



New Faculty Orientation

13 September 2024

Vice Rector for Student Affairs

Ezhan Karaşan

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Administrative Assistant:

[Damla Ercan](#)

Administrative Units

- Registrar's Office –
Registrar: **Şerife Tokulluoğlu**
- 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: January – 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

Academic Calendar

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

The screenshot shows the Bilkent University website with a dark blue navigation bar. The main content area has a light blue background with a stylized sunburst and clouds. A large red and blue announcement for 'Alumni Homecoming' is centered, stating the date as '15 September 2024, Sunday' at '12.00' in the 'Main Campus-Spring Fest Area'. To the right, a grey box contains an invitation to the 'Alumni Homecoming (MEH)' event on Sunday, September 15th at noon. A red 'For More' button is located below the invitation. The Bilkent University logo is visible in the top left corner of the page.

Navigation Bar: About Bilkent, Academics, Research, Students, Campus Life, Prospective Students, Türkçe

Academic Calendar Dropdown: Academic Calendar, Faculties and Departments, English Prep School, Graduate Schools, All Links

Top Right Links: WebMail, STARS, Library, Art / Music, Contact, Give Now

Alumni Homecoming
15 September 2024, Sunday
12.00
Main Campus-Spring Fest Area

Alumni Homecoming 2024

You are invited to our traditional Alumni Homecoming (MEH), which will be organized by the Career and Alumni Office on Sunday, September 15th at noon.

[For More](#)

Academic Calendar – Fall 2024


16 September 2024, Monday	Classes begin
20 September 2024, Friday	Course add/drop deadline
23 September 2024, Monday (10:30)	Exam reservations begin
24 December 2024, Tuesday	Last day of classes
26 December 2024-8 January 2025	Final exams
13 January 2025, Monday (17:30)	Grade submission deadline for instructors

STARS – Records Database

STudent Academic information Registration System

← → ↻ w3.bilkent.edu.tr/bilkent/

About Bilkent ▾ Academics ▾ Research ▾ Students ▾ Campus Life ▾ Prospective Students ▾ Türkçe

 **Bilkent University**


WebMail STARS ▾ Library ▾ Art / Music ▾ Contact ▾ Give Now

- Courses and Curricula
- SRS (requires login)
- AIRS (requires login)
- DAIS (requires login)
- Moodle
- All Services

cent PhilFest'24

All lovers of wisdom are invited to Bilkent Philosophy Festival on September 28. Free registration for non-Bilkenters will be available until September 23.

[For More](#)



STARS – Records Database

- AIRS for faculty members
- Access via password and two-level authentication (mobile phone or e-mail)



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 Karasın (357)
Semester: 2024-2025 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
- Registration Appointments
- Graduate Student Registration
- Registration Forms Approval
- Registration Forms (View-only)
- Email, SAPS Rights
 - Grant Rights
 - Edit/Revoke Rights
- Classroom Browsing
- Inspect Student Comments
- Graduate Student Card
- Update Personal Information
- Exam & Activity Scheduling
- Exam Video Recording
- Grade Distribution Graphics
- Update Course Syllabus
- Researcher Profile IDs
- Annual Faculty Survey (AFS)
- Annual Faculty Evaluation (AFE)
- Annual Leave
- View Administrator Evaluations
- Send Feedback
- Moodle
- Request Moodle Support

Today's Courses Weekly Schedule Moodle Zoom Exams/Activities

Zoom Logs Guidelines VTTS

Registration Forms Approval

Courses in 2024-2025 Fall Semester

Course Code Section	Course Name	# of Students	Credits		Links				
			Bilkent	ECTS					
CS 421 002	Computer Networks	65	3	5	ClassRoster	SendEmail	PrintSyll	RepeatList	EditGrade
					ImportGrade	Attendance	SAPS	Moodle	AssignFZGrd
					EditOfficeHr	FinalMake-up	Portfolio	Videos	

Courses With Update Rights

Semester	Course	Course Name	Granted Rights	
2024-2025 Fall	CS 421 - 001	Computer Networks	SendEmail	ClassRoster



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

- Get your class roster
- Send e-mail to students
- Announce office hours
- Enter attendance records
- Schedule exams and other activities
- Access Moodle
- Announce exam/assignment grades
- Submit letter grades at the end of semester

AIRS – Course Management

- Update the syllabus of your course
- 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)
- State your GenAI policy

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Course Portfolio
Advisees
Send E-mail to Advisees
Registration Appointments
Graduate Student Registration
Registration Forms (View-only)
Announcements
Email, SAPS Rights <ul style="list-style-type: none">-Grant Rights-Edit/Revoke Rights
Classroom Browsing
Inspect Student Comments
Graduate Student Card
Update Personal Information
Exam & Activity Scheduling
Exam Video Recording
Grade Distribution Graphics
Update Course Syllabus
Edit/Print AFS
Annual Faculty Evaluation (AFE)
Annual Leave
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Send Feedback
Moodle
Request Moodle Support
Logout

Course Portfolios

- At the end of the semester, “Course Portfolio” uploaded through AIRS.
- 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.

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Course Evaluations

- Students fill in online course and instructor evaluation form
- Faculty can ask for the removal of inappropriate/irrelevant comments
- Removal requests reviewed by the Dean/Director
- Student comments accessible within Bilkent University.

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Please feel free to contact me

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Thank you!