- **About Kadir Has University Faculty of Law**

Kadir Has University Faculty of Law was founded in 2003. It consists of 14 departments and employs 23 full time professors, associate professors and assistant professors as well 10 visiting lecturers and 17 research assistants. For detailed information about our Faculty, please follow this link: ???

There are approximately 650 undergraduate students currently and we accept 150 new undergraduate students every year. Kadir Has University Faculty of Law also offers various LL.M. programmes and a PhD programme in private law.

The faculty hosts an ever growing number of international students: exchange students, master's degree students and doctoral students. About 10 students every year comes to our Faculty as incoming Erasmus students while several foreign students from different nationalities register as either full time students or exchange students from other international exchange programmes. For further information and student handbook, please see:

<http://www.khas.edu.tr/uploads/pdf-doc-vb/ogrenci-el-kitabi-2014-2015.pdf>

&

<http://international.khas.edu.tr/>

- **Location**

Kadir Has University Faculty of Law is located in Cibali Campus. Our Faculty is located on the grounds of the Historical Tekel Cibali Works, which began operations in 1884 as the state tobacco depot and cigarette factory and continued to operate until the founding of the university, when the building was faithfully renovated and transformed into the main campus. Located on the shores of the Golden Horn in an area of Istanbul particularly rich in history, the main campus building, a recipient of the Europa Nostra Award, is ideally suited to the dynamics of today's world as a center for research and education.

The interior of Kadir Has University's Cibali campus measures over 45.000 square meters, with classrooms, labs, and the university's central library, in addition to faculties, institutes, the rectorate and deans' offices.

Address:

Kadir Has Caddesi (Str.), Cibali / İSTANBUL, Postal Code: 34083.

Phone: +90 (212) 533 65 32

Fax: +90 (212) 533 65 15

E-Mail: erasmus@khas.edu.tr

- **Application and Admission**

Students who wish to participate in Erasmus programme and study in Kadir Has University as an exchange student should always contact the coordinator at their home university first. If nominated for a period of study at the Kadir Has University, they will receive further information about application procedure from Kadir Has University's Erasmus Office. Please complete the application procedures within deadline, as late applications will not be considered. For more information, please follow this link: <http://international.khas.edu.tr/45/application-guide>.

- **Accommodation**

For general information regarding accommodation, please see: <http://international.khas.edu.tr/16/campus-life>

If you have further questions, please contact Ms. Nur Eradli - Erasmus and Exchange Students Officer (nur.eradli@khas.edu.tr).

- **Student Meals**

There are two restaurants and three cafés inside the campus each of them also offering vegan menus. Those restaurants and cafés are private owned but offer reasonable prices.

There are also numerous student cafés and restaurants in all the University locations around the city.

- **Health, Sports Facilities and Student Clubs**

For more information about medical center of University, sports facilities and teams and student clubs, please visit <http://www.khas.edu.tr/en/432/health-culture-sports>.

- **Legal Education in Turkey**

Law faculties in Turkey offer 4 year programmes for LL.B. degree. All those who would like to pursue a legal career as a lawyer or judge must obtain a LL.B. degree.

- **Kadir Has University Faculty of Law Regulations**

Please be advised that, during your stay as an exchange student in Kadir Has University Faculty of Law, you will be subject to Regulations for Associate and Undergraduate Degree Programs or Kadir Has University Regulations For Graduate Education depending on you are an undergraduate or graduate student for the internal matters. You may access the aforementioned regulations via <http://www.khas.edu.tr/uploads/pdf-doc-vb/mevzuat/Lisans-yonetmeligi15012016-en.pdf> (for undergraduate students) and http://www.khas.edu.tr/uploads/pdf-doc-vb/mevzuat/lisansustu_egitim_ogretim_yonetmeligi-08072015-en.pdf (for graduate students). It is strongly recommended that you read the regulations before your arrival. On the other hand, for all transactions regarding Erasmus Programme, you are subject to the rules of Erasmus+ Programme.

- **What is ECTS?**

The European Credit Transfer System ECTS was developed by the Commission of the European Communities in order to provide common procedures to guarantee academic recognition of studies abroad. It provides a way of measuring and comparing learning

achievements, and transferring them from one university to another. This is achieved through the use of a common ECTS credit unit and a common ECTS grading scale.

ECTS makes use of three documents: the information package, which provides general information about the host university, as well as detailed descriptions of the degree programmes and courses available; the transcript of records, which shows the learning achievements of the student prior to and after the period of study abroad, and the learning agreement between the student, the home university, and the host university. Students participating in ECTS will receive full credit for all academic work successfully carried out at the host university.

Nominal ECTS workload for one semester is 30 ECTS credits.

Kadir Has University also uses local credits for full-time students, however local credits does not have any effect for incoming Erasmus students.

- **Grading**

According to par. 27 of Kadir Has University Regulations for Associate and Undergraduate Degree Programs; *“(1) Course instructors give grades to students based on an evaluation of their performance in mid-term exams, activities carried out during the semester and the final-exam by also taking the overall performance of the class into account. Students are given the following grades:*

(2) The coefficient of the letter grades are as follows:

LETTER GRADE NUMERICAL VALUE

AA 4.0

BA 3.5

BB 3.0

CB 2.5

CC 2.0

DC 1.5

DD 1.0

FF 0

VF 0

G -

K -

(3) The course instructor announces students' grades through SPARKS (Student Portal, Academic Registration and Knowledge System) within the time frame stipulated in the academic calendar.

(4) Course grades are as follows:

a) A student who receives AA, BA, BB, CB, CC or G passes the course.

b) A student who receives a DC or a DD passes the course conditionally. In the case that a student's Cumulative Grade Point Average (GPA) is 2.00 or above, these courses do not have to be repeated.

c) A student who receives an FF or a K fails the course.

d) A student who receives a VF fails the course for insufficient attendance.

(5) Other grade symbols are as follows:

a) An "E" grade (Incomplete) is given to students who, due to a health problem or another compelling reason, could not complete the required assignments for graduation thesis, graduation project, graduation assignment, internship, field work, laboratory work, thesis, project work, presentation and for similar courses which do not have a final exam.

Students who receive an E must submit the incomplete assignments and receive a grade within 15 days after the announcement of grades as stipulated on the academic calendar. If they do not fulfill these requirements, then the grade will automatically become an FF. The deadlines indicated above can be extended in accordance with the recommendation of the department chair and the approval of the relevant Institute's administrative board.

b) A "G" grade (pass) is given to students who pass a non-credit course or a course that is given on a pass/fail basis. This grade is not used in the calculation of the GPA.

c) An “S” grade (continuing) is given to students for credit and non-credit courses which last longer than one semester and for which the student has demonstrated satisfactory performance in semesters prior to the semester in which the letter grade will be given. This grade is not used in the calculation of the GPA.

ç) A “Ç” grade (withdrawal) is given for courses from which a student withdraws. This grade is not used in the calculation of the GPA.

d) A “T” (repeat) grade indicates that a course has been repeated. When an elective course is replaced by another elective with the approval of the advisor, it is also indicated with a T.

e) An “H” (excluded) grade indicates that a course is not included in calculations of the GPA.

f) A “TR” (transfer) grade is used for transfer courses, taken by students who transferred between programs within the University or who participated in an exchange program, which are accepted as being equivalent by the administrative board of the unit upon the recommendation of the department directorate.

g) An “M” grade indicates courses from which the student is exempt.

h) A “K” grade is given to students for non-credit courses which last longer than one semester to indicate that the student is unsuccessful from the course by the semester in which the final letter grade is given.

(i) A “BÜT” grade is given to students who could not take the final exam despite having met the criteria specified in these Regulations and also to students who have been unsuccessful in the final exam.

j) A “DN” grade is given to students for courses which they have previously taken and passed in another institution of higher education and which are used for exemption from a course in the student’s curriculum. The original grade gets transformed into the University’s grade system and this transformed grade is accepted as the student’s grade for the course he/she is exempt from”.

Please be advised that lecturer has a discretionary power in the arrangement of letter grades.

Although most of the courses, besides seminar course, is graded upon one midterm exam and one final exam, lecturer has a discretionary power to apply a different system (i. e. to assign a paper in addition to exams, etc.).

- **Academic Calendar**

The academic year consists of two terms or semesters: The fall and spring semesters. For full academic calendar of 2016-2017 Academic Year for Undergraduate Students, follow this link: <http://www.khas.edu.tr/en/1984/2016-2017-undergraduate-calendar>. For full academic calendar of 2016-2017 Academic Year for Graduate Students, follow this link: <http://www.khas.edu.tr/en/1983/2016-2017-graduate-calendar>.

Each semester has midterm and final periods. Classes are not held during midterm period and final period begins after end of fall semester classes.

- **Research Facilities**

Kadir Has University Information Center (Library) offers our students a wide range of sources both in printed and electronic form. Catalog consists of approximately 31.200 books in English, German and French (English: 30402, German: 374 and French: 534). Kadir Has University Information Center (Library) offers access to databases like BeckOnline, Cambridge Journals Online, Credo Reference Collection, EBSCO - Academic Search Complete, Hein Online, JSTOR, Kluwer Arbitration, Science Direct, SpringerLink, Swislex, Taylor & Francis, Wiley Online Library. Databases are also accessible off campus only with your student account information and without changing proxy settings.

Information Center also offers you notebook for your short term studies only in the premises of Information Center facility.

- IT Services

All Kadir Has University students including incoming Erasmus students are given an e-mail address consisting of yourstudentnumber@stu.khas.edu.tr.

All Kadir Has University students including incoming Erasmus students are provided access to University's internet service and Wi-Fi. You will be provided a student account to access the IT services.

You may also use one of the several computer labs located in the campus with your student account. As stated above, Information Center also offers you notebook for your short term studies only in the premises of Information Center facility.

- Electronic Application, Course Registrations and Course Announcements

As an incoming Erasmus student, you must register to SPARKS in the application process via http://saperpprdci.khas.edu.tr:8000/sap/bc/webdynpro/sap/zher_create_account?sap-language=EN#. For more information about online application system and user's guide, please follow this link: http://international.khas.edu.tr/source/SAP-registration%20guide_updated.pdf.

Once you complete your application and course registration period begins, you must enroll to courses via your SPARKS account. SPARKS has an English user interface. However, if somehow you come across Turkish user interface; follow the link: <https://sparks.khas.edu.tr/iri/portal/>. Before logging in, you will see three blanks in the middle of screen from top to bottom written "Kullanıcılar" – "Parola" and "Dil" respectively. "Dil" is language in Turkish, please scroll over the blank next to "Dil" and change the language.

For more information and user guide on course registrations, please follow this link: ?

Blackboard (<https://blackboard.khas.edu.tr/>) is the main deck where you can follow all announcements of courses and see your exam grades. Blackboard also has an English user interface. However, if somehow you come across Turkish user interface; follow these steps:

Before logging on or doing anything else, you will see a “W” on the top left hand side of the screen. Just scroll over there and change the interface language.

Please keep in mind that letter grades are announced not through Blackboard but through SPARKS at the end of each term.

- **List of Courses**

For list of courses lectured in English, please follow this link:

For list of all courses offered by Faculty of Law, please follow this link:

<http://bologna.khas.edu.tr/en/lisans/72/plan>.

- **Contact Information**

Departmental Coordinator: Asst. Prof. Dr. Mr. Argun KARAMANLIOĞLU
(argun.karamanlioglu@khas.edu.tr),

University Coordinator: Ms. Ayça ÖZTÜRK (aozturk@khas.edu.tr)

Erasmus Incoming Students Officer: Ms. Nur ERADLİ (nur.eradli@khas.edu.tr)

