



**YOUR CAREER
STARTS
WITH US**

GAZIANTEP ISLAM SCIENCE
AND TECHNOLOGY
UNIVERSITY

School of Foreign Languages
ENGLISH TRANSLATION AND
INTEPRETING

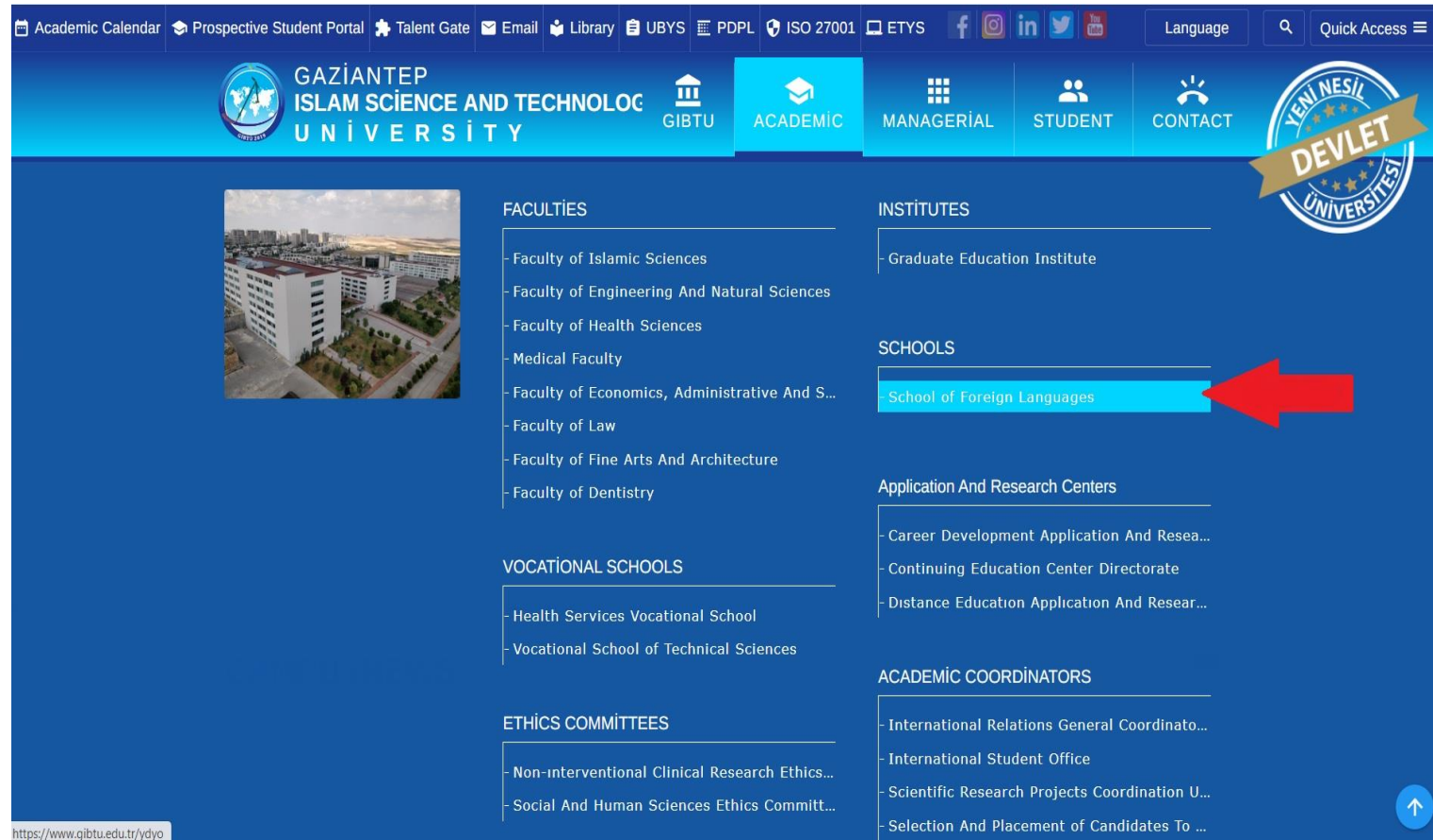
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<https://www.gibtu.edu.tr/ydyo>

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Officer

Why Us?

- Education at international standards
- Student and nature-friendly campus
- Curriculum that meets current and industry needs
- Expert, experienced, dynamic, creative, open to development, and visionary academic staff
- Multicultural education and training environment
- Industry employees and student collaborations
- Internship programs that synthesize theory and practice
- Good communication environment between students and instructors
- National and International student exchange agreements

Our Aim

- The four-year Bachelor of Translation and Interpretation Program aims to prepare students for a career in which they can be successful in all forms of written, oral, and conference interpreting.
- The aim of this training is to make students capable and proficient in both English and Turkish languages, as well as the terminology, concepts, writing, reading, comprehension, and translation techniques and theories related to international relations, law, technical issues, social sciences, and other current issues, and to teach the basic concepts of Simultaneous Conference Interpreting. Students who graduate from the program will receive the title of Translator-Interpreter and a diploma.

Graduation Requirements



1) To qualify for a Bachelor's degree in Translation and Interpretation, you must fulfill the following obligations:

- At least **30 ECTS** credits are taken each semester, to successfully complete at least **240 ECTS** courses in total,
- Have a GPA of **at least 2.0** out of 4.0,
- To have taken the **compulsory courses** of CHE (Council of Higher Education),
- To have taken and successfully completed **a minimum of elective courses**.

Semester Registrations and Undergraduate Courses 1

Semester registrations and taking courses from previous semesters 1

ARTICLE 6 – (1) At the beginning of each semester/year, within the periods specified in the academic calendar; students must approve their courses by paying the course fee through the student affairs automation system. The courses chosen by the student are approved by the advisor and the registration process is completed. The course registration printout is signed by the student and his/her advisor until the end of the add/drop period, and the advisor keeps this document until the student graduates.

(4) The student has to register for the semester him/herself. Responsibility for errors in semester registrations primarily belongs to the student.

(5) Except for students who are placed with an additional quota, the time elapsed due to late registration is counted as absenteeism.



Semester Registrations and Undergraduate Courses 2

(6) A student cannot benefit from student rights, except for military service suspension, in the semester in which he/she is not registered. In the meantime, the elapsed time is counted as the period of study.

(7) **The remaining courses from the previous semesters are taken first**, and if these courses are at the same time as the courses in the registration semester program, the upper class course cannot be taken. However, if the course attendance of the previous semesters has been taken, this condition is not taken into account.

(8) In the departments with evening classes, in case of conflict of courses; the student can take the overlapping courses from the secondary education in the regular education, the regular education in the second education, in compulsory courses, and in the electives with the same name, at most three courses that are equivalent in the add and drop period, upon the recommendation of the advisor and the decision of the department board.

(9) The student has to take the course in the semester it is given. However, the courses that must be completed in order to take the prerequisite courses can also be offered in different periods with the decision of the board of directors of the school.



Course Exemption and Adjustment Procedures 1

(5) Students who have newly registered to the university, within the first two weeks of the semester/year academic year they are enrolled in, for all the courses they have taken from the higher education institutions they have studied before and have achieved with **a minimum of CC**, five years have not passed since the date of graduation/dismissal. They can apply for exemption, provided that they have passed. In addition, the content of the courses to which the applicant will apply for exemption must be appropriate, and **the ECTS or national credit must be equal or higher**. In case of success grades such as DC, DD, FD, and FF under the letter grade of CC, the student has to take the relevant courses. Applications outside the periods specified here will not be taken into account and re-adjustment requests cannot be made.



Course Exemption and Adjustment Procedures 2

(6) The letter grades of the courses passed by the student requesting a course substitution are made according to the **grade conversion table** of the relevant university. If the grade conversion table is not submitted, it is processed on the transcript based on the grade conversion table in the 4th system of CHE.

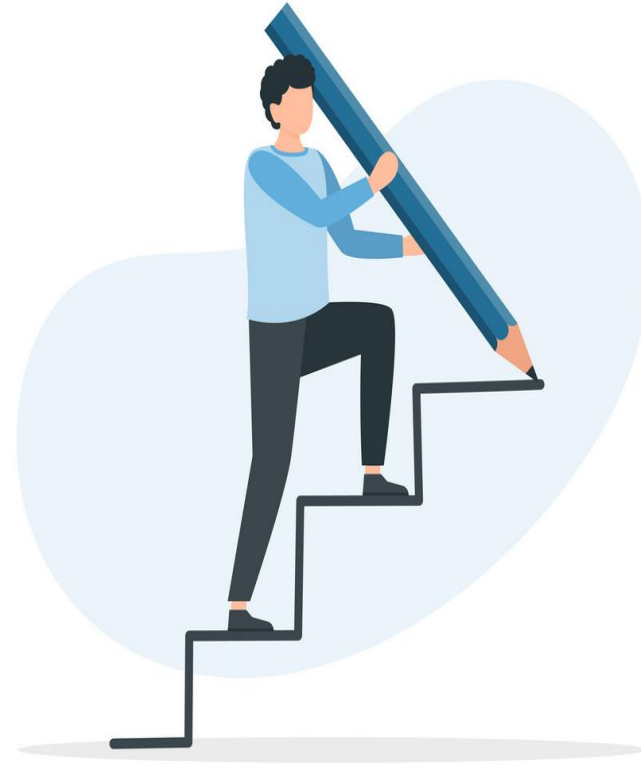
(7) Students who have graduated from **distance education or open education** associate degree programs and those who enroll in undergraduate departments/programs of the University are not exempted from fully or partially applied courses.

(11) The grades of the courses that students enrolled in associate/undergraduate programs are exempt from as a result of the exemption procedures are recorded in the automation system.



Education-teaching Periods

(3) Students at schools and faculties affiliated with Gaziantep Islam Science and Technology University, **excluding the one-year foreign language preparatory class**, start from the semester in which the courses related to the program they are registered are given, regardless of whether they are registered for each semester or not. They must complete their program **within a maximum of seven years**. The preparatory education period is a maximum of two years. Actions are taken against those who cannot graduate from the unit they are registered in at the end of these periods, in accordance with the relevant articles of Law Number 2547.



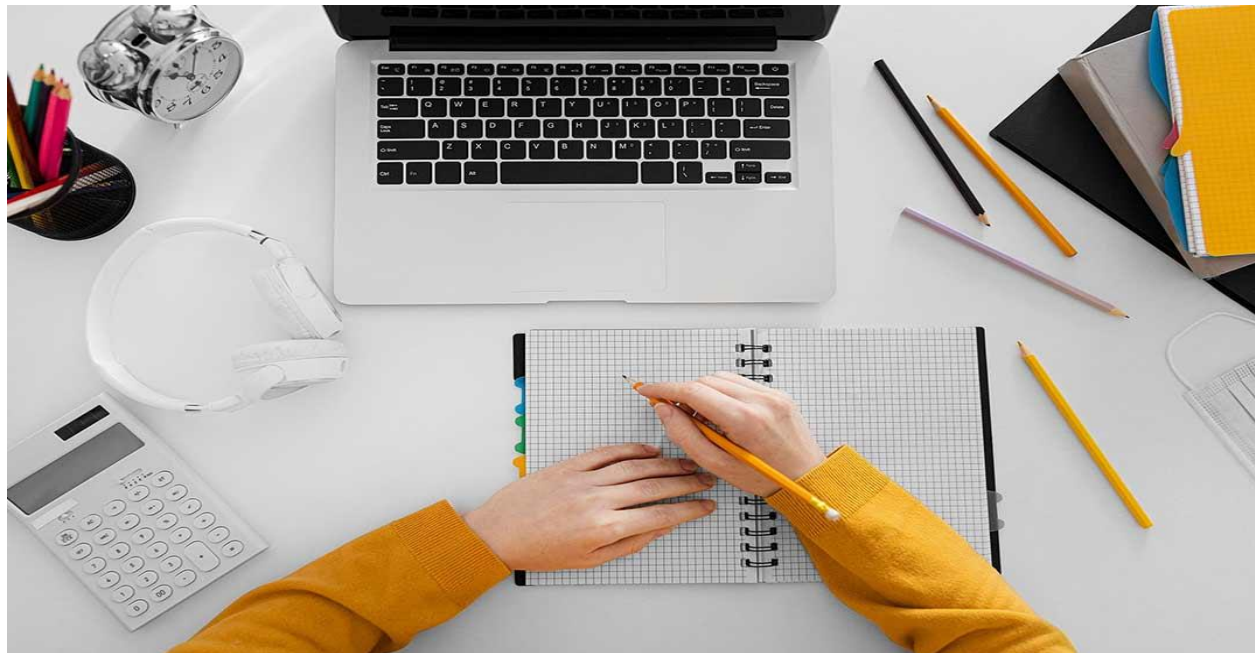
Course Groups

ARTICLE 15 – (1) Courses at the university consist of the following groups:

- a) **Field Compulsory courses:** These are the courses that all students enrolled in the relevant department must take.
- b) **Common pool elective courses of the university:** These are the courses that aim to increase the general culture, skills, and intellectuality of the students in order to encourage interdisciplinary communication and research. In order for an elective course to be opened, at least 10 (ten) students must register for that course. These courses will be given in a single pool (e.g. Emergency aid, Language and culture).
- c) **Departmental elective courses:** These are the courses that students will take at their own discretion and subject to the approval of the advisor. In order for an elective course to be opened, at least 5 (five) students must register for that course.
- d) **Prerequisite courses:** These are the courses that require success in some course or courses in order to be taken.
- e) **Common compulsory courses:** Atatürk's Principles and Revolution History, Turkish Language, and Foreign Language are compulsory courses. These courses are programmed and applied in at least two semesters. Lessons are given in a single pool, and exams are applied face-to-face.
- f) **Graduation paper (thesis):** Evaluation of the graduation paper is done by the advisor and recorded in the automation system.
- g) Some courses in daytime and evening education programs can only be given through distance education. The courses to be given via distance education and the procedures and principles related to them are determined by the Senate.

Internship

ARTICLE 18 – (1) Student internships are carried out according to the instructions prepared by the relevant unit boards and approved by the Senate. Students who do not do their internship despite completing all their courses and obligations, who do their internship incompletely, or who are deemed unsuccessful in their internship, **cannot graduate until they complete their internship.**



Attendance and Participation

ARTICLE 19 – (1) The attendance requirement of the students must be **at least 70%** for each semester, and **at least 80%** for the courses consisting of fully applied course hours.

(2) A medical report does not remove the obligation to attend classes. Students are deemed to be absent during the periods covered by the health reports accepted by the relevant boards and cannot attend any classes or exams during this period.

(3) The student cannot attend the courses that she/he has not registered in due time and duly and cannot take the exams for these courses.

(4) The attendance status of the student is monitored by the instructor giving the course. In-term evaluations of the student are announced by the related instructor in the last week of the semester/year courses. Students who do not fulfill the course attendance requirement cannot take the final exam.

(7) Students are required to attend the exams of the courses they have previously fulfilled and taken again. Attendance is not required for these courses. Students who fail to meet the attendance requirement from the courses consisting of only practice have to attend the practices and exams.

(9) The attendance status of the students is followed up with the signature of the student by the instructor giving the course.

Course Repetition

ARTICLE 20 – (1) Students who fail to meet the attendance requirement for the theoretical courses are not obliged to continue the course when they re-register for these courses; however, they have to attend the midterm exams.

(7) Students who have a cumulative GPA below 2.00 and fail their DC and DD courses, students who get an F or U grade in a course, or who do not take the course in the required semester must take these courses again in the first semester they are offered. However, if these courses are elective or later removed from the program, they can take the courses deemed appropriate with the recommendation of the advisor and the decision of the board of directors of the relevant department. Students can increase their grades by repeating the courses in which they received a passing grade in the semester in which the course is given. The last grade received for these courses is valid.

(8) The normal course load that a student will take each semester is the load specified in the program in which the student is registered. However, students with a cumulative grade point average of at least 3.00 and no failed courses from the previous semesters can take courses from the next class with the recommendation of the relevant department, with the positive opinion of the advisor.

Exams

Exam types

ARTICLE 21 – (1) Examinations consist of midterm exams, semester/end of the year (final), make-up, single course, and additional exams to be opened for students who have completed the maximum education period.

Midterm exam

(6) A student who does not take the midterm exam without an excuse or whose excuse is not accepted is deemed to have received zero (0) from that midterm exam.

(7) Instructors announce the exam results via the automation program within ten days at the latest.



In order to Take Exams (Midterm and Final)

ARTICLE 25 – (1) In order to take the midterm/final exams for a course;

- a) It is obligatory to have registered for that course,
- b) Attend seventy percent of the theoretical courses,
- c) Attend eighty percent of the applications in applied courses,
- d) Be successful in applications and have completed the given projects, if any.



Make-up (Re-sit) Exam

ARTICLE 27 – (1) A make-up exam is held for students who are appointed by the Head of the department or who cannot attend the midterm exam due to a valid excuse. The student submits a written application to the dean's office/directorship regarding the excuse document within seven days from the end of the excuse. Those whose excuses are deemed appropriate by the relevant unit's board of directors are given the right to take a midterm exam. Students must document their health-related excuses with a health report from any health institution. **Another make-up exam is not available for a student who does not attend the make-up exam for any reason.**



Single Course Exam

ARTICLE 28 – (1) Students who have passed all the necessary courses to graduate from the program they have followed and only one course left, are given the right to take a single course exam. In addition, students who can not graduate due to their cumulative GPAs **below 2.00** despite being successful in all the courses in the education program they are registered for can take the exam. They need to apply to the department chairs with a petition **in order to increase their GPA**. The student must have fulfilled the **attendance requirement** for the single course in which he/she will take the exam.

(2) If a course consists entirely of theory or 50% of theory and 50% of practice, a single course exam is applied. **If the course entirely consists of practice, a single course exam is not applied for that course.**

(3) The single course exam is held within the periods specified in the academic calendar. The relevant administrative boards determine the application period and exam date for the single course exam.

(4) Students who have reached the graduation stage have to apply to the relevant dean/directorate in order to take the exam for the only course they have failed. In order to be considered successful, the student must get **at least a CC grade** from a single course exam. The grade obtained from this exam is considered as the success grade of that course.

Evaluation of Exams

ARTICLE 29 – (1) The success of the student in a course is determined by the course grade. The success grade of a course is obtained by evaluating the midterm exams of that course during the semester/year and the grades taken in the exam held at the end of the semester or at the end of the year (final exams). The contribution of the midterm exam grades to this grade is 40% and the contribution of the semester/end-of-the-year exam (final exam) grade is 60%. However, it is obligatory to get at least 50 points from the midterm/final exams.

(2) When calculating 40% of the midterm grade point average and 60% of the final exam grade, the resulting fractions are preserved as they are. Fractions 0.5 and above in the sum of 40% and 60% are completed to a top note.

(3) Make-up exams are evaluated like semester/end-of-year (final) exams.

Cheating in Exams

ARTICLE 31 – (1) A student who cheats in exams, attempts to cheat, cheats, helps in cheating, or is understood to have cheated or helped during the examination of the exam documents is deemed to have scored a zero in that exam, and the Official Number 28388, dated 18/8/2012. The disciplinary investigation is opened in accordance with the Higher Education Institutions Student Disciplinary Regulation and other relevant legislation and directives published in the Official Gazette.



Grades and Evaluation 1

ARTICLE 32 – (1) At the end of the examinations and assessments required for each course, a student is given one of the letter grades whose coefficient and equivalents are presented in the table below as a midterm/final grade by the instructor of that course:

<u>Success Grade</u>	<u>Coefficient</u>	<u>Score</u>
AA	4.00	90-100
BA	3.50	80-89
BB	3.00	70-79
CB	2.50	65-69
CC	2.00	60-64
DC	1.50	55-59
DD	1.00	50-54
FD	0.50	30-49
FF	0.00	00-29



Grades and Evaluation 2

(2) The meanings of letter grades are given below:

- a) **AA, BA, BB, CB, CC (Successful)**: A student who receives one of the grades AA, BA, BB, CB, or CC from a course is considered successful in that course.
- b) **DC or DD (Conditionally Successful)**: A student who receives a DC or DD grade in a course is deemed to have succeeded in that course, provided that he has achieved a 2.00 GPA at the time of graduation.
- c) **FF (Failed)**: It is given to students who cannot succeed in the semester/end exam they have taken and who need to repeat the theoretical course only by taking the exams without any attendance requirement.
- d) **FZ (Absent)**: Given to absentee students who cannot fulfill the attendance requirement and who must attend the exams by continuing the course, if any.
- e) **FT (Repeat)**: Students who fail the practice exam despite meeting the attendance requirement for the courses consisting of theory and practice, and who must attend the course with their applications and take the exam, or who fail the semester/end exams they have entered despite meeting the attendance requirement for the courses consisting only of practice. It is given to students who need to continue their applications and take their exams.
- f) **M (Exempt)**: It refers to the courses that the students who came from outside the university by transfer or who registered to the University by means of horizontal or vertical transfer through OSYM, have taken previously and whose equivalence is recognized by the relevant administrative board upon the recommendation of the department chair.

How are the Grade Point Averages (GPA & CumGPA) Calculated?

ARTICLE 33 – (2) The success of the students is monitored with the semester/year grade point average (GPA) of the courses they have taken in the semester/year they have completed, as well as the cumulative grade point average (CumGPA) for all the courses they have taken until the current semester. Grades from AA to FF are taken as the basis for the calculation of semester GPA and CumGPA. GPA is calculated by considering the last grade obtained from the repeated courses. All grades are passed on to the student's transcript.

(3) In determining the averages, if the third digit after the comma is less than 5, it is rounded down to zero, and if it is 5 or greater, the second digit is rounded up to increase by 1 (one).

Grades and Evaluation 3

(3) The following grades are given in the evaluation of non-credit courses and internships:

- a) **S (Satisfactory)**: Grade S is given to students who pass non-credit courses or successfully complete their internship.
- b) **U (Unsatisfactory)**: Grade U is given to students who fail in non-credit courses or internships.



Successful and Unsuccessful Students

ARTICLE 34 – (1) Students with a GPA of **at least 2.00** are considered successful in all other courses except **F-coded courses**. F-coded courses are taken first in the first semester they are opened and repeated.

(2) A student who receives **a DC or DD grade in a course** is deemed to have succeeded in that course, provided that he/she has achieved a 2.00 GPA at the time of graduation.

(3) Students who are not in the graduation stage and whose fall and spring GPAs are below **2.00** by the end of the year are considered **unsuccessful**. In order for a student in this situation to be successful, in order to increase GPA to **2.00 and above** in the following semester (fall semester), he/she has to repeat all courses such as **DC, DD, FD, and FF**, with a passing grade below CC, from the previous semester. They can also take the courses of the semester they are in, provided that they do not overlap with the courses they will repeat and do not exceed the credit limit. A student who has increased the **GPA to 2.00** and above with the conditional courses he/she has repeated in this semester; **DD and DC courses that are conditionally passed in the spring semester are not required to be repeated**. However, **students who cannot raise their GPA to 2.00 and above with the courses they have repeated in the fall semester, have to take the courses below CC first in the following spring semester.**

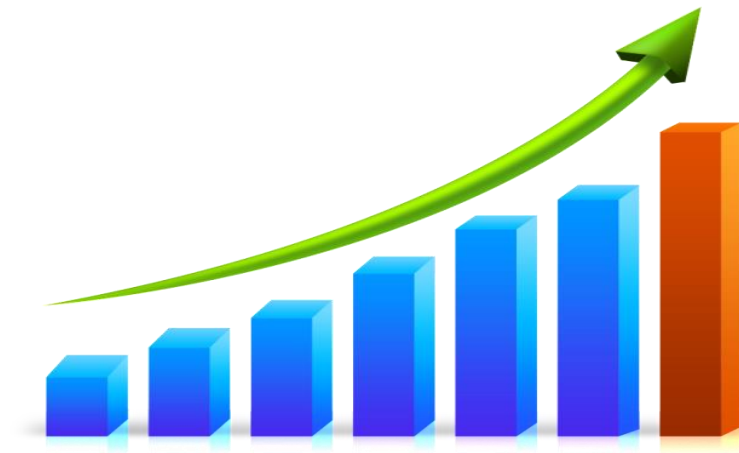
Honor and High Honor Certificates

(4) Provided that they are successful by taking all the courses of the semester/year they are in, students with a grade point average (GPA) between 3.00-3.49 for that semester/year are considered honor students, and students with a grade between 3.50-4.00 are considered high honor students. The list of these students is announced at the end of each semester/year. Students who receive disciplinary punishment are not considered honor students or high honor students and are not announced. Certificates of those who are entitled to be honor students or high honor students are given at the end of the relevant semester/year.



Increasing the CumGPA

ARTICLE 35 – (1) Students who want to increase their CumGPA can repeat the courses they have taken before and were successful in the semester in which those courses are offered. However, in this case, **students are required to register for the course.** Attendance is not required for successful repetition of the course, and **it is obligatory to attend midterm exams.** Regardless of the previous grade in the repeated course, the most recent grade is valid. In case of failure, they have to repeat the relevant course in the semester.



Diploma



ARTICLE 38 – (1) Diplomas awarded by the University are undergraduate diplomas for faculties/higher education programs for four years.

(2) Until the diplomas are prepared, students are given a temporary graduation certificate to return their diplomas when they receive them. In addition, if requested, a transcript covering the entire education is also given.

(3) Graduation degree is not written on the diploma, and a photograph is not attached.

(4) Diplomas are issued within one year at the latest from the date of graduation.

(6) Diplomas are awarded once. In case of loss or wear and tear, a second copy of the diploma bearing the diploma information, which will replace the diploma and indicate that it was given due to loss, is issued.

Advisory

Academic advisory

ARTICLE 39 – (1) In order to assist students in educational, social, and cultural aspects, advisors are appointed from among the academic staff of the relevant department by the department chairs. Instructors continue this duty until the students they supervise are graduated.



Deregistration

ARTICLE 40 – (1) Those who will leave their studies voluntarily can cancel their registration by applying to their registered units with a petition. Contributions and fees paid to students who cancel their registration are not refunded.



Freezing Registration

Registration freeze and semester leave

ARTICLE 42 – (1) Students can freeze their registrations for the following reasons and with the decision of the relevant boards of faculties or colleges in order to return to the University:

- a) Registration freeze requests are made within **the first fifteen days of each semester**. However, applications to be made in very special cases may be outside of this period.
- b) Registration freeze requests cannot be less than one semester. Registration can be frozen for up to **two semesters** in two-year colleges and up to **four semesters** in faculty and four-year colleges. However, these periods can be doubled by evaluating the health reports received due to diseases that require long-term treatment.
- c) The periods spent in the registration freeze permit are not counted as the period of study.
- i) Cases that are justified, that the relevant administrative board will accept as an excuse, or that will be accepted by the University's administrative board are accepted.

Curriculum/Semester 1

- MTI-101 Advanced Grammar
- MTI-103 Critical Reading and Writing
- MTI-105 Advanced Speaking Skills
- MTI-107 Introduction to Translation Studies
- AİT101 Atatürk İlkeleri ve İnkılap Tarihi (Tr)
- TDE101 Türk Dili (Tr)
- TBT101 Temel Bilgi Teknolojileri (Tr)
- KP101 Kariyer Planlama (Tr)
- MTI- Üniversite Genel Seçmeli Ders Havuzu (Tr)
- MTI- Compulsory Elective Second Foreign Language Course - I



Curriculum/Semester 2

- MTI-102 Advanced Grammar
- MTI-104 Critical Reading and Writing
- MTI-106 Advanced Speaking Skills II
- MTI-108 Introduction to Translation Studies II
- AİİT-102 Atatürk İlkeleri Ve İnkılap Tarihi-II (Tr)
- TDE-102 Türk Dili-II (Tr)
- TBT-102 Temel Bilgi Teknolojileri-II (Tr)
- MTI- Üniversite Genel Seçmeli Ders Havuzu (Tr)
- MTI- Compulsory Elective Second Foreign Language Course-II



Curriculum/Semester 3

- MTI-201 Introduction to Written Translation I
- MTI-203 Introduction to Verbal Translation I
- MTI-205 Intercultural and Critical Translation Studies
- MTI-207 Etymology I
- MTI-209 Linguistics I
- MTI- Üniversite Genel Seçmeli Ders Havuzu(Tr)
- MTI- Departmental Elective Course



Curriculum/Semester 4

- MTI-202 Introduction to Written Translation II
- MTI-204 Introduction to Verbal Translation II
- MTI-206 Translation and World Literature
- MTI-210 Etymology II
- MTI-212 Linguistics II
- MTI- Üniversite Genel Seçmeli Ders Havuzu(Tr
- MTI- Departmental Elective Course



Curriculum/Semester 5

- MTI-301 Literary Translation and Criticism I
- MTI-303 Introduction to Consecutive Translation
- MTI-305 Translation Theories
- MTI-307 Technical Translation I
- MTI- Departmental Elective Course
- MTI- Departmental Elective Course



Curriculum/Semester 6

- MTI-302 Literary Translation and Criticism II
- MTI-304 On-sight Interpreting
- MTI-306 Strategies and Methods in Interpreting
- MTI-308 Technical Translation II
- MTI- Departmental Elective Course
- MTI- Departmental Elective Course



Curriculum/Semester 7

- MTI-401 Translation Traineeship
- MTI-403 Translation of Medical Texts
- MTI-405 Professional Responsibilities and Ethics
- MTI- Departmental Elective Course
- MTI- Departmental Elective Course
- MTI- Departmental Elective Course



Curriculum/Semester 8

- MTI-400 Graduation Project
- MTI-402 Information Technologies for Translators
- MTI-404 National and International Professional Standards of Translation
- MTI- Departmental Elective Course
- MTI- Departmental Elective Course
- MTI- Departmental Elective Course



Program Outcomes 1

- Have sufficient infrastructure in the field of Translation and Interpretation; have the ability to use the theoretical and applied knowledge in this field for solution purposes in oral and written translation experiences.
- Have the ability to identify, define, formulate, and solve problems that may be encountered in written and oral translation.
- Have the ability to choose and use modern techniques and tools required for translation and interpreting applications or to use simultaneous cabin equipment effectively.
- Gain translation analysis, criticism, and interpretation skills.
- Have ability to access information and conduct research for this purpose, use databases, translation programs and other information resources.
- Have ability to work effectively individually and in multi-disciplinary teams, have self-confidence in taking responsibility.

Program Outcomes 2

- Have the awareness of the necessity of lifelong learning; develop the ability to follow the developments in science and technology and to constantly renew.
- Create a sense of professional and ethical responsibility.
- Have awareness of project management, workplace practices, employee rights; develop awareness about the legal consequences of translation and interpretation practices.
- Have the awareness of the universal and social effects of translation and interpretation practices and knowledge about the problems of the age.
- Gain effective and sufficient communication skills.
- Plan and conduct scientific research.

In Summary



- Except for applied courses, each course has one midterm and one final exam.
- The effect of the midterm exam on the success grade is 40%, and the effect of the final exam on this grade is 60%.
- The make-up exam replaces the final exam.
- Students are entitled to 30% absenteeism during a semester. Students who exceed this rate are considered unsuccessful due to absenteeism. In order to pass the course, he/she has to take the course again by fulfilling the attendance requirement the following year.
- The passing grade for conditionally passing the courses is 50; The unconditionally passing grade is 60.
- Related regulation link: <https://www.resmigazete.gov.tr/eskiler/2019/09/20190922-1.htm>

Erasmus+ Agreements

- International Balkan University- Macedonia
- University of Daugavpils-Latvia
- Vilnius University- Lithuania
- University of Zadar- Croatia
- Universidade de Coimbra- Portugal

Erasmus+



Job Opportunities

- All institutions and organizations providing foreign language education
- Industrial organizations dealing with foreign trade
- Foreign mission representations
- Related departments of universities
- International private companies, offices, and agencies
- Print media organizations
- International conferences, congresses, and organizations
- Tourism sector



Issues To Be Considered



- It is obligatory to have the student ID and dormitory cards with them during the exams and to be shown when requested by the relevant faculty or security personnel.
- Do not leave your bags, wallets, books, mobile phones, and similar valuables in the classrooms in case they are lost or stolen. GISTU and/or the School of Foreign Languages are not responsible for lost and stolen items.

Issues To Be Considered



- Posters and announcements can be posted on the bulletin board by obtaining the relevant unit permissions of the Rectorate and informing the management.
- Buildings and the environment should be kept clean and the fixtures belonging to our university should be used carefully; deliberate or inadvertent damages are recorded and the resulting damage is compensated by the person.

Issues To Be Considered

- According to the "Law on Intellectual and Artistic Works Number: 5846" and "Anti-Piracy Law Number: 5101", the use of pirated and/or photocopied books is not allowed in our School.



Follow Us:

**YOUR CAREER
STARTS
WITH US**



We wish you success in your academic life.

