

### **Important Notes for Incoming Exchange Students (Revised, see the old version [here](#))**

I gather you are at the stage of registering for courses by using the Bogazici University registration web site or you are making plans for the future semester that you will be studying at Boğaziçi University.

It will be nice to have you as an exchange student in our department in the coming term. I wish you a pleasant stay in Istanbul and fulfilling term in Bogazici University.

There are two main steps involved for you academically (registering to Bogazici as university is covered by the International Office):

### **Course Syllabi**

To obtain the course syllabi might look like a cumbersome process but let me try to explain:

1. First, go the web address below

<http://registration.boun.edu.tr/>

2. Then click General Services (left hand-side) and under General Services click Schedule.

3. Change the semester to the relevant semester and press go.

4. In the page that you get, find MANAGEMENT and click it. You will find the whole list of courses offered by Management department in the term.

5. The list in the next term will almost be similar (with Spring being similar to Spring etc.). There might be some minor changes in the departmental elective courses that we offer. The schedule for the next term might not ready yet. It will be on the web page towards end of the preceding term.

6. Then, say you are interested in AD 409- Business Ethics. You will also see the surname of the instructor in the same list. For this example, it is BORAK.

7. Go to <http://www.mgmt.boun.edu.tr/> where faculty of Department of Management is listed (under People / Faculty, either full or part-time). Find the instructor of with the surname BORAK and get the e-mail.

8. To ask for the syllabus, you can directly contact the instructor of the course you intend to take.

If you encounter problems in reaching the instructors, you can write to Dr. Stefan Koch ([stefan.koch@boun.edu.tr](mailto:stefan.koch@boun.edu.tr)), our exchange student advisor.

We will try to help you in obtaining the syllabus and give you information that you need.

The course descriptions (if helpful) are also given in our department web site, but note that not all these courses will be opened in all semesters:

<http://www.mgmt.boun.edu.tr/> (under the heading programs, then course descriptions)

An important **word of caution** here, the fact that the descriptions are given does not mean that the courses are offered every semester. The courses that are to be opened are determined a couple of weeks before the registration begins. Unfortunately this may cause a handicap for some students who really want to plan ahead. A good idea is to go to the registration web site and see what courses “were” in fact opened the previous “spring” or “fall” semesters.

## **Registration: Don't Panic !**

During the registration process you can come visit me with any questions my office is located on the 4th floor of "İktisadi idari Bilimler Fakültesi" (the Faculty of Administrative Sciences right across the Men's Dorm under which there are some cafeterias and the hair dresser). You can also e-mail me by using my e-mail [stefan.koch@boun.edu.tr](mailto:stefan.koch@boun.edu.tr). You should finalize the process by 7:00 PM generally Thursday of the registration week but the specific dates may be different, but I suggest strongly you do it before because around 7:00 PM the system gets really slow. If your schedule is approved by me you should do nothing until add-drop period which will take place 1 week later. If your schedule is rejected by me the system will reopen on following Monday 10:00 AM (generally) for you and you can make revisions until 19:00 PM the same day.

**Note:** As an exchange or special student, you will need the consent of the instructor for most courses, as you do not fulfill any prerequisites, plus all courses from other departments (error messages might read quota full, surname restriction etc.). The registration system has a way of doing so (you can enter some text describing your situation and prior knowledge). Once you get the consent, you can register (this does not happen automatically). Some instructors are slow to deal with that, in that case make a contact in person or worst case go to the first class session. If you get consent then, you can still add the course during add-drop period.

Please follow the general rules below when selecting courses (for undergrad students):

- \* Special (those who pay money to be a semester long student at Bogazici) or exchange (those whose universities have special agreements with Bogazici - and also those who come under the EU Erasmus initiative) students need to take at least two courses from the department that they are registered to in your case this is Management - so "AD" code courses.

- \* Special students can take at most 18 credits. (Note this is not the same as ECTS credits, which will also be shown on the Web.)

- \* ERASMUS students should check with their home institutions since they may have a requirement of taking a minimum of 30 ECTS credits. Now ECTS credits are shown alongside American credits in the registration system.

- \* You CANNOT take by any means doctoral courses (600 level) from any department.

- \* You generally cannot take graduate level courses from other departments (NON "AD")

- \* You should focus on taking undergraduate courses but if your special condition requires I may allow a limited number of graduate level courses (500 level) from our department only. Also the permission of the instructor is necessary here. You may be asked to drop a course by the instructor.

- \* In the add drop period any changes can be made to your schedule. But do not wait till the last day to finalize your program. If your add drop request is rejected your program reverses to the one you made at the end of the regular registration period.

- \* You can also withdraw from a course and a grade of "w" will appear next to it in your transcript. The period for this is generally end of November again starting 10:00 AM and ending 19:00 PM on the respective dates. For exact dates follow the registration web sites.

## **Classes**

Just a few notes on this: Times given for courses are not times, but hours (hour 1 is 9:00 etc., so a course at 678 takes place from 14:00 to 17:00, you can simply add 8 to get the time for an hour). Rooms listed give building and room number, with IB being the Management building. AD5XX courses often do not have a room listed, in general they take place at the EMBA building. Finals will for most courses take place during finals period after the classes are finished, these will be announced (mostly around mid January for a Fall term).

Good Luck with your registration

Stefan Koch  
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