

# WELCOME TO THE DEPARTMENT OF INTERNATIONAL RELATIONS

Undergraduate Handbook 2024/25





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## **Introduction**

Navigating the academic landscape at Özyeğin University involves understanding various policies and procedures that are crucial for your success. This handbook provides essential information that you'll need throughout the academic year, including who to contact for advice, how we support and communicate with you, and our policies regarding teaching and assessment.

As an undergraduate student in the International Relations program, it is important to be aware of the academic standards, available resources, and the processes to support your educational journey. This handbook offers detailed information on academic performance criteria, accessing grades, examination protocols, and the necessary steps for handling academic requirements such as make-up exams and extensions. It also highlights the support services available to ensure you can achieve your academic goals effectively.

## **Welcome from our Head of Department**

Dear Students,

Welcome to the Department of International Relations at Özyeğin University. As the department head, I am thrilled to have you join us for this exciting academic journey.

Studying International Relations opens doors to understanding the complexities of our global society. Our dedicated faculty members bring diverse perspectives and cutting-edge research to provide you with a comprehensive education.

I encourage you to engage in debates, participate in research projects, and take advantage of internships and study abroad programs. These experiences will enrich your understanding and prepare you for future careers in diplomacy, policy, civil society, and the private sector as global leaders.

Once again, welcome. We look forward to supporting you every step of the way.

Best regards,  
Prof. Deniz Ş. Sert

## Department of International Relations at Özyeğin University

The International Relations program at Özyeğin University offers a rigorous international and perspective on the contemporary global system. The program aims to foster analytical thinking about complex global problems and equip students with cross-cultural understanding and language expertise. Launched in Fall 2013, the BA program has become one of the best International Relations programs in Turkey.

The curriculum includes foundational courses such as International Relations Theory, International Law, Foreign Policy Analysis, and Turkish Foreign Policy. Additionally, the program offers area studies courses on the European Union, Russia, the Middle East, and Africa, as well as specialty courses on Leadership, International Migration, Political Institutions, Peace, Conflict, and Security Studies.

### Degree Requirements

To graduate with a B.A. in International Relations, you must complete 29 required courses, accumulating at least 240 credits, and maintain a GPA of at least 2.0. The degree requirements include:

**Required Courses:** These courses introduce you to the academic disciplines foundational to the study of international relations, including Politics, Economics, and History.

**Second Foreign Language Elective:** Learning an additional language enhances your career prospects and global outlook. Available languages include Russian, French, German, Arabic, Italian, and Spanish.

**Program Electives:** With 8 elective courses, you can develop expertise in your chosen focus within international relations, such as Regional Politics, Peace, Conflicts, and Security Studies.

**Program Internship:** Özyeğin University's graduation requirements include up to six mandatory credit internships. To enroll in the compulsory internship course "IR 390," you must complete the prerequisites (SEC 201, SEC 202, and 60 credits) specified by your program. For questions regarding the internship and to schedule an appointment with the internship coordinator professors, contact [irinternship@ozyegin.edu.tr](mailto:irinternship@ozyegin.edu.tr)

**For more information about degree requirements:**

<https://www.ozyegin.edu.tr/en/international-relations/undergraduate-ba-program/degree-requirements>

## Course Registration, Add/Drop, and Withdrawal Periods

Course registration involves selecting courses for the semester. For the first semester of the freshman year, courses are pre-determined and registered by the Student Services Department. Students must pay their tuition fees within the dates posted on the academic calendar and register for courses via the Student Information System (SIS).

The add/drop period usually occurs during the first two weeks of the semester. During the add/drop period, students can change their registered courses without any record, as per the deadlines in the academic calendar.

The withdrawal period typically occurs in the middle of the semester. During this time, students can withdraw from courses online via SIS. Withdrawn courses will appear on transcripts with a “W” grade. Note that withdrawals are not allowed after the deadline, and no refunds are given for withdrawn or canceled courses.

For specific dates and deadlines, please refer to the Academic Calendar for the 2024 - 2025 academic year.

## Double Major & Minor Program

Students have the opportunity to pursue a major or minor program in addition to their primary field of study. Before pursuing a minor or double major program, students should consider the graduation requirements. To graduate from a minor program, students



must accumulate at least 270 credits (including 240 from their main program and an additional 36 from the minor). Double major students need to complete 240 credits from their primary major and check about the requirements of their secondary major with the relevant faculty. The academic program in which the student was enrolled at time of double major application is called “primary major”, while the second academic program declared by the student is called “secondary major”.

Applications for double major and minor program are announced at the beginning of the Fall and Spring semesters

**For more information:**

<https://www.ozyegin.edu.tr/en/international-trade-and-business/undergraduate-ba-program/double-major-and-minor-program>

## **Assessment and Examining**

### **Grading system**

<b>Grade</b>	<b>Coefficient</b>
<b>A</b>	<b>4</b>
<b>A-</b>	<b>3,7</b>
<b>B+</b>	<b>3,3</b>
<b>B</b>	<b>3</b>
<b>B-</b>	<b>2,7</b>
<b>C+</b>	<b>2,3</b>
<b>C</b>	<b>2</b>
<b>C-</b>	<b>1,7</b>
<b>D+</b>	<b>1,3</b>
<b>D-</b>	<b>1</b>
<b>F</b>	<b>0</b>
<b>U</b>	<b>Unsatisfactory</b>
<b>S</b>	<b>Satisfactory</b>
<b>I</b>	<b>Incomplete</b>

The minimum passing grade for undergraduate students is “D”. The total grade point a student has obtained from a course is calculated by multiplying the ECTS credits of the relevant course with the coefficient of the end-of-semester grade received from the course. Undergraduate students with a minimum CGPA of 2,00 at the end of any semester are deemed “Satisfactory”, while students with a CGPA lower than 2,00 at the end of any given semester are deemed to be “on Probation”. Students with a GPA between 3,00 and

3,49 are deemed “honor”; and those with a minimum graduation GPA of 3,50 are deemed “high honor”.

Students who fill out the course evaluation forms for all the courses they have taken within the announced period are granted access to their grades via the SIS at the end of the semester. Those who do not complete the evaluations will have their grades released later. Official transcripts of grades can be requested through the SIS and received in the student service.

## Exams

Midterms, quizzes, additional lectures, and final exams for face-to-face courses are held on campus. Quizzes and midterms for online courses are administered online. Information about upcoming midterms and final exams is provided in the syllabus and can be accessed on SIS. Exams can be either closed-book or open-book, depending on the course requirements. Students who miss a midterm examination may take a make-up exam, subject to the course instructor’s and/or department’s executive board’s approval. To be eligible, students must submit a written petition to the Dean/Director’s office and provide a sick leave report to the administrative staff within 3 business days of the missed exam or academic requirement.

Valid sick leave reports must be obtained from the following institutions: Hospitals or health institutions under the Social Security Institution (SGK), Ministry of Health (MH), or Turkish Armed Forces (TSK); State and Foundation Universities; University-recognized health institutions listed on the university’s website; and the University’s Health Center. Students who miss their final exams or do not pass despite meeting the requirements may be eligible for a composite examination.

## Plagiarism and Academic Dishonesty

Academic dishonesty includes plagiarism, cheating, misrepresentation, fabrication, and aiding others in misconduct. Özyeğin University has a zero-tolerance policy for all forms of academic dishonesty. Plagiarism, in particular, is the use of someone else’s work without proper acknowledgment and is treated as a serious offense. Violations result in penalties, including receiving zero points for the work and possible disciplinary action.

For more information, visit the [Code of Ethics](#).

## Classroom Rules and Attendance Policy

**1. Punctuality:** Please arrive on time for all classes. Late entrance disrupts the flow of the lesson and can be distracting to your fellow classmates.

**2. Attendance:** Regular attendance is crucial for your academic success. Missing class



without a valid reason not only hampers your learning but also affects the overall dynamics of the class. As of 2024-2025 academic year, failing to meet the minimum attendance requirement of 70% will result in failing the course. This includes absences due to illness, so it's important to manage your health and attendance accordingly.



**3. Leaving Class:** Unless it's an emergency situation, refrain from leaving the class once it has started. If you anticipate needing to leave early, please inform the instructor beforehand.

**4. Computer / Tablet / Phone Usage:** Avoid using your computers/tablets/phones for non-academic purposes during class time. Texting, browsing social media, gaming, watching videos, or any other form of strolling can be disruptive and disrespectful to the instructor and your peers.

## LMS

LMS is the Learning Management System that provides students with access to materials and assignments related to the courses they are enrolled in; and provides the opportunity to communicate with the course instructor. After students prepare a given assignment, they can send it to the course instructor. This application provides a rich and flexible learning environment. You can use the Moodle application, which is used as the Learning Management System infrastructure at our university, by downloading it from mobile markets as well as your web browsers.

## SIS

The Student Information System (SIS) is a comprehensive platform that manages all student-related processes, including applications, enrollments, registrations, personal records, courses, grades, scholarships, payments, document requests, and graduation.

Through SIS, you can register for courses, apply for dormitories, and view your grades. Additionally, SIS allows you to see your academic advisor and apply for minor or double major programs, as detailed in the “Double Major & Minor Program” section.

## Library Resources

Özyeğin University Library spans three floors and houses over 1,000,000 e-books and 72,000 printed books. For students in the International Relations program, most relevant books can be found under the call number J. You can also find useful books under D (History), E-F (History of The Americas), K (Law), and U (Military History).

To locate a book, simply enter your keyword into the library catalog. The search results will include both print and e-books. If the book you need is not available in the library, you have two options for requesting it:

1. Interlibrary Loan (ILL) Request: This free service allows you to borrow books from other libraries.
2. Library Resources Request: You can suggest new books for the library to acquire.

For research, the library offers access to 138 databases. You can narrow your search by selecting featured databases for social science subjects, including international relations. Additionally, the library provides a dedicated webpage for the International Relations program, where you can easily access useful websites, articles, databases, and journals.

The library is designed as a real living and learning center, providing a warm, pleasant, and productive environment that encourages group activities. There are several group study rooms equipped with LCD screens and whiteboards. You can book a study room for yourself or a group through the SIS.

## Academic Staff & Assistants

The Department of International Relations consists of 12 permanent faculty members and 4 research assistants. Each student will be assigned an academic advisor from the faculty. This advisor will assist students in navigating their courses, academic life, and career paths.

If students have questions about class content, are confused about class materials, or want to review a paper or exam, they can attend their professor’s office hours. Attending



office hours, whether in person or online, provides valuable time to better understand class content and the professor's expectations, which can significantly impact academic success. Check your syllabus to find out when and where your professor holds office hours. Then, email your professor to book an appointment during their office hours.

**For more information:**

<https://www.ozyegin.edu.tr/en/international-relations/faculty-members>

## Faculty Members



**Deniz Sert**

Professor & International Relations Department Chair

Areas of expertise: Migration Studies

Email: [deniz.sert@ozyegin.edu.tr](mailto:deniz.sert@ozyegin.edu.tr)

Office: Room AB-261



**Evren Balta**

Professor

Areas of Expertise: Comparative Politics, International Politics

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**Erdem Demirtaş**

Lecturer

Areas of Expertise: Comparative Politics, Constitutional Development

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**Ezgi Elçi**

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**Ebru Ertugal**

Associate Professor

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**Samarjit Ghosh**

Lecturer & Exchange program coordinator

Areas of Expertise: International Security

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**Faik Gür**

Associate Professor

Areas of Expertise: Politics in Turkey, Politics of Agriculture and Food

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**Erzen Öncel**

Assistant Professor

Areas of Expertise: Political Institutions, Research Methods

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**Behlül Özkan**

Associate Professor

Areas of Expertise: Cold War, Political Islam

Email: behlul.ozkan@ozyegin.edu.tr



**Murat Somer**

Professor

Areas of Expertise: Comparative Politics, Polarization and Democracy

Email: murat.somer@ozyegin.edu.tr



**H. Akin Ünver**

Associate Professor

Areas of Expertise: International Security, Data Science

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## Research Assistants



**Hatice Betül Bal**  
Research Assistant  
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**Deniz Girgin**  
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**Taşkın Toprak İpek**  
Research Assistant  
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**Alper Yılmaz**  
Research Assistant  
Email: alper.yilmaz@ozyegin.edu.tr

## Administrators

The Department of International Relations has 3 members of administrative staff dedicated to professionally counseling students, coordinating schedules, and ensuring that students meet the requirements for graduation. Students must submit their sick leave reports to one of these staff members.



**Gül Harrison**  
Faculty Administrative Manager  
Email: gul.harrison@ozyegin.edu.tr  
Office: AB2 266



**Arzu Akgül**  
Administrative Supervisor  
Email: arzu.akgul@ozyegin.edu.tr  
Office: AB2 266



**Çiğdem Güler**  
Administrative Supervisor  
Email: cigdem.guler@ozyegin.edu.tr  
Office: AB2 266

## Student Representation

Student Representatives act as the link between students and the university regarding all course-related matters. They gather feedback from students and share it with relevant staff and the university to enhance the student experience for both current and future students. For the International Relations program, there are two student representatives you can contact:

**Rana Gümüş**  
Student Representative  
Email: rana.gumus@ozu.edu.tr  
WhatsApp: +90 507 0497989

**Iana Prokopeva**  
International Student Representative  
Email: iana.prokopeva@ozu.edu.tr  
WhatsApp: +7 912 971 3259

## Exchange Programs

For International Relations students at Özyeğin University, there are two exchange programs available: Erasmus+ and Global Exchange.

### Erasmus+

This program offers the opportunity to study abroad in an EU country for a period of 2 to 12 months. Outgoing exchange students are responsible for paying their regular tuition fees at Özyeğin University and benefit from a tuition fee waiver at the host institution. The application criteria include:

- A minimum CGPA of 2.20/4.00 for undergraduate students
- A minimum score of 60/100 on the 2024 Erasmus Language Exam (ELE)
- Completion of at least 24 ECTS credits at the time of application

For more information:

<https://www.ozyegin.edu.tr/en/international-cooperation-exchange-programs/erasmusprogram>

## Global Exchange

This program allows students to study a semester of their degree at a partner institution of Özyeğin University without paying tuition fees to the host institution. However, unlike the Erasmus+ program, there is no financial support system. The program mainly consists of study mobility in non-European countries. Students in the Global Exchange program pay their tuition fees to Özyeğin University only and are exempt from the host institution's tuition fees.

**For more information:**

<https://www.ozyegin.edu.tr/en/international-cooperation-exchange-programs/global-exchange-program/outgoing-students>

**For a list of partner institutions for both programs:**

<https://www.ozyegin.edu.tr/en/international-cooperation-exchange-programs/partner-institutions>

**For making an appointment with International Exchange Programs office:**

<https://my.ozyegin.edu.tr/en/page/14051>

Students can also consult their academic advisor and the Erasmus coordinator of the International Relations department, Samarjit Ghosh, before applying for the exchange programs.

## Seminars, Conferences and Talks in the Department

To get the most out of your degree, active participation in department-organized events is essential. Seminars, conferences and talks are a fundamental part of the academic experience, helping to build both social and intellectual connections. They are vital to university life, with speakers presenting cutting-edge research and global insights. Attending these seminars will not only boost your intellectual development but also, through thoughtful participation and insightful questions, contribute to the university's academic reputation.

The International Relations Department at Özyeğin University regularly organizes multiple events each month. You can find information about these events on the MyOZU app or by visiting the department's page under the [events section](#).

## Özyeğin University's Services to Support You

Alongside the library as a valuable resource for studies and research, Özyeğin University has several offices that you can easily access and use to support your academic journey. Here are some examples with a brief description of each:

## ÖzU English Language Support Center

Whether you are an international student or a Turkish citizen, there are plenty of ways to improve and practice using the English language for your academic work at Özyeğin University. For undergraduate students, the English Language Support Center offers comprehensive assistance through three specialized centers: the Study Center, the Speaking Center, and the Writing Center.

**For more information or appointments visit the library**

### Writing Center

OzU Writing Center is located on the ground floor of the library and is accessible to all students. It aims to improve academic writing skills in English by providing feedback on assignments, research papers, and projects assigned by the departments.

**For more information or appointments visit the [Writing Center](#).**

### Psychological Development Services

Psychological Development Services offered by Özyeğin University aim to facilitate students' adaptation to university life, contribute to their personal development, and raise their self-awareness. They address a variety of issues, including but not limited to challenges in adjusting to university and dormitory life, interpersonal relationship challenges, family issues, academic challenges such as poor concentration, procrastination, and lack of motivation, as well as personal problems like shyness, and lack of self-esteem.

**For more information or appointments send an email to [counseling@ozyegin.edu.tr](mailto:counseling@ozyegin.edu.tr)**

### Professional Development Services

Özyeğin University's Professional Development Services offer a variety of career-related support, including events, one-to-one appointments, and access to resources and job opportunities through [LinkProfessional](#) platform. You can improve your resume with guidance from professional consultants using the OzU CV template, get help planning your career or finding internships and jobs, and prepare for job interviews by learning about common questions.

**For more information, visit [Professional Development](#).**



## Student Clubs

Özyeğin University boasts more than 50 student clubs. International Relations students may find the OzU Diplomacy Club particularly interesting. This club introduces students to diplomacy and highlights the importance of international relations. The club conducts current foreign policy analyses with expert assistance, facilitates interactions with diplomats, organizes training programs, and hosts events on global political developments. Additionally, the club helps students build their own business networks. It aims to prepare its members to be well-informed individuals who critically analyze global events and are aware of current issues.

For more information, send an email to [clubs.diplomacy@ozu.edu.tr](mailto:clubs.diplomacy@ozu.edu.tr)

## ÖzU Gender Office

The ÖzU Gender Office focuses on creating a safe and inclusive environment, prioritizing project-based gender equality initiatives, and developing partnerships with civil society and the private sector. It supports the development of new projects in gender equality for all employees and students. The office organizes training and events to improve gender awareness among stakeholders, establishes multi-stakeholder partnerships, and provides consultancy on gender-related issues. For any incidents of sexual harassment, you can appeal to the ÖzU Gender Office for assistance and guidance.

For more information, send an email to [gender.office@ozyegin.edu.tr](mailto:gender.office@ozyegin.edu.tr)

## ÖzU Office for Learning and Teaching Enhancement (OLTE)

The ÖzU Office for Learning and Teaching Enhancement (OLTE) is a key resource for students at Özyeğin University. It offers individual academic advising to help you develop self-regulation skills, manage time effectively, and create strategies to achieve your academic goals. The office also supports the use of technology in learning and research activities.

For more information, visit the [ÖzU OLTE website](#).

## Success Stories and Career Paths of ÖzU Alumni

At Özyeğin University, we take pride in the remarkable achievements of our alumni. Here are some of the success stories from graduates of the International Relations program:

### Dide Sezer (IR Class of '24)

Dide has been accepted to University College London for an MSc in Digital Humanities, demonstrating the diverse opportunities available to our graduates.

### **Sevval Alparslan (IR Class of '24)**

Sevval has secured offers from three prestigious institutions for her master's degree: Institut Barcelona d'Estudis Internacionals in International Relations, University of Amsterdam in European Politics and External Relations, and Vrije Universiteit Amsterdam in International Management.

### **Figensu Gezer (IR Class of '23)**

Figensu is pursuing an MA in International Politics and Economic Relations at the University of Macerata, Italy.

### **Kürşat Yalçın (IR Class of '23)**

Kürşat was admitted to Koç University CEMS - The Global Alliance in Management Education MIM - Masters of Science program with a 100% Merit Scholarship and graduated in Summer 2024, highlighting the competitive edge our students possess.

### **İkra Yetimoğlu**

İkra has been admitted to the University of Reading (UK) for a master's program in International Commercial Law, further illustrating the diverse career paths available to our graduates.

## **Ministry of Foreign Affairs Achievements**

Two of our first cohort students from the International Relations and Globalization Master's program, İsmail Yonsuz and Mustafa Enes Özün, passed the Ministry of Foreign Affairs exams. İsmail is now a Consular and Specialized Officer, while Mustafa is a Candidate Professional Officer, both serving at the Ministry. These stories reflect the dedication and excellence of our students, the quality of education at Özyeğin University, and the diverse career paths available to our graduates.

## **Writing Email to Professor**

When writing an email to your professor, make sure to carefully check the syllabus for information first. If the syllabus or other resources can't answer your question, send your inquiry to the professor. Here are some tips and a sample email template:

### **Tips:**

- Use your university email to show that you are writing about academic matters.
- Write a subject line that clearly states what your email is about in a few words
- Start with a proper greeting.
- Include your name, the class you attend, and the section if available.
- Get straight to the point.
- End with a polite closing such as "Thank you for your understanding and support," or simply "Thanks for your time."
- Use a closing phrase like "Best," "Thanks," "Sincerely," or "Regards."
- Finish with your name.

## Sample Email:

Subject: Help with [Class name]

Dear Professor [Last Name],

My name is [Your Name], and I am a student in your [Class Name], section [Section Number]. I hope this email finds you well.

I have been reviewing the class materials, but I am still unclear about [specific topic or concept]. I checked the syllabus and other resources, but I couldn't find the answer to my question. Could you please provide some clarification on this topic?

Additionally, I would like to discuss my recent paper/exam with you during your office hours. According to the syllabus, your office hours are [day and time]. Please let me know if I need to book an appointment or if I can drop in during that time.

Thank you for your understanding and support.

Best regards,  
[Your Full Name]  
[Your Student ID]



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