

# INCOMING STAFF GUIDELINE



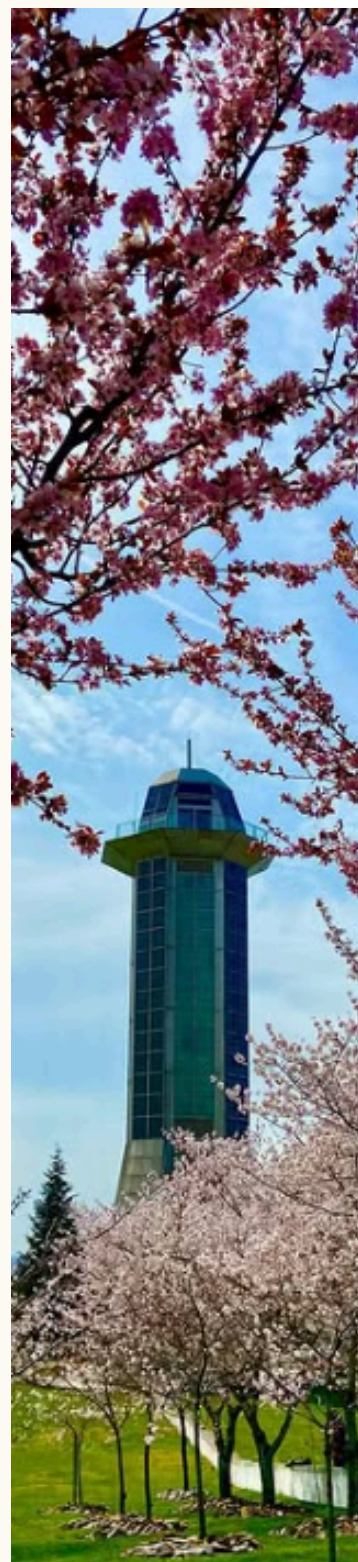
International  
Relations  
Office

**MAY 2025**

---

# TABLE OF CONTENTS

Welcome!.....	2
Facts about Türkiye.....	3
How to Get to Campus.....	4
Transportation in Istanbul.....	5
Accommodation Options.....	6
Visa, Health Insurance & Travel Documents.....	7
Before the Mobility Procedures.....	8–9
After Mobility Procedures.....	10
Touristic Places.....	11–13
Travel Recommendations & Contact Info.....	14





# WELCOME!

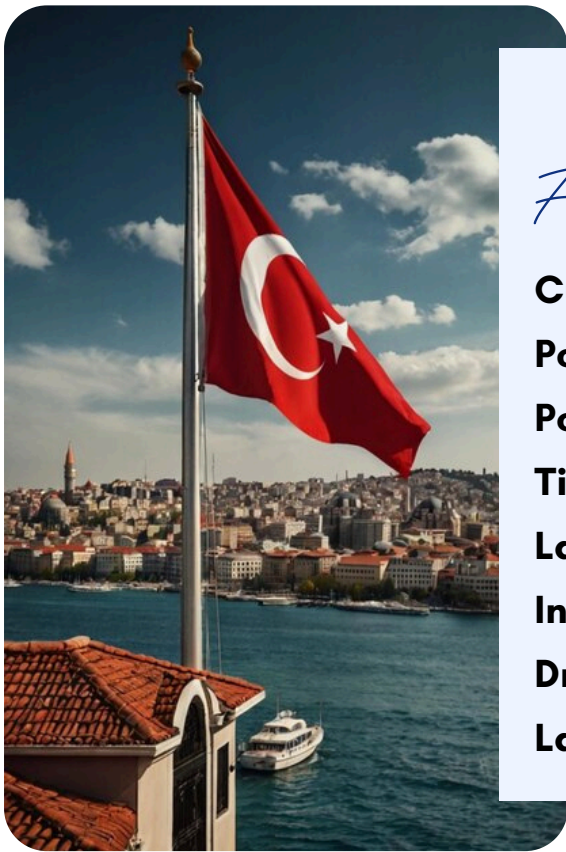
Sabancı University is a rather young institution, approaching its 26th academic year. It is our belief that we accomplished realizing rather innovative practices on education, research and societal impact in our short history. Interdisciplinarity, teamwork and global outlook have been some of our keywords since the beginning. Our motto, "Creating and Developing Together", reflects our philosophy rather precisely as well. With such a mindset, we are excited to organize "Sabancı University International Staff Week" which we hope to learn from each other.

We are looking forward to meeting you during the dates.

Prof. Cem Güneri  
Vice President-Education



Sabancı University Campus View



## *Facts About Türkiye*

**Currency:** Turkish Lira

**Population Türkiye:** 87 million

**Population Istanbul:** 16 million

**Time Zone:** GMT+3

**Language:** Turkish

**Int. Phone Code:** +90

**Driving Side:** Right

**Large Cities:** Istanbul, Ankara, Izmir, Bursa

## WEATHER

In Istanbul, summers are warm, humid, dry, and clear and the winters are long, cold, windy, and partly cloudy. Over the course of the year, the temperature typically varies from 4°C (38°F) to 30°C (85°F) and is rarely below 4°C (30°F) or above 32°C (90°F).

The warm season lasts for 3.1 months, from June 10 to September 14, with an average daily high temperature above 25°C (77°F). The hottest month of the year in İstanbul is August, with an average high of 28°C (83°F) and low of 21°C (70°F).

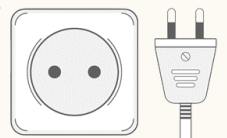
The cool season lasts for 3.9 months, from November 29 to March 25, with an average daily high temperature below 13°C (55°F).

The coldest month of the year in İstanbul is February, with an average low of 4°C (39°F) and high of 9°C (48°F).

You may check the weather [here](#).

## PLUGS AND ELECTRICITY

Turkey operates on 220 volts, 50 Hz, with round-prong European-style plugs that fit into recessed wall sockets /point





# HOW TO GET TO CAMPUS?

Our main campus is located at Asian side of Istanbul. Orta Mahalle,34956 Tuzla/İstanbul

## Access to Campus from Airports:

- From Istanbul Airport to Sabancı University, Tuzla (Main) Campus

### **Private Bus Services - Havaist:**

**First Step:** Take Havaist from Istanbul Airport – get off at Sabiha Gökçen H.L. Station

**Second and Last Step:** Take Taxi (It takes approx. 20 mins.) OR

**First step:** Take Havaist from İstanbul Airport – get off at Kadıköy (last station) Station **Second and last step:** Take Sabancı University Shuttle from Kadıköy ([map](#))

You can find details regarding Havaist [here](#).

- From Sabiha Gökçen Airport(recommended) to Sabancı University, Tuzla (Main) Campus

**By Private Car / Taxi** (It takes approx. 20 mins.)

Sabancı University is very close to the airport and there is no direct or useful indirect public transportation, we kindly recommend you to take a taxi.

- From City Center to Campus

Sabancı University has shuttle service which you can find details [here](#) (stations, working days/hours, reservation procedure etc.)

# TRANSPORTATION IN ISTANBUL

Public transport in Istanbul consists of a wide network of bus lines, subway(metro), ferry, tram, metrobus, shared taxi (Dolmuş), taxis, covering the entire city and beyond.

You may check the route planner: **Private Bus Services**



**Istanbulkart** is the public transportation card of Istanbul, the cheapest and the most efficient way to get around Istanbul. You can access the whole public transportation system of Istanbul via this single transportation card. It is owned and served by the Municipality of Istanbul. These are the cards that you can purchase and use, providing a limited number of passes in public transportation. You can purchase the Istanbulkart from over 2,000 points such as subway, tram, ferry, metrobus and funicular stations via the yellow/blue vending machines or ticket-matics, and via kiosks located by the majority of the public buses' stops.

There is also mobile app for the Istanbulkart, where you can use and load credits online, but as buying the card physically and using it very easy, we do not recommend the mobile app. It is a new app of the Municipality. If you are interested with mobile app, then you can find and read it by searching "istanbulkart" on AppStore or Google Play. Note that the app is in Turkish!

[You may find the details here](#)

There is an application called as **BiTaksi** for calling an available taxi, you may download it from following links:

•**App Store**

•**Google Play**

# ACCOMMODATION OPTIONS

## City Center (Kadıköy) –RECOMMENDED

- Rıhtım Otel
- Double Tree by Hilton- Moda
- İstanbul Life Otel Kadıköy



There will be a private shuttle from Kadıköy\* during the international staff week on-campus days. We highly recommend you to arrange your accommodation by considering this.

*\* Kadikoy departure point; It is in front of the bookstore next to the Rıhtım Hotel*

## Nearby Campus

Radisson Blu Hotel & Spa, Istanbul Tuzla

We will arrange a private shuttle for those who will stay nearby campus hotel mentioned above upon your reservation.



# VISA, HEALTH INSURANCE & TRAVEL DOCUMENTS



## VISA AND TRAVEL DOCUMENTS

### Visa Regulations for Turkey

Please check your visa requirements and duration of stay allowance in Turkey from the following links:

<http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>

<https://www.evisa.gov.tr/en/apply/>

## HEALTH INSURANCE



### Highly Recommended Health Insurance Policy Coverage

We highly recommend you to have or purchase an appropriate health/travel insurance, making sure in both cases that it covers the contingency of contagion in the event of a pandemic, to ensure adequate medical care during your stay in Turkey. We strongly recommend you to have it before your arrival in Turkey.

### Sabancı University Health Center

Sabancı University has a Health Center on campus that provides medical assistance, lab services and emergency ambulance service.

**Tel:** + 90 216 483 99 23

**Email:** healthcenter@sabanciuniv.edu

# BEFORE THE MOBILITY PROCEDURES



**This part is only valid for those who will participate in this staff week within the scope of Erasmus+ International Credit Mobility (KA171)**

## 1– Mobility Agreement for Training Activity

This document will be sent to you by our office. Staff members are required prepare this document which includes the proposed mobility program for the planned mobility. All parts of the Training Agreement have to be filled in electronically only –signatures can be handwritten, electronic or scanned. Once the Training Agreement is signed by the staff member and the home institution's responsible person, it should be sent to our office for the last signature. Your contact point in this process is

[iro-partners@sabanciuniv.edu](mailto:iro-partners@sabanciuniv.edu).

Travel arrangements are under the responsibility of the participants.

## 2– Grant Agreement and Grant Payment Procedure (only for Erasmus+ ICM Staff)

Within the scope of the Erasmus+ ICM program, the participants receive a daily grant per activity day (5 days) as an individual support and travel grant for the round-trip. The daily grant amount is 140 €. The travel grant is calculated based on the distance between your home country and the host country by the European Commission. If you come to Istanbul a day before your mobility dates or leave Istanbul a day after your mobility period, you can receive additional grant for two travel days\*, as well.

\*In order to receive the grant for two travel days, you need to submit us the boarding passes of your round trip or copy of your passport pages that contain the entrance and exit stamps with dates.

Please check Distance Calculator:

<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

# BEFORE THE MOBILITY PROCEDURES



**This part is only valid for those who will participate in this staff week within the scope of Erasmus+ International Credit Mobility (KA171)**

## 3– Opening a bank account

### Option 1

You may open your Euro bank account before you arrive in Turkey and after signing the grant agreement, we are able to transfer your grant amount to your euro account via international money transfer (SWIFT). We would like to inform you that there might be some deduction on your grant payment which will be charged by the banks as a commission.

### Option 2

You may get a tax ID number upon your arrival through [this link](#) and your payment process will be done accordingly. You will be informed later on.

## 4–Signing Grant Agreement

As soon as you open a bank account, we will proceed the grant agreement process upon your arrival and your grant payment will be done accordingly.

### Grant Deduction and Refund

Deductions and/or repayment may apply to staff members who do not fulfil their responsibilities. Grant deduction and/or repayment may take place in case of the following:

- If an incoming staff member leaves Sabancı University before the minimum time frame of five days and cannot present a Force Majeure\* with proof, the staff's mobility is considered null and s/he is required to return his/her grant (100%) to Sabancı University within the specified time frame.
- If a participant fails to submit and complete the minimum mobility period and/or all the required paperwork to Sabancı University on time, the s/he will be obliged to pay the grant received (100%) back to Sabancı University.

*\* Force Majeure is an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part and prevents participant from fulfilment of liability under the Agreement.*



# AFTER MOBILITY PROCEDURES

All participant will be invited by the European Commission to complete **the participant survey** that contains the question about your experience about the Erasmus+ mobility in general. This survey should be in order to finalize our project successfully.

We kindly ask our incoming staff members to **share a testimonial and photos about your staff mobility here** in order to disseminate the project for the prospective participants

**Certificate of participation** will be shared by us on the last day of your mobility.

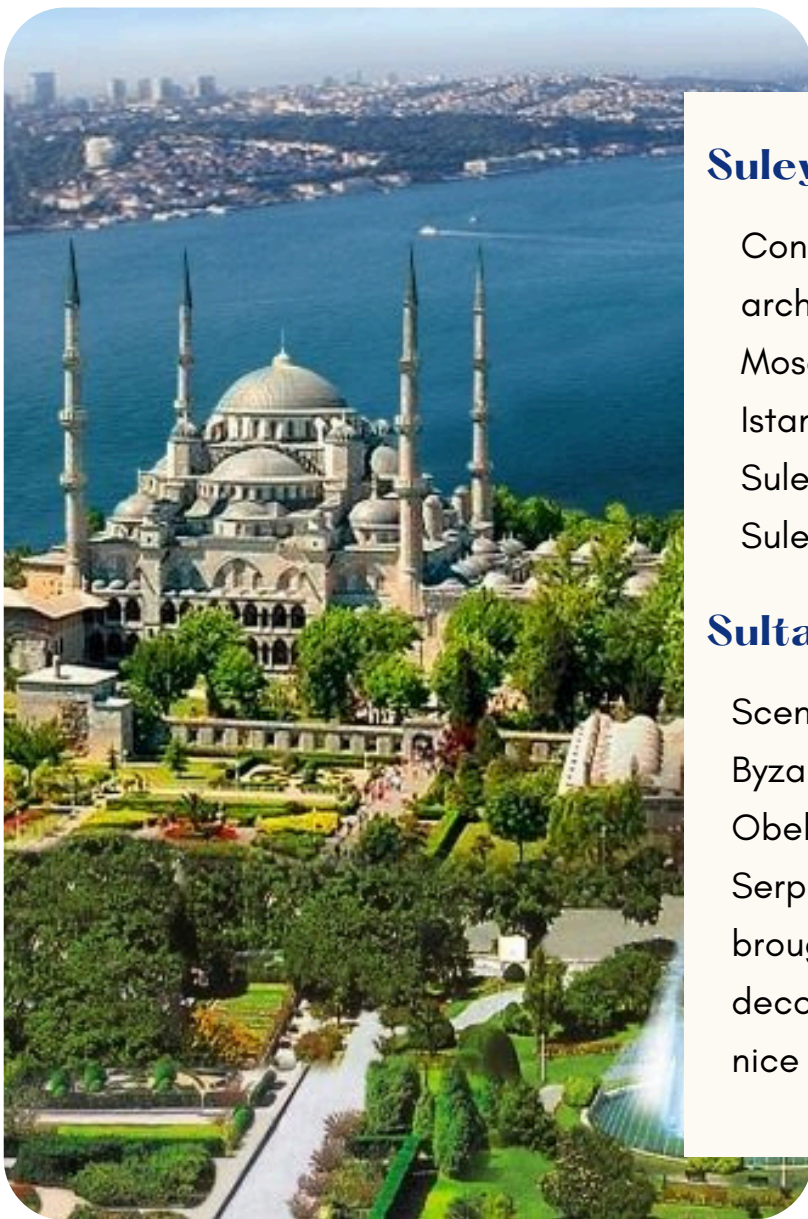
As we have mentioned previously, we need to collect the **boarding passes** of your round trip **or copy of your passport pages** that contain the entrance and exit stamps with dates.



View from the lake & Performing Arts Center

# TOURISTIC PLACES

History of Istanbul & Religion During its long history, as Constantinople or Istanbul, the city served as the capital of the East Roman, Byzantine, Latin, and Ottoman Empires. Muslims constitute the religious majority. At the same time, many minority religions, particularly Christianity and Judaism, are permanent and respected elements of Turkey's spiritual mosaic, observing their beliefs for over 900 years, with synagogues and churches in cities.



## Süleymaniye Mosque

Constructed by the great Ottoman architect Mimar Sinan, Süleymaniye Mosque is the second largest mosque in Istanbul. 16th-century masterpiece, Süleymaniye Mosque was built for Süleyman the Magnificent.

## Sultanahmet

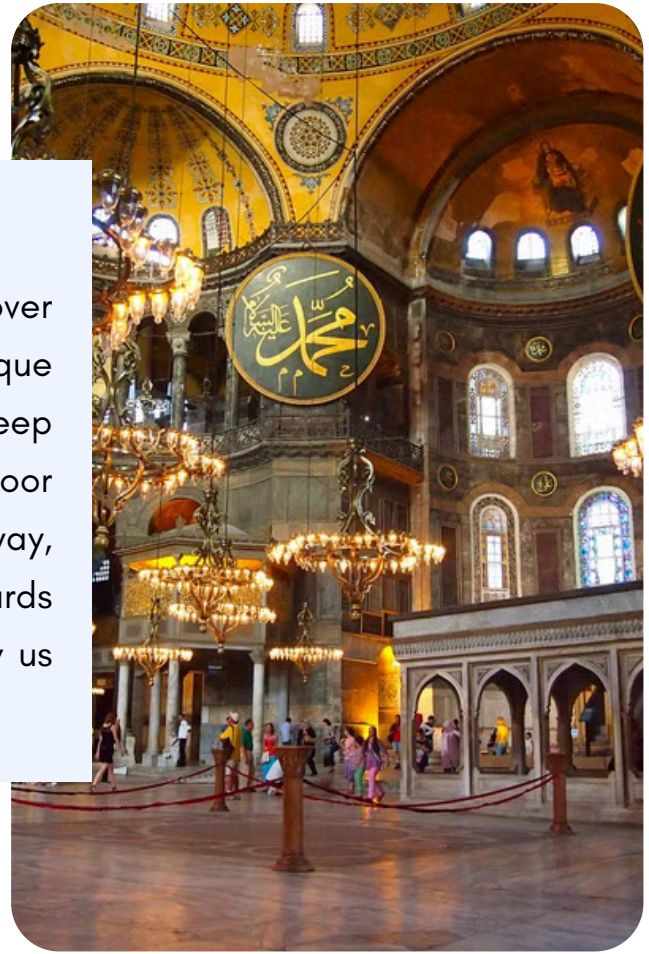
Scene of chariot races and the center of Byzantine civic life. There are an Egyptian Obelisk, a stone obelisk and the Serpentine Column which were originally brought by the emperors and used for the decoration of the Hippodrome. Today it's a nice area for picnics and meetings.



# TOURISTIC PLACES

## The Hagia Sophia

It was the great cathedral of Byzantium for over a thousand years and was the greatest mosque in the Ottoman Empire for five centuries. Keep an eye out for the shallow pits in the stone floor either side of the massive central doorway, created by the shuffling feet of the guards stationed there over the ages. It is currently used as a mosque.

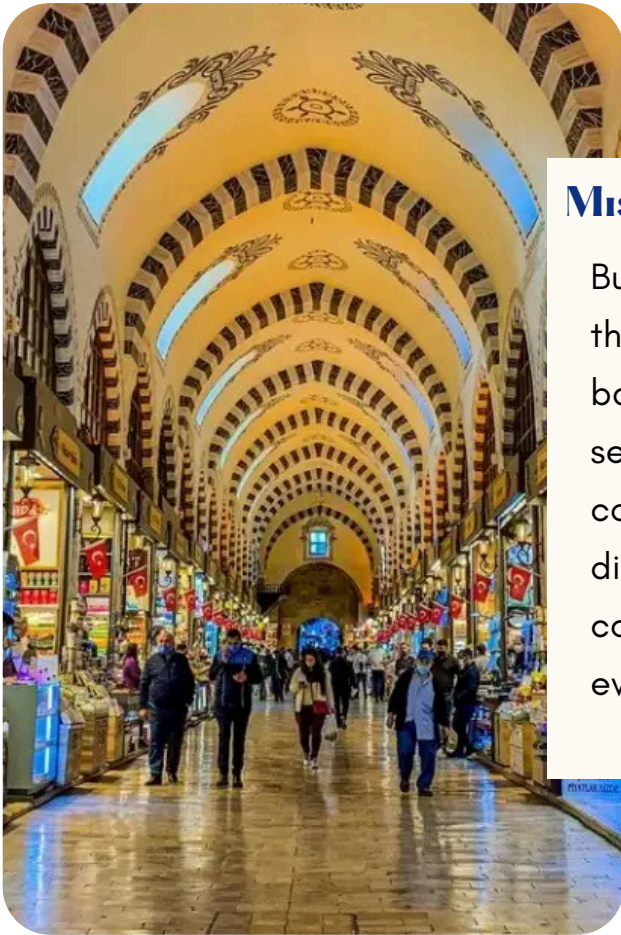


## Kız Kulesi (Maiden's Tower)

It is one of the oldest landmarks in Istanbul, is shrouded in mystery and located in the middle of the sea, on a rocky outcrop very close to the shore. This is the Maiden's Tower or Leander's Tower, or otherwise known by the Turks as Kız Kulesi. The light from the lighthouse illuminates the port of Istanbul and, at night enhances the idyllic beauty and charm of the Bosphorus. Structure linked with legend & once used as a lighthouse, housing a small museum & a restaurant.



# TOURISTIC PLACES



## Mısır Çarşısı (The Egyptian Spice Bazaar)

Built in the 17th century next to the Golden Horn, the Spice Bazaar is the second largest covered bazaar in Istanbul. Originally housing shops selling medicine and spices, the Spice Bazaar continues to fulfil its original function. This distinguished example of Ottoman architecture continues to sparkle with life even today. Open every day except Sundays and National Holidays.

## Istiklal Street

Aside from the obvious Istiklal Street shopping opportunities, there are many other Istiklal Street attractions. Look out for historic cinemas (like Atlas, Beyoglu), historical passages (like Hazzopulo, Suriye and Çiçek), churches (St Antoine, Santa Maria), consulate buildings, and innovative art galleries (check out SALT Beyoğlu, Mesher and the Mısır Apartments), as well as stunning examples of 19th century Neo-Classical and Art Nouveau architecture to admire.



# TRAVEL RECOMMENDATIONS



- \* Take a boat trip on the Bosphorus. Ferries, private boats and water taxis on the Bosphorus are one of the most attractive ways to get around the city. Boats can transport you from Europe to Asia in a matter of minutes. You can also use the two bridges if you prefer to travel by car.
- \* Try Turkish coffee, baklava (a Turkish pastry) and Turkish delight.
- \* Have a bath in Turkish hammams. If you prefer a historical hammam, you may prefer Cagaloglu Hammam near the Grand Bazaar.
- \* Take a ferry up the Bosphorus to Anadolu Kavağı. The village is surrounded by wooded hills and there are great views from the Byzantine Yoros castle which once controlled the Black Sea approaches. Go to peaceful Princes' Islands in the Sea of Marmara to the south of Istanbul. Four of the nine islands are easily accessible by ferry from Burgazada.

## CONTACT INFO

### International Relations Office



**Address:** Sabancı University International Relations Office  
Orta Mahalle, 34956 Tuzla, İstanbul, Türkiye



**Phone:** +90 213 483 91 00



**Email:** [iro-partners@sabanciuniv.edu](mailto:iro-partners@sabanciuniv.edu)

# Sabancı University is Safer Against Disasters!

At Sabancı University, we are constantly strengthening our infrastructure in order to create a campus environment that is resilient against disasters and to ensure the safety of all our stakeholders at the highest level.

With this in mind, the Building Monitoring System, developed in cooperation with Disastech Technology, will be put into operation as of today and will instantly monitor the status of all structures in our university and allow for continuous monitoring of building security. Thanks to this system, it will be possible to intervene quickly and effectively in the face of possible risks.

Sabancı University continues to resolutely pursue its vision of being a disaster-ready and resilient campus.

## Emergency Situations

In the event of an emergency during your visit to Sabancı University, please consult the [linked pages](#) for detailed information on emergency procedures and important contact numbers to ensure your safety and security on campus.

### Important Links

[SU Emergency Situations website](#)

[Emergency Assembly / Master Points](#)

[SU Emergency Plan](#)

[Disastech Mobile Application](#)