Self-Assessment Report

GÜMÜŞHANE UNIVERSITY

CIVIL AIR TRANSPORTATION MANAGEMENT PR.

Lecturer Serdar OKAN (Chairman)

Lecturer Mustafa Fatih YÜCEL (Member)

18.03.2024-01.04.2024

0. INTRODUCTION
0.1. INFORMATION ABOUT THE PROGRAM

History

Within the scope of the Department of Economic and Administrative Programs, the "Civil Air Transportation Management Program"started its activities in the 2006-2007 academic year. It was included within the scope of the Transportation Services Department
in the 2009-2010 academic year. Since 2010-2011, the Civil Air Transport Management evening education program has startededucation and training.

Degree Earned

Upon graduation, students are awarded an associate degree in CIVIL AIR TRANSPORTATION MANAGEMENT.

1. STUDENTS

1.1. Students accepted to the program must have the infrastructure to acquire the outcomes (knowledge, skills and behaviors) that the program aims to provide within the stipulated time. The indicators taken into account in the admission of students should be monitored and their development over the years should be evaluated.

Admission Conditions

To be successful in the ÖSYM exam held by the Student Selection and Placement Center (ÖSYM).
Admission conditions for foreign students are announced on the university's website at the beginning of each academic year.

In order to ensure continuity of students and prevent them from graduating without providing the necessary qualifications,

Our students succeed in courses directly or conditionally with certain letter grades. However, in case of conditional passing,according to the exam regulations:

Students who receive one of the letter grades AA, BA, BB, CB or CC from a course are considered to have succeeded that course.In addition, students whose grade point average for a semester is at least 2.00 are considered successful in the courses in which they received a DC letter grade in the final exam and make-up exam in that semester.

Accordingly, depending on the year, if there is a general failure, the overall success is increased, and a partial failure in any course is compensated with the general average and passing with the average is possible. However, all these situations are subject to certain conditions and student success must be monitored over the years.

If a student who has fulfilled the requirement to take the final exam in a course once repeats this course in subsequent semesters, attendance only in theoretical courses is not required. However, attendance at practical, laboratory and other course-related studies during the semester is required.

Instead of elective courses that need to be repeated, students can take other elective courses opened by the department head, school or vocational school directorate. However, in this case, the student must have the new elective course he/she took duringcourse registration through automation count towards the elective course he/she wants to drop. In this case, rights
used for previous courses and studies cannot be used again.

Students whose GPA is below 1.80 at the end of the fourth semester cannot take courses from the upper semesters.

can't get it. Students in this situation must increase their weighted GPA to at least 1.80 by taking the courses they failed and the courses they need to take for the first time in the semester. He/she can take courses from the next semesters startingfrom the semester in which he/she increases his/her weighted GPA to 1.80.

Policies regarding student admission through horizontal and vertical transfer, double major, minor and student exchange practices, and evaluation of courses taken and credits earned in other institutions and/or programs must be defined and implemented in detail.

Since it is an associate degree program, vertical transfer is made from this program to four-year undergraduate programs.

Lateral Transfer (From Different University or Department)

ARTICLE 12 – (1) Horizontal transfers within and between institutions; Official No. 27561 dated 24/4/2010
It is carried out in accordance with the provisions of the Regulation on the Principles of Transfer Between Associate and Undergraduate Programs in Higher Education Institutions, Double Major, Minor and Inter-Institutional Credit Transfer, publishedin the Gazette.

(1) The maximum period is calculated by taking into account the time spent in the institution from which he/she comes.

(2) For students who are decided to transfer from within or outside the university, the courses they have previouslytaken will be counted as corresponding to the courses in the program they transfer to and the semester in which they will be adapted is decided by the relevant board of directors upon the recommendation of the department.

(3) For students who are decided to transfer from within the university, the letter grades of the courses they have previouslytaken are considered valid for the corresponding courses and these grades are included in the averages.

(4) In internal university transfers, students who want to transfer from programs whose equivalence is accepted by the relevantboard are required to have a weighted GPA of at least 3.00.

1.2. Measures should be taken by the institution and/or program to encourage and ensure student mobility through agreements and partnerships with other institutions.

The Foreign Relations Office within our university has made bilateral agreements with various universities regarding the Erasmusprogram. However, there is no student exchange program in Civil Air Transportation Management, which is a program of the Vocational School.

Work is being spent to create bilateral agreements within the Aviation Management department, which was opened within our university in 2020. If our students make a vertical transfer to the four-year Aviation Management department after graduation, they may have the chance to participate in student exchange with the Erasmus program.

1.3. Consultancy service to guide students on course and career planning issues should be given.

According to Gümüşhane University Education and Examination Regulations, consultancy services are carried out as follows:

Orientation programs may be organized by the relevant units before the start of classes, in order to introduce theUniversity to first-year students with final registration.

An academic advisor is appointed for each student by the head of the department in which they are registered before

classesbegin.

The academic advisor checks and approves the course software approved by the student he/she advises within the period specified in the academic calendar. Warns the student for incorrect course records and approves them after making the necessarycorrections.

Academic advisors carry out other advisory duties within the framework of the principles determined by the Senate.

1.3. Students' achievements in all courses and other activities within the scope of the program should be measured and evaluated using transparent, fair and consistent methods.
All students take midterm, final, make-up and graduation exams with the same standards, in a fair, consistent and transparentmanner, and are measured by standardized letter grades.

According to Gümüşhane University Education and Examination Regulations, exams are administered as follows:

Exams are of six types: midterm exam, final exam, make-up exam, graduation exam, excuse exam and exemption exam. Examscores are evaluated out of 100 points.

Courses that are not included in the grade point average are stated in the education plan. Educational studies that do not require examinations are determined by the relevant academic board and stated in the education plan, and the Directorate of Student Affairs is informed about this. In this case, the student's letter grade is evaluated by evaluating his / her work duringthe semester.

Midterm

ARTICLE 19 – (1) At least one midterm exam is held for each course every semester.

The contribution of the midterm exam to the letter grade is 40%. If one midterm exam is held, 40% is determined by the courseinstructor, and if more than one midterm exam and semester work is done, the contribution of the sum of the percentages of these exams or mid-term work to the letter grade is determined by the course instructor so that it does not exceed 40%.

The semester studies and calendar are presented to the relevant board by the department chair at the beginning of the semester and announced to the student. A schedule is prepared so that no more than two exams are held in a day for the lessons of a class.

Midterm exams are held in the eighth week, there will be no classes this week. Grades are announced within fifteen days fromthe end date of the exams.

There are no midterm exams for project, final study and seminar courses.

In health schools and health services vocational schools, the contribution of the application grade of applied vocational courses such as clinical and field work to the letter grade is 50%. Letter grade is calculated by taking 50% of the weighted averageof the midterm and final exam and 50% of the application grade.
Semester final exam

Final exams are held over two weeks at the place, date and time announced by the relevant department head or schooldirectorate, and the Registrar's Office is also informed about this.

The contribution of the final exam to the letter grade is 60%. It is mandatory to get at least 45 points out of 100 in

the final exam.For students who do not take the final exam or who do not get at least 45 points from this exam, their midterm exams and mid- term studies are not included in the evaluation and these students are evaluated with a FF letter grade.

1.4. In order to decide on students' graduation, reliable methods must be developed and implemented to determine whether allrequirements of the program have been met.

The student who will graduate from the program must have passed all the courses in the program and must not have an FF grade. Inthis program, the student must obtain a minimum of 120 ECTS credits and have a GPA of at least 2.00 out of 4.00 and above.

PROGRAM EDUCATIONAL OBJECTIVES

2.1. Program educational objectives must be defined for each program to be evaluated.

Upon successful completion of this program, students will be able to:

Understands the basic principles of civil aviation management.

Civil aviation fields of activity, management,

Knows the characteristics of companies operating in civil aviation.

Knows the importance of communication and navigation systems in aviation.

Knows and explains the meteorology information requirement in aviation.

Knows his legal responsibilities as civil aviation personnel.

He knows the importance of following the legislation regarding his profession.

Recognizes most of the documents and forms used in civil aviation.

Knows the importance of tourism and aviation inputs for the country's economy.

Knows the necessity of a foreign language in aviation and strives for a second foreign language.

Knows and applies all types of ground services provided to aircraft and passengers at an airport.

Knows his responsibilities as a qualified intermediate staff in management in civil aviation enterprises.

2.2. These purposes; It must meet the definition of career goals and professional expectations that graduates of the programare expected to achieve in the near future.

Graduates of the department can work in many institutions such as State Airports Operations, Turkish Aeronautical Association, General Directorate of Civil Aviation, Airport Operations, Ground Service Enterprises, Air Cargo Enterprises.In addition, the interest in the graduates of the Department of Civil Air Transport Management in the private sector is increasing in parallel with the development of civil aviation in our country. In this context, courses and course contents are kept up to date in order to train students who can be employed in the institutions with the

program outcomes specified in the educational objectives of the program. Currently, the courses in our program are included in the evidence section.

It must be compatible with the self-duties of the institution, faculty and department.

Our university's mission statement is "To raise individuals who can think critically, are enterprising, productive, competitive, and constantly renew themselves personally and professionally, to conduct research that can make a universal contribution to science, to be sensitive to local, country and world problems with all their values, to contribute to the development of the city, region and country." It was made as "taking it as a duty to provide the services available".In this context, the mission of the Civil Air Transportation Management Program is to prepare our graduate students for public and private aviation institutions and organizations where they can be employed, as mentioned in the "program educational objectives" section, and to provide courses that will provide the necessary equipment.

2.3. It should be determined by involving various internal and external stakeholders of the program.

Current activities of public and private institutions where our students can be employed and DGCA's aviation. Studentsare trained considering the qualifications required for personnel to be employed in the sector.

2.4. It must be published in a way that is easily accessible.

Easily accessible at https://obs.gumushane.edu.tr/oibs/bologna can be accessed from the link.

2.5. It should be updated at appropriate intervals in line with the needs of the program's internal and external stakeholders.

The training curriculum is updated by taking into account the current activities of public and private institutions where ourstudents can be employed and the current qualifications sought by DGCA for personnel to be employed in the aviation
sector, and by adding elective courses in line with the requests of our students.

3. PROGRAM OUTCOMES
3.1. Program outputs should cover all the necessary knowledge, skills and behavioral components to achieve the program educational objectives and should be defined to include the relevant Evaluation Outputs (such as MÜDEK, FEDEK, SABAK,EPDAD, etc.). Programs may define additional program outcomes specific to them, provided that they are consistent with program educational objectives.
Our program outputs are defined in the BOLOGNA system as follows:

Understands the basic principles of civil aviation management.

Civil aviation fields of activity, management,

Knows the characteristics of companies operating in civil aviation.

Knows the importance of communication and navigation systems in aviation.

Knows and explains the meteorology information requirement in aviation.

Knows his legal responsibilities as civil aviation personnel.

He knows the importance of following the legislation regarding his profession.

Recognizes most of the documents and forms used in civil aviation.

Knows the importance of tourism and aviation inputs for the country's economy.

He knows the necessity of a foreign language in aviation and strives for a second foreign language.

Knows and applies all types of ground services provided to aircraft and passengers at an airport.

Knows his responsibilities as a qualified intermediate staff in management in civil aviation enterprises.

3.2. A measurement and evaluation process used to periodically determine and document the level of achievement ofprogram outcomes must be established and operated.

Students can only be contacted through the alumni portal included in the system by Gümüÿhane University as long as they areincluded in this portal. Through this communication, it can be understood whether the program outputs have achieved their purpose.

3.3. Programs must prove that their students who have reached the graduation stage achieve the program outcomes.

If a curriculum appropriate to the program outcomes is created and students successfully pass the courses in this curriculum,they receive an associate degree.

4.CONTINUOUS IMPROVEMENT

4.1. Evidence must be provided that the results obtained from the established measurement and evaluationsystems are used for continuous improvement of the program.

No improvements have been made due to the current event.

4.2. These improvement efforts should be based on systematically collected, concrete data regarding all areas ofthe program that are open to improvement, especially the areas related to Criterion 2 and Criterion 3.

Although a curriculum update is considered every 2 years under normal circumstances, the curriculum of the program was notupdated.

5.TRAINING PLAN

5.1. Each program must have an educational plan (curriculum) that supports program educational objectives and program outcomes. The training plan should include common components and discipline-specific components given in this criterion.

Our education plan and course contents have been published on our university's website within the scope of compliance with theBologna process. The full list of curriculum courses along with their credits and ECTS is included in the evidence section.

5.2. The educational methods to be used in the implementation of the education plan must ensure thatstudents acquire the desired knowledge, skills and behaviors.

The knowledge and equipment that students will gain after the end of the training process are stated in the program outputs withinthe scope of the Bologna process:

Program Learning Outcomes: Upon successful completion of this program, students will be able to:

Understands the basic principles of civil aviation management.

Civil aviation fields of activity, management,

Knows the characteristics of companies operating in civil aviation.

Knows the importance of communication and navigation systems in aviation.

Knows and explains the meteorology information requirement in aviation.

Knows his legal responsibilities as civil aviation personnel.

He knows the importance of following the legislation regarding his profession.

Recognizes most of the documents and forms used in civil aviation.

Knows the importance of tourism and aviation inputs for the country's economy.

He knows the necessity of a foreign language in aviation and strives for a second foreign language.

Knows and applies all types of ground services provided to aircraft and passengers at an airport.

Knows his responsibilities as a qualified intermediate staff in management in civil aviation enterprises.

5.3. There must be a training management system that will ensure the implementation of the training plan as envisaged and ensureits continuous development.

Within the scope of the Bologna process in which our university is involved:

Turkish Higher Education Qualifications Framework (TYYÇ) is to be established by 2010, in line with the goals of the Lisbon Strategy published by the European Union (EU) in 2000 and the goals of the Bologna Process, to which our country was included in 2001, withthe aim of increasing transparency, recognition and mobility in the higher education systems of the member countries of the Bologna Process. Their commitment refers to "developing a national qualifications framework in the field of higher education".

National Qualifications Framework is a system in which qualifications that are recognized and associated by national and internationalstakeholders are structured in a certain order. Through this system, all qualifications and other learning outcomes in higher education can be explained and linked to each other in a consistent manner.

5.4. The Education Plan must include basic science education of at least one year or at least 32 credits or at least 60 ECTScredits.

Our education plan includes basic science education of 120 ECTS in total, 30 ECTS in one semester.

5.5. At least one and a half years of basic (engineering, science, health, etc.) sciences and vocational education appropriate to the relevant discipline in the amount of at least 48 credits or at least 90 ECTS credits. It should contain.

The courses listed below (each elective course being 4 ECTS) constitute vocational courses worth 95 ECTS in total:

Introduction to Civil Aviation

Ground Handling and Ramp

Passenger service

Basic Flight and Aircraft Information

Airport and Airport

Ground Handling and Ramp - II

Passenger Services - II

Basic Operation

Professional Foreign Language - I

Aviation Meteorology

Elective (4 Courses to be Selected)

Professional Foreign Language - II

Flight and Industry Safety Management

Dangerous Goods in Air Transportation

Elective (4 Courses to be Selected)

5.6. It should be general training that complements the technical content of the training program and is in line with the program objectives.

The technical infrastructure of the training program is high and sufficiently developed in line with the program objectives.

5.7. Students should be prepared with a master implementation/design experience that will use the knowledge and skills they have acquired in previous courses, including relevant standards and realistic constraints and conditions.

Our students can optionally do an internship to turn the knowledge they have acquired in theoretical courses into practice and experience. They can apply to the institution they have agreed upon for the internship by submitting the necessary documents for the internship to our university. Participation in the internship mobilization project can be evaluated in this context.
Detailed information is available on our website:

https://kelkitaydindoganmyo.gumushane.edu.tr/tr/duyuru/staj-seferbirli%C4%9Fi- program%C4%B1/

6. TEACHING STAFF

6.1. Teaching Staff must be sufficient in number to cover all areas of the program, each at a sufficient level, to

enable the faculty-student relationship, student counseling, service to the university, professional development, and relationships with industry, professionalorganizations, and employers.

Our lecturers, who have completed their undergraduate and graduate education in their fields, have industry experience in their fields andare continuing their doctoral studies, are at a sufficient level in terms of transferring both academic and professional experiences to students and providing consultancy to students. The CVs of our lecturers are attached.

6.2. Teaching staff must be adequately qualified and ensure that the program is effectively maintained, evaluated and developed.

Our lecturers, who have completed their undergraduate and graduate education in their fields, have industry experience in their fields and are continuing their doctoral studies, have the necessary qualifications to transferboth academic and professional experiences to students, and they have been employed considering these qualifications.

6.3. Criteria for faculty appointment and promotion must be determined and implemented to ensure andimprove the things listed above.

Faculty member appointment and promotion criteria are determined and implemented according to the DIRECTIVEON PROMOTION, APPOINTMENT AND RE-APPOINTMENT CRITERIA FOR FACULTY MEMBERSHIP published by our university. In this way, it is aimed to meet the above-mentioned qualifications and criteria. The directivehas been added to the evidence section.

7. INFRASTRUCTURE

 7.1. **Classrooms, laboratories, and other equipment should help create a learning-oriented atmosphere that is adequate to achieve educational objectives and program outcomes.**

Our school has a closed area of 15,000 m2 on a campus area of 50,000 m2. In education blocks with a capacityof 755 students; There are 19 classrooms equipped with technological equipment, 8 laboratories, a conference hall for 185 people, a meeting room for 19 people, a library with 4,358 books, an internet cafe for 4 people, a canteen, a cafeteria and offices for faculty members. In laboratories with 58 computers, practical parts of foreignlanguage courses are also held in addition to computer lessons. In 2013, two microscopes, a centrifuge and a computer were purchased for the Veterinary Laboratory and the Veterinary Laboratory with a capacity of 30 students was activated.

7.2. Appropriate infrastructure must be in place that allows students to engage in extracurricular activities,meets their social and cultural needs, creates an environment for professional activities, supports their professional development, and revitalizes student-faculty relations.

Within the scope of the activities of the Department of Health, Culture and Sports,
the social and cultural needsstudents regard extracurricular activities are met.

At the same time, students can voluntarily participate in internship programs, as stated in Article 5.7, where theywill use the knowledge and skills they have acquired in previous courses and gain professional experience.

7.3. Programs should provide students with opportunities to learn how to use modern engineering tools.
Computer and informatics infrastructures must be at a sufficient level for the scientific and
educational studies of students and faculty members, in line with supporting the educational objectives of the program

Computer and informatics infrastructures are in line with the educational objectives of the program, in education blocks with a capacity of 755 students; There are 19 classrooms equipped with technologicalequipment, 8 laboratories, a library with 4,358 books, and an internet cafe for 4 people. In laboratories with 58 computers, practical parts of foreign language courses are also held in addition to computer lessons.

7.4. Library facilities offered to students must be sufficient to achieve educational goals and programoutcomes.
Library facilities offered to our students are available in the central campus and Kelkit Aydẏn Doẏan Vocational School. There are many databases that our students can access through E-Library facilities,which they can access through proxy settings. These are given below:

EXPLORATION TOOLS PROVIDED BY ULAKBİM

DatabaseLicense TermContent / Documents

Ekual Discovery Tool

URL

Ebscohost

Proquest

PURCHASED DATABASES

DatabaseLicense TermContent / DocumentsE-Book Central01/01/2021- 31/12/2021
Hiperkitap01/01/2021- 31/12/2021 idealonline01/01/2021- 31/12/2021
Sobiad01/01/2021- 31/12/2021

DATABASES PROVIDED BY ULAKBẏM

DatabaseLicense TermContent / DocumentsAcademic Search Ultimate
Business Source Ultimate

Central & Eastern European Academic SourceEric

MasterFILE Complate

MasterFILE Reference eBook Collection

Newspaper Source Plus

OpenDissertations

Regional Business News

The Belt and Road Initiative Reference Source

TR Index

Applied Science & Business Periodicals Retrospective

Applied Science & Technology Index Retrospective

Art Index Retrospective

Business Periodicals Index Retrospective

Education Index Retrospective

European Views of the Americas: 1493 to 1750

Humanities & Social Sciences Index Retrospective

Library, Information Science & Technology Abstracts

Medline

Newswires

Teacher Reference Center

Web News

DynaMed

Emerald Premier eJournal

IEEE

iThenticate

JSTOR Archive Journal Content

Mendeley

OVID-LWW
ProQuest Dissertations & Theses

ScienceDirect Freedom Collection

Scopus

Springer Nature – Academic Journals

Springer Nature – Nature Journals All

Springer Nature – SpringerLink

Springer Nature – Adis

Springer Nature – Palgrave Macmillan Journals

Taylor & Francis

Turnitin

Web of Science

Science Citation Index

Social Science Citation Index

Art & Humanities Citation Index

Book Citaiton Index

Conference Proceedings Citation Index (CPCI-S) and (CPCI-SSH)

WileyOnline Library

GrenFILE

FREE DATABASES

DatabaseLicense TermContent / Documents

PubMed

DergiPark Academic

YÖK Thesis Center

TDV Islamic Encyclopedia

Turkish Cinema Studies

Development Library

DOAJ

DOAB

TypeComp

Wikilala(Ottoman Digital Library)08/03/2021- 31/12/2021

7.5. Necessary security measures must be taken in the teaching environment and student laboratories.Infrastructure arrangements must be made for disabled people.

Necessary security measures have been taken in the teaching environment and student laboratories. Necessary physicalarrangements have been made for disabled students. In addition, the opportunities offered for disabled students are listedas follows at https://engelsiz.gumushane.edu.tr/:

Opportunities Offered

Offering part-time job opportunities to our students

Benefiting from our university's scholarship opportunities

Covering the health expenses of students without health insurance

A separate staff member was assigned to the Student Affairs Office for disabled students during registration.

8. INSTITUTIONAL SUPPORT AND FINANCIAL RESOURCES

8.1. The university's administrative support, constructive leadership, financial resources and the strategy followed in its distribution must be at a level that ensures the quality of the program and its sustainability.

Our school's physical and financial resources are used efficiently and economically, within the framework of accountability,recording our assets, determining requests and suggestions according to real needs, distributing authorities and responsibilities, rearranging job descriptions according to the education and abilities of the employees, increasing the education levels of the personnel and in-service training. Encouraging them to participate in the training of the Civil Air
contribution to the realization of the planned activities. Transport Management Program makes a positive

8.1. Resources must be sufficient to attract and retain qualified faculty and enable them to continue their professionaldevelopment.

The presence of the following issues is effective in attracting, retaining and ensuring the professional development of qualifiedteaching staff:

All faculty members have access to computers and high-speed internet.

Guiding and motivating management approach in academic career

Willingness and determination to complete research infrastructure deficiencies

, Having a young and dynamic faculty staff,

Management supports transparency and participation

Senior management's determination on quality management,

8.2. Sufficient financial resources must be provided to procure, maintain and operate the infrastructure required for the program.

The required financial resources are provided through the rectorate in accordance with the annual budget predicted by state institutions. In addition, since our department provides secondary education, the fees paid by students create financial resources. More detailed information is available in the Gümüşhane University funding table for 2021. (Given in the attachment.)

8.3. Support staff and institutional services must be provided to meet program requirements.

Technical and administrative staff must be in number and quality to support the achievement of program outcomes.
Technical and administrative staff are listed on our school's website at the link below:
https://kelkitaydindoganmyo.gumushane.edu.tr/tr/sayfa/personel/idari-personel/

Technical and administrative staff are sufficient in number and quality to support the delivery of program outcomes. In addition, the

college secretary is responsible for the qualification and functioning of these staff and making the necessary arrangements when necessary.

The duties of ensuring the efficient, regular and harmonious functioning of the units within the administrative organization of the School of Higher Education, establishing a sufficient staff to carry out administrative duties so that the School can achieve the determined goals and objectives, organizing the activities of the units affiliated to the School Secretariat and ensuring the execution of the activities are carried out by the Secretary of the School and thus technical and administrative It is ensured that the staff is in number and quality to support the delivery of program outcomes.

9. ORGANIZATION AND DECISION MAKING PROCESSES

9.1. The organization of the higher education institution and all decision-making processes within and between the rectorate, faculty, department and other sub-units, if any, should be organized in a way that supports the realization of program outcomes and the achievement of educational goals.

Any decision to be taken in terms of the program is first discussed in a meeting with the department professors accompanied by the department head, and then the decision taken is processed by the department board and forwarded to the administration for processing to the board of directors.

10. PROGRAM SPECIFIC CRITERIA

10.1. Program Specific Criteria must be provided. The Bologna process ensures that the criteria for the acceptance of students in the program, their proficiency, promotion to higher levels, graduation and post-graduation program outcomes are met.

CONCLUCISION

While it is an advantage for the program that it has a very good level among institutions that provide education at the associate degree level in terms of its location and facilities, and that the program will not have any problems in terms of occupancy for a long period of time since it is seen as an attractive program for students, the disadvantage of the program is that there is faculty staff turnover.