

2022

Incoming Staff Guideline



International Relations Office
Sabancı University

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Welcome!

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Sabancı University is a rather young institution, which celebrated its 20 years recently. 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 staff week.

Prof.Dr. Cem Güneri

Vice President-Education

Facts about Turkey

Currency	Turkish Lira
Population Turkey	84 million
Population İstanbul	15 million
Time Zone	GMT+3
Language	Turkish
Int. Phone Code	+90
Driving Side	Right
Large Cities:	İstanbul, Ankara, İzmir, Bursa



How to get to campus?

Our main campus is located at Asian side of İstanbul. [Orta Mahalle,34956 Tuzla/İstanbul](#)



Access to campus from Airports

From İstanbul Airport to Sabancı University, Tuzla (Main) Campus

Public Bus Services:

First step: Take İST-7 Bus from İstanbul Airport – get off at Kadıköy (last station) Station

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Second and last step: Take Sabancı University Shuttle from Kadıköy* ([map](#))

**Kadıköy departure point for shuttle: It is in front of the bookstore next to the Rıhtım Hotel*

Private Bus Services – Havaist:

First step: Take Havaist from İstanbul 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.)

Because 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, etc.)

Transportation in İstanbul

Public transport in İstanbul consists of a wide network of bus lines, subway(metro), ferry, tram, metrobus, shared taxi (Dolmuş), taxis, covering the entire city and beyond. Page | 4

You may check the route planner: <https://nasilgiderim.iETT.gov.tr/en/>

Istanbulkart is the public transportation card of İstanbul, the cheapest and the most efficient way to get around İstanbul. You can access the whole public transportation system of İstanbul via this single transportation card. It is owned and served by the Municipality of İstanbul. 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 don 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](#)
- [AppGallery](#)

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](#)
- [Crown Plaza Asia](#)
- [Miracle İstanbul](#)
- [Divan İstanbul Asia](#)

We will arrange a private shuttle those who will stay nearby campus hotels listed above upon your reservation.

Weather

In İstanbul, the 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).

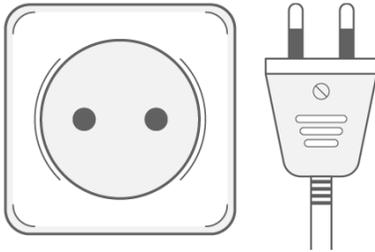
The warm season lasts for 3.1 months, from June 10 to September 14, with an average daily high temperature above 25°C (77°F). The hottest month of the year in İstanbul is August, with an average high of 28°C (83°F) and low of 21°C (70°F).

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 /points.



Visa and Travel Documents

Visa Regulations for Turkey

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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 and Health Regulations at Sabancı University

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.

Health Center Contact:

Tel: + 90 216 483 99 23

Email: healthcenter@sabanciuniv.edu

<https://www.sabanciuniv.edu/en/health-center>

Health Regulations at Sabancı University

You will be informed before your visit dates in details. Please send your vaccination certificates via email to suincoming@sabanciuniv.edu

Before the Mobility Procedures

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

Travel arrangements are under the responsibility of the participants.

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>

Travel Distance	Travel Grant
20-99 km	20 €
100-499 km	180 €
500-1999 km	275 €
2000-2999 km	360 €
3000-3999 km	530 €
4000-7999 km	820 €
8000+ km	1.500 €

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

For the grant payment, our office will guide you regarding the opening a bank account as soon as you completed the required documents mentioned below. We are currently in touch with the bank and I hope that the payment procedure will be easier than it is. Until the further information regarding the grant payment, the below mentioned documents are needed for opening a bank account.

The Required Documents:

- Original Passport
- Tax ID number (you will obtain after your arrival in Turkey with the guidance of us)
- You need to bring the address declaration document from the country of your stay "showing the address of your place of residence in your country. You need to obtain this document before **your arrival in Turkey** and this document should be in English or translated in English by the sworn translator and approved by the Notary.

Signing Grant Agreement

As soon as you open a bank account, we will proceed the grand 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 (1000%) 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 the 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.

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.

Suleymaniye Mosque

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

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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. Church of St. Anthony of Padua, Istanbul – Istiklal Avenue – Beyoglu District Istanbul Hagia Triada Greek Orthodox Church, Taksim Square - Istanbul Little Hagia Sophia – Kumkapı, Fatih District Istanbul. It is currently us as mosque.

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.

Bağdat Caddesi:

This is like an open-air shopping mall. A very long street full of fashion stores and cafés, Bagdat Street is the place where people go to if they are on the Anatolian side. You can shop, and then have a walk to Caddebostan where you can have a walk through the seashore.

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 İstanbul. Burgazada, and its Greek Orthodox Church of St John the Baptist, is particularly charming.



Istanbul is like a big stage where you can find many cultural events for all tastes. Some of the most important ones are the International Music Festival (June), International Jazz Festival (July), International Film Festival (April), Istanbul Biennale (September), Contemporary Istanbul Arts Festival (November).

Contact Info

Contact details of International Relations Office

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Phone: +90 213 483 9100

Email: iro-partners@sabanciuniv.edu

Emergency Contact Info :**112**