



TOBB ETÜ

Department of Economics

Undergraduate Program

Important Rules and Information

Rules and Restrictions Regarding Elective Courses

1) According to the undergraduate curriculum of the TOBB ETU Department of Economics, the students are required to take 7 departmental electives, 3 faculty electives, and 4 university electives during their 4-year undergraduate education. Elective courses constitute approximately 30% of the total number of courses in the program.

2) Faculty electives are courses offered by the Faculty of Economics and Administrative Sciences (FEAS) and approved by the Department of Economics. University electives are courses offered by any department of the university and approved by the Department of Economics. At least 1 of the faculty electives must be a course from a department within FEAS other than the Department of Economics. Similarly, at least 1 of the university electives must be from a faculty other than FEAS.

3) Some courses offered at the university have similar content to the courses in the Economics Undergraduate Program. The following courses are not accepted as electives in the Economics Undergraduate Program.

- BIL 121
- HUK 101
- IKT 103i, IKT 106, IKT 108
- ISL 111, ISL 112, ISL 161, ISL 362, ISL 364
- SUI 101
- UGI 103, UGI 104, UGI 105, UGI 106, UGI 131, UGI 302, UGI 321, UGI 364, UGI 411

4) The above restriction does not apply to students who took ISL 364, UGI 131, UGI 302, UGI 321, UGI 364, or UGI 411 during or before the Spring 2022-2023 semester.

5) The ISL 113 course is considered equivalent to the ISL 212 course. Therefore, students may take ISL 212 instead of ISL 113. Additionally, students who have previously taken one of these courses can retake the other to improve their grades. However, these two courses cannot replace any other course or elective in the undergraduate program except for ISL 113.

6) Due to their program-specific content, MAT 103, MAT 104, and IKT 253 courses cannot be substituted with other courses in the Economics Undergraduate Program.

TOBB ETU Department of Economics Academic Support and Incentive Program for High-Achieving Students

The "Academic Support and Incentive Program for High-Achieving Students" of TOBB ETU Department of Economics is designed to encourage successful students and provide unique educational opportunities for those planning an academic career. Effective from the Spring 2025 semester, the program rewards academic success in stages and consists of the following five stages:

- 1) Students who achieve a GPA of **3.00** or above or **3.50** or above in Fall, Spring, and Summer semesters and thus obtain "Honor" or "High Honor" status as defined in Article 31-(2) of the TOBB ETU Undergraduate Regulations will be awarded a certificate of achievement by the department.
- 2) Third and fourth-year students with a cumulative GPA of **3.00** or above are given the opportunity to take the elective course IKT 499 - Independent Research (provided they meet the relevant rules and restrictions).
- 3) Third and fourth-year students with a cumulative GPA of **3.30** or above are assigned an "Academic Mentor" in addition to their current academic advisor to guide them in their educational and career plans.
- 4) Fourth-year students with a cumulative GPA of **3.30** or above may, upon the recommendation of their Academic Mentor and approval by the Department Chair, take the following two courses as electives (provided they meet the relevant rules and restrictions).
 - IKT 497 – Practical Training in Economics I
 - IKT 498 – Practical Training in Economics II
- 5) Fourth-year students with a cumulative GPA of **3.50** or above may, upon the recommendation of their Academic Mentor and approval by the Department Chair, take up to two 500-level graduate courses as electives in semesters when such courses are offered by the department (provided they meet the relevant rules and restrictions).

IKT 497 and IKT 498 – Practical Training in Economics I and II Course Implementation Principles

1) Within the scope of these courses, economics students gain academic experience and develop problem-solving and teaching skills by regularly organizing problem-solving sessions and/or reviewing course topics, preparing course materials, and checking assignments in their assigned course sections. Students do not undertake tasks such as preparing, administering, or grading quizzes or exams.

2) The following courses are considered suitable for the practical application of IKT 497 and IKT 498:

- IKT 213 – Microeconomic Theory I
- IKT 214 – Microeconomic Theory II
- IKT 233 – Macroeconomic Theory I
- IKT 234 – Macroeconomic Theory II

3) To enroll in IKT 497 and IKT 498, students must be majoring or double-majoring in the Department of Economics, have at least third-year status, have passed each of the courses listed in Article 2 with a minimum letter grade of BB, and have a cumulative GPA of at least 3.30 in the Economics Undergraduate Program.

4) These courses will be counted as university electives. Additionally, according to the relevant articles of the TOBB ETU Undergraduate Education and Examination Regulations, there are no make-up or graduation supplementary exam rights for these courses. Students who fail to obtain a passing grade or wish to improve their grade must retake the course or another university elective as decided by their academic advisor.

5) IKT 497 and IKT 498 courses are offered under the Department Chair or a designated "Coordinator" appointed by the Department Chair. The Coordinator is responsible for ensuring (1) the regular conduct, (2) supervision, and (3) evaluation of the review/problem-solving sessions assigned to each student.

6) At the beginning of the semester, the Coordinator, after consulting with the instructors teaching the courses listed in Article 2 and the Department Chair, selects students among applicants within the available quota and assigns each selected student to only one course section as a "Teaching Assistant."

7) Selection and course assignments are completed before the add-drop period, and students are notified accordingly. To register for the course, a written form indicating the assignment must be signed by (1) the student, (2) the responsible course instructor, (3) the Coordinator, and (4) the Department Chair.

8) The course evaluation is conducted in two stages: (1) The Coordinator attends at least two sessions of each student during the semester, each lasting at least one class hour, and prepares two "Observation and Evaluation Reports" based on these sessions. These reports are considered midterm exams. (2) Each student prepares a comprehensive "Work and Achievement Report" detailing the work they have done, the skills they have gained, the challenges they faced during the review/problem-solving sessions, and how they attempted to resolve these challenges. This report must be submitted in paper format (and electronically if requested) to the course instructor at least seven days before the end of the final exams. This report is considered the final exam.

9) The course instructor evaluates the two Observation and Evaluation Reports and the Work and Achievement Report with respective weights of 25%, 25%, and 50% to determine the final letter grade of the student.

IKT 499 – Independent Research Course Implementation Principles

- 1) This course can be taken with full-time faculty members of the Department of Economics.
- 2) The student is required to contact the faculty member they will collaborate with for this course and agree on a specific research topic and scope. Once an agreement is reached, the Course Registration Application Form, signed by both the faculty member and the student, must be submitted to the Department Chair by the faculty member before the add-drop period ends. The Department Chair will then register the student for the course.
- 3) During any academic term, only one section of the IKT 499 course can be offered by a faculty member, and only one student may enroll in each section.
- 4) Students intending to enroll in the IKT 499 course must be majoring or double-majoring in the Department of Economics, have at least third-year status, have completed at least 70% of the credit requirements for graduation from the Economics undergraduate program, and have a cumulative GPA of at least 3.00.
- 5) According to the relevant articles of the TOBB ETU Undergraduate Education and Examination Regulations, there are no make-up or graduation supplementary exams for this course. Students who fail to obtain a passing grade or wish to improve their grade must retake the course or another course as decided by their academic advisor.
- 6) The student must prepare a “Final Report” summarizing the results of their research and submit it in paper format (and electronically if requested) to the course instructor at least seven days before the final exams end. This report is expected to be written in the format of an academic journal article, including the research question, relevant literature, the model developed, the results obtained, and the discussion/conclusion section.
- 7) The student must also prepare a one-page “Poster” summarizing the content and findings of their research, based on a template provided by the Department Chair, and submit this electronic file to both the course instructor and the Department Chair along with the Final Report.
- 8) The student is required to present the content and findings of their research at a seminar to be held at a time announced by the Department Chair at the end of the term (following the last day of classes). Apart from the students who are required to present, all faculty members involved in teaching during that term and students or academics invited by the Department Chair may attend as listeners. In the days preceding the seminar, the course instructor will provide the student with feedback and suggestions on their presentation file, either verbally or in writing, upon request.

9) The course instructor evaluates the student's Final Report, Poster, and Seminar Presentation with respective weights of 70%, 10%, and 20% to determine the student's final letter grade.

10) A student who cannot attend the seminar presentation at the end of the term due to an official excuse will be given an E (Incomplete) grade. The student will be granted up to ten business days (excluding Saturdays) from the final grade submission deadline to present their research content and findings at a make-up seminar organized by the Department Chair. After the presentation, the student's Final Report, Poster, and Seminar Presentation will be evaluated according to the method specified in Article 11, and the E grade will be converted to a final letter grade.

Frequently Asked Questions (FAQ)

Q: I am a student starting in the department this semester. What do I need to do?

A: First of all, welcome to the department! As a first step, check out our department's webpage. At our university, there are three academic terms: Fall, Spring, and Summer. You can find the undergraduate curriculum (which courses you need to take each semester during the 4 years) on the department's webpage. Additionally, you must read our undergraduate regulations. This document explains the rules and rights you must follow during your undergraduate program. You can access the regulations from the Student Affairs page under the Legislation link (TOBB-ETU Undergraduate Education and Exam Regulations). The regulations contain much information relevant to you. For example:

- Definition of class standing (under what conditions do you progress from the 1st to the 2nd year?)
- Dropping a course (Receiving a "V" grade)
- Repeating a course
- Semester credit loads
- Taking a leave of absence from the university

You can also view the academic calendar on the university's website. The academic calendar contains information about when courses start and end, the add-drop days (if you need to change course registrations), the course withdrawal deadline, when final exams are scheduled, and more.

Q: How do I register for courses?

A: Students register for their courses themselves through the Student Affairs page by logging into the registration page with their username and password. You need to add the courses you want to take during the registration period and confirm your registration. If you do not complete your registration during the registration period, you will be required to pay a late registration fee. It is very important to follow the announcements about registration and registration dates and not miss the course registration period.

Q: What is the role of an academic advisor? Do I need to meet with my advisor?

A: Each student in the department has an academic advisor. Normally, you do not need to meet your advisor for course registration. However, advisors can guide you on academic matters. For instance, they can inform you about courses you can take in line with your career plans. They might refer you to a minor or double major program based on your interests. You can also discuss pursuing a Master's or Ph.D. with your advisor. However, advisors do not have knowledge about technical details of the registration system or school fee payments. If you are unable to access the registration system, have trouble with a process, cannot connect to the internet, or have issues with school fee payments, your advisor will not be able to assist. For these issues, the Student Affairs Office and the Information Technology Department are knowledgeable.

Q: I will transition from preparatory school to the department at the start of the Spring semester. What courses will I take? Can I catch up with my friends who started in the Fall semester and graduate with them?

A: We refer to students who start at the beginning of the academic year as "regular" students and those who start in the middle of the year as "irregular" students. Not every course is offered every semester at our university. If you start as an irregular student after the Fall semester, you can take any available courses according to the curriculum. It is beneficial to take foundational courses (e.g., IKT 105 Introduction to Economics) in this case. Some irregular students can graduate with their peers who started in the Fall semester, assuming they successfully complete their courses. However, sometimes they may graduate with the next cohort of regular students.

Q: How many credits should I take in one semester?

A: You can see which courses you are expected to take in the undergraduate curriculum. The total credit of these courses will show how many credits you are taking that semester. You are expected to follow the curriculum and take the courses in the correct semester. The maximum number of credits you can take is indicated on the online registration page. Some courses have prerequisites (courses that must be successfully completed before taking the course). You can find the prerequisite chart under the "Undergraduate Curriculum" section on our department's page.

If you have failed courses from previous semesters, you need to retake and pass them. In this case, you will take both your new courses and the repeated ones, and your credit load will increase. As the credit load increases, students often find it harder to succeed in their courses. Therefore, it is beneficial not to exceed the total credit indicated in the curriculum unless necessary. The total number of credits you can take cannot be less than the minimum credit (12 credits) or more than the maximum credit (22 credits) as specified in the registration system.

Q: My GPA is below 2.00. What is the problem with this?

A: Your GPA (Grade Point Average) should be at least 2.00 by the end of each semester to be considered "successful." If your GPA drops below 2.00, you are considered "probationary," and if it drops below 1.50, you are considered "unsuccessful." These are undesirable situations, so we have rules to deter and help students recover from these situations. As seen in the regulations, the number of new credits that probationary and unsuccessful students can take is limited. This can slow down your progress in the program and delay graduation.

Maintaining a high GPA has many advantages. For example, certain GPA requirements are set for applications to minor and double major programs (you can read the "Double Major Program Regulation" and "Minor Program Regulation" on the Student Affairs page under the Legislation link for detailed information). Some companies in the Co-op Program may set GPA requirements for student acceptance. Graduate and Ph.D. programs also use GPA as a criterion for student admission.

Q: Is passing all courses in the curriculum enough for graduation?

A: To graduate, you must pass all courses in the curriculum and have a GPA of at least 2.00. Although "DD" and "DC" grades indicate that you have passed the course, these grades will

lower your GPA. Therefore, students should aim not only to pass but also to master the subjects and achieve the highest possible grades.

Q: Which language should I choose as a second foreign language?

A: The dominant language in the field of economics is English. Therefore, it is essential to continue improving your English skills. We want our graduates to be proficient in both Turkish and English. The choice of a second foreign language will depend on the student's interests and preferences. Our department does not recommend a specific second foreign language.

Q: Is attendance mandatory for classes?

A: Yes, students are required to attend at least 70% of the classes. Students who do not meet this requirement cannot take the final exam and will receive a grade of "U" (Unsatisfactory). Additionally, if students have previously taken a course and failed due to reasons other than absenteeism, they are not required to attend the class when retaking it. During remote learning, students' attendance is automatically recorded when they log into synchronous (live) sessions.

Q: What is ortam.etu.edu.tr, and how can I use it?

A: ETU Ortam is a platform that allows TOBB ETU students to easily track their academic progress. You can access your profile information, semester details, weekly course schedule, list of registered courses, exam calendar, and grades on this platform. You can log in with your university-provided username and password; your username is your email address, and your password is the same as your email password. These credentials are necessary for accessing the system. If you forget your password or experience any issues logging in, it is recommended to contact the university's IT support team.

Q: What is uzak.etu.edu.tr, and what should I do to log in?

A: ETU Uzak is a platform where course materials and announcements are shared online. Instructors upload the relevant materials and announcements to this system. The courses you register for via UBS (ubs.etu.edu.tr) will automatically appear on the Uzak platform. You can log in using the username and password provided by the university; your username is the part of your email address before the "@" symbol, and your password is the same as your email password. These credentials are necessary for accessing the system. If you forget your password or experience any issues logging in, it is recommended to contact the university's IT support team.

ABOUT THE MINOR AND THE DOUBLE MAJOR PROGRAMS

Q: What is the Minor Program?

A: A minor program is an academic program that allows students to gain expertise in an additional field by taking a certain number of courses alongside their major.

The operation and application requirements of this program are determined by the [Minor Program Regulation](#).

Q: When and how can I apply for the minor program?

A: Applications must be submitted within the period specified in the Academic Calendar, at the beginning of the third and no later than the sixth semester of the undergraduate major program. Students must submit a petition and an official transcript to the Student Affairs Office.

Q: What are the requirements to apply for the minor program?

A: Students must have a minimum cumulative GPA of 3.00 at the time of application and must have successfully completed all credit courses required in their undergraduate program up to that term.

Q: How many credits do I need to complete for the Economics Minor program?

A: The Economics Minor Program requires students to successfully complete six courses, totaling 18 credits.

Q: What is the curriculum of the Economics Minor Program?

A: The Economics Minor Program is designed to provide students with fundamental economics knowledge. The program includes five compulsory courses:

- İKT 105: Introduction to Economics
- İKT 213: Microeconomic Theory I
- İKT 214: Microeconomic Theory II
- İKT 233: Macroeconomic Theory I
- İKT 234: Macroeconomic Theory II

Additionally, students must take one elective course. The elective courses offered by the Economics Department and their content can be found on the [department's website](#). These courses provide students with an opportunity to gain more in-depth knowledge of economics.

Q: What is the Double Major Program?

A: A double major program is an academic program that allows students to pursue a second undergraduate degree alongside their major, earning two diplomas upon graduation. The operation and application requirements of this program are determined by [the Double Major Program Regulation](#).

Q: What is the curriculum of the Economics Double Major Program?

A: The second major program includes all courses from the department's undergraduate program. Detailed curriculum information can be found on the [department's website](#).

Q: How is course exemption handled in the Double Major Program?

A: Equivalent courses in the major and second major programs can be mutually recognized. Course equivalency is determined by faculty committees and approved by the administrative board. The grades of exempted courses are recorded on the transcript with the same letter grade. For detailed information, refer to the Economics Department Double Major Program Course [Equivalency Table](#).

Q: How many terms of Cooperative Education (Internship) are required in the Double Major Program, and how is it completed?

A: Students enrolled in the Double Major Program must complete a total of three Cooperative Education terms to graduate. Two of these must be completed in the major program, and one in the second major program. However, students who have previously completed three Cooperative Education terms in a minor program and later enrolled in the same department as a double major student are exempt from the second major program's Cooperative Education requirement.

Q: How is exemption from faculty and university elective courses granted in the Economics Double Major Program?

A:

- Students from the Faculty of Economics and Administrative Sciences (FEAS) who complete the required courses in their major are exempt from faculty and university elective courses in the Economics curriculum.
- Students from other faculties who enroll in the Economics Double Major Program are exempt only from university elective courses after completing their major's required courses.
- If non-FEAS students have taken FEAS elective courses in their curriculum, they are exempt from an equivalent number of Economics faculty electives.

Appendix 1: TOBB ETU Economics Undergraduate Program Learning Outcomes and Educational Objectives

PROGRAM LEARNING OUTCOMES

PLO 1: Has a strong command of the fundamental concepts and principles of economics.

PLO 2: Understands economic theories and applications; analyzes the decision-making processes of countries, individuals, and firms with an analytical and critical perspective.

PLO 3: Possesses the necessary mathematical knowledge for economic analysis.

PLO 4: Has effective written and oral communication skills in both Turkish and English.

PLO 5: Has the competence to work independently or as part of a team and take responsibility in research and professional settings.

PLO 6: Possesses advanced skills in statistics, econometrics, and computer software for analyzing and interpreting economic data.

PLO 7: Has the ability to track, identify, formulate, and develop solutions for current economic developments.

PLO 8: In addition to economic knowledge, possesses interdisciplinary expertise to develop a multidimensional approach to economic analyses.

PLO 9: Is aware of the Sustainable Development Goals (SDGs).

PLO 10: Has practical knowledge of current economic phenomena in businesses and institutions.

PROGRAM EDUCATIONAL OBJECTIVES

PEO 1: In line with the vision and mission of our university and faculty, the goal is to train qualified economists who can meet the needs of both the public and private sectors.

PEO 2: The objective is to graduate students who can assess current economic events using economic analysis and data analysis methods in addition to theoretical education.

PEO 3: Aims to educate individuals who are aware of social and economic sustainability issues and committed to ethical values.

PEO 4: The goal is to train graduates with strong cognitive and analytical competencies who can compete at national and international levels.

PEO 5: Aims to equip students with the skills to conduct high-quality academic research in the field of economics through both theoretical and applied research.

Appendix 2: ECONOMICS DEPARTMENT
IKT497 / IKT 498 Practical Training in Economics I / II
Student Observation and Evaluation Form

Course Code: _____ Full Name of the Student: _____

Course Name: _____ Instructor of the Course: _____

Number of Students Attending: _____ Date: _____

EVALUATION CRITERIA

1. Preparation and Organization (25%)

- Was the student sufficiently prepared for the course?
- Was there adequate organization in the materials presented?
- Were the materials used (if any, handouts/slides) useful and well-structured?

Score: [____ /25]

Comments:

2. Communication Skills (25%)

- Was the student able to explain the course concepts clearly?
- Was the student able to answer the students' questions in a sufficient and satisfactory manner?
- Was the student able to encourage student participation and foster a positive learning environment?

Score: [____ /25]

Comments:

3. Mastery of Course Content (25%)

- Was the student sufficiently knowledgeable about the course content?
- Was the student able to provide examples and applications related to the course content?

Score: [____ /25]

Comments:

4. Professionalism and Responsibility (25%)

- Did the student demonstrate a professional attitude while fulfilling their responsibilities?
- Was the student accessible and respectful toward the students?

Score: [____ /25]

Comments:

Feedback and Suggestions

- What are the student's strengths within the course framework?
- If there are areas that need improvement, what are they?
- Additional comments:

In conclusion, would you recommend this student for future assignments? (Yes / No)

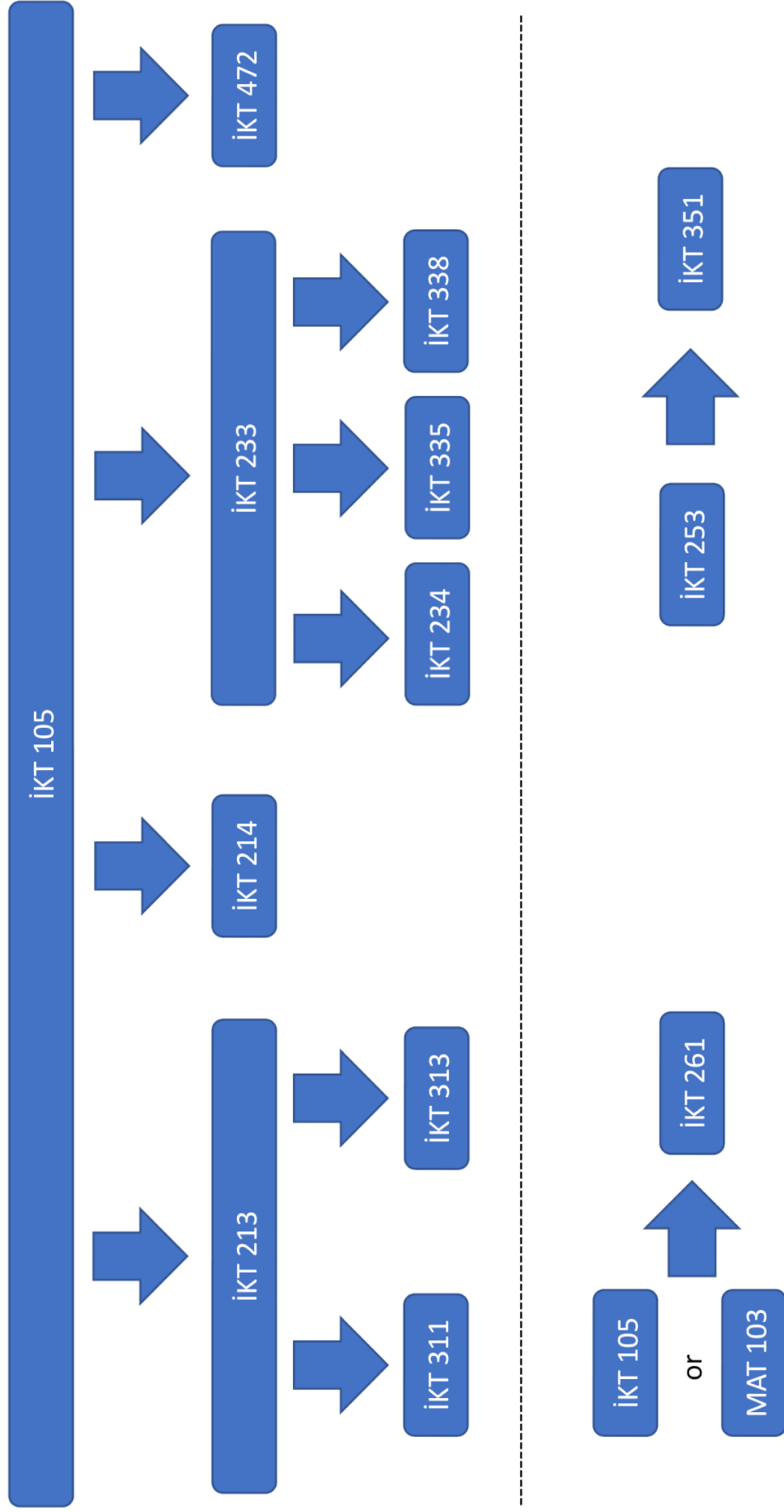
Total Score: [____ /100]

Name of the Evaluating Instructor: _____

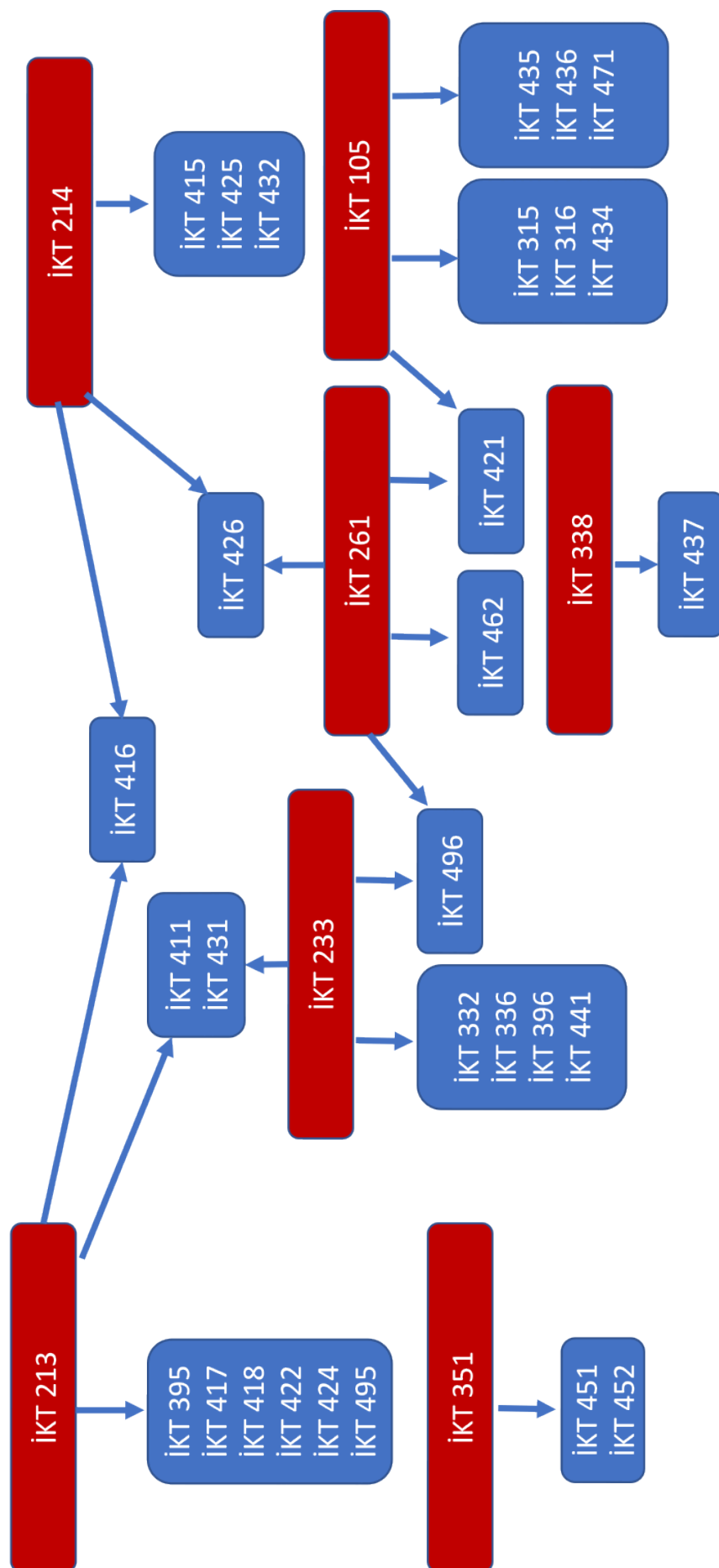
Signature of the Evaluating Instructor: _____

Date: _____

Prerequisite Chart for Compulsory Economics Courses



Prerequisite Chart for Elective Economics Courses



NOTE: Red boxes represent compulsory courses which are prerequisites for other courses, and blue boxes represent elective courses. An arrow drawn from a red box to a blue box means that the course in the red box is a prerequisite for the course in the blue box. If there is more than one arrow toward a blue box, for each arrow, the source course in the red box is a prerequisite for the course in the corresponding blue box.