

ÖZYEĞİN UNIVERSITY
FACULTY OF AVIATION AND AERONAUTICAL SCIENCES
DIRECTIVES FOR TEACHING, LEARNING, AND EXAMINATIONS
IN THE UNDERGRADUATE PROFESSIONAL FLIGHT PROGRAM

(Senate Date: 14.03.2025; Senate No: 2025/03)

SECTION ONE
Purpose, Scope, Legal Ground, and Definitions

Purpose

ARTICLE 1 - (1) The purpose of these directives is to set forth the applicable principles for teaching, learning, and examinations in the Undergraduate Professional Flight Program offered by the Faculty of Aviation and Aeronautical Sciences at Özyeğin University.

Scope

ARTICLE 2 - (1) These directives cover supplementary provisions for teaching, learning, and examinations in the Undergraduate Professional Flight Program offered by the Faculty of Aviation and Aeronautical Sciences at Özyeğin University.

Legal Ground

ARTICLE 3 - (1) These directives have been prepared pursuant to Article 14 of the Higher Education Law No:2547 dated November 4, 1981.

Definitions

ARTICLE 4 - (1) For the purpose of these Directives, the following terms shall have the following meanings hereinafter:

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| a) Airline Transport Pilot License (ATPL) | : Airline Transport Pilot License (ATPL). |
| b) ATPL Refresher Training | : A training program designed to review and repeat the theoretical knowledge required for the Airline Transport Pilot License (ATPL). |
| c) Dean's Office | : Dean's Office of the Faculty of Aviation and Aeronautical Sciences at Özyeğin University |
| d) Faculty Disciplinary Board (FDB) | : Disciplinary Board of the Faculty of Aviation and Aeronautical Sciences at Özyeğin University, |
| e) Faculty Executive Board (FEB) | : Faculty Executive Board of the Faculty of Aviation and Aeronautical Sciences at Özyeğin University, |
| f) Faculty Board (FB) | : Faculty Board of the Faculty of Aviation and Aeronautical Sciences at Özyeğin University, |
| g) Rules and Regulations for Undergraduate Programs, | : Rules and Regulations for Undergraduate Programs at Özyeğin University |
| ğ) Approved Training Organization (ATO) | : Approved Training Organization authorized by the Directorate General of Civil Aviation, |
| h) Professional Flight Department | : Professional Flight Department in the Faculty of Aviation and Aeronautical Sciences at Özyeğin University |
| ı) Private Pilot License (PPL) | : Private Pilot License (PPL), |
| i) PPL Refresher Training | : A training program designed to review and repeat the theoretical knowledge required for the Private Pilot License (PPL). |
| j) Senate | : Senate of Özyeğin University, |
| k) Directorate General of Civil Aviation (DGCA) | : Directorate General of Civil Aviation, |
| l) Pilot License Regulation (SHY-1) | : The Pilot License Regulation published by the Directorate General of Civil Aviation in the Official Gazette No: 31883 on July 1, 2022. |
| m) Flight Evaluation Board | : The Flight Evaluation Board established by the contracted Approved Training Organization for the Undergraduate Professional Flight Program at Özyeğin University. |

- n) University : Özyeğin University,
o) University Executive Board (UEB) : University Executive Board of Özyeğin University,
ö) Council of Higher Education (COHE) : Higher Education Council of Türkiye.

SECTION TWO

Principles for Enrollments

Enrollments

ARTICLE 5 - (1) In addition to meeting the University's enrollment requirements specified in the Rules and Regulations for Undergraduate Programs, students must also hold a valid Class-1 Medical Certificate issued by an aeromedical center authorized by the Directorate General of Civil Aviation (DGCA). Furthermore, they must fulfill the additional requirements for Student Pilot License (SPL) applications stipulated in Article 17, clause 1 of the Pilot License Regulation (SHY-1).

Registration Renewal

ARTICLE 6 - (1) In addition to meeting the University's registration renewal requirements specified in the Rules and Regulations for Undergraduate Programs, students must also fulfill any additional requirements set by the Faculty Board (FB) for the Undergraduate Professional Flight Program, if any.

(2) The required documents for students to pursue their flight training are announced by the Professional Flight Department. Students who fail to submit the necessary documents within the announced period cannot register for flight training courses, or if they are already registered, their course registrations are cancelled upon the decision of the FEB. In addition, among these students, those who are not registered in any courses other than flight training courses may be placed in unregistered (inactive) student status by the FEB.

Leave of Absence

ARTICLE 7 - (1) Leave of absence procedures are completed as per the Rules and Regulations for Undergraduate Programs at Özyeğin University. However, students who have not obtained a valid medical certificate as required by the Pilot License Regulation (SHY-1) or those convicted of offenses that disqualify them from becoming a pilot are not eligible for a leave of absence.

SECTION THREE

Principles for Teaching & Learning

Training Period

ARTICLE 8 - (1) The announced start and end dates as well as the training location can be revised upon the decision the Faculty Executive Board to make up for any flight training hours lost due to adverse weather conditions or other circumstances during the Fall and Spring semesters.

(2) If deemed necessary, theoretical and practical flight training courses may also be held on weekends.

Theoretical Training

ARTICLE 9 - (1) In order to qualify for PPL flight training, students must pass the PPL Theoretical Knowledge Examination administered by the Directorate General of Civil Aviation (DGCA). Students who complete their PPL theoretical training must take the PPL Theoretical Knowledge Examination within 12 months from the date of completion. Students who fail to comply with this requirement are required to complete PPL theoretical refresher training.

(2) In order to qualify for a Private Pilot License (PPL), students must pass both the PPL Theoretical Knowledge Examination and the PPL Checkride (flight test) administered by the DGCA.

(3) Students who fail to pass the PPL Theoretical Knowledge Examination within 18 months from the end of the month in which they first attempted the exam may be required to repeat all PPL theoretical courses or complete refresher training, regardless of their previous course grades, subject to the decision of the DGCA. Students who are required to repeat their PPL theoretical courses are determined upon the decision of the Faculty Executive Board (FAB).

(4) Students whose Private Pilot License (PPL) is not certified by the DGCA or who are unable to submit their Private Pilot License (PPL) to the Professional Flight Department by the end of the course add-drop period cannot register for Airline Transport Pilot License (ATPL) theoretical courses.

5) Students must pass all ATPL theoretical courses within 18 months. This period commences on the date of the student's first ATPL class, as specified in the course schedule for the semester in which they are registered in ATPL courses. Failure to complete the courses within this period may require the student to repeat all ATPL theoretical courses or complete refresher training, regardless of previous course grades, subject to the decision of the DGCA. Students who are required to repeat their ATPL theoretical courses are determined upon the decision of the Faculty Executive Board (FAB). Additional procedures related to this requirement are further explained in Article 13 of these directives.

(6) In order to qualify for an Airline Transport Pilot License (ATPL), students must pass the examinations for all 14 ATPL theoretical subjects within 18 months from the end of the month in which they first attempted any of the exams. Failure to do so will require the student to complete ATPL theoretical refresher training, and retake and pass all examinations.

Practical Flight Training

ARTICLE 10 - (1) Practical flight training is offered in compliance with SHY-1 regulations within the framework of the protocol executed with the contracted Approved Training Organization (ATO).

(2) In the event of a violation of the rules set by the contracted ATO, the respective ATO's Flight Evaluation Board shall issue a decision about the student. The Faculty Executive Board (FEB) shall review the case based on this decision, and determine whether the student may continue flight training or shall be dismissed from the program.

Attendance Requirement

ARTICLE 11 - (1) Without prejudice to the provisions of the Rules and Regulations for Undergraduate Programs, students are required to maintain 100% attendance in both PPL/ATPL theoretical courses and practical flight training sessions. The attendance requirements are explicitly stated and announced in the course syllabi.

Course Exemptions

ARTICLE 12 - (1) Course exemption procedures for students who have previously pursued studies at another higher education institution before enrolling in the University's Professional Flight Program are completed in accordance with the Rules and Regulations for Undergraduate Programs at Özyeğin University. The final decision about the academic and elective courses from which the Professional Flight students can be exempted is made by the Faculty Executive Board (FEB).

Course Repetition

ARTICLE 13 - (1) The course repetition procedures (excluding for the courses specified in Article 9, clause 5 of these Directives) are completed as per the Rules and Regulations for Undergraduate Programs. However, students may not repeat practical flight training courses in which they have already achieved a passing grade for the purpose of improving their cumulative grade point average.

Course Materials

ARTICLE 14 - (1) The cost of books, course documents, any other course materials, and uniforms required for theoretical and practical flight training are covered by the student.

SECTION FOUR

Examinations, Grades, Signs, and Assessment

Flight Course Examinations

ARTICLE 15 - (1) The examinations for practical flight courses are administered either in the aircraft or in flight simulators depending on the student's level.

(2) Skill tests and competency checks are scheduled and conducted on days when weather conditions and other factors are suitable.

Examinations Administered by the Directorate General of Civil Aviation

ARTICLE 16 - (1) The relevant provisions of SHY-1 shall prevail for theoretical knowledge examinations administered and pilot licenses issued/certified by the Directorate General of Civil Aviation.

Grades and Signs

ARTICLE 17 - (1) The grades, coefficients, and corresponding percentage points used for the evaluation of PPL/ATPL theoretical courses and practical flight courses are specified below. The minimum passing grade is (D), while (F) is a fail grade.

<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 contracted ATO for the practical flight training courses are announced to students upon the approval of the Academic Director of the Undergraduate Professional Flight Program and/or the Chief Theoretical Knowledge Instructor designated by the University.
- (3) Flight courses that are not completed by the end of the respective semester will be assigned an "IP" grade, as defined in the Rules and Regulations for Undergraduate Programs. Students must re-register for the course assigned with an IP grade in the following semester. A student can receive an "IP" grade for a course consecutively for a maximum of three times. If the student registers for the course for the fourth consecutive time, the course will no longer be assigned an "IP" grade but will be graded as either "pass" or "fail." In the event the student files an application and the justifications presented are deemed appropriate, an additional "IP" grade may be granted for the courses PLT 208 and PLT 210 up to three times, and for other courses (PLT 202, PLT 204, PLT 206, PLT 318, PLT 401, PLT 402, PLT 403, PLT 404, PLT 405) once upon the decision of the Faculty Executive Board.

SECTION FIVE

Miscellaneous and Final Provisions

Discipline and Flight Suitability Rules

ARTICLE 18 - (1) In the event of a violation of the rules and regulations set forth by the contracted ATO or any flight discipline violations, the respective ATO's Flight Evaluation Board shall issue a decision about the student. Based on this decision, the Faculty Disciplinary Board (FDB) shall review the case, and render a decision as per the provisions of the Law No: 2547. Additionally, in cases where the student is deemed unfit for flight training, the Faculty Executive Board (FEB) shall review the Flight Evaluation Board's decision to discontinue the student's flight training and determine whether the student may continue flight training.

a) Flight Discipline Violations

- 1)** Failure to comply with the flight instructor's directives regarding the assigned tasks specified in the Flight Training Manual,
- 2)** Consciously leaving the designated training or circuit area in solo flights,

- 3) Performing maneuvers that are not listed in the flight assessment checklist during a solo flight,
- 4) Conducting low-altitude flights or performing aerobatic maneuvers,
- 5) Having an addiction to alcohol, drugs, or similar substances, or attempting to fly under the influence of alcohol or other substances,
- 6) Attempting maneuvers beyond the aircraft's performance limitations,
- 7) Failing to comply with the instructions of air traffic authorities intentionally,
- 8) Violating other similar flight regulations set forth by the Flight Evaluation Board.

b) Incompatibility with Flight Duties

- 1) Failing to demonstrate sufficient progress in the assigned tasks in the respective levels of practical flight training,
- 2) Disrupting the training program due to fear of flying or other phobias,
- 3) Experiencing physiological barriers such as dizziness, nausea, or vomiting, or exhibiting psychological behavioral disorders that hinder the fulfillment of flight duties.

Tuition and Examination Fees

ARTICLE 19 - (1) In addition to the tuition for their academic programs, students are responsible for covering all fees associated with exams administered by the DGCA, medical certificates, as well as official stamps and duties required for pilot licensing procedures.

(2) Tuition procedures are completed as per Article 14 of the Rules and Regulations for Undergraduate Programs. However, for flight courses assigned with an IP grade as per Article 17, clause 3 of these Directives, the applicable procedure for the tuition to be paid to the University is determined by the Board of Trustees and announced to the students.

Absence of Provisions

ARTICLE 20 – (1) In the absence of relevant provisions in these Directives, the Rules and Regulations for Undergraduate Programs, the regulations of the DGCA, and the applicable decisions of CoHe, the Senate, the University Executive Board (UEB), the Faculty Executive Board (FEB), and the contracted Approved Training Organization (ATO) shall prevail.

Abolished Rules and Regulations

ARTICLE 21 - (1) The Rules and Regulations for the Özyeğin University School of Aviation Undergraduate Professional Flight Program and Examinations” published in the Official Gazette No: 28680 on June 17, 2013 have been abolished.

Effectiveness

ARTICLE 22 -(1) These rules and regulations shall enter into force as of the date of publication. For the purpose of calculating the number of consecutive IP grades assigned as per Article 17, clause 3 of these Directives, only the consecutive IP grades assigned since the effective date of these Directives shall be counted towards the calculation.

Execution

ARTICLE 23 – (1) These directives are executed by the Özyeğin University Rector.