



New Faculty Orientation

22 September 2022

Vice Rector for Student Affairs

Ezhan Karaşan

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phone: 290-2748

office: EA-G10

Administrative Assistant:

Damla Ercan

Administrative Units

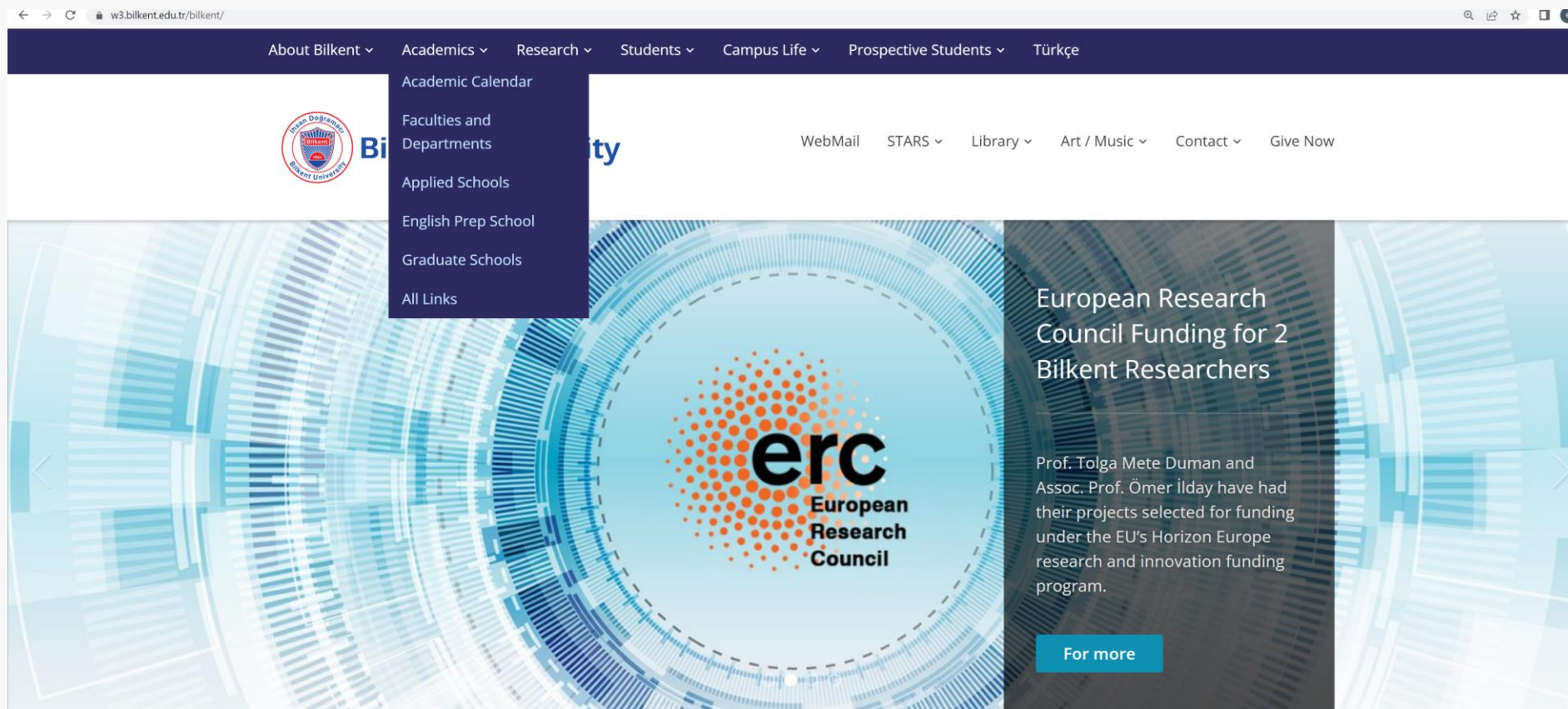
- Registrar's Office –
Registrar: **Zeynep Ekmekçioğlu**
- Office of International Students and
Exchange Programs – Director: **Erkin Tarhan**
- Dean of Students' Office –
Dean: **Kamer Rodoplu** (Student Council
+ Student Activities Center)
- Dormitories Management –
Director: **Ahmet Tevfik Hamamcı**

Academic Calendar

- Fall and Spring semesters
Fall: September – January
Spring: February – May
14 weeks of classes
12-14 days for final exams
- Summer school (optional): June – July
7 weeks of classes
5 days for final exams
- Year-to-year variations due to shifting holidays

Academic Calendar

<https://w3.bilkent.edu.tr/bilkent/academic-calendar/>



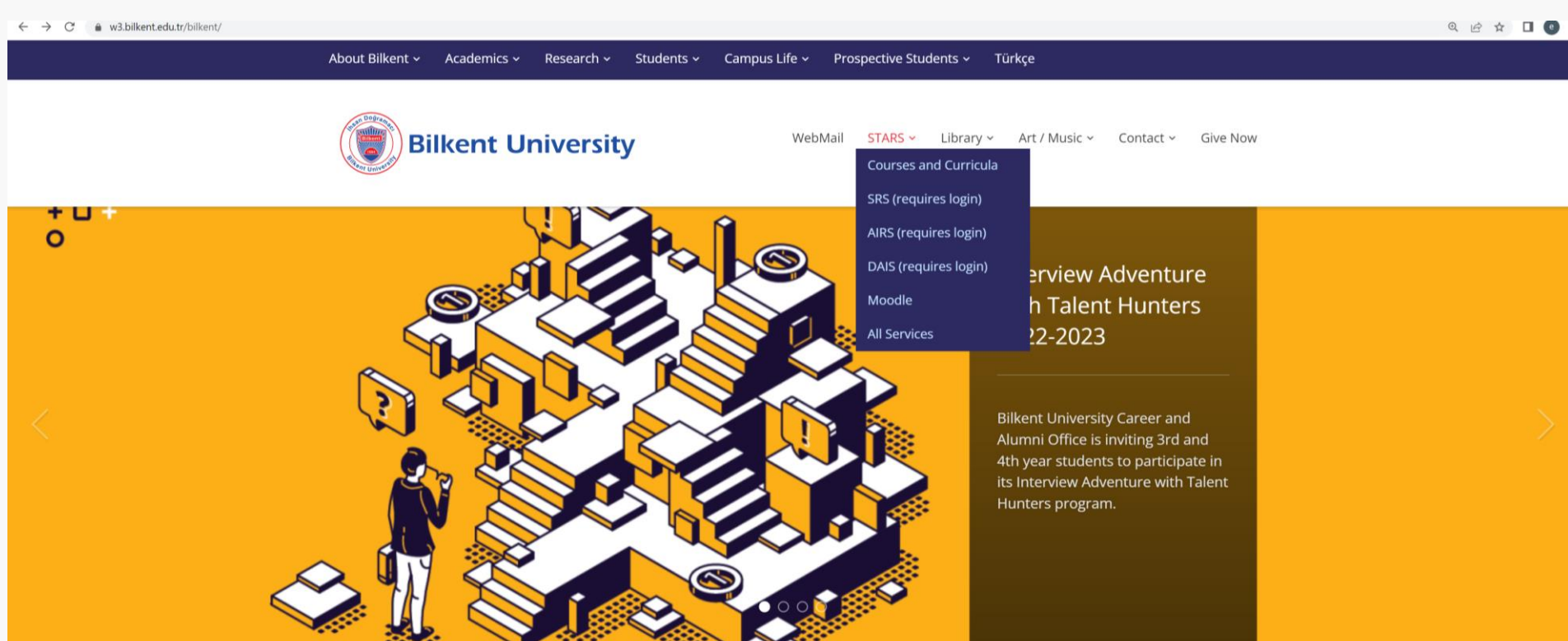
The screenshot shows the Bilkent University website's academic calendar page. The header is dark blue with white text for navigation: About Bilkent, Academics, Research, Students, Campus Life, Prospective Students, and Türkçe. Below the header, the Academics menu is expanded, showing links to Academic Calendar, Faculties and Departments, Applied Schools, English Prep School, Graduate Schools, and All Links. The main content area features a large banner with a blue and white geometric pattern. In the center of the banner is the ERC (European Research Council) logo, which consists of a circular pattern of orange dots. To the right of the logo, the text reads: "European Research Council Funding for 2 Bilkent Researchers". Below this text, a paragraph states: "Prof. Tolga Mete Duman and Assoc. Prof. Ömer İlday have had their projects selected for funding under the EU's Horizon Europe research and innovation funding program." At the bottom right of the banner, there is a blue button with the text "For more".

Academic Calendar – Fall 2022

2022 - 2023 Academic Calendar	
14 September 2022, Wednesday	Course registrations
15 September 2022, Thursday	Classes begin
21 September 2022, Wednesday (13:00)	Course drop deadline
21 September 2022, Wednesday (23:59)	Course add deadline
23 September 2022, Friday (08:00)	<i>Exam reservations begin</i>
27 October 2022, Thursday - 28 October 2022, Friday	No classes
28 October 2022, Friday (12:30)	Half day holiday
29 October 2022, Saturday	Republic Day holiday
30 October 2022, Sunday	No classes
4 November 2022, Friday (17:30)	Withdraw deadline
4 November 2022, Friday (17:30)	<i>Final exams list finalized</i>
16 December 2022, Friday - 2 January 2023, Monday	Course pre-registration
23 December 2022, Friday	Last day of classes
24 December 2022, Saturday (17:30)	Deadline for submitting FZ grades for non-qualifying students
24 December 2022, Saturday (17:30)	Students who do not qualify to take final exams (FZ grades) announced
26 December 2022, Monday - 9 January 2023, Monday	Final exams
13 January 2023, Friday (17:30)	Grade submission deadline for instructors
13 January 2023, Friday (17:30)	Grades announced

STARS – Records Database

STudent Academic information Registration System



The screenshot shows the Bilkent University website. The top navigation bar includes links for About Bilkent, Academics, Research, Students, Campus Life, Prospective Students, and Türkçe. The Bilkent University logo and name are prominently displayed. A dropdown menu for STARS is open, showing options: Courses and Curricula, SRS (requires login), AIRS (requires login), DAIS (requires login), Moodle, and All Services. The main banner features an illustration of a person standing on a complex, multi-level structure made of blocks, with a question mark icon nearby. Text on the right side of the banner reads: "Interview Adventure with Talent Hunters 2022-2023". Below this, a paragraph states: "Bilkent University Career and Alumni Office is inviting 3rd and 4th year students to participate in its Interview Adventure with Talent Hunters program."

STARS – Records Database

- SRS for students
- AIRS for faculty members
- DAIS for academic administrators

Access via password and two-level authentication (mobile phone or e-mail)

Your e-mail and AIRS passwords must be different!



Bilkent University

Services

- **Academic Units**
Courses, offerings, curriculum, staff and catalog
- **Offerings**
List of courses offered
- **SRS** For continuing students and alumni
Student Review System
- **AIRS** For instructors
Academic Information Review System
- **DAIS** For department staff
Department Academic Information System
- **BUSEL** For BUSEL staff
BUSEL Student Information System
- **ALUMNI** For graduates
Alumni Information System
- **Credit Card Payments** For continuing students and alumni
Payments for vehicle stickers and dormitory fees. Other payments are done in SRS.
- **BILDORM** For continuing students
Bilkent University Online Dormitory Application
- **GRASS** For graduate school staff
Graduate Schools System
- **GRADADMIN** For graduate school staff
Graduate Study Application Management



Prof.
Ezhan Karahan (357)
Semester: 2022-2023 Fall

- Home
- Schedule
- Current Courses
- Old Courses
- Browse Video Recordings
- Video Recordings Setup
- Merge Student Schedules
- Merge Exam Schedules
- Calendar Export
- Send e-mail to multiple sections
- Medical Reports
- Final Exam Make-up
- Course Portfolio
- Advisees
- Send E-mail to Advisees
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- Registration Forms (View-only)
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- Exam & Activity Scheduling
- Exam Video Recording
- Grade Distribution Graphics
- Update Course Syllabus
- Edit/Print AFS
- Annual Faculty Evaluation (AFE)
- Annual Leave
- View Administrator Evaluations
- Send Feedback
- Moodle
- Request Moodle Support
- Logout

Your last successful login was on 19.09.2022 at 18:07:08 from 139.179.2.241 | [See all logins](#)

[Today's Courses](#) [Weekly Schedule](#) [Moodle](#) [Zoom](#) [Exams/Activities](#) [Exam Proctoring](#)

[Zoom Logs](#) [Guidelines](#) [VTTS](#) [Students Not Allowed on Campus](#)

[Registration Forms Approval](#)

Courses in 2022-2023 Fall Semester

Course Code Section	Course Name	# of Students	Credits		Links				
			Bilkent	ECTS	ClassRoster	SendEmail	PrintSyll	RepeatList	EditGrade
CS 421 001	Computer Networks	65	3	5	ImportGrade	Attendance	SAPS	Moodle	AssignFZGrd
					EditOfficeHr	FinalMake-up	Portfolio	Videos	

AIRS

ClassRoster	SendEmail	PrintSyll	RepeatList	EditGrade
ImportGrade	Attendance	SAPS	Moodle	AssignFZGrd
EditOfficeHr	FinalMake-up	Portfolio	Videos	

Courses:

- Get the class roster
- Send e-mail to students
- View/edit the online syllabus
- Announce office hours
- Manage spare hours
- Keep track of attendance
- Announce grades
- Give letter grades at the end of semester

AIRS – Weekly Schedule

- Weekly schedules follow a slot system to minimize schedule conflicts
- Spare hour for contingencies
Use it to make up for missed classes, extra lectures, recitations, quizzes, etc.
- Please stick to the official schedule.

AIRS – Student Records

Today's Courses Weekly Schedule Moodle			ClassRoster	SendEmail	PrintSyll	RepeatList	EditGrade
Guidelines			ImportGrade	Attendance	SAPS	Moodle	AssignFZGrd
			EditOfficeHr	FinalMake-up	Portfolio	Videos	

- Enter attendance records
 - Taking attendance makes a big difference!
- Enter Grades (SAPS)
 - Can upload from Excel files
 - Can announce grades privately
- Moodle – A web platform for a multitude of academic activities: discussion forums, homework assignments, online quizzes, etc.
 - Can create a course account via AIRS

AIRS – Course Syllabus

- Update the syllabus of your course – you need to be the course coordinator
- State how exams, quizzes, homework, projects, reports, etc., will reflect to the total grade
- Clearly state minimum conditions for being eligible to take the final exam (so called FZ conditions)

Prof.
Ezhan Karaşan (357)
Semester: 2022-2023 Fall

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AIRS – Teaching

- All lectures, studios, laboratories meet face-to-face, except those courses taught by part-time instructors residing outside Ankara
- Contact hours outside classroom, e.g., office hours can be conducted online

AIRS – Scheduling Exams

- Use the exam scheduling service
- Ability to combine sections
- Schedule exams after hours or during regular class hours
- Guarantees that no student has a schedule conflict
- May browse other exams students have
- Use the service to schedule other activities too

Prof. Ezhan Karacan (357) Semester: 2022-2023 Fall
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AIRS – During Exams

- Some students try to cheat
- Proctoring is absolutely necessary
- You may request a video recording (via AIRS)
- Ask students to turn off and put away all mobile phones
- Do not let mobile phones to be used as calculators or clocks
- Be careful with restroom break requests

Prof. Ezhan Karaşan (357) Semester: 2022-2023 Fall
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AIRS – During Exams

- Make a chart of where each student is sitting, get their signatures
- Check all student IDs to make sure the right person is sitting the exam
- Exam questions are expected to evaluate critical thinking skills of students
- We do not administer multiple-choice exams at Bilkent

AIRS – Excuses for being absent

- There are strict rules about medical reports
- Medical reports and other excuses are **not** accepted for attendance
- Officially accepted medical reports entitle students to a make-up exam
- You will be notified via e-mail about entitled students once their reports are accepted
- You can also check your students' reports via AIRS
- Refer all direct requests for make-up exams to the Faculty Dean or School Director

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Bilkent Grading System

Grade	Weight	Grade	Weight	Grade	Meaning
A+	4.0	C-	1.7	W	Withdrawal
A	4.0	D+	1.3	I	Incomplete
A-	3.7	D	1.0	S	Satisfactory
B+	3.3	F	0.0	U	Unsatisfactory
B	3.0	FX	0.0	P	Progress
B-	2.7	FZ	0.0	T	Transfer
C+	2.3				
C	2.0				

A+: Given to students who have performed **exceptionally well**. It can only be given to a limited number of students taking the course.

# of students taking the course	Maximum # of A+ grades given	# of students taking the course	Maximum # of A+ grades given
< 25	0	125 ≤ ≤ 174	3
25 ≤ ≤ 74	1	175 ≤ ≤ 224	4
75 ≤ ≤ 124	2	225 ≤	5

Bilkent Grading System

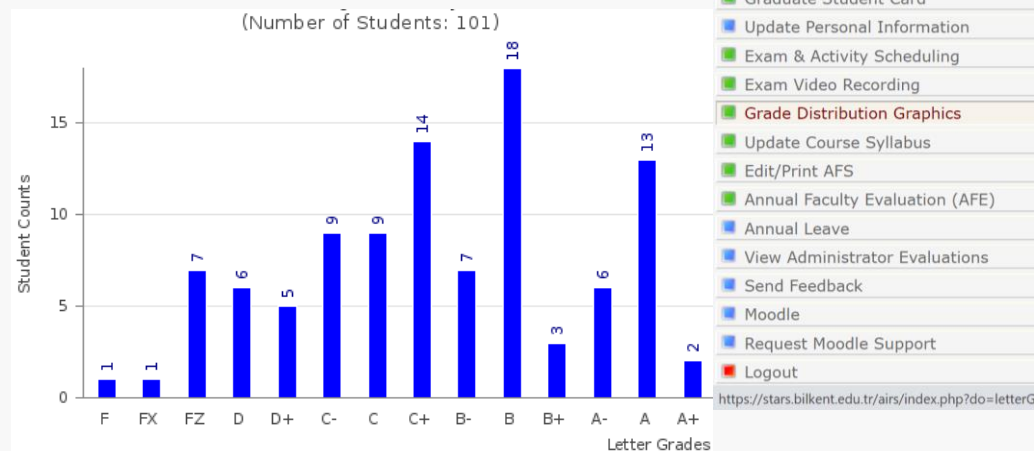
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A	4.0	D+	1.3	I	Incomplete
A-	3.7	D	1.0	S	Satisfactory
B+	3.3	F	0.0	U	Unsatisfactory
B	3.0	FX	0.0	P	Progress
B-	2.7	FZ	0.0	T	Transfer
C+	2.3				
C	2.0				


Failing grades:

- **FZ**: for those who do not qualify to take the final exam (deadline: usually last day of classes),
- **FX**: for those who do not show up at the final exam even though they had qualified,
- **F**: for those who fail anyway.

AIRS – Grading

- Give letter grades based on the performance of each student
- There is no university wide table for converting cumulative numerical grades (from exams, quizzes, homework, etc.) to letter grades
- A distribution of grades for all courses from previous semesters is available in AIRS
- Bilkent does not have grade inflation:
University wide average course grade is about 2.5



 Student Academic
Bilkent University

Prof.
Ezhan Karahan (357)
Semester: 2022-2023 Fall

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Course Portfolios

- For each course taught during the semester, course materials should be uploaded through “Course Portfolio” service of AIRS.
- The set of files to be uploaded includes
 - assessment materials, e.g., midterm exams, final exam, homeworks, quizzes, laboratory work, etc.,
 - samples of student work,
 - class attendance lists, if any,
 - table showing how letter grades were calculated.
- Coordinated courses with multiple instructor/section: only the coordinator can upload the materials and share them with the other instructors.

stars		Student Account
Bilkent University		
Prof. Ezhan Karaslan (357)		Semester: 2022-2023 Fall
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Course Evaluations

- Students taking the course fill in the online course and instructor evaluation form at the end of the semester.
- Faculty can ask for the removal of comments that are not relevant/related to the course or they find inappropriate.
- Removal requests are reviewed by the Dean/Director who has the final say.
- Student comments will then be accessible for public viewing within Bilkent University.

stars		Student Account Bilkent University
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STARS – Records Database

Academic information open to all:

STARS > All Services > Academic Units

- Department curricula
- List of courses offered each semester:
Sections, instructors, weekly schedules,
classrooms, syllabi, course evaluations...

STARS – Academic Units

https://stars.bilkent.edu.tr/homepage/academic_units

Academic Units

Faculties

Faculty of Applied Sciences

[Catalog](#)

Information Systems and Technologies

[Courses](#)

[Offerings](#)

[Curriculum](#)

[Staff](#)

[Catalog](#)

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Tourism and Hotel Management

[Courses](#)

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[Staff](#)

[Catalog](#)

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Faculty of Art, Design, and Architecture

[Catalog](#)

[Web Page](#)

Department of Architecture

[Courses](#)

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Department of Communication and Design

[Courses](#)

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Department of Fine Arts

[Courses](#)

[Offerings](#)

[Curriculum](#)

[Staff](#)

[Catalog](#)

Department of Graphic Design

[Courses](#)

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Department of Interior Architecture and Environmental Design

[Courses](#)

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Department of Urban Design and Landscape Architecture

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Art, Design and Architecture

[Courses](#)

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[Curriculum](#)

Faculty of Business Administration

[Catalog](#)

[Web Page](#)

Department of Management

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Faculty of Economics, Administrative, and Social Sciences

[Catalog](#)

Department of Economics

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STARS – Offerings

stars.bilkent.edu.tr/homepage/offerings.php?DEPT=ECON

stars Student Academic Information Registration System
Bilkent University

Home Academic Units Offerings Feedback

Offerings of 2022-2023 Fall Semester


































Offerings of Department of **Economics** Faculty of Economics, Administrative, and Social Sciences

Offerings Selection Options

Select Semester 2022-2023 Fall

List Offerings of Current Semester

To see sections of a course, click on its row

Course Code	Course Name	Lecture Hours			Lab/Studio Hours		Credits		Links
		Online/Hybrid	Face-to-Face	Recitation	Face-to-Face	Online	Bilkent	ECTS	
ECON 101	Introduction to Economics I	0	4	1	0	0	4	6.5	  
ECON 102	Introduction to Economics II	0	4	1	0	0	4	6.5	  
ECON 103	Principles of Economics	0	4	0	0	0	3	5	  
ECON 107	Principles of Microeconomics	0	3	0	0	0	3	5	  
ECON 108	Principles of Macroeconomics	0	3	0	0	0	3	5	  
ECON 203	Microeconomic Theory I	0	3	0	0	0	3	5	  
ECON 204	Microeconomic Theory II	0	3	0	0	0	3	5	  
ECON 205	Macroeconomic Theory I	0	3	1	0	0	3	5	  
ECON 206	Macroeconomic Theory II	0	3	0	0	0	3	5	  
ECON 207	Economic Theory for Engineers	0	3	0	0	0	3	5	  
ECON 221	Introduction to Probability and Statistics I	0	3	1	0	0	3	5	  
ECON 222	Introduction to Probability and Statistics II	0	3	1	0	0	3	5	  

Schedule of ECON 204-002







	Mon	Tue	Wed	Thu	Fri	Sat	Sun
08:30 09:20				A-Z25 (S)			
09:30 10:20				A-Z25			
10:30 11:20							
11:30 12:20							
12:30 13:20							
13:30 14:20	A-Z25						
14:30 15:20	A-Z25						
15:30 16:20							
16:30 17:20							
17:30 18:20							
18:30 19:20							
19:30 20:20							
20:30 21:20							
21:30 22:20							

 Online/Hybrid Lecture
  Face-to-Face Lecture
  Recitation
  Face-to-Face Lab/Studio
  Online Lab/Studio

S Spare Hour

Sections of ECON 204 Microeconomic Theory II (To see schedule of a section, click on its row)

"Mand." means registration to this section as a mandatory course. "Elect." means registration to this section as an elective or additional course.

Section	Instructor and Links	Assigned		Enrollment			Available		Lnk
		Quota	Total Quota	Mandatory	Elective & Additional	Total	Quota	Total Quota	
ECON 204-001	Nuh Aygün Dalkıran  	50 Mand. or Elect.	50	35	1	36	14 Mand. or Elect.	14	
ECON 204-002	Kevin Edward Hasker  	50 Mand. or Elect.	50	34	1	35	15 Mand. or Elect.	15	



Please feel free to contact me

Ezhan Karasın

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phone: 290-2748

office: EA-G10



Thank you!