

**RULES AND REGULATIONS FOR THE ÖZYEĞİN UNIVERSITY
SCHOOL OF AVIATION
UNDERGRADUATE PROFESSIONAL FLIGHT PROGRAM AND EXAMINATIONS**

(Publication Date on the Official Gazette: 17 June 2013; Number of the Official Gazette: 28680)

**SECTION ONE
Purpose, Scope, Legal Grounds, and Definitions**

Purpose

ARTICLE 1 –

- (1) The purpose of these rules and regulations is to set out the principles for the academic instruction and examinations of the Undergraduate Professional Flight Program offered by the Özyeğin University School of Aviation.

Scope

ARTICLE 2 –

- (1) These rules and regulations are applicable for the academic instruction and examinations of the Undergraduate Professional Flight Program offered by the Özyeğin University School of Aviation.

Legal Grounds

ARTICLE 3 –

- (1) These rules and regulations are prepared pursuant to Article 14 of the Higher Education Law No: 2547 enacted on November 4, 1981.

Definitions

ARTICLE 4 –

- (1) The following terms shall have the following meanings herein this document;

- | | | |
|-------------------------------|---|--|
| a) ATPL | : | Airline Transport Pilot License, |
| b) Directorate | : | Directorate of the Özyeğin University School of Aviation |
| c) PPL | : | Private Pilot License, |
| d) Senate | : | Özyeğin University Senate, |
| e) SHGM | : | Directorate General of Civil Aviation |
| f) SHY-1 | : | Rules and Regulations for Aircraft Pilot Licenses issued on the official gazette No: 26190 on June 6, 2006. |
| g) Flying Evaluation Board | : | Flying Evaluation Board established by the partner flight training school for the Özyeğin University Undergraduate Professional Flight Program |
| h) University | : | Özyeğin University, |
| i) University Executive Board | : | Özyeğin University Executive Board, |
| j) Executive Board | : | Özyeğin University School of Aviation Executive Board |
| k) YÖK | : | Higher Education Council, |
| l) School | : | Özyeğin University School of Aviation, |
| m) School Board | : | Board of the Özyeğin University School of Aviation |

SECTION TWO

Principles for Registration

Registrations

ARTICLE 5 –

- (1) In order to enroll in the Özyeğin University Undergraduate Professional Flight Program, students must present Class-1 Health Certificates issued by competent aviation medical centers that are authorized by the Directorate General of Civil Aviation (SHGM), and must meet the other application requirements listed for student pilot certificates in Article 24, paragraph one of SHY-1.

Registration Renewals

ARTICLE 6 –

- (1) The School Executive Board decides whether any additional documents are required for registration renewals for the Undergraduate Professional Flight.

Leave of Absences

ARTICLE 7 –

- (1) Students who fail to obtain the required health certificates as per SHY-1 or students convicted for disqualifying criminal offences are not allowed to take leaves of absence.

SECTION THREE

Academic Principles

Academic Year

ARTICLE 8 –

- (1) The start and end date of academic calendar as well as the location of classes can be revised upon the resolution of the School Executive Board to make up any class hours lost in the fall and spring semesters due to adverse weather conditions and other circumstances.
- (2) If deemed necessary, theoretical and practical flight courses can also be held at weekends.

Theoretical Courses

ARTICLE 9–

- (1) The curriculum covers academic courses, electives, PPL/ATPL theoretical knowledge courses and PPL/ATPL practical flight courses.
- (2) In order to start taking PPL theoretical knowledge courses, students must have first passed the necessary pre-requisite courses.
- (3) **(Amendment:RG-09/03/2015-29290)** In order to obtain PPL, students must have passed the PPL theoretical examination and checkride (flight test) administered by SHGM.
- (4) Students who fail to pass the examinations administered under the control of SHGM for the PPL theoretical knowledge courses within 18 months as of the end of the month in which they sat for the exam for the first time must repeat all PPL theoretical courses.
- (5) Students who fail to obtain the Private Pilot License (PPL) issued by SHGM cannot start their theoretical and practical flight trainings for the Airline Transport Pilot Licence (ATPL).
- (6) Student must pass all theoretical ATPL courses within 18 months.
- (7) In order to obtain the ATPL-Frozen License, student must pass the examinations administered by SHGM in 14 different subjects within 18 months as of the month in which they sat for the exam for the first time.

- (8) Any other issues regarding the curriculum are subject to the relevant provisions of the Özyeğin University Rules and Regulations for the Undergraduate Programs issued on the Official Gazette No: 29290 on March 9, 2015.

Practical Flight Courses

ARTICLE 10 –

- (1) Practical flight trainings are delivered in accord with SHY-1 within the framework of the protocol signed with the partner flight training school.
- (2) In case of any violations of the rules of the partner flight training institution, the Executive Board of the School of Aviation evaluates and renders a decision about the student's eligibility to remain in the professional flight program by taking into consideration the resolution rendered for the student by the Flying Evaluation Board of the partner flight training school.

Attendance

ARTICLE 11 –

- (1) Students must achieve 100% attendance in PPL/ATPL theoretical and practical flight courses. The principles for attendance for theoretical and practical courses are determined by the School Executive Board.

Course Exemptions

ARTICLE 12 –

- (1) Students cannot be kept exempt from theoretical and practical flight courses for PPL/ATPL.
- (2) In case of students who enrolled in the Özyeğin University Undergraduate Professional Flight Program after previously studying in an undergraduate professional flight program of another university, the academic and elective course(s) from which the students will be kept exempt are determined by the School Executive Board.

Course Repeats

ARTICLE 13 –

- (1) Students cannot repeat courses they previously passed in order to improve their grade point averages.

Course Materials

ARTICLE 14 –

- (1) The cost of all textbooks, course documents, navigation computers, flight jackets, plotters, standard school/flight attire, and kneepads is covered by students.

SECTION FOUR

Examinations, Grades, Abbreviations and Academic Evaluation

Sınavlar

MADDE 15 –

- (1) The examinations of practical flight courses are administered in the appropriate aircraft or flight simulator for the relevant stage. Point controls are planned and conducted on the suitable days depending on weather conditions and other requirements.

General Directorate of Civil Aviation Examinations

ARTICLE 16 –

- (1) Theoretical examinations administered and pilot licenses awarded by the General Directorate of Civil Aviation are subject to the relevant provisions of SHY-1.

Grades and Abbreviations

ARTICLE 17 –

- (1) Letter grades, coefficients and corresponding percentages used for academic evaluation for PPL/ATPL theoretical and practical courses are shown below. Accordingly the lowest passing grade is D, while F indicates that the student has failed.

<u>Grade</u>	<u>Coefficient</u>	<u>Percentage</u>
A	4.00	97 – 100
A-	3.70	94 – 96
B+	3.30	91 – 93
B	3.00	88 – 90
B-	2.70	85 – 87
C+	2.30	83 – 84
C	2.00	81 – 82
C-	1.70	79 – 80
D+	1.30	77 – 78
D	1.00	75 – 76
F	0.00	0 – 74

- (2) Grades assigned and academic evaluation made by the partner flight training institution for the practical flight training courses are announced to students upon the approval of the Academic Director of the Undergraduate Professional Flight Program .

SECTION FIVE

Miscellaneous and Final Provisions

Codes of Student Conduct and Suitability for Flying

ARTICLE 18–

- (1) In case of any violations of the rules of the partner flight training institution, the Executive Board of the School of Aviation evaluates the violation. Should it be concluded that it is a violation of flight discipline, the board will render a decision as per the provisions of the 'Rules and Regulations for Student Discipline at Higher Education Institutions published in the Official Gazette No: 28388 on August 18, 2012. Furthermore, in case of unsuitability for flying, the Executive Board of the School of Aviation evaluates whether the student is eligible to remain in the undergraduate professional flight program and renders a decision by also taking into consideration the resolution of the Flying Evaluation Board of the partner flight training school.

a) Violation of Flight Discipline;

- 1) Failure to adhere to the flight instructor's instructions regarding the tasks listed in the Flight Training Manual,
- 2) Consciously leaving the designated circuit area in solo flights
- 3) Performing maneuvers that are not listed in the flight assessment checklist during a solo flight
- 4) Low flying and acrobatic flying,
- 5) Alcohol, drug and similar other similar addictions, or attempt to fly under the influence of alcohol or other substances
- 6) Exceeding the performance limits of the aircraft
- 7) Deliberate failure to obey the instructions provided by the air traffic control authorities

8) Failure to obey the similar other rules set forth by the Flying Evaluation Board

b) Unsuitability for Flying;

- 1) Failure to show sufficient progress in the relevant stages of the practical flight courses,
- 2) Avoiding flying due to aerophobia (fear of flying) or flight anxiety in a way that interrupts the flight training
- 3) Having a medical certificate verifying that the student has physiological obstacles such as vertigo, nausea, vomiting or psychological and behavioral problems which may prevent the student from successfully completing the flight

Tuition

ARTICLE 19 –

- (1) In addition to tuition, the fees for SHGM examinations, health certificates, and official stamp, duties and fees required by SHGM for getting ATP (A) licence following graduation as well as any other fees are covered by students.

Absence of Provisions

ARTICLE 20 –

- (1) In the absence of any relevant provisions herein these rules and regulations, the relevant provisions of the Rules and Regulations of the Undergraduate Programs, the Rules and Regulations for Aircraft Pilot Licenses as well as the resolutions of the Senate, University Executive Board and School Executive Board will be applicable.

Effectiveness

ARTICLE 21 –

- (1) These rules and regulations take effect on the date they are issued.

Execution

ARTICLE 22 –

- (1) These rules and regulations are executed by the Özyeğin University Rector.