
**NISANTASI UNIVERSITY CIVIL AVIATION SCHOOL DIRECTIVE FOR FUTURE PILOT
STUDENTS ON FULFILLING CIVIL AVIATION REQUIREMENTS IN UNDERGRADUATE
LEVEL EDUCATION**

CHAPTER ONE

Purpose, Scope, Basis and Definitions Purpose

ARTICLE 1 – (1) The purpose of this Directive is to ensure that the education of the students of Nisantasi University Civil Aviation School Pilotage Department is carried out in accordance with the principles determined by the civil aviation legislation, both in administrative matters and in teaching matters, in order to be trained as an airline pilot, to enable them to achieve their pilotage knowledge, skills and practical experience in accordance with national and international airline piloting, thanks to both academic training and practical pilotage training.

Scope

ARTICLE 2 - (1) In Nişantaşı University Civil Aviation School, education and training in the pilotage department is carried out in accordance with the provisions of this Directive and applies to the students of Nisantasi University, Undergraduate Pilotage Department.

Ground ARTICLE 3 - (1) This Directive has been prepared on the grounds of the Higher Education Law No. 2547 dated 4/11/1981 and the provisions of the Turkish Civil Aviation Law No. 2920 and the Civil Aviation Legislation within this scope.

Definitions

ARTICLE 4- In this Directive;

- a) NU: Refers to Nişantaşı University.
- b) NU OEO: Refers to Nisantasi University Approved Training Organizational Unit.
- c) Double Major Program: Refers to the program that enables students who meet the success requirement and other conditions to take courses simultaneously from two diploma programs of the same higher education institution and obtain two separate diplomas.
- d) School Board: Refers to the Civil Aviation School board that provides undergraduate education at NU.
- d) General Grade Point Average (GPA): It is the number calculated by dividing the sum of the points that the student has collected from all the courses he has taken by the total of the national credits he has taken until the end of that term. In case the student repeats the courses, the last grade received from those courses is valid in the GPA, but all grades of the student are shown in the transcript. In this respect, it refers to the weighted national credit grade point average of all the courses that the student has taken until the semester they want to transfer, excluding the preparatory class.
- e) Senate: Refers to Nisantasi University Senate.
- f) DGCA: Refers to the Directorate General of Civil Aviation - Turkey.
- g) SHYO: Refers to the School of Civil Aviation, where pilotage undergraduate education is carried out at Nisantasi University.
- ğ) TBO: Refers to Theoretical Knowledge Education.
- h) University: Refers to Nisantasi University.
- ı) YKS: refers to the Higher Education Institutions examination.
- i) YOK: Refers to the Council of Higher Education.
- j) Administrative Board: Refers to Nisantasi University Administrative Board.

SECTION TWO

Principles on Application, Enrollment and Admission

ARTICLE 5 – (1) Pilot candidates to the NU Pilotage Program (English) are taken through the Student Selection and Placement Examination. After the exam, students can choose with the YKS score type of (SAY). If students who apply through ApplyNU and receive a certain amount of scholarship are placed in the NU Pilotage Department, the determined scholarship rates are only reflected in the tuition fee as a discount. Scholarship earned with ApplyNU admission only covers tuition fees at the earned rate of the candidate.

Scholarships received by the candidates with the admission of ApplyNU are in the nature of OSYM Scholarships and are valid for 7 years. Candidate students who want to enroll in Nişantaşı University Civil Aviation High School Pilotage Department are required to fulfill the requirements of the "Pilot License Regulation" (SHY-1),

which is included in the Legislation of the Directorate General of Civil Aviation.

(<http://web.shgm.gov.tr/documents/sivilhavacilik/files/mevzuat/sektorel/yonetmelikler/2017/SHY1.pdf>)

Qualifications Required to Practice Pilotage (Undergraduate) Profession:

ARTICLE 6 – 1) To obtain a health report in accordance with the provisions of the health institutions authorized by the Directorate General of Civil Aviation (ICAO Annex-1 Class 1).

2) Not having a Criminal Record or a Criminal Archive Record that prevents from being a pilot.

Candidate students are required to meet the conditions stipulated in the applications for student pilot license specified in the 16th and 17th articles of the "Pilot License Regulation (SHY-1)", published in the Official Gazette dated 02.06.2017 and numbered 30084. They must have a valid 1st class health certificate issued by the General Directorate of Civil Aviation (DGCA) or aviation medical centers authorized by the DGCA, and the health certificate must not contain any restrictions that prevent them from flying as pilot-in-command in single-pilot certified aircraft.

The student is responsible for all issues that may arise due to the student's being unfit to be a pilot during the education period, within the framework of the Pilot License Regulation (SHY-1). If the student is unfit to be a pilot as a result of the medical examination, he/she will not be enrolled in the relevant department, within the framework of the Pilot License Regulation (SHY-1).

DGCA approved Authorized Medical Centers, contact information, etc. Information can be found on the website of the Directorate General of Civil Aviation.

<http://web.shgm.gov.tr/tr/preview/4776-havacilik-tip-merkezi-amc-aeromedical-center>

Documents Required for Registration

ARTICLE 7 – (1) Students who are entitled to start education in the NU Pilotage Department at the end of the preference period, are entitled to enroll in the NU Pilotage Department after they complete the cash payment, medical report and documents deemed necessary by the DGCA and have to complete the enrollment process within the specified enrollment dates. Since the flight training starts from the fourth semester of their academic education, additional documents must be submitted to NU OEO in a manner as detailed below. Candidate students can obtain their student pilot license by writing a petition to the DGCA with the report which they obtained from the authorized hospitals where the Eligibility Health Report is obtained, and other necessary documents.

(2) Students who cannot complete their documents and miss the enrollment deadline cannot enroll. Even if the enrollment of those who make false statements and submit documents are done, their enrollment will be canceled and legal action will be taken against them.

Program Admission Requirements

ARTICLE 8 – (1) Each NU Pilotage Department student whose enrollment process has been completed is in the status of "Pilot Candidate Student". Even if the student who is entitled to enroll in the NU Pilotage Department has taken theoretical or practical (with actual flights) PPL-A or ATP-A training in Turkey or abroad, approval must be obtained from DGCA regarding this training. In case of not obtaining approval, if the student accepts to take the theoretical and applied courses in the NU Pilotage Department program, he/she is enrolled, otherwise he/she cannot enroll.

(2) During the enrollment process, if a student placed in the NU Pilotage Program by OSYM cannot enroll due to a health problem, the student is offered departments in which he/she can be placed in NU in accordance with the YKS score taken as the basis for placement. If the student wishes, he/she can also use the second placement right in accordance with the YKS score taken as the basis for the placement.

Being Exempted from the Preparatory Class in the Process Following the Enrollment Procedure

ARTICLE 9 – (1) In order to be exempt from the Preparatory Program; It is necessary to get 60 (sixty) points out of 100 (one hundred) from the English proficiency exam.

(2) In addition; Students who get sufficient points from the internationally recognized exams stated below and accepted by our University are also exempted from the English preparatory program: a) TOEFL (IBT 72)

b) YDS / e-YDS / YOKDIL 60

c) Pearson PTE Academic 55

ç) CAE C

Inclusion in the Preparatory Class in the Process Following the Enrollment Procedure

ARTICLE 10 – (1) Students who complete the enrollment process are entitled to start the program as pilot candidates. It is compulsory for all students to attend the English Placement Exam to be given during the enrollment period. Whereas the students who get at least 30 clear out of 60 questions from this exam and who are successful at B1 level in the writing section (Intermediate) are entitled to take the English proficiency exam, those who fail below this rate are placed in the appropriate level in the preparatory program according to the exam result. Students placed at the level appropriate for them in the preparatory program must complete the program within 2 (two) years. Students who fail in English within 2 years are placed in a Department in Turkish in NU, which he/she wishes, if available, according to their YKS exam score; if there is no department he wishes, he/she can apply to YOK and request that he/she be placed in the department in Turkish.

CHAPTER THREE

Principles Regarding Education-Training

Principles for notifying students to the NU Approved Training Organizational unit (NU OEO) at the beginning of the semester they start their education in the Pilotage Department:

ARTICLE 11 – (1) The Head Office of Pilotage Department which determines the list of students who successfully completed the preparatory class and/or were exempted from the preparatory program, prepares an official letter and informs NU OEO, with the approval and signature of the Civil Aviation School Directorate, that the students enrolled in the Pilotage Department, who are at the beginning stage of the first semester of education, will start their education in the Pilotage Department, and estimated number of students who will start actual flights in the following semesters. Therefore, pilot candidate students are required to submit their documents completely and follow the expiry dates of the documents that need to be updated on their own.

(2) Pilot candidates who are exempt from the English preparatory program and who successfully complete the preparatory program are entitled to take the 1st semester courses of the NU Pilotage Department. Students placed in the program are entitled to start flight training if they fully meet the conditions for starting flight training after the 1st, 2nd and 3rd semester theoretical courses.

(3) The conditions for starting flight training are listed below:

a) Having a GPA of 2.0 or above success grade,

b) Having successfully completed Physics I and Differential and Integral Calculus I courses,

c) Keeping other necessary documents on the subject available.

Basic Stages of Licensing of Students by the Directorate General of Civil Aviation in the Teaching Process

ARTICLE 12 – (1) Students who are entitled to start flight training are notified to DGCA by NU OEO at the beginning of the fourth semester of the curriculum. The students of the NU Pilotage Department, whose names are announced with the approval of DGCA, get the status of "student pilot".

(2) Students who successfully complete the Theoretical Private Pilot License (PPL) training and the theoretical PPL central exam conducted by DGCA are entitled to attend the pre-flight course organized by the contracted flight training institution. Students who are successful in the course begin their actual flight.

(3) Pilot candidates who are found successful by flight instructors, examiners and flight discipline committees during the actual flights required in PPL-A trainings are submitted to DGCA after completing their training. Another requirement is to achieve a level 3 or higher in International Civil Aviation Organization (ICAO) exam in English. All students who are successful before starting the 5th academic semester become a "pilot" with a PPL-A license.

(4) In the following semesters, pilot students who successfully complete all their flights by successfully passing the ATP-A central exam with the Airline Transport Pilot (ATP-A) theoretical training determined in the NU OEO Training Manual, become DGCA approved ATP-A (Frozen) license holder upon graduation.

Our students who hold an ATP-A (Frozen) license are entitled to graduate with a valid license in order to work in commercial airlines.

(5) In order for students to graduate from the NU Pilotage Department, they must be entitled to become a DGCA approved ATP-A (Frozen) License Holder and have completed the academic requirements in accordance with the curriculum.

Theoretical Knowledge Teaching within NU OEO

ARTICLE 13 – (1) NU OEO is a training unit that is directly affiliated to the NU Rectorate and approved by DGCA. (2) Theoretical education, whose conditions and contents are determined in accordance with national and international aviation legislation within the unit, are given as separate courses at NU OEO. All of the aforementioned courses are called Theoretical Knowledge Education (TBO).

(3) The TBL covers the courses given in 9 different specialties for PPL-A and 14 for ATP-A, defined in the relevant aviation documents, on the subjects that pilot candidates must learn before actual flights.

(4) The courses are opened and conducted at NU OEO with the permission and approval of DGCA, by trainers holding special certificates given by DGCA.

(5) TBO is given in four separate phases (first phase PPL-A and the following three phases ATP-A) during flight training, one after the other by completing the flight requirements.

(6) Following each TBO module, a trial exam is conducted by the NU OEO Training Directorate. Further trainings can be planned if necessary. Students who have completed their training are notified to DGCA and are entitled to take the central exam.

(7) "PPL-A Theoretical Training Achievement Certificate" is given by NU OEO to students who pass the PPL Theoretical Training Exam. Pilot candidates must complete the PPL-A theoretical knowledge exams organized by DGCA within 18 months, calculated from the end of the month of the first exam date.

(8) At NU OEO, Airline Transport Pilots License (ATPL-A) theoretical training is given within NU OEO in accordance with the legislation. The aforementioned trainings are given in 3 different education periods with 3 different modules containing 14 defined courses. Students who successfully complete their trainings have to be successful by taking the exams organized by DGCA. Since ATPL-A modular theoretical trainings and ATPL-A planned flight trainings will be carried out by following each other, it is essential to ensure the continuity of success in theoretical trainings.

Principles of Academic Evaluation of Theoretical Knowledge Education

ARTICLE 14 – (1) The courses in the curriculum corresponding to the groups (modules) to which the courses given in NU OEO belong;

a) is opened in accordance with the corresponding semester in the curriculum by establishing coordination between the Head Office of Pilotage Department and the NU OEO Education Directorate.

b) While determining the end-of-course grade, the grade given by the course trainer is 40 percent and the grade given by the DGCA is 60 percent in the end-of-semester evaluation, and the grades are notified to the Head of the Pilotage Department by the Head of the Flight School, as a list, via corporate e-mail.

(2) The Department of Pilotage opens each course, which includes more than one course and is defined as an academic course in the curriculum, at the beginning of the semester, and ensures that the grades are entered according to the exam results announced by the Flight School Directorate. In this context, how the end-of-semester evaluation will be made is specified in the course content plan by the Flight School Directorate at the beginning of the semester, and this plan is applied at the end of the semester.

Actual Flight Trainings

ARTICLE 15 - (1) Pilot candidate students are entitled to obtain the "NU PPL-A Theoretical Training Success Certificate" after completing 124 hours of theoretical PPLA training in their fourth education semester and being successful in the DGCA central exam.

(2) In the fifth, sixth and seventh education semester, they are entitled to obtain the "NU ATPL-A Theoretical Training Success Certificate" if they successfully complete a total of 650 hours of ATP-A theoretical knowledge training and 14 specialization courses organized in 3 modules.

(3) They are entitled to obtain a Private Pilot License (PPL) from DGCA by completing their Private Pilot License (PPL) training flights on single-engine trainer aircraft as well as Simulators with appropriate technical specifications and permits, during the fourth academic year at the contracted applied education institution.

(4) In the following periods, by successfully completing;

- a) Pilot in Command – PIC flights,
- b) Night Rating – NR flights,
- c) Instrument Rating (IR) flights,
- ç) Multi-Engine Instrument Rating (ME-IR) flights,
- d) Commercial Pilot License (CPL) flights,
- e) Multi Crew Co-operation (MCC) flights and
- f) Airline Transport Pilot's Licence – ATPL-A flights at the contracted applied training institution on single-engine and multi-engine aircraft and simulators with the appropriate technical specifications and permits, they will be entitled to receive the SHGM-approved ATPL-A Frozen Licenses.

Termination of Academic Education

ARTICLE 16 – (1) Head Office of the Department is responsible for conducting the education in accordance with the curriculum in the Civil Aviation School Pilotage Department. In order to graduate from the NU Pilotage Department, it is obligatory to successfully complete all the conditions and courses required by the curriculum, with national and European Credit Transfer System (ECTS) credits accepted by the Senate. In this direction, students get graduation status by completing the number of courses, ECTS and national credit requirements and GPA criteria, major (2.00/4.00), double major (2.72/4.00), determined for each sub-category. (2) In order for pilot candidates to be entitled to receive the Nişantaşı University Undergraduate diploma, they must both complete their academic education in accordance with the four-year training program and be entitled to receive the ATPL-A Frozen certificate by completing their ATPL-A flight training fully and successfully, provided that they fulfill the obligations of Nişantaşı University Associate Degree and Undergraduate Education-Training and Examination Regulations.

It is essential that they have been entitled to receive the Frozen certificate. In this direction, the student who is entitled to graduate, becomes entitled to obtain a diploma, provided that he/she pays the tuition and other fees in full and delivers the fixtures registered on him/her.

Leaving the Program for Any Reason During Actual Flights

ARTICLE 17 – (1) In the event that NU students who are continuing their actual flight training at the contracted training institution leave the flight for any reason, such as failure, leaving the flight due to lack of discipline, not being able to meet the health conditions due to the emergence of the problem which prevents flying, giving up on the flight, or etc., the cost of the training they have not completed is reimbursed by the contracted training institution. Students in this situation are placed in another department at NU "based on the student's preference", provided that they meet the registration requirements, and they continue their education.

- (2) The same procedure is applied for students who have never started the flight.
- (3) If the student's payment has not yet been transferred to the contracted educational institution, the refund payment is made to the student by NU.
- (4) If the student is a 100% scholarship student and leaves the flight for any reason, no refund will be made to him/her for the scholarship.
- (5) In case of re-starting the program, students who have frozen their registration in the 3rd and 4th grades can continue the program by fulfilling the requirements of the relevant flight school to start the training again, if the theoretical training given by DGCA is within the time limitation for the exam (provided that it does not exceed the compulsory examination period determined by the relevant regulations). In cases where the theoretical training given by DGCA is within time limitation, he/she can continue the program after he/she is successful in the DGCA theory exams again.

Aviation English Education and Certificate Requirements

ARTICLE 18 – (1) Since the ultimate goal of the program is to train Air Transport Pilots;

- a) Candidate students have to submit to DGCA the document that they have obtained from the authorized Aviation English exam centers at least (ICAO Level-4 English) for ATP-A certificates.
 - b) In addition to the English education in the preparatory class, "Aviation English" courses are included in the curriculum, students are responsible for being successful in these courses and applying what they have learned in flight training.
- (2) Additional English education opportunity that will enable students to get grades up to ICAO Level-6 English (C2 Advanced-advanced level) is provided by NU OEO apart from the curriculum and in return for the course fee.

Issues to be Applied in Lateral (Undergraduate) Transfers

ARTICLE 19 – (1) The provisions of the "Regulation on the Principles of Transfer between Associate Degree and Undergraduate Degree Programs in Higher Education Institutions, Double Major, Minor and Inter-Institutional Credit Transfer" are applied in undergraduate transfers from pilotage departments of other universities.

- (2) Students who apply to NU Pilotage Department to transfer from pilotage departments of other universities have to meet the conditions determined by both YOK and DGCA.
- (3) Students who want to transfer from pilotage departments of other universities are also asked to certify their previous theoretical and/or flight training.
- (4) Transfers cannot be made to the NU Pilotage Department from other universities' departments other than pilotage.

Students' Benefiting from Major and Minor Degree Rights

ARTICLE 20 – (1) Students of the Pilotage Department shall be encouraged to benefit from opportunities such as Double Major Programs (DMP). Necessary regulations and rules for this are determined in Nişantaşı University Double Directive For Major Program Directive and Nişantaşı University Minor Program and related regulations.

- (2) The quota of students who will do a double major is determined by the University Senate.
- (3) In order for the student to apply for the Double Major program, he/she must have successfully completed all the credit courses taken in the pilotage department until the semester he/she applies, his/her GPA at the time of application must be at least 2.72/4.00, he/she must be at 20% in the success order as of the year he registered for the major in the relevant class of the major program.

SECTION FOUR
Miscellaneous and Final Provisions

Time of Payments

ARTICLE 21 – (1) Pilot candidates students included in the program pay the academic tuition fees and the flight training fees notified to them during registration in four installments at the beginning of the 1st, 3rd, 5th and 7th semesters. No discounts are given for advance payments.

Candidate students;

- a) Cannot choose the courses in the program, they cannot benefit from any student rights, unless they pay the tuition fee,
- b) Cannot receive the theoretical training in case they do not pay their flight fees, and their apron cards that authorize the transfer to the airside at the airport will be cancelled.

(2) The fees for each exam held by DGCA and each license to be granted are paid by the candidate pilots themselves, and their certificates are also sent to them personally by DGCA.

Cases without provisions

Article 22- (1) In cases where there is no provision in this directive, Law No. 2547, Nişantaşı University Regulation on Undergraduate and Associate Degree Education and Examination, other relevant legislation provisions and resolutions of Nisantasi University Senate and Board of Trustees are applied.

Enforcement

ARTICLE 23 – (1) This directive enters into force on the date it is adopted by the Nisantasi University Senate.

Execution

ARTICLE 24 – (1) The provisions of this directive are executed by the Rector of Nisantasi University.