

## CEMS INFORMATION SHEET 2010/11

<b>Contact persons:</b>	<b>CEMS Director</b> Professor Zeynep Gürhan Canlı (zcanli@ku.edu.tr) <b>CEMS MIM Academic Director</b> Professor Ayşegül Özsoyer (aozsoyer@ku.edu.tr) <b>CEMS Academic Coordinator</b> Selnur Orhon (sorhon@ku.edu.tr) <b>CEMS Corporate Relations Coordinator</b> Pınar Özyürek (pozyurek@ku.edu.tr) <b>CEMS Language Coordinator</b> Christina Ziegler (ctiegler@ku.edu.tr) <b>CEMS Research Director</b> Baler Bilgin ( <a href="mailto:babelgin@ku.edu.tr">babelgin@ku.edu.tr</a> )
<b>Telephone/Fax:</b>	<b>CEMS Office:</b> +90 212 338 1307 Tel (Direct Line): +90 212 338 1455 Fax: +90 212 338 1652
<b>Email:</b>	<b>CEMS Office - E-Mail:</b> <a href="mailto:mim@ku.edu.tr">mim@ku.edu.tr</a>
<b>School address:</b>	Koç University Graduate School of Business Rumeli Feneri Yolu 34450 Sarıyer, İstanbul, Turkey
<b>WWW address:</b>	<a href="http://www.gsb.ku.edu.tr">www.gsb.ku.edu.tr</a>
<b>Academic Staff/Advising:</b>	<b>CEMS MIM Academic Director</b> Professor Ayşegül Özsoyer (aozsoyer@ku.edu.tr) <b>CEMS Academic Coordinator</b> Selnur Orhon (sorhon@ku.edu.tr) <b>CEMS Corporate Relations Coordinator</b> Pınar Özyürek (pozyurek@ku.edu.tr)
<b>Administrative and Support Staff:</b>	<b>CEMS Academic Coordinator / CEMS Office</b> Selnur Orhon ( <a href="mailto:sorhon@ku.edu.tr">sorhon@ku.edu.tr</a> ; <a href="mailto:mim@ku.edu.tr">mim@ku.edu.tr</a> ) Tel (Direct Line): +90 212 338 1455 Fax: +90 212 338 1652 Email: <a href="mailto:mim@ku.edu.tr">mim@ku.edu.tr</a>
<b>Deadlines:</b>	<u>Regular Application Deadline: January 31</u> <u>Late Application Deadline: February 15</u> <u>Partner University Nominations: Preferably before May 1</u> <u>On-line Student Registration: Not necessary</u>
<b>Required Documents:</b>	To apply to Koç CEMS MIM program the requirements are to be found on <a href="http://www.ku.edu.tr/ku/index.php?option=com_content&amp;task=view&amp;id=536&amp;Itemid=1136">http://www.ku.edu.tr/ku/index.php?option=com_content&amp;task=view&amp;id=536&amp;Itemid=1136</a> CEMS Academic Coordinators can register their student online at <a href="http://www.cems.org">www.cems.org</a> for an exchange term at NOVA as part of their own MIM program. The nominated students will be contacted and sent the required documents. KOC does not have a separate online nomination system.
<b>Course offer:</b>	A tentative course schedule for the academic year 200-2011 is now available on the exchange website at <a href="http://www.ku.edu.tr/ku/index.php?option=com_content&amp;task=view&amp;id=983&amp;Itemid=2164&amp;lang=en">http://www.ku.edu.tr/ku/index.php?option=com_content&amp;task=view&amp;id=983&amp;Itemid=2164&amp;lang=en</a> . Together with these courses, the following MIM courses will be offered during Fall 2010 (Term 1). MBMT 506 Business Policy and Strategy in a Global Environment (core course) ACCT 550 Selected Topics in Accounting: International Accounting Standards MGMT 550 Selected Topics in Management: International Human Resources Management MKTG 550 Selected Topics in Marketing: International Brand Management MGMT 550 Selected Topics in Management: International Negotiations For the Spring 2011 (Term 2), the elective courses to be offered will be announced after November 2010. MGMT 508 Cross-Cultural Management (core course)
<b>Student Registration:</b>	Students <u>receive an email from the Coordinator</u> with the required documents, opportunities for accommodation, exchange student application form, and a list of available courses. They must complete the forms sent and return via e-mail in accordance with the deadline stipulated. The incoming students will be sent an official acceptance letter so that they can start with the visa procedure.
<b>Faculties/Colleges:</b>	<a href="http://www.ku.edu.tr/ku/index.php?option=com_content&amp;task=view&amp;id=22&amp;Itemid=136&amp;lang=en">http://www.ku.edu.tr/ku/index.php?option=com_content&amp;task=view&amp;id=22&amp;Itemid=136&amp;lang=en</a>

<b>Language of Instruction:</b>	The language of instruction at Koç University and Graduate School of Business is English. No other language is required to study at the University.																									
<b>Language requirement:</b>	Other than the minimum level of English required to enter the MIM program (TOEFL minimum score 600/100/250), no other requirements are made on students.																									
<b>Language courses:</b>	During the semester, Turkish language courses are offered for the exchange students. No CEMS language courses are offered.																									
<b>Full-time Workload</b>	15 credits (=30 ECTS) is the maximum number of credits a student may take at Koç in any one Term/Semester, excluding the credits for Block seminar, Skill Seminars and the Business Project.																									
<b>Grading:</b>	<table border="1"> <thead> <tr> <th colspan="6">CEMS grades (A-F) versus local grades (A-F; 100-0)</th> </tr> <tr> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>A, A-</td> <td>B+, B, B-</td> <td>C+, C, C-</td> <td>D+, D</td> <td></td> <td>F</td> </tr> <tr> <td>97-100, 93-96</td> <td>90-92, 87-89, 83-86</td> <td>80-82, 77-79, 73-76</td> <td>70-72, 60-69</td> <td></td> <td>0-59</td> </tr> </tbody> </table>		CEMS grades (A-F) versus local grades (A-F; 100-0)						A	B	C	D	E	F	A, A-	B+, B, B-	C+, C, C-	D+, D		F	97-100, 93-96	90-92, 87-89, 83-86	80-82, 77-79, 73-76	70-72, 60-69		0-59
CEMS grades (A-F) versus local grades (A-F; 100-0)																										
A	B	C	D	E	F																					
A, A-	B+, B, B-	C+, C, C-	D+, D		F																					
97-100, 93-96	90-92, 87-89, 83-86	80-82, 77-79, 73-76	70-72, 60-69		0-59																					
<b>Exams:</b>	Exams are usually held at the end of the course or during exam session periods which lasts around a week following the end of classes. There may be midterm exams as well. Most exams are written, several courses include group and/or individual projects too. Course evaluations can be based on a student's participation in class, coursework, tests, examinations and other evaluations, according to rules defined by the course Instructor in the course syllabus at the beginning of the academic period.																									
	<b>Term 1 (Sept. 2010)</b>	<b>Term 2 (Feb. 2011)</b>																								
<b>Terms Dates:</b>	27 September 2010 – 14 January 2011	7 February 2011 – 27 May 2011																								
<b>Orientation Days</b>	23 – 24 September	10 – 11 February																								
<b>Block Seminar</b>	20- 24 September 2010	-																								
<b>Holidays</b>	<ul style="list-style-type: none"> <li>* 28 – 29 October (Anniversary of the Founding of the Republic of Turkey)</li> <li>* 15-19 November Kurban Bayramı</li> <li>* Semester break starts on January 23<sup>rd</sup></li> </ul>	<ul style="list-style-type: none"> <li>* 23 April (National Sovereignty and Children's Day)</li> <li>* 1 May Labor and Solidarity Day</li> <li>* 19 May Youth and Sports Day</li> <li>* Summer break starts on June 12<sup>th</sup></li> </ul>																								
<b>Exam period</b>	10-23 January 2011	30 May – 12 June 2011																								
<b>Living Expenses:</b>	<p>Below, you can find a breakdown of approximate expenses for single students provided for informational purposes only. Actual expenses will certainly vary because students will have diverse needs and circumstances will change. Candidates are advised to plan for around 600-750 € per month (excluding lodging) for a reasonable life as a student in Istanbul.</p> <table border="1"> <thead> <tr> <th>Items</th> <th>Expense</th> </tr> </thead> <tbody> <tr> <td>Accommodation</td> <td>1600 € per semester + 220 € deposit</td> </tr> <tr> <td>Meals</td> <td>250 € per month</td> </tr> <tr> <td>Transportation</td> <td>150 € (between campus and city center)</td> </tr> <tr> <td>Books</td> <td>150-200 € per semester</td> </tr> </tbody> </table>		Items	Expense	Accommodation	1600 € per semester + 220 € deposit	Meals	250 € per month	Transportation	150 € (between campus and city center)	Books	150-200 € per semester														
Items	Expense																									
Accommodation	1600 € per semester + 220 € deposit																									
Meals	250 € per month																									
Transportation	150 € (between campus and city center)																									
Books	150-200 € per semester																									
<b>Academic Expenses:</b>	No tuition fee for semester abroad students, <b>Language Exam Fee TBA</b> <b>Block Seminar Fee approximately 250 €</b>																									

<b>Health insurance:</b>	All exchange students are required to have full health coverage of minimum 3.000 Euros including repatriation valid in Turkey for any medical attention required outside the Student Health Center housed on campus.
<b>Visa:</b>	All foreign nationals who will be studying in Turkey are required to have a student visa for the duration of their academic stay. It is the exchange student's responsibility to apply for a student visa prior to entering Turkey, using the acceptance letter from Koç University. In order to get a student visa, exchange students apply to the Turkish Consulate nearest to their town-of-residence. Please note that it may take up to 8 weeks to get the visa. You may find Consulate information through the Turkish Ministry of Foreign Affairs website: <a href="http://www.mfa.gov.tr">http://www.mfa.gov.tr</a>
<b>Residence Permit:</b>	According to the Turkish Government regulations, <b>residence permit application should be submitted within one month of your arrival.</b> Students should not schedule a trip outside of Turkey until they get the residence permit. <b><u>Leaving the country for any excuse without having received the residence permit, the student visa obtained will be cancelled. In that case, students need to go back to their home country and re-apply for a Turkish Student Visa.</u></b> During the Exchange Student Orientation, students will be guided in how to prepare the paperwork for the residence permit. The following documents will be asked for: <b>5 identical photos, residence permit form, student document, passport and application fee.</b> A staff from the HR department will organize a trip to the "Police Station for Foreigners", which students must attend. Please note that if you fail to depart Turkey by the expiration date on the residence permit document, you will have to pay a penalty and will not be admitted back to the country for three months.
<b>Housing:</b>	At KU all graduate students including the exchange students will be assigned a single room in the graduate apartments in the neighbourhood of the University, rented by the housing department for Master students. Basic furniture and white-ware are provided. Bedrooms have all the necessary furnishing, except bed sheets and pillow cases. Students are advised to bring a towel, pillow case and bed sheet. These items can be purchased in downtown Sarıyer, which is only 10 minutes away from Koç campus. <a href="http://www.ku.edu.tr/ku/index.php?option=com_content&amp;task=view&amp;id=1792&amp;Itemid=2452">http://www.ku.edu.tr/ku/index.php?option=com_content&amp;task=view&amp;id=1792&amp;Itemid=2452</a> The 2009-2010 housing fee per semester was 3,000 TL per person in the graduate apartments. The students also need to make a deposit payment of 400 TL (1 EURO = 1.92 TL, 1 USD = 1.52 TL). Dormitory office refunds the deposit at the end of exchange term after any damage loss ratio evaluated by the Dormitory Office. Students receive their deposit on the check out day; there can be no exception to the rule, unless the student checks out on a weekend. The housing fee (in EURO or in USD) can be either paid (wired) in full before the student arrives on campus, or can be paid by credit card after arriving on campus. The payment has to be made within one week of the arrival. Make sure the credit card limit covers the fee. The University does not offer assistance for off-campus housing and there are no semester-based contracts in the nearby residential area.
<b>Facilities:</b>	<a href="http://www.ku.edu.tr/ku/images/EXCHANGE/kuppt2010.pdf">http://www.ku.edu.tr/ku/images/EXCHANGE/kuppt2010.pdf</a> <a href="http://www.ku.edu.tr/ku/index.php?option=com_content&amp;task=view&amp;id=817&amp;Itemid=2198">http://www.ku.edu.tr/ku/index.php?option=com_content&amp;task=view&amp;id=817&amp;Itemid=2198</a> (click on "information video")
<b>Internships:</b>	For CEMS MIM internships please contact: <b>CEMS Corporate Partners Coordinator</b> Pinar Özyürek, e-mail: <a href="mailto:pozyurek@ku.edu.tr">pozyurek@ku.edu.tr</a> Tel : +90 212 338 1637
<b>Orientation / Student Clubs:</b>	<a href="http://www.ku.edu.tr/ku/images/EXCHANGE/IncExcStdHandbook.pdf">http://www.ku.edu.tr/ku/images/EXCHANGE/IncExcStdHandbook.pdf</a>
<b>Information about the city / the country</b>	<a href="http://english.istanbul.gov.tr/">http://english.istanbul.gov.tr/</a> <a href="http://www.en.istanbul2010.org/INFO/index.htm">http://www.en.istanbul2010.org/INFO/index.htm</a> <a href="http://www.tourismturkey.org/">http://www.tourismturkey.org/</a> <a href="http://www.invest.gov.tr/en-US/turkey/factsandfigures/Pages/TRSnapshot.aspx">http://www.invest.gov.tr/en-US/turkey/factsandfigures/Pages/TRSnapshot.aspx</a>