



**OSTİMTECH**  
**THE WORLD IS**  
**WAITING FOR YOU!**



OSTİM TEKNİK  
ÜNİVERSİTESİ  
A N K A R A

# OSTİMTECH BEGINNER'S GUIDE

#OSTİMTECH  
[ostimteknik.edu.tr](http://ostimteknik.edu.tr)

## UNIVERSITY SETTLEMENT PLAN

- Campus Building Floor Planning:
  - 2 Physics and Chemistry Labs
  - 1st-floor Library
  - 2nd-floor Dining Hall
  - 3rd and 4<sup>th</sup>-floor Classrooms and Computer Labs
  - 3rd-floor Conference Room
  - 5th-floor Administrative Sciences
  - 6<sup>th</sup>-floor Vocational School Offices
  - 7th and 8<sup>th</sup>-floor Engineering Faculty Offices
  - 9<sup>th</sup>-floor Faculty of Economics and Administrative Sciences Offices
  - 10th-floor Office of the Rectorate

Please click on the link for the virtual tour:

<https://sanalziyaret.com/tr/otu360v3/>



## STUDENT AFFAIRS INFORMATION SYSTEM (OBS)





Türkçe 

User Name:

Password

Sum of the  
Numbers

 Login

 Login with E-Government

[Password Reset](#)

Remaining Time to Log In 04:38

To access the Student Affairs Information System, students must visit our university's website and click on the INFORMATION SYSTEMS section. Then, please find and click on the "Student Information System". The direct link to access the OBS system is as follows:

<https://obs.ostimteknik.edu.tr/>

Login info:

- ✓ Username: student number
- ✓ Password: Ot123456
- ✓ Those who have an E-Government password can also log in with E-Government.

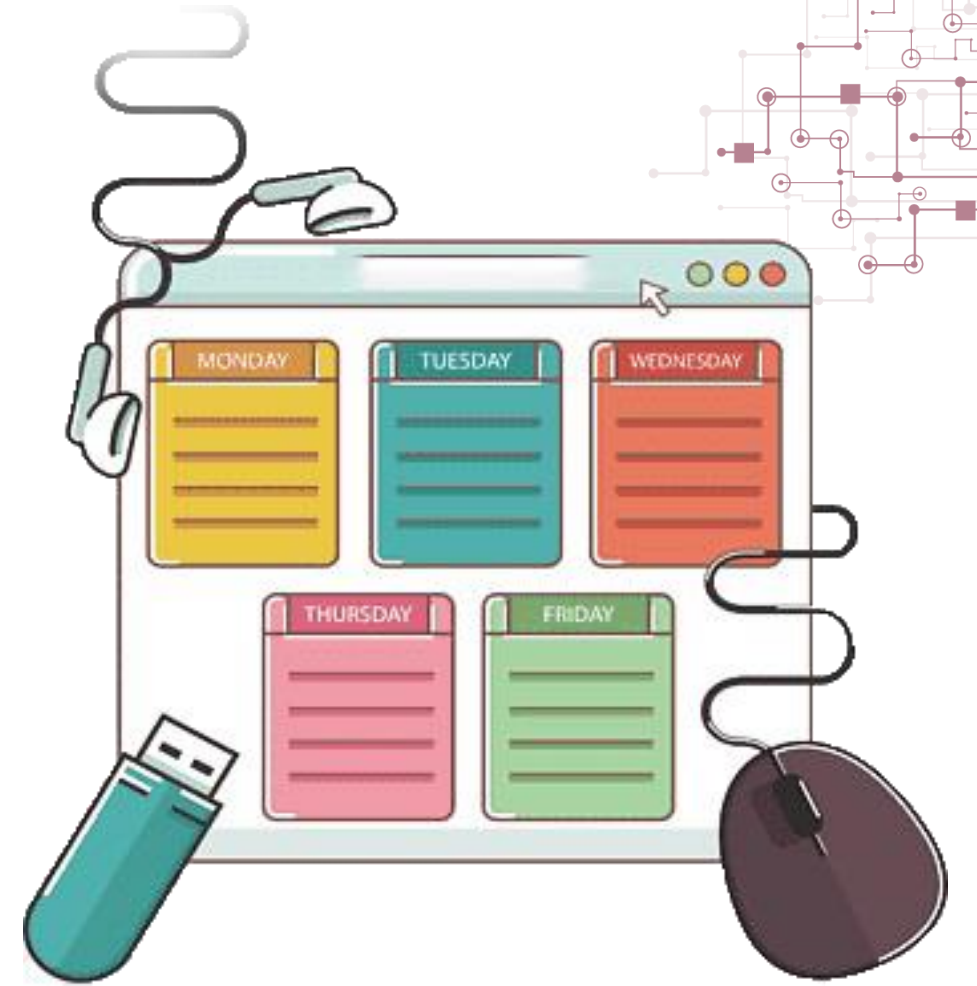
## WEEKLY SCHEDULE

There are two different ways to access the weekly schedule:

1. You can access the current course schedule using the SAIS system.
2. You can access the course schedule by entering the OstimTech website and selecting the relevant department.

<https://www.ostimteknik.edu.tr/faculty-of-engineering-222>

Note: Program updates on the website take a certain amount of time. For this reason, it is recommended to check and follow the Schedule in the OBS system.



# STUDENT AFFAIRS INFORMATION SYSTEM (OBS)

Öğrenci Bilgi Sistemi

Genel İşlemler

- Kullanım Kılavuzu
- Özlük Bilgileri
- Genel Bilgiler
- Akademik Takvim
- Danışman Bilgileri
- Alınan Dersler
- Program Dersleri
- Sınav Takvimi
- Ders Programı
- Bölüm Ders Programı
- Harç Bilgileri
- Staj Bilgileri
- Genel Duyurular
- Mezuniyet Onay Bilgileri

Ders ve Dönem İşlemleri

- Form İşlemleri
- YÖKSİS İşlemleri
- Hazırlık İşlemleri
- Başvuru İşlemleri
- Kullanıcı İşlemleri

Dönem | 2021-2022 Bahar

Yazdır

| Pazartesi   |            |   |             |                  | Salı        |            |   |             |                 |
|-------------|------------|---|-------------|------------------|-------------|------------|---|-------------|-----------------|
| Saat        | Ders Kodu  | Ders Adı                                      | Derslik     | Öğretim Elemanı  | Saat        | Ders Kodu  | Ders Adı                                      | Derslik     | Öğretim Elemanı |
| 13:00-13:50 | YZL 104(3) | Bilgisayar Programlama II (C/C++ Programlama) | 406[50]     | Yücel Tekin      | 09:00-09:50 | FZK 122(2) | Mühendislik Fiziyi II                         | 2-25[173]   | ESRA YÜKSELTÜRK |
| 14:00-14:50 | YZL 104(3) | Bilgisayar Programlama II (C/C++ Programlama) | 406[50]     | Yücel Tekin      | 10:00-10:50 | FZK 122(2) | Mühendislik Fiziyi II                         | 2-25[173]   | ESRA YÜKSELTÜRK |
| 15:00-15:50 | YZL 104(3) | Bilgisayar Programlama II (C/C++ Programlama) | 406[50]     | Yücel Tekin      | 11:00-11:50 | FZK 122(2) | Mühendislik Fiziyi II                         | 2-25[173]   | ESRA YÜKSELTÜRK |
| 17:00-17:50 | UHG 152(1) | Geleceğin İnşası                              | MF 101[200] | İLHAMİ KIZIROĞLU | 13:00-13:50 | YZL 104(3) | Bilgisayar Programlama II (C/C++ Programlama) | 439[40]     | Yücel Tekin     |
|             |            |   |             |                  | 14:00-14:50 | YZL 104(3) | Bilgisayar Programlama II (C/C++ Programlama) | 439[40]     | Yücel Tekin     |
|             |            |   |             |                  | 15:00-15:50 | GRS 122(1) | Girişimcilik II                               | MF 101[200] | BEGÜM ŞAHİN     |
|             |            |   |             |                  | 16:00-16:50 | GRS 122(1) | Girişimcilik II                               | MF 101[200] | BEGÜM ŞAHİN     |

| Çarşamba    |            |                           |           |                 | Perşembe    |            |                           |             |                    |
|-------------|------------|---------------------------|-----------|-----------------|-------------|------------|---------------------------|-------------|--------------------|
| Saat        | Ders Kodu  | Ders Adı                  | Derslik   | Öğretim Elemanı | Saat        | Ders Kodu  | Ders Adı                  | Derslik     | Öğretim Elemanı    |
| 09:00-09:50 | FZK 122(2) | Mühendislik Fiziyi II     | B-42[40]  | ESRA YÜKSELTÜRK | 13:00-13:50 | MAT 122(2) | Mühendislik Matematiği II | 432[72]     | ŞEHLA EMİNOĞLU     |
| 10:00-10:50 | FZK 122(2) | Mühendislik Fiziyi II     | B-42[40]  | ESRA YÜKSELTÜRK | 14:00-14:50 | MAT 122(2) | Mühendislik Matematiği II | 432[72]     | ŞEHLA EMİNOĞLU     |
| 13:00-13:50 | MAT 122(2) | Mühendislik Matematiği II | Z-25[173] | ŞEHLA EMİNOĞLU  | 16:00-16:50 | ENG 112(3) | Akademik İngilizce II     | MF 107[200] | İBRAHİM MERT ÖNCEL |
| 14:00-14:50 | MAT 122(2) | Mühendislik Matematiği II | Z-25[173] | ŞEHLA EMİNOĞLU  | 17:00-17:50 | ENG 112(3) | Akademik İngilizce II     | MF 107[200] | İBRAHİM MERT ÖNCEL |
|             |            |                           |           |                 | 18:00-18:50 | ENG 112(3) | Akademik İngilizce II     | MF 107[200] | İBRAHİM MERT ÖNCEL |

| Cumartesi   |            |                 |             |                 |
|-------------|------------|-----------------|-------------|-----------------|
| Saat        | Ders Kodu  | Ders Adı        | Derslik     | Öğretim Elemanı |
| 09:00-09:50 | İYE 124(1) | İş Yeri Eğitimi | MF 102[200] | CENGİZ SERTKAYA |
| 10:00-10:50 | İYE 124(1) | İş Yeri Eğitimi | MF 102[200] | CENGİZ SERTKAYA |
| 11:00-11:50 | İYE 124(1) | İş Yeri Eğitimi | MF 102[200] | CENGİZ SERTKAYA |
| 12:00-12:50 | İYE 124(1) | İş Yeri Eğitimi | MF 102[200] | CENGİZ SERTKAYA |
| 13:00-13:50 | İYE 124(1) | İş Yeri Eğitimi | MF 102[200] | CENGİZ SERTKAYA |
| 14:00-14:50 | İYE 124(1) | İş Yeri Eğitimi | MF 102[200] | CENGİZ SERTKAYA |
| 15:00-15:50 | İYE 124(1) | İş Yeri Eğitimi | MF 102[200] | CENGİZ SERTKAYA |

| Ofis Danışmanlık Saatleri  |          |                 |             |             |
|----------------------------|----------|-----------------|-------------|-------------|
| Danışman                   | Gün      | Başlangıç Saati | Bitiş Saati | Açıklamalar |
| Dr. Öğr. Üyesi Yücel Tekin | Perşembe | 14:00           | 16:00       |             |

Not: Uygulama saatleri yeşil renkle gösterilir

Ex: YZL 104(1) under the heading of Course Code means 1st branch. Lessons learned Br. It has the same meaning as the title.

ÖSTİM TEKNİK ÜNİVERSİTESİ

Öğrenci Bilgi Sistemi

Genel İşlemler

- Kullanım Kılavuzu
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- Genel Bilgiler
- Akademik Takvim
- Danışman Bilgileri
- Alınan Dersler
- Program Dersleri
- Sınav Takvimi
- Ders Programı
- Bölüm Ders Programı
- Harç Bilgileri

2022-2023 Güz

Alınan Dersler

Dönem | 2021-2022 Bahar

Yazdır

| # | Ders Kodu | Şb | Ders Adı                                      | Krd | T+U | AKTS | Snf | Z/S |
|---|-----------|----|---|-----|-----|------|-----|-----|
| 1 | ENG 112   | 3  | Akademik İngilizce II                         | 3   | 3+0 | 3    | 1   | Z   |
| 2 | YZL 104   | 3  | Bilgisayar Programlama II (C/C++ Programlama) | 4   | 3+2 | 6    | 1   | Z   |
| 3 | UHG 152   | 1  | Geleceğin İnşası                              | 1   | 1+0 | 1    | 1   | Z   |
| 4 | GRS 122   | 1  | Girişimcilik II                               | 1   | 0+2 | 1    | 1   | Z   |
| 5 | İYE 124   | 1  | İş Yeri Eğitimi                               | 3   | 0+7 | 7    | 1   | Z   |
| 6 | FZK 122   | 2  | Mühendislik Fiziyi II                         | 4   | 3+2 | 6    | 1   | Z   |
| 7 | MAT 122   | 2  | Mühendislik Matematiği II                     | 4   | 4+0 | 6    | 1   | Z   |

Notlar

(Ders Sonuçlandırılmadı) Ne anlama geliyor :

- 1- Yarıyıl sonu sınavı notu henüz girilmedi
- 2- Tüm sınav notları girildi fakat harf notu henüz hesaplanmadı
- 3- Not girişi tamamlanmayan bütünlüme sınavı mevcut
- 4- Bütünlüme sınav notları girildi fakat henüz harf notu hesaplanmadı

Harf notu "-" olarak görünmesi ne anlama geliyor:

Akademik takvime göre harf notlarının ilan tarihi bekleniyor (Akademik takvimden ilgili tarihleri kontrol edebilirsiniz)

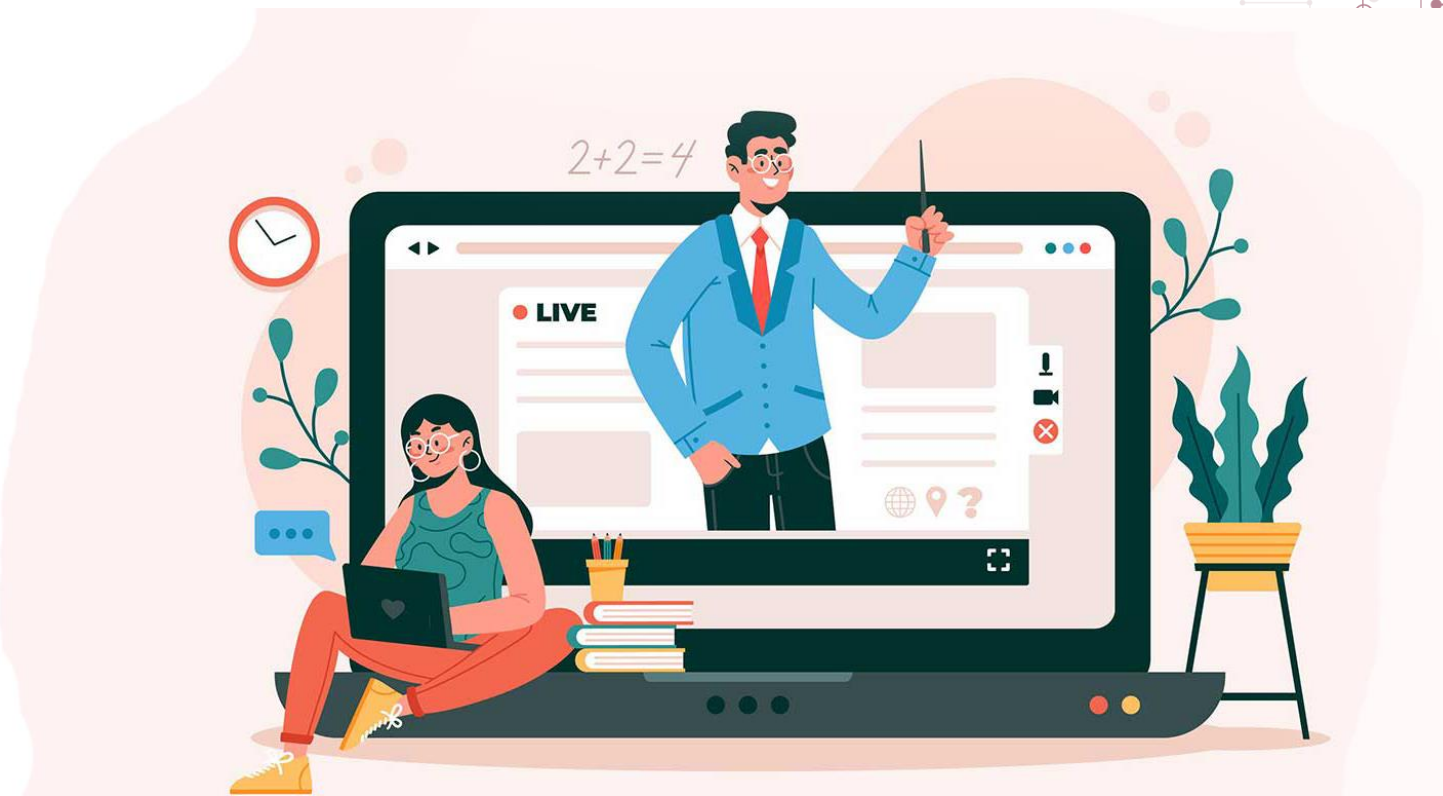
## HOW TO USE STUDENT E-MAILS

- To use your student e-mails, you must first activate your e-mail accounts.
  1. First, open the Microsoft Outlook log-in page.
  2. Enter your student e-mail address as the address.
  3. Password: Ot123456
  4. Completing the authentication steps



## APPLIED DISTANCE EDUCATION SYSTEM (OTUZEM)

- The OTUZEM system is an ONLINE system used for distance education.
- To access to OTUZEM:
  - ✓ Login to the OstimTech website.
  - ✓ Click on Information Systems.
  - ✓ Click on Distance Education System.





## DISTANCE EDUCATION (OTUZEM)

- Click on the link for the information video for the OTUZEM user manual:

[https://www.youtube.com/watch?v=z4Dyqdef0Oo&ab\\_channel=OST%C4%B0MTeknik%C3%9Cniversitesi](https://www.youtube.com/watch?v=z4Dyqdef0Oo&ab_channel=OST%C4%B0MTeknik%C3%9Cniversitesi)

- Login information:
  - ✓ Username: student e-mail address
  - ✓ E-mail Password: Ot123456
  - ✓ NOTE: To log in to your OTUZEM account, the student e-mail must be activated beforehand.

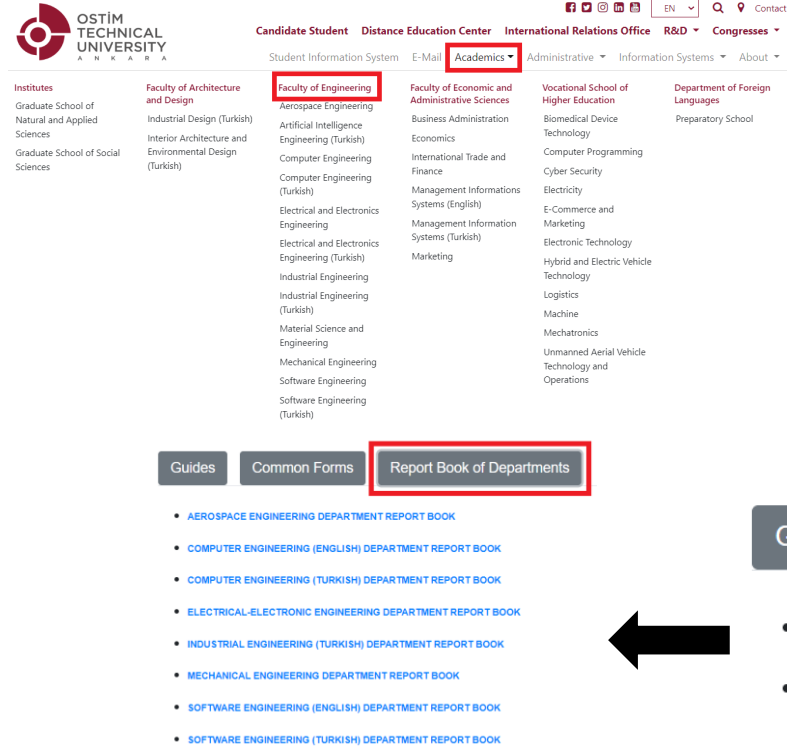
## PRACTICAL TRAINING

- OstimTech students take “Workplace Education” courses as of the 2nd semester of the 1st year of their education.
- This course aims to enable you to receive practical training in addition to the theoretical education taught at our university.
- Within the framework of the dates specified in the academic calendar, each student, except for the 2nd-semester of the 4th grade (during the last three months), applies to the companies to gain practical experience and performs the "15 Workdays" Workplace Training course after the final week ends.



# APPLIED EDUCATION DOCUMENTS

- OstimTech students go to companies 7 semesters and receive practical/applied education. You can access the required information regarding applied education by following these steps.



The screenshot shows the website's navigation menu. The 'Academics' dropdown menu is expanded, showing various faculties and departments. The 'Faculty of Engineering' is highlighted with a red box. Below the menu, there are three buttons: 'Guides', 'Common Forms', and 'Report Book of Departments', with 'Report Book of Departments' highlighted in red. A list of departmental report books is shown below, including Aerospace Engineering, Computer Engineering (English and Turkish), Electrical-Electronic Engineering, Industrial Engineering (Turkish), Mechanical Engineering, and Software Engineering (English and Turkish).



- Faculty of Engineering
- Dean's Message
- Departments
- Announcements
- Administration
- Workplace Program Documents**
- Schedules
- Open Positions
- Publications
- Contact
- Feedback & Suggestions

## Faculty of Engineering

### Workplace Program Documents

Guides   Common Forms   Report Book of Departments

Guides   **Common Forms**   Report Book of Departments

- END OF TERM EVALUATION FORM
- END OF TERM MENTOR EVALUATION FORM

**Guides**   Common Forms   Report Book of Departments

- WORKPLACE EDUCATION GUIDE
- EXERGY APPLICATION GUIDE

## PETITION HIERARCHY

- When you have a problem or request regarding the university, department, course, etc., you need to follow the petition hierarchy given below:
  1. Writing a petition to the Chairperson of the relevant department
  2. If no response is received within 30 days from the Department Chairperson; writing another petition to the Dean of the Faculty of Engineering



## SAMPLE E-MAIL

**To** Contact information: the e-mail address of the required person

**Cc** It is not always necessary to add a person to the information section. This field is filled if someone other than the main person you sent the e-mail to needs to see or wants to be notified about it.

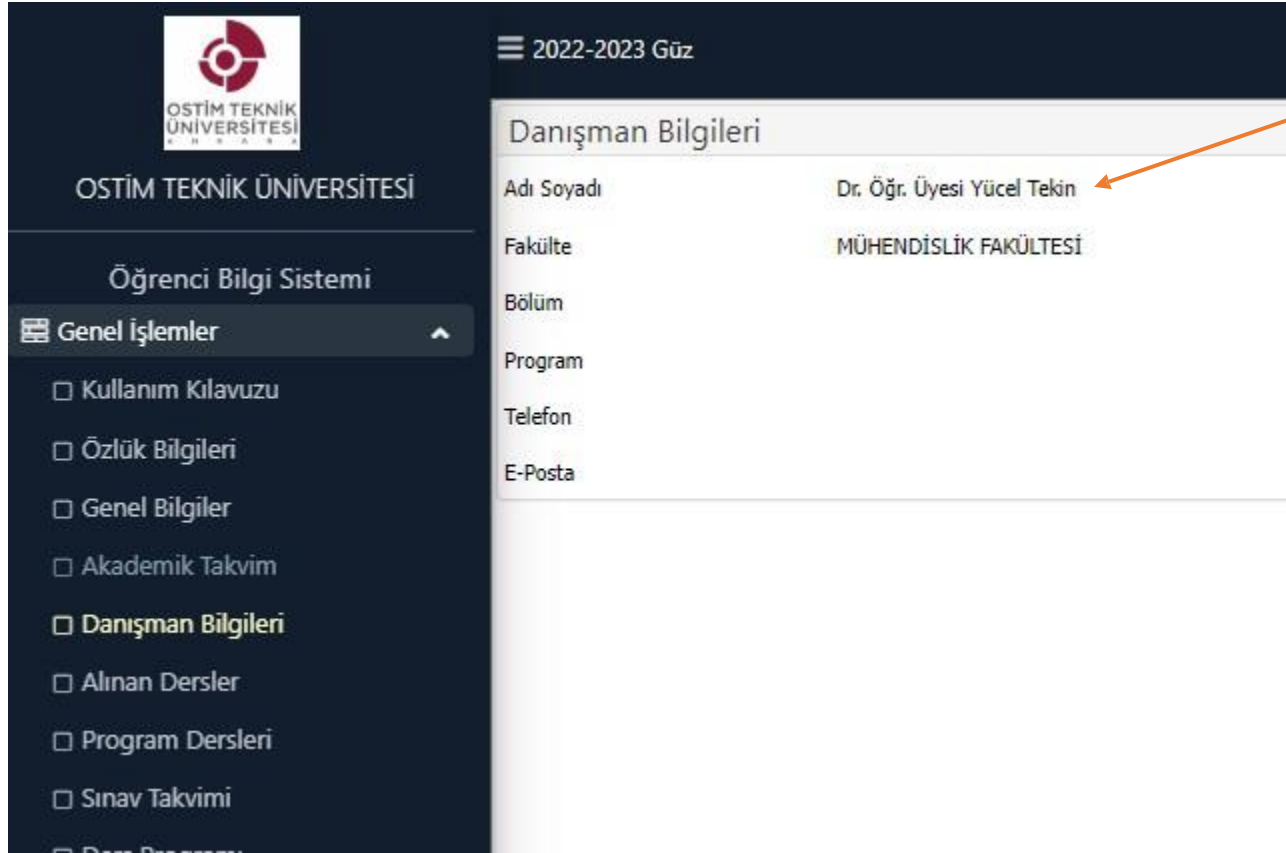
**Add a subject** Filling in the Subject section of an e-mail is significant.  
Please briefly specify the reason for sending the e-mail in this field  
For example: "Regarding the ..... course midterm exam"

After adding the subject section, the actual mail is typed here. Norms of writing e-mails are as follows;

1. It starts by addressing it to whom it may concern (For example: Hello Teacher, Dear Teacher, To the Relevant Authority etc.)
2. Then, one line of spaces is left and in the next line, information about the name, surname, number and department of the person who wrote the e-mail is specified, and the reason for writing the e-mail is explained.
3. Closing lines (For example: Thank you, I wish you good work etc.)
4. Finally, going to the bottom line; Yours faithfully,  
Name-Surname  
Student Number

## ADVISOR INFORMATION

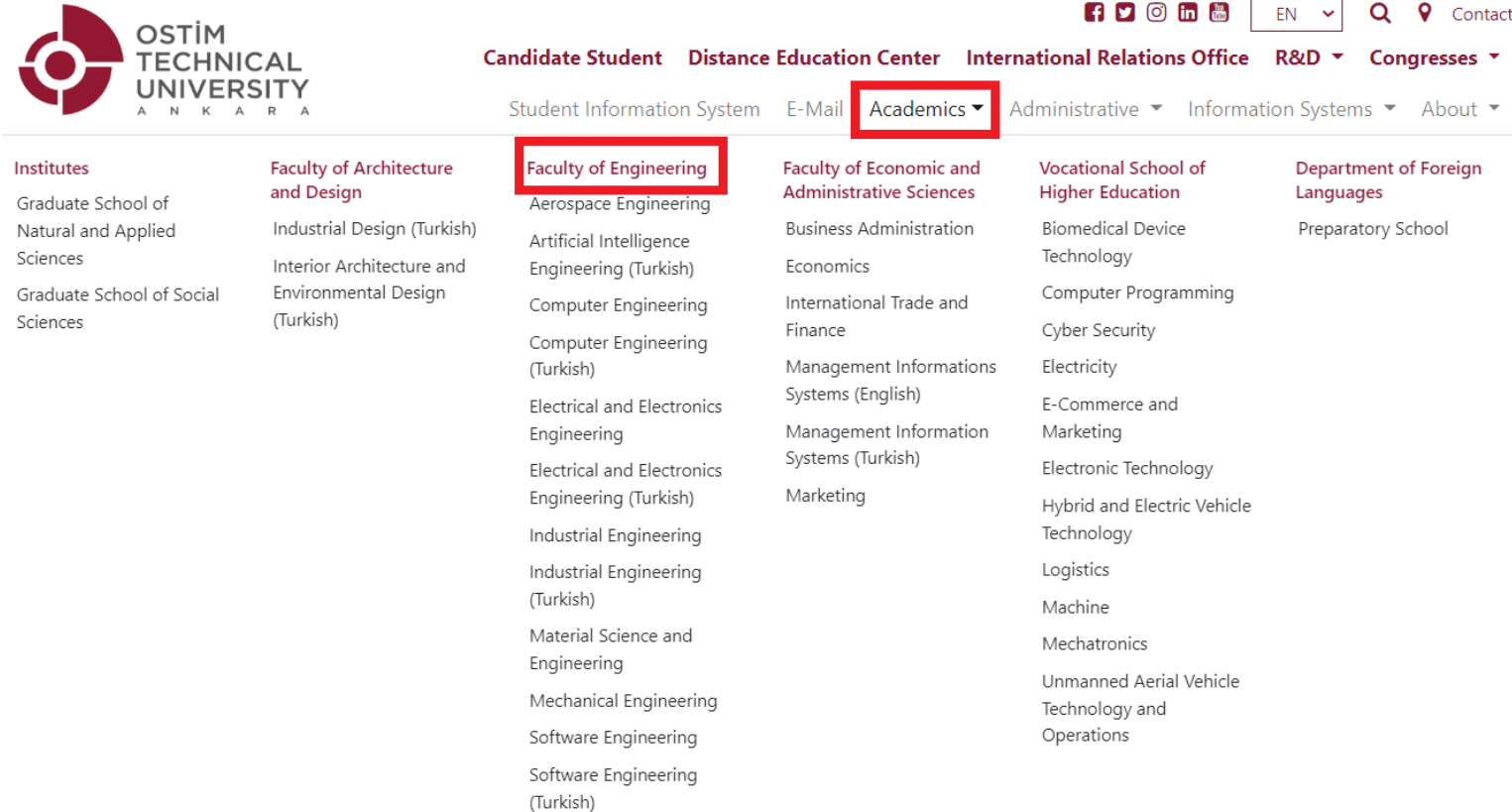
A sample advisor information page.



The screenshot displays the student information system interface. On the left, a dark sidebar contains the university logo and a menu with options like 'Genel İşlemler', 'Kullanım Kılavuzu', 'Özlük Bilgileri', 'Genel Bilgiler', 'Akademik Takvim', 'Danışman Bilgileri', 'Alınan Dersler', 'Program Dersleri', and 'Sınav Takvimi'. The main content area shows the 'Danışman Bilgileri' (Advisor Information) page for the 2022-2023 Güz semester. The advisor's name is 'Dr. Öğr. Üyesi Yücel Tekin', and the faculty is 'MÜHENDİSLİK FAKÜLTESİ'. Other fields like 'Bölüm', 'Program', 'Telefon', and 'E-Posta' are listed but empty.

| Danışman Bilgileri |                            |
|--------------------|----------------------------|
| Adı Soyadı         | Dr. Öğr. Üyesi Yücel Tekin |
| Fakülte            | MÜHENDİSLİK FAKÜLTESİ      |
| Bölüm              |                            |
| Program            |                            |
| Telefon            |                            |
| E-Posta            |                            |

- You can access the website using <https://www.ostimteknik.edu.tr/> University General Announcements can be found on the Main Page.



The screenshot shows the website's navigation menu. The 'Academics' tab is highlighted with a red box. Below the navigation menu, the 'Faculty of Engineering' is also highlighted with a red box. The menu includes the following categories and sub-items:

- Institutes**
  - Graduate School of Natural and Applied Sciences
  - Graduate School of Social Sciences
- Faculty of Architecture and Design**
  - Industrial Design (Turkish)
  - Interior Architecture and Environmental Design (Turkish)
- Faculty of Engineering**
  - Aerospace Engineering
  - Artificial Intelligence Engineering (Turkish)
  - Computer Engineering
  - Computer Engineering (Turkish)
  - Electrical and Electronics Engineering
  - Electrical and Electronics Engineering (Turkish)
  - Industrial Engineering
  - Industrial Engineering (Turkish)
  - Material Science and Engineering
  - Mechanical Engineering
  - Software Engineering
  - Software Engineering (Turkish)
- Faculty of Economic and Administrative Sciences**
  - Business Administration
  - Economics
  - International Trade and Finance
  - Management Informations Systems (English)
  - Management Information Systems (Turkish)
  - Marketing
- Vocational School of Higher Education**
  - Biomedical Device Technology
  - Computer Programming
  - Cyber Security
  - Electricity
  - E-Commerce and Marketing
  - Electronic Technology
  - Hybrid and Electric Vehicle Technology
  - Logistics
  - Machine
  - Mechatronics
  - Unmanned Aerial Vehicle Technology and Operations
- Department of Foreign Languages**
  - Preparatory School

## For announcements of the Faculty of Engineering:

You can access these by clicking on the “ENGINEERING FACULTY” tab located under the “ACADEMICS”

- You can access your department’s announcements on your department’s website.

## ACCESS TO ACADEMIC CALENDAR



**OSTİM Technical University**  
**International**

- Student Affairs Office
- Job Description
- **Academic Calendar**
- Feedback & Suggestions

**Student Affairs Office**

**Academic Calendar**

**2021-2022 Academic Calendar**

You can access the academic calendar on the Ostim Technical University website by opening the “Student Affairs Office” tab under the “Administrative” heading.



## CLASSROOM RULES

- The use of cell phones is prohibited during the lessons.
- Students who enter the class after the first 10 minutes of the lesson are considered absent.
- Even if the student is considered absent, s/he can attend the lesson with the lecturer's permission.



## EXAM RULES

- It is forbidden to use phones, tablets, smartwatches, etc. during the exam
- In the event of cheating in an exam, an “Investigation” is initiated by writing a petition for the student who is caught cheating.
- As a result of the investigation, the student who cheats can be punished with “reprimand”, “suspension from school for six months” or “dismissal from school”.



## STUDENT REPRESENTATIVES

- A student from each department is selected as the “Student Representative” among the students in their class.
- Duties of The Student Representative:
  - ✓ Establishing a Whatsapp group with the students in their department,
  - ✓ In case of questions or problems related to the lessons and the university, reporting the issues to the relevant lecturer,
  - ✓ Forwarding the messages such as announcements and documents sent by the department’s assistants via e-mail to classmates in the Whatsapp group.



## PROFESSORS' OFFICE HOURS

- Professors' Offices hours are written on the door of their rooms on the 7th or 8th floor.
- Before meeting with the professors, do not forget to inform them about the situation via 'E-MAIL'.

