



STUDENT INFORMATION SYSTEM USER GUIDE

Version History

Version Number	Date	Updater	Comment
1.0	30.11.2022	Information Systems and Data Analytics Department	Manual was written.
1.1	05.04.2023	Information Systems and Data Analytics Department	Manual was edited.
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1.4	07.05.2024	Information Systems and Data Analytics Department	Manual was edited.
1.5	05.02.2025	Information Systems and Data Analytics Department	Manual was edited.

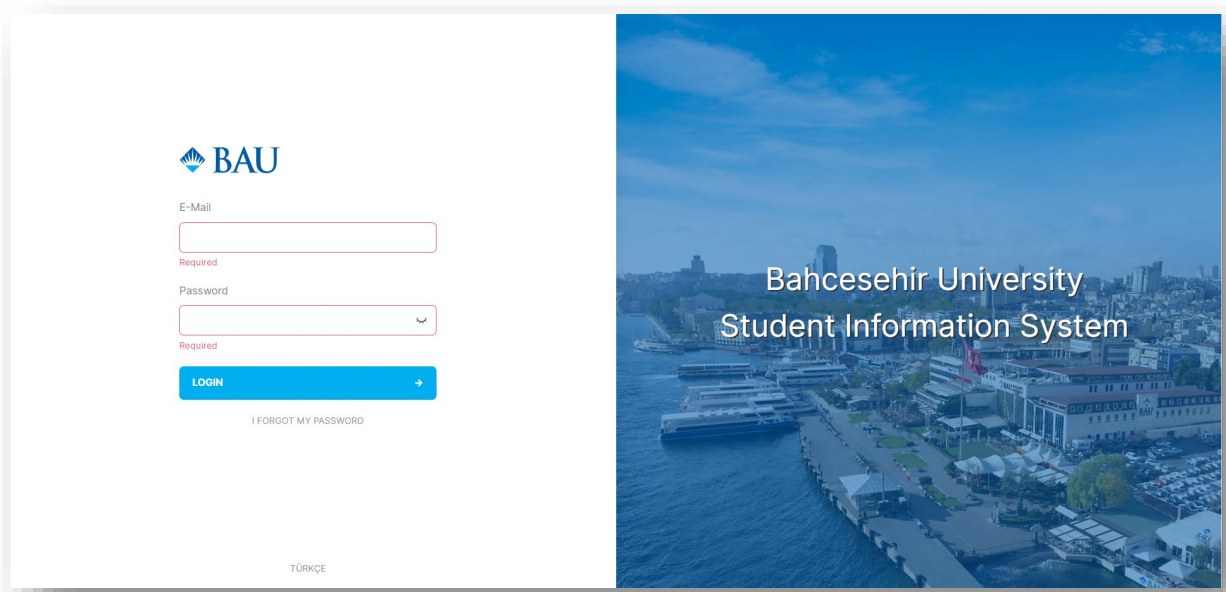
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Definitions and Call to Action Buttons (CTA)

CTAs	Explanation
	Your information, applications and requests will only be saved if you click on the Save button on the screens.
	Translates page into in Turkish.
	You can return to the homepage by clicking the logo at the top left of the screen.
	Opens submenu

Homepage



 BAU

E-Mail

Required

Password

Required

LOGIN →

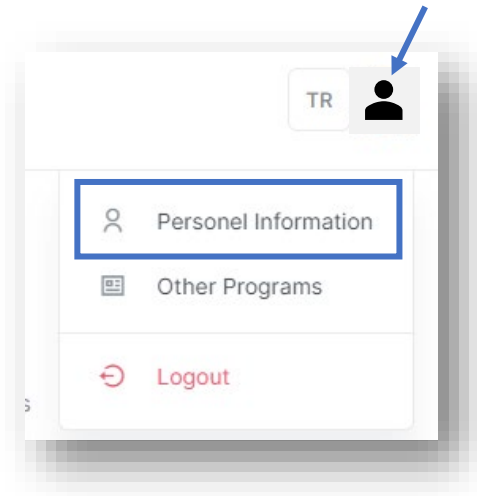
[I FORGOT MY PASSWORD](#)

[TÜRKÇE](#)

Bahcesehir University
Student Information System

- You access the system on this screen by entering your student e-mail address and password.
- You can reset your password by clicking on “Forgot Password” and entering your personal information or mobile phone number.

Personal Information



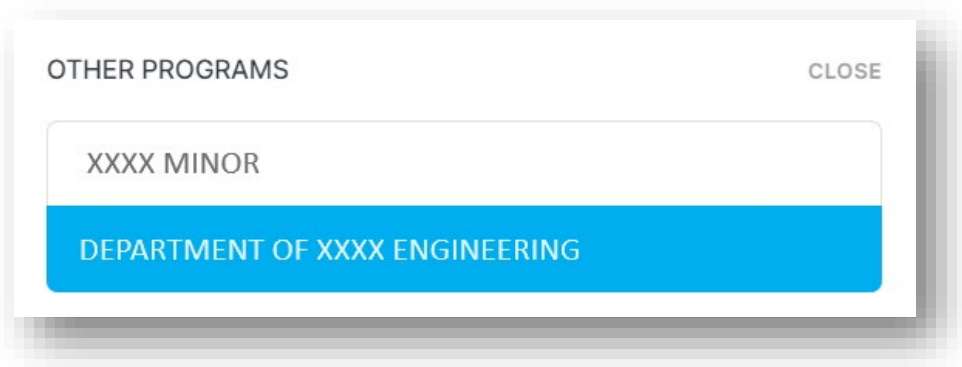
- You can view your personal information on this screen.
- You can access the “Personal Information” page from the menu that will appear when you click on your photograph on the top right of the screen.
- The "Percentile in Class" information on the screen represents your rank in your program and class according to your GPA.

A screenshot of the 'STUDENT INFORMATION' page. On the left, there is a sidebar with a 'DOCUMENTS' button highlighted by a blue box. The main content area is divided into two columns. The left column contains a list of information fields: Name Surname, Mobile Number, Registration Type, Program Name, Program Code, and Scholarship Rate. The right column is titled 'GENERAL INFORMATION' and contains several sections: 'Student Information' (with fields for Student No, National ID, Name, Surname, Student Status, Semester Status, CGPA, and Irregular), 'University Information' (with fields for Preparatory Information and Affiliated Curriculum), and 'Registration Information' (with fields for Registration Date and Registration Semester).

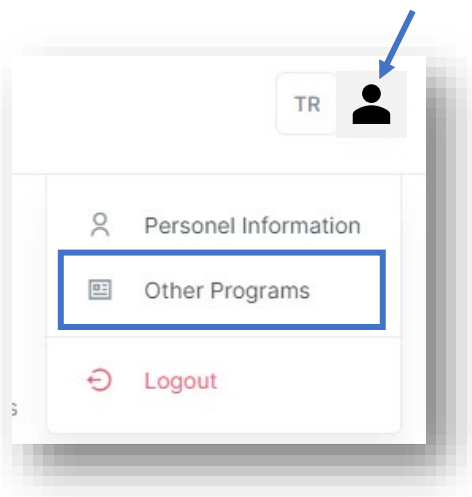
- Click on the "Documents" button at the top of the Personal Information screen to access your Transcript, Course Schedule, Exam Schedule and Grade Report.
- You can access the following through the “Personal Information” screen:
 - General Information: You can view your student information.
 - Identity Information: You can view your saved ID information.
 - Address Information: You can view and update your home and billing address.
 - Family Information: You can view your saved family information.
 - Health Information: You can view your saved health record.

- ❑ University Information: You can view your saved university records.
- ❑ Contact Information: You can view and update your e-mail, phone number and emergency contact details.
- ❑ Education Information: You can view your saved academic records.
- ❑ Lateral/Vertical Transition: If you have made a horizontal/vertical transfer before, you can view this information.
- ❑ Missing Documents: If applicable, you can view your missing documents.

Other Programs



- You can access the other programs in which you are registered from the menu that will appear when you click on your photograph on the top right of the screen.
- As the requests you make on the system are only applicable to the specific program, be sure to select the relevant program before making the official application.



Course Registration

COURSE REGISTRATION

2021-2022 - Spring

Information Must Course Departmental Elective Non-Dep Elective

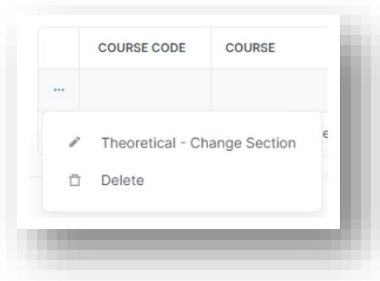
Information

- Check the language of the section and make sure that you have enrolled the correct section. The abbreviations and explanations of the Course/Section languages are:
TR: Turkish Lesson
EN: English Lesson
EN/TR: Language
- You can forward your problems about the course enrollment to the relevant academic department secretariats.

Courses Selected LIST COURSE SCHEDULE

COURSE CODE	COURSE	SECTION	SLOT TYPE	ACADEMIC YEAR/SEMESTER	CREDIT	ECTS	COURSE PREVIOUSLY TAKEN	LETTER GRADE
...								
...								

- The information on the “Course Registration” screen are as follows:
 - **Information:** This tab contains notifications, a list of your courses, and your course syllabi. By clicking on the three dots next to the items on the list, you can change your course section or drop your courses.



- **Must Courses:** In this tab, you can view information about the courses you have to repeat, those that are available to retake or start over, and those that are compulsory for that term, and sign up for these courses. In order to register for courses, you need to click on the arrow next to the course of your choice, select your section, and click on “Select Course”. You may not register for the course if it is filled to capacity. Once you have registered, you can view your courses by clicking on “List” and “Course Schedule” in the “Notifications” tab.

Information **Must Course** Departmental Elective Non-Dep Elective GE Elective

Courses (You Have) Not Taken Previously

ACTION	COURSE CODE	COURSE NAME	ACADEMIC YEAR/SEMESTER	CREDIT	ECTS
^			6	4	6

Theoretical	Practical	Credit	ECTS	Academic Year/Semester	Quota	Remaining Quota	Sections
2	-	4	6	6	150	150	

+ SELECT COURSE

- **Departmental Electives:** In this tab, you can view information about elective courses within your department that you have to repeat, those that are available to retake or those you would like to take, and sign up for these courses. In order to register for these courses, you need to click on the arrow next to the course of your choice, select your section, and click on “Sign Up”. You may not register for the course if it is filled to capacity. Once you have registered, you can view your courses by clicking on “List” and “Course Schedule” in the “Notifications” tab.
- **Non-Dep Electives:** In this tab, you can view information about elective courses within a different department that you have to repeat, those that are available to retake or those you would like to take, and sign up for these courses. In order to register for these courses, you need to click on the arrow next to the course of your choice, select your section, and click on “Sign Up”. You may not register for the course if it is filled to capacity. Once you have registered, you can view your courses by clicking on “List” and “Course Schedule” in the “Notifications” tab.
- **General Electives:** In this tab, you can view information about general elective courses that you have to repeat, those that are available to retake or those you would like to take, and sign up for these courses. In order to register for these courses, you need to click on the arrow next to the course of your choice, select your section, and click on “Sign Up”. You may not register for the course if it is filled to capacity. Once you have registered, you can view your courses by clicking on “List” and “Course Schedule” in the “Notifications” tab.
- You can only access the “Course Registration” page during the selection period as indicated on the academic calendar.

My Slots

STUDENT SLOTS [EXCEL](#) [FILTER](#) [▼](#)

[U](#)

CGPA

Completed Credits / Curriculum Credits

Completed Ects Credit / Curriculum Ects Credit

Completed Slots / Total Slots

FILTER

Slot Types: [ALL](#) [⌵](#)

Status: [ALL](#) [⌵](#)

SLOTS

CURRICULUM SEMESTER	SLOT TYPE	COURSE CODE	COURSE NAME	CREDIT	ECTS	STATUS	
						SUCCESS	▼
						SUCCESS	▲

COURSES

ACADEMIC YEAR / PERIOD	COURSE CODE	COURSE NAME	LETTER GRADE	CREDIT	ECTS	GRADE X CREDIT

- You can view the courses that are mandatory for graduation, information pertaining to these courses, the grades you received in them, and the necessary credits for the ECTS (European Credit Transfer and Accumulation System) and global accreditation on the “Curriculum Requirements” screen.
- For information on the courses, you need to click on them.
- Your information is located at the top of the screen. Click on the arrow to narrow or widen the view.
- Click on the "Excel" button at the top of the screen to download your slots as an Excel file.

Refund Request

The screenshot shows a web form titled "REFUND REQUEST" with a "TR" flag in the top right corner. The form is divided into two main sections: "APPLICATION INFORMATION" and "ACCOUNT INFORMATION".

APPLICATION INFORMATION

Student No	Name Surname	Nationality	Faculty
Department	Class	TC Passport Number	E-Mail
Mobile Number			

ACCOUNT INFORMATION

Name Surname	Name of Bank	Branch Name	IBAN number	(Unit of) Currency
			TR	Select

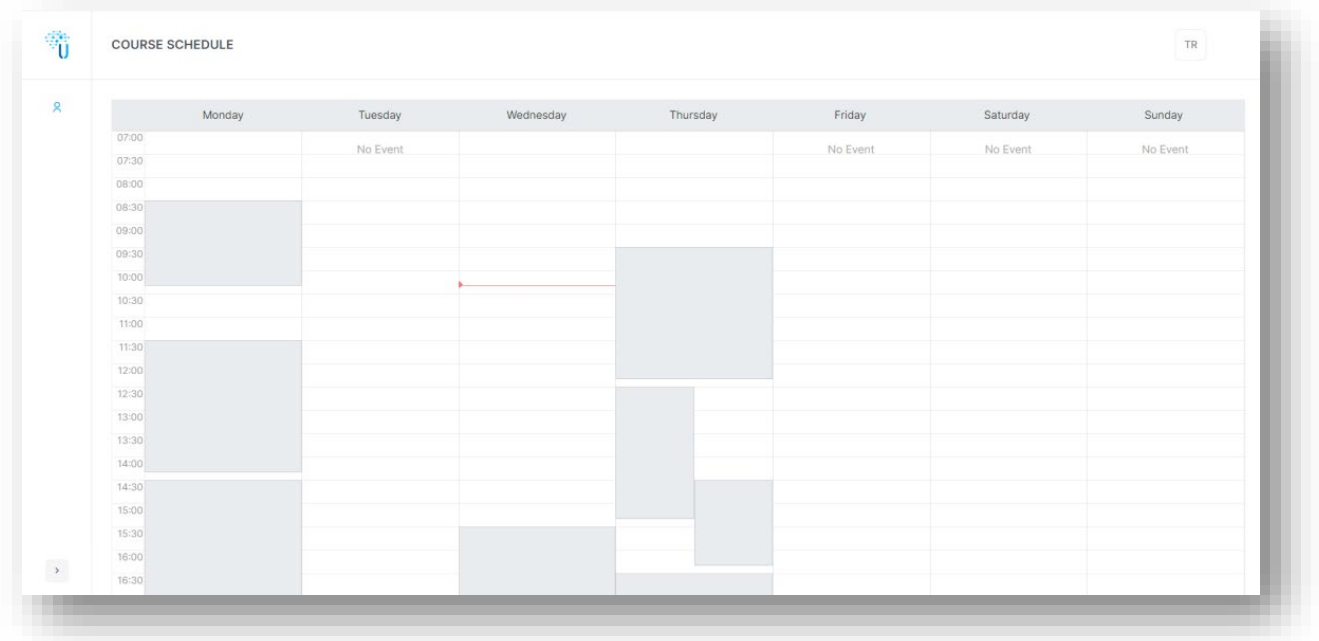
Reason for Return

Select

SAVE

- You can request a refund on this screen.
- “Application Information” (personal information) is located at the top of the screen. Be sure that your application information is accurate before making the request.
- In the “Account Information” section, enter the details of the account to which you would like your refund to be transferred.
- Once you have made your request, you can keep track of the status of your refund from the “My Requests” screen.
- You will be notified of any updates regarding the status of your refund via SMS.

Course Schedule

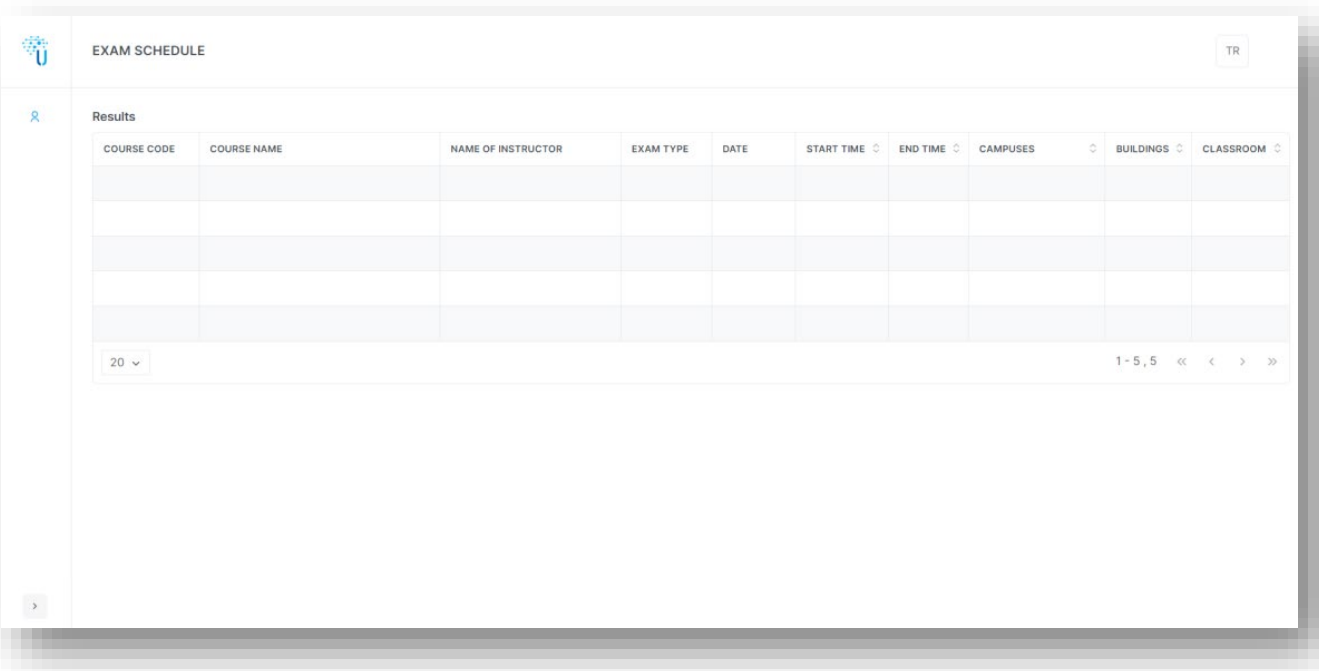


COURSE SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
07:00		No Event			No Event	No Event	No Event
07:30							
08:00							
08:30							
09:00							
09:30							
10:00							
10:30							
11:00							
11:30							
12:00							
12:30							
13:00							
13:30							
14:00							
14:30							
15:00							
15:30							
16:00							
16:30							

- You can see the day and time information of the courses you are registered from Course Schedule screen.

Exam Schedule



EXAM SCHEDULE

Results

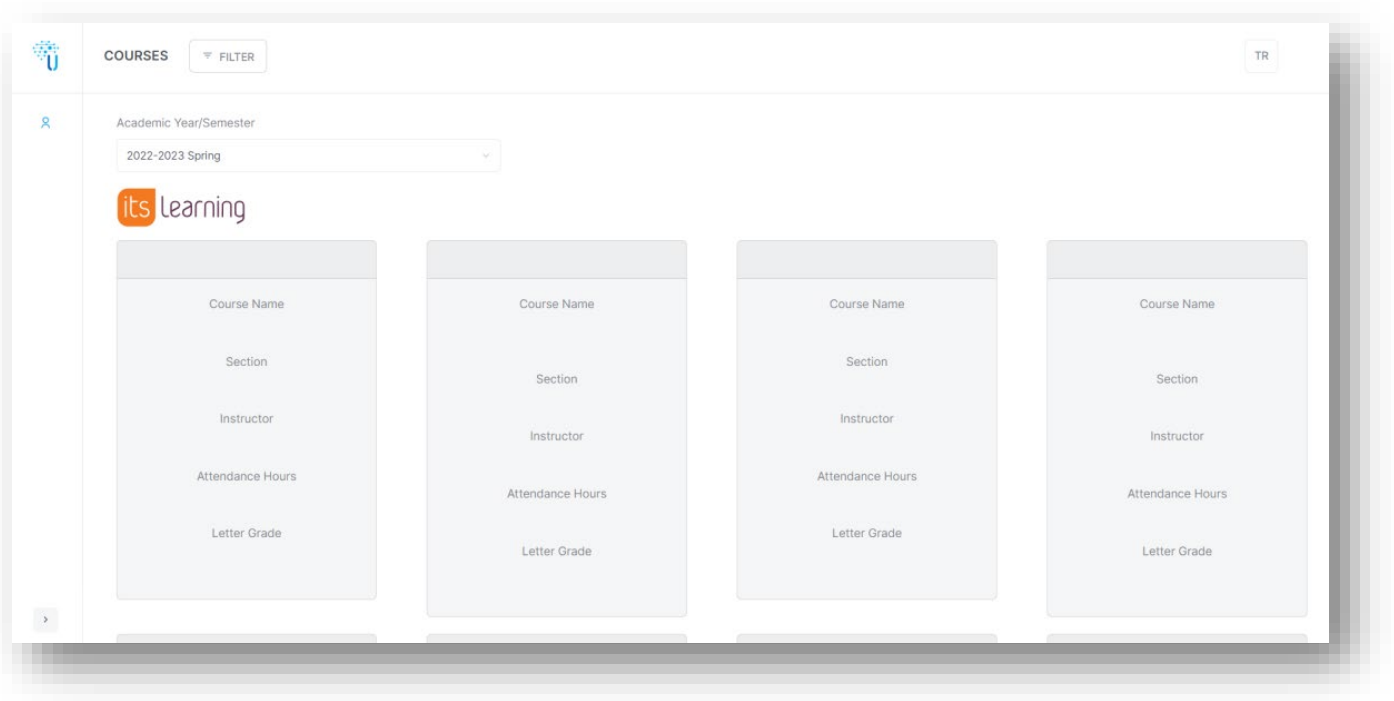
COURSE CODE	COURSE NAME	NAME OF INSTRUCTOR	EXAM TYPE	DATE	START TIME	END TIME	CAMPUSES	BUILDINGS	CLASSROOM

20

1 - 5, 5

- You can see the exam information of the courses you are registered from Exam Schedule screen.

My Courses



- You can see the section, letter grade and absenteeism information of the courses you have taken in the previous academic year and semesters or are taking in the active semester.
- You can change the academic year and semester from filter. Information appears on the screen only for the academic year/semester options you have taken courses.
- Click on the logo to log into Itslearning.

Make-up Exams

MY MAKEUP EXAMS

COLUMNS FILTER

TR

Exams

COURSE CODE	COURSE NAME	FINAL LETTER GRADE	LETTER GRADE	CREDIT	ECTS CREDIT	INSTRUCTOR
No Information Found						

20 0 - 0,0 << < > >>

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- After the dates of your make-up exams are announced, you can view the information on this screen.
- You can access the regulation about make-up exams at <https://bau.edu.tr/>.

Course Transfer Request

APPLICATION FORM FOR COURSE TRANSFER

TR

STUDENT INFORMATION

Student Number Name Surname Nationality Faculty

Class Program

DOCUMENTS

Country The university to which the documents belong

Select Select

Download your documents

Select File BROWSE

UPLOAD

COUNTRY	UNIVERSITY	DOCUMENT
DELETE		

SEND REQUEST

- You can apply for course transfer on this screen.

- If you have an incomplete adjustment request, you cannot create a new request. You must wait for your existing application to be finalized.
- Be sure that your student information at the top of the screen is correct before making an application.
- If you are registered in multiple programs, you may complete your application by selecting the related program in [Other Programs](#) section.
- The fields “Country”, “University Issuing the Documents” and “Documents” must be filled in.
- Select the country and university where you studied. Upload the documents pertaining to the courses for which you are requesting equivalence by clicking on “Browse”. You must upload at least one document.
- Your documents will be listed here once you click on “Upload”. You can view all the documents relating to your request listed at the bottom of the screen and make any necessary deletions.
- Once you have uploaded the relevant documents, click on “Send Request” to formally make an application.
- Transcripts of students whose transcripts belong to Bahçeşehir University are automatically uploaded by the system. For this, after selecting “Turkey/Türkiye” and “Bahçeşehir University/Bahçeşehir Üniversitesi”, click directly on the “Upload” button and the transcript will be uploaded automatically, you can create your request with the “Send Request” button.
- There is a size limit (max. 10 MB) for file uploads. If the size of the file to be uploaded is more than 10 MB, the file size must be reduced and added.
- You may view the status of your request by clicking on "Course Transfer" button on [My Requests](#) page.
- You will be informed when your adjustment process is completed. You need to check the adjustment process by going to the “Course Transfer” tab on the [My Requests](#) screen and clicking “Show” from the “...” button next to your request and approve it within 5 (five) business days starting from the date your approval is expected. After your approval, your application will be forwarded to the Faculty/Department Adjustment Commission Officer, after the approval of the Adjustment Commission Responsible, the courses will be added to your slots and your GPA will be updated.

- If your documents are missing, you can view this on the [My Requests](#) screen. You can upload any missing documents on this page.

My Requests

MY REQUESTS

Leave Of Absence **Leave With Consent** Refund Course Adjustment Document Request

PROGRAM	ACADEMIC YEAR	REASON	EXPLANATION / EXCUSE	DATE	AT WHICH UNIT	STATUS
No record found						

- You can view the status of your applications for “Leave of Absence”, “Leave with Consent” “Refund”, “Course Adjustment”, and “Documents” on this screen.
- This page is only for viewing the status of your applications.
- If there are any “Missing Documents”, you can upload the relevant document to the corresponding application page.

Leave of Absence

LEAVE OF ABSENCE REQUEST FORM

STUDENT INFORMATION

Student Number Name Surname Nationality Faculty

Class Program TC Identity / Passport No E-Mail

Gsm No Address Have you taken leave of absence at school? Number of Semesters with Leave of Absence

UPDATE CONTACT INFORMATION

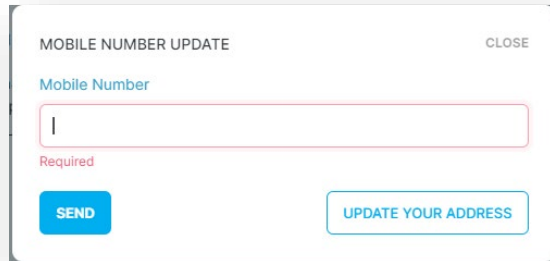
APPLICATION INFORMATION

Leave Of Absence Period Reason for Leave of Absence Explanation / Excuse Excuse File

Spring Select Select File BROWSE

SAVE

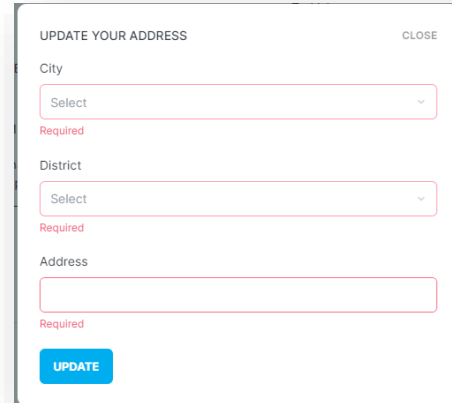
- You can request to suspend your studies on this screen.
- Your student information is located at the top of the screen. Be sure the information is correct. You can update your mobile number and address by clicking on “Update Contact Information”.



MOBILE NUMBER UPDATE CLOSE

Mobile Number

Required



UPDATE YOUR ADDRESS CLOSE

City

Required

District

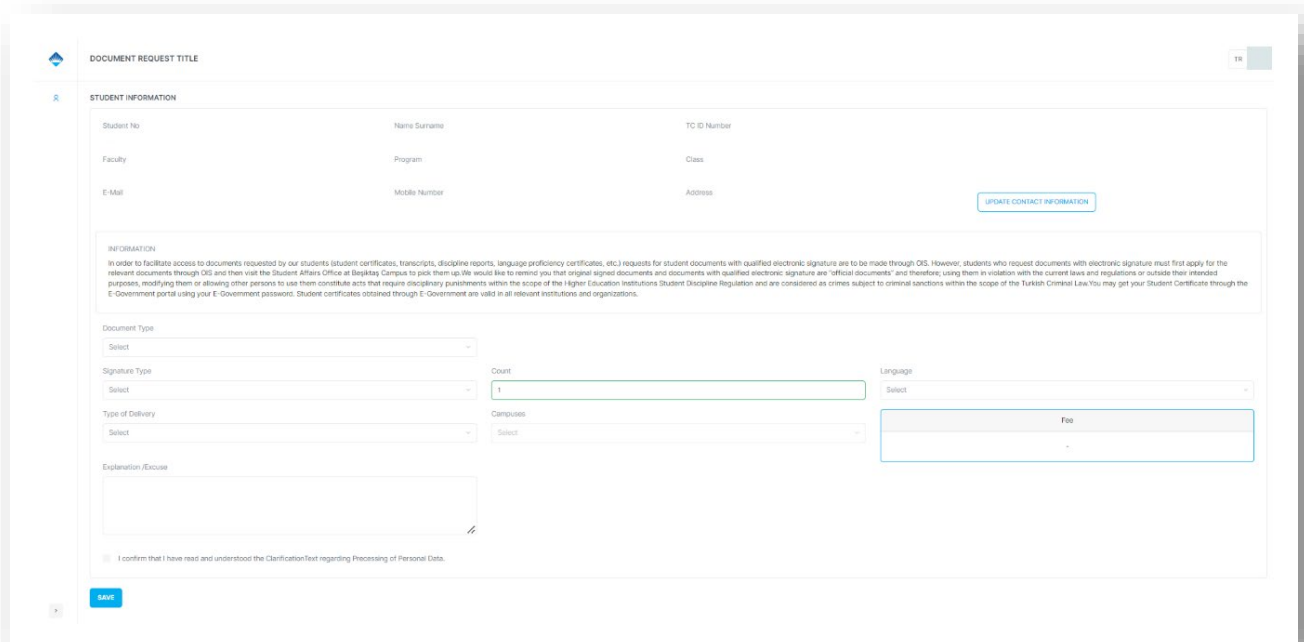
Required

Address

Required

- In the “Application Information” section, the fields “Leave of Absence Period”, “Reason for Leave of Absence” and “Comment/Excuse” are mandatory.
- You may apply to suspend your studies for the fall and spring terms if your application is submitted in the fall. If applying in the spring, you may only suspend your studies in the spring term.
- Once you have submitted your application to suspend your studies, you can view your application status on the “My Requests” screen.

Online Document Request



DOCUMENT REQUEST TITLE TR

STUDENT INFORMATION

Student No.	Name Surname	TC ID Number
Faculty	Program	Class
E-Mail	Mobile Number	Address

INFORMATION

In order to facilitate access to documents requested by our students (student certificates, transcripts, discipline reports, language proficiency certificates, etc.) requests for student documents with qualified electronic signature are to be made through OIS. However, students who request documents with electronic signature must first apply for the relevant documents through OIS and then visit the Student Affairs Office at Başkent Campus to pick them up. We would like to remind you that original signed documents and documents with qualified electronic signature are “official documents” and therefore, using them in violation with the current laws and regulations or outside their intended purposes, modifying them or allowing other persons to use them constitute acts that require disciplinary punishments within the scope of the Higher Education Institutions Student Discipline Regulation and are considered as crimes subject to criminal sanctions within the scope of the Turkish Criminal Law. You may get your Student Certificate through the E-Government portal using your E-Government password. Student certificates obtained through E-Government are valid in all relevant institutions and organizations.

Document Type

Signature Type

Type of Delivery

Explanation/Excuse

☐ I confirm that I have read and understood the Clarification/Text regarding Processing of Personal Data.

Count

Language

Campus

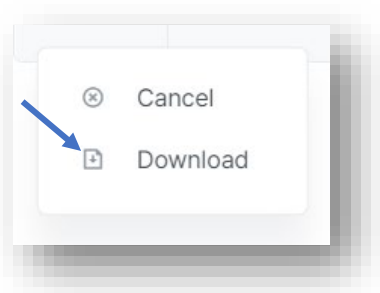
Fee

- The following may be requested from the “Online Documents” screen:
 - ❑ Military Status Documentation
 - ❑ Military Service Postponement Documentation
 - ❑ Success Ranking
 - ❑ Language Proficiency Certificate
 - ❑ Disciplinary Record
 - ❑ Preparatory Transcripts
 - ❑ Transcript in Sealed Envelope
 - ❑ Student Document
 - ❑ Transcript
 - ❑ Undergraduate Transfer Approval Documentation

- Be sure that your information at the top of the screen is correct and that you have read the notifications. You can update your mobile number and address by clicking on “Update My Contact Information”. If you select the address box in the delivery options section, your documents will be delivered to your saved address.

The image shows two screenshots of a mobile application interface. The left screenshot is titled 'MOBILE NUMBER UPDATE' and features a text input field for the 'Mobile Number' with a 'Required' label below it. There are two buttons at the bottom: 'SEND' and 'UPDATE YOUR ADDRESS'. The right screenshot is titled 'UPDATE YOUR ADDRESS' and features three input fields: 'City' (a dropdown menu with 'Select' as the placeholder), 'District' (a dropdown menu with 'Select' as the placeholder), and 'Address' (a text input field). Each of these fields has a 'Required' label below it. There is an 'UPDATE' button at the bottom of the right screenshot.

- Once you have submitted an application for your online documents, you can view the status of your application on the “My Requests” screen.
- If you select online from the delivery options, you can download your documents by clicking on the three dots in the table below once the e-signature process is completed.



Thesis/Project Subject Selection

- This screen is for applying to do a thesis/project and where you can view the status of your application. It's comprised of two tabs.

- View Application

The screenshot shows the 'View Application' tab of the 'THESIS & PROJECT APPLICATION' system. The interface includes a sidebar with a search icon and a 'THESIS AND PROJECT' section. The main content area has a search bar and two tabs: 'Show/View Application' (selected) and 'Make an Application'. Below the tabs is a table with the following headers: 'THESIS TITLE', 'DATE OF APPLICATION', 'APPROVAL STATUS', 'APPROVAL PHASE', and 'LAST PROCESS DATE'. The table is currently empty.

- You can view the status of your application to do a thesis/project in this tab.
- If the status of your application is “Rejected”, you can reapply from the “Apply” tab.

- Apply

The screenshot shows the 'Apply' tab of the 'THESIS & PROJECT APPLICATION' system. The interface includes a sidebar with a search icon and a 'THESIS AND PROJECT' section. The main content area has a search bar and two tabs: 'Show/View Application Tab' and 'Do Application Tab' (selected). Below the tabs is a form titled 'Thesis and Project'. The form is divided into two columns. The left column is labeled 'Student Information' and contains fields for 'Name Surname:' and 'Program Name:'. The right column is labeled 'Title of Project' and contains fields for 'Title of Project:', 'Summary of Project:', and 'Project Advisor:'. There is a 'SAVES' button at the bottom of the form.

- The program in which you are applying to do a thesis/project is located on the left side of the tab. Be sure all your information is correct. If you would like to apply to do a thesis/project in

another program in which you are registered, you will need to indicate the program from “Other Programs”.

- You must fill in the fields “Title of Project”, “Summary of Project” and “Project Advisor”.

Leave with Consent

U LEAVE WITH CONSENT FORM TR

CONTACT INFORMATION

E-Mail

Gsm No

Address

REQUEST INFORMATION

Leave With Consent Reason

Select

Explanation

☐ Leave With Consent Statement

☐ I confirm that I have read and understood the [ClarificationText](#) regarding Processing of Personal Data.

SAVE

- You can request a withdrawal from studies on this screen.
- Be sure your information and contact details located at the top of the screen (click on the expand button to view) are correct. If your mobile phone number or address is incorrect, please click on the adjacent button to update these details.
- If you would like to request a withdrawal from studies in another program in which you are registered, you will need to indicate the program from “Other Programs”.

Withdraw Application

U APPLICATION WITHDRAW TR

STUDENT INFORMATION

Detail

Student No

Faculty

Semester

Full Name

Program

Courses You Have Taken

SEMESTER	SLOT TYPE	COURSE CODE	COURSE NAME	CREDIT	ACTS
No Information Found					

20

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- Detailed information about the regulation rules for the withdraw application is available on this page.
- You can withdraw from the course by clicking the "Withdraw" button on the three dots to the left of the course you want to withdraw. This course will appear directly on your transcript with a grade of W.
- In order to withdraw from any course, you must have at least 2 courses.
- You can withdraw from a maximum of 1 course in a semester.

GPA Simulation

STUDENT CGPA SIMULATION

Student Information

Student No: _____ Name Surname: _____ Program: _____ CGPA: _____

Academic Year/Semester: _____

COURSE CODE	COURSE NAME	CREDIT	ECTS CREDIT	LETTER GRADE
		4.0	8.0	
		3.0	6.0	
		3.0	6.0	
		1.0	1.0	
		4.0	7.0	
		3.0	5.0	
		3.0	5.0	

- On the Grade Point Average Simulator screen, you can enter grades for the courses you are currently taking and calculate your GPA.
- Once you have selected a letter grade from the relevant field, and you have clicked on the “Calculate” button located at the bottom of the screen, you can view your GPA at the bottom of the table listing your courses.
- If you would like to calculate your GPA in another program in which you are registered, you will need to indicate the program from “Other Programs”.

Financial Information



PAYMENT INFORMATION

TR





Student No:

TC ID Number:

Name Surname:

Faculty:

Program:

+ MAKE PAYMENT

2022-2023

TUITION

WITH INSTALLMENT	CASH	DUE DATE

DUE DATE	AMOUNT TO BE PAID	AMOUNT PAID	DATE OF PAYMENT
			Balance: \$0,00

>

- You can view your financial information and make your payments on this screen.
- You can view your personal information and the faculty and program to which you have made or will be making payments on the top of the screen. Be sure your details are correct.
- Clicking the “Pay” button will direct you to the “E-Payment” page. You can make a payment by clicking on the “Pay” button in the “Fees and Payment Options” tab.



E-payment

[Fees and Instalments](#)

[Pay](#)

₹

Advance Payment

₹

PAY



E-payment

 Fees and Installments

 Pay

Total Amount

₺

Amount paid

₺

Amount to be Paid

Remaining Amount

₺

Card Number

Card Owner

Month

Year

CVC

Select

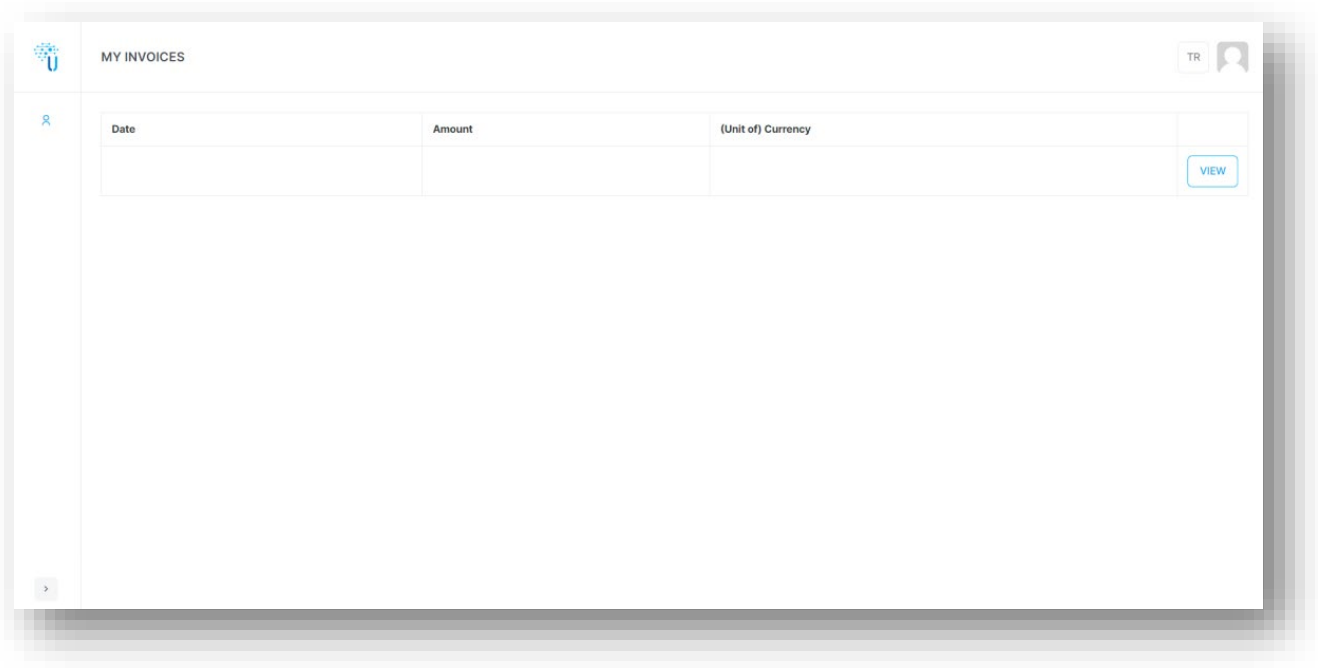
Select

☐ On BilgiIendime Formu'nu okudum onayliyorum.

PAY

₺

My Invoices



- You can access your invoice information and PDF documents from the My Invoices screen in the menu.