

Information on Graduation Project for
M.Sc. in Air Transport Management
ITU Aviation Institute

**Graduation Project is due on May 20th 2016
17:00 via email**

Dear Program Fellows,

We have prepared this note for the purpose of summarizing the rules and the guidelines associated with the Graduation Project associated with your M.Sc. degree.

As a part of the requirements to be completed for you to be able to graduate, you are required to do a “Project” that counts towards your graduation with a M.Sc. degree. Within the university system this Project corresponds to the end result of a no-credit class which is evaluated as only Pass or Fail. You have to Pass this class to graduate. As a result, in a nutshell this Project is a “Thesis of the Working Professional(s)”.

You can only do the Graduation Project as an individual. Thus you will be a team of one! As a result, personal motivation, focus and effort are extremely important.

In this Project you are expected to focus on THY current and future goals, strategic steps, needs and problems. We expect you to provide an in-depth analysis and synthesis of the on an issue (or a series of issues) pertinent to Turkish Airlines. Real life cases stemming from your work and department are most valuable and welcome. We expect you to utilize the knowledge that you obtained from your classes up to this point. **We expect you to tackle challenging issues and make a real impact on THY’s operations for now and for future.**

For this Project, you would need an Academic Advisor. Please feel free to get in touch with your Professors from ITU to help you guide during the Project. You have met with them during the elective classes. Provide this information sheet to them while talking such that they know about the expected scope and the timeline. Please also note the Professor that it is highly possible that what you would start with them, could turn into a real and funded THY Project. This is a real possibility for high quality - high impact Projects. Please read the section “Important Final Note” which given at the end of this document.

The non ITU Professors are not required by contract to provide an Academic Advisor role.

However, if you have a good idea and think that they might be interested, please feel free to get in touch with them (cc Prof. Gokhan Inalhan in the first correspondence with them, also include this information sheet in that email as to inform this Professor about what the Graduation Project corresponds to....). Please also note the Professor that, it is highly possible that what you would start with them could turn into a real and funded THY Project. This is a real possibility for high quality high impact Projects. Please read the section “Important Final Note” which given at the end of this document.

However please also note that the non ITU Professors might not be interested because of the topic or their workload. Pay respect to that possibility.

In case if you have agreed with a non ITU Professor to be your Academic Advisor, by regulation you need a ITU Professor counterpart to show in the official system also. Prof. Ibrahim Ozkol or Prof. Gokhan Inalhan will be that ITU counterpart depending on the Project. If you can find another ITU Professor who has agreed to counterpart your non ITU Professor Academic Advisor, that is perfectly fine.

The Graduation Project involves a three step procedure, which are “Project Proposal” part, and “Project Submission” part.

- In “Project Proposal” part, you are required to show your project descriptions to us. For this, you are required to submit your “Initial Project Proposal”, and “Definitive Project Proposal”. In the initial project proposal part, you need to provide your project title, and one paragraph description of your project. In the definitive project proposal part, you need to provide your project title, one page of abstract, and your project advisor.
- In “Project Submission” part, you are required to show your project evaluation, and your final project. For “Project Evaluation”, you need to submit your current state of the project, and your future plans for the project. For your “Final Project”, you need to submit your final report to us.

Below is a detailed description and the logistics associated with this two step process. During each of the steps you would need to talk, consult and reach a consensus with your Academic Advisor. This is a MUST!

| Logistics for the Graduation Project | | |
|---|--|--|
| Part | Requirements | Timeframe and Deadline |
| Project Proposal | Initial Project Proposal Project title and one paragraph (3-4 sentences) summary. Word or pdf file | December 25, 2015, 17:00 via email mfidanoglu@gmail.com inalhan@gmail.com |
| | Definitive Project Proposal One-page abstract of the project. You must also mention your project advisor. Word or pdf file. | January 22, 2016, 17:00 via email mfidanoglu@gmail.com inalhan@gmail.com mail@youradvisor.edu |
| Project Submission | Project Evaluation Part 1 Project structure, the tools to be used in the project, the roadmap of the project, initial progress, some of the references to be used etc. Zip file for some or all of your spreadsheets, papers, tools or tool descriptions, evaluation report, etc. | March 4, 2016, 17:00 via email mfidanoglu@gmail.com inalhan@gmail.com mail@youradvisor.edu |
| | Project Evaluation Part 2 Progress of the project, the results of the analyses, plans for the last one month of the project, unfinished project pdf file etc. Zip file for some or all of your references, sources, current state of the project etc. | April 15, 2016, 17:00 via email mfidanoglu@gmail.com inalhan@gmail.com mail@youradvisor.edu |
| | Project Submission <u>Finished state of the project. Word or pdf file.</u> <u>No extensions, as we have to enter the grades to the system.</u> | May 20, 2016, 17:00 via email mfidanoglu@gmail.com inalhan@gmail.com mail@youradvisor.edu |

Detailed Information about the Graduation Project

- While sending your files, please use inalhan@gmail.com instead of inalhan@itu.edu.tr and mfidanoglu@gmail.com instead of fidanoglum@itu.edu.tr as the itu email has 10MB quota and it will not be able to receive emails with larger size attachments. **In addition, while sending the Project Proposal, please cc your advisor. The Project Proposal that you would be sending should have been previously checked and given an OK by your advisor to send to us.**
- If you do not receive confirmation of receipt from either of us in 24 hours, then we have not received it. In this case, get in touch with THY Aviation Academy to supply the material through them.
- Project language is English! Preciseness, strategic thinking and valuable content will get you a Pass for this Project course.
- After you have sent your Projects, your advisor will also provide us with your Pass or Fail grade. Your final grades for this class will be announced on 26-27th of May via the ITU student web information system. No extension what so ever is possible as the dates noted above are the final dates for the class and for entering the class grades. This should be completed on time for you to be able to graduate.
- Each person should send the Project Report as a soft copy (.doc,.docx or pdf) to Prof. Gokhan Inalhan and RA Melih Fidanoglu.
- For the time being, there is no specific guideline or format that you should follow. Please feel free to create your own report formats. However do not forget to include a logo of THY Aviation Academy and a logo of your university ITU within the Project cover pages or cover slides. If it becomes the case that we should follow a specific format, we will inform you.
- The official logo of ITU can be found under: <http://www.itu.edu.tr/en/about-itu/identity/itu-identity> . Do not use any other logo (or logo that you find somewhere from the internet). For the THY Aviation Academy logo, please use the logos from <https://akademi.thy.com/en-en/media/logos> . Do not use any other logo (or logo that you find somewhere from the internet).
- Please also include your name, the name of the Institute and the program. In this case these would be:

Your Name
Graduation Project
M.Sc. in Air Transport Management
ITU Aviation Institute

- Project language is English! Preciseness, strategic thinking and valuable content will get you a Pass for this Project course.

IMPORTANT FINAL NOTE

- **All the Projects and our evaluations of your Projects will be provided to the highest management of Turkish Airlines.**
- **They will read your reports and pay attention to our evaluations.**
- **Work and plan accordingly...**