

Faculty of Architecture and Engineering

Department of Aeronautical Engineering

Implementation Principles of Graduation Projects

March 25, 2024

Contents

Co	onten	nts	1
1	Imp	elementation Principles of Graduation Projects	2
	1.1	Objective and Basis	2
	1.2	Scope and Importance	2
	1.3	Conditions for Taking Project Courses	3
	1.4	Semester Periods	3
	1.5	Student Responsibilities	3
	1.6	Responsibilities of the Advisor	5
	1.7	Group Projects	5
	1.8	Scope of Project Courses and Documents to be Submitted	5
		1.8.1 Literature Review and Data Collection Report	6
		1.8.2 Graduation Project Proposal Report	7
		1.8.3 Graduation Project Draft	12
		1.8.4 Graduation Project	14
	1.9	Submission of Graduation Project	15
	1.10	Formation of the Jury and Determination of Presentation-Examinatio	n
		Date	15
	1.11	Presentation and Examination of the Graduation Project	15
	1.12	Evaluation of the Graduation Project and Final Procedures	16
	1.13	Repeating the Graduation Project	17
2	GR	ADUATION DESIGN PROJECT WRITING GUIDE 1	18
-	2.1	Introduction	18
	2.2	Entry	18
	2.3		
		General Rules	18
		General Rules	18
		General Rules	18 18
		General Rules	18 18 19
		 General Rules	18 18 19 19
		General Rules	18 18 19 19 19
		General Rules 2.3.1 Uploading The Graduation Project On Electronic Environment 2.3.2 The Paper To Be Used and Duplication System 2.3.2 2.3.3 Font Type 2.3.4 2.3.4 Fonts and Punctuation 2.3.5 Page Margins 2.3.6 Page Margins	18 18 19 19 19 19
		General Rules 2.3.1 Uploading The Graduation Project On Electronic Environment 2.3.2 The Paper To Be Used and Duplication System 2.3.2 2.3.3 Font Type 2.3.4 2.3.4 Fonts and Punctuation 2.3.5 2.3.5 Page Margins 2.3.6 Line and Paragraph Spacing and Order 2.3.6	18 18 19 19 19 19 19
		General Rules 2.3.1 Uploading The Graduation Project On Electronic Environment 2.3.2 The Paper To Be Used and Duplication System 2.3.2 2.3.3 Font Type 2.3.4 2.3.4 Fonts and Punctuation 2.3.5 2.3.5 Page Margins 2.3.6 2.3.6 Line and Paragraph Spacing and Order 2.3.7 Page Numbering 2.3.6 Line and Paragraph Spacing and Order	18 18 19 19 19 19 19 20
		General Rules 2.3.1 Uploading The Graduation Project On Electronic Environment 2.3.2 The Paper To Be Used and Duplication System 2.3.2 2.3.3 Font Type 2.3.3 2.3.4 Fonts and Punctuation 2.3.5 2.3.5 Page Margins 2.3.6 2.3.6 Line and Paragraph Spacing and Order 2.3.7 2.3.8 Main and Subheadings 2.3.6	18 19 19 19 19 19 19 20 20
	2.4	General Rules 2.3.1 Uploading The Graduation Project On Electronic Environment 2.3.2 The Paper To Be Used and Duplication System 2.3.2 2.3.3 Font Type 2.3.3 2.3.4 Fonts and Punctuation 2.3.5 2.3.5 Page Margins 2.3.6 2.3.6 Line and Paragraph Spacing and Order 2.3.7 2.3.8 Main and Subheadings 2.3.8 Rules Regarding Writing the Graduation Project and Content of 2.3.7	18 18 19 19 19 19 19 20 20
	2.4	General Rules 2.3.1 Uploading The Graduation Project On Electronic Environment 2.3.2 The Paper To Be Used and Duplication System 2.3.2 2.3.3 Font Type 2.3.3 2.3.4 Fonts and Punctuation 2.3.4 2.3.5 Page Margins 2.3.5 2.3.6 Line and Paragraph Spacing and Order 2.3.7 2.3.8 Main and Subheadings 2.3.8 Rules Regarding Writing the Graduation Project and Content of the Sections 2.3.4	18 18 19 19 19 19 20 20 20 21
	2.4	General Rules 2.3.1 Uploading The Graduation Project On Electronic Environment 2.3.2 The Paper To Be Used and Duplication System 2.3.2 2.3.3 Font Type 2.3.3 2.3.4 Fonts and Punctuation 2.3.4 2.3.5 Page Margins 2.3.5 2.3.6 Line and Paragraph Spacing and Order 2.3.7 2.3.8 Main and Subheadings 2.3.8 Rules Regarding Writing the Graduation Project and Content of the Sections 2.4.1 Outer Cover 2.4.1 Outer Cover	18 19 19 19 19 20 20 21 21
	2.4	General Rules 2.3.1 Uploading The Graduation Project On Electronic Environment 2.3.2 The Paper To Be Used and Duplication System 2.3.2 2.3.3 Font Type 2.3.3 2.3.4 Fonts and Punctuation 2.3.4 2.3.5 Page Margins 2.3.5 2.3.6 Line and Paragraph Spacing and Order 2.3.7 2.3.8 Main and Subheadings 2.3.8 Rules Regarding Writing the Graduation Project and Content of the Sections 2.4.1 Outer Cover 2.4.2 Inner Cover	18 18 19 19 19 19 20 20 21 21 22
	2.4	General Rules 2.3.1 Uploading The Graduation Project On Electronic Environment 2.3.2 The Paper To Be Used and Duplication System 2.3.2 2.3.3 Font Type 2.3.3 2.3.4 Fonts and Punctuation 2.3.4 2.3.5 Page Margins 2.3.5 2.3.6 Line and Paragraph Spacing and Order 2.3.7 2.3.8 Main and Subheadings 2.3.8 Rules Regarding Writing the Graduation Project and Content of the Sections 2.4.1 Outer Cover 2.4.2 Inner Cover 2.4.3 Graduation Project Approval Page 2.4.3	18 19 19 19 19 20 20 21 21 22 22
	2.4	General Rules 2.3.1 Uploading The Graduation Project On Electronic Environment 2.3.2 The Paper To Be Used and Duplication System 2.3.2 2.3.3 Font Type 2.3.3 2.3.4 Fonts and Punctuation 2.3.4 2.3.5 Page Margins 2.3.5 2.3.6 Line and Paragraph Spacing and Order 2.3.7 2.3.8 Main and Subheadings 2.3.8 Rules Regarding Writing the Graduation Project and Content of the Sections 2.4.1 Outer Cover 2.4.2 Inner Cover 2.4.3 Graduation Project Approval Page 2.4.4 Preface and/or Acknowledgments 2.4.4	18 18 19 19 19 19 20 20 21 21 22 22 22 22
	2.4	General Rules 2.3.1 Uploading The Graduation Project On Electronic Environment 2.3.2 The Paper To Be Used and Duplication System 2.3.2 2.3.3 Font Type 2.3.3 2.3.4 Fonts and Punctuation 2.3.4 2.3.5 Page Margins 2.3.5 2.3.6 Line and Paragraph Spacing and Order 2.3.7 2.3.7 Page Numbering 2.3.8 2.3.8 Main and Subheadings 2.3.8 Rules Regarding Writing the Graduation Project and Content of 4.1 Outer Cover 4.2 2.4.1 Outer Cover 4.2 2.4.3 Graduation Project Approval Page 4.2 2.4.4 Preface and/or Acknowledgments 4.2	18 19 19 19 19 20 20 21 21 22 22 22 22 22

	2.4.7	Tables and Figures (Graphic, Map, Diagram, Picture,	
		Plan, Photograph, etc.)	23
	2.4.8	Abstracts in Academic English	24
	2.4.9	Text Section	24
\mathbf{A}	Appendix		29

1 Implementation Principles of Graduation Projects

This guide, prepared to direct the activities to be carried out during the "Aeronautical Engineering Project" and "Graduation Project" courses (hereinafter referred to as "Project Courses"), consists of two sections. The first section provides general information regarding the activities to be conducted during the Project Courses, the reports to be submitted and their contents, the timeline of the activities, criteria for evaluating the reports, and the implementation principles providing detailed information about all activities. The second section includes the writing guide explaining the formatting requirements of the graduation project.

1.1 Objective and Basis

Project Courses constitute a credited compulsory educational activity aimed at enabling the student in the final year of the educational program to investigate, process, and present the findings of a subject according to the methods applied in the field of education, in the form of a written report, and defend it before a Jury, utilizing the knowledge and competencies acquired throughout the education and training period. Prepared based on the 11th article (4th paragraph) titled "Duration, Form, and Language of Education" and the 17th article (1st paragraph) titled "Compulsory Attendance to Courses" of the Istanbul Gelişim University (IGU) Associate and Undergraduate Education–Training and Examination Regulation, this guide regulates the principles and practices regarding the Project Courses conducted in the Aeronautical Engineering Department.

1.2 Scope and Importance

Project Courses encompass all activities related to the Project Reports to be prepared by the students in the autumn and spring semesters of the fourth year, as well as the oral graduation project examination that the student will undertake based on the graduation project they will ultimately write. The Project Courses aim to facilitate the student's creation of a project by utilizing the knowledge, accumulation, and competencies acquired throughout the years of education. Additionally, it is expected to provide students with experience in presenting a project and writing a report. The "Graduation Project" courses, which appear on the transcript in the 7th semester (0+2+0) 1 credit-6 ECTS and in the 8th semester (0+2+0) 1 credit-6 ECTS, carry significant importance as they offer students an opportunity and a chance to demonstrate their success and produce a piece of work before graduating. Moreover, a successful graduation project can yield unexpectedly positive results in resumes and interviews with employers after graduation. This guide, prepared to direct the activities to be carried out during the Project Courses, consists of two sections. The first section provides detailed information regarding the activities to be conducted, while the second section contains the writing guide explaining the formatting requirements of the graduation project. The guide includes general information about the activities to be carried out during the Project Courses, the reports to be submitted, and their contents, as well as the timeline for the Project Courses and evaluation criteria for the activities.

1.3 Conditions for Taking Project Courses

In order for the student to enroll in the Graduation Project course in the final year and apply to the department chairmanship, the following conditions must be met (in accordance with the decision taken by the Department Council):

- The student must be registered for the 7th semester in the education program and have successfully completed a total of at least 150 ECTS credits. (In order for students to enroll in GP-I, it must be checked by the system that a total of 150 ECTS credits from undergraduate courses have been completed. Students who have not completed 150 ECTS credits cannot register for the course. The Information Processing Department should make arrangements on the system regarding this issue.)
- The student must have fulfilled at least 30 days of the professional internship obligation.
- Moreover, in order to take the Aeronautical Engineering Graduation Project II course, the Aeronautical Engineering Graduation Project I course must have been taken and passed. The Graduation Project II course can be taken in both the autumn and spring semesters for students who have passed the Graduation I course.

1.4 Semester Periods

The duration of the Project Courses is two semesters.

1.5 Student Responsibilities

- 1. At the beginning of the first semester in which the graduation project will be taken, the student selects a project topic and obtains an advisor by consulting with relevant faculty members.
- 2. The student fills out the Aeronautical Engineering Project Registration Form in Appendix-1, which can be downloaded from the IGU Faculty of Engineering and Architecture website (http://mmf.gelisim.edu.tr/) under the "Student" tab or obtained from the Department Secretariat, and submits it to the research assistant by the end of the third week of classes, after obtaining advisor approval.
- 3. Once the topic is finalized through this process, the student is responsible for planning, researching, developing, executing, and finalizing the project. It is essential that the student carries out the project independently, with the advisor providing guidance only.

- 4. The student meets regularly with the Advisor to discuss the project, at least once a week, and completes the project by dedicating regular and scheduled time each week within the framework of these guidance sessions.
- 5. In order to successfully complete the project, the student must allocate a minimum of 182 hours, consisting of 56 hours (4 hours x 14 weeks) in the 7th semester and 126 hours (9 hours x 14 weeks) in the 8th semester.
- 6. It is recommended that the student maintains a "Project Logbook" or "Project File" where they can take notes during all meetings with their Advisor, jot down ideas and suggestions regarding the project.
- 7. The student is obliged to conduct literature review and data collection, prepare a project proposal, draft a graduation project, and submit reports and works on time, and present and attend the examination on the date and time specified in the mid-term / end-of-semester examination schedules. The deadline for submitting the graduation project related to the graduation project is the first day of the end-of-semester exams.
- 8. Students who fail to submit these reports for inspection by the specified dates or fail to attend the presentation and examination will lose their submission or presentation-examination rights, and their examination grade will be evaluated as 0 (zero). The provisions of the IGU Associate and Undergraduate Education–Training and Examination Regulation regarding "Make-Up Examinations" in the 25th article titled "Examinations", paragraphs (3), (4), and (5) are applied to students who cannot submit or present due to an excuse. Even in this case, a deduction of 10 points per day is made from the date the excuse ends until the student submits the project report.
- 9. The student keeps the advisor's correction and improvement suggestions or copies related to these reports and works in the project file, considers them in their work, and shows them to the advisor when requested.
- 10. The student participates in the graduation project examination along with the presentation work according to the program announced by the Department Chairmanship

1.6 Responsibilities of the Advisor

The allocation of topics to students applying for Project Courses and the assignment of advisors are the responsibilities of the Department Chair.

- 1. Project Courses are supervised by the advisor.
- 2. Together with the student, the advisor determines the project topic for consultation.
- 3. By directing and assisting the student in planning, implementation, report writing, and presentation, the advisor guides the student.

- 4. Regular weekly meetings are held with the student regarding the graduation project. These meetings are monitored on the attendance list.
- 5. Evaluating the student's attitude and work during the project process, including literature review and data collection, graduation project proposal, graduation project draft, and graduation project outcomes, and coordinating the results with the Department Chair before entering the graduation exam grades. If the grades are to be entered by the Department Chair, they are submitted to the Department Chair.
- 6. The advisor reviews all forms and reports prepared by the student, provides necessary corrections and improvement suggestions, and returns them to the student.

1.7 Group Projects

It is possible for a maximum of 2 students to prepare a single large project. (Amended: 10/7/2023) If deemed appropriate by the advisor, more than 2 students can be assigned a project topic. The number of student teams for national or international projects or competitions may be determined by the advisor if deemed appropriate. In such a case, each student is responsible for a designated part of the project, and additionally prepares the section of the project related to themselves in the format of the graduation project. Each student prepares a separate titled graduation project, presents a separate report, and is also subject to examination.

1.8 Scope of Project Courses and Documents to be Submitted

The student is responsible for conducting the "Literature Review and Data Collection," "Graduation Project Proposal," "Graduation Project Draft," "Graduation Project," and "Graduation Project Presentation" studies described under the following headings within the scope of the Project Courses to be taken in the final year. All these studies to be carried out within the framework of Project Courses are submitted to the advisor in the form of a report by the student. These reports, which will also serve as examples for them in their future professional lives, should adhere to the following general rules when prepared: Reports should be written in a clear and concise language, using Turkish words as much as possible, in accordance with the principles stated in this section and the writing rules and structures in section 2.

- 1. Reports should be accurate and objective.
- 2. Reports should be prepared with content relevant to the subject and purpose.
- 3. Reports should be prepared and submitted on time.

- 4. Avoid the use of singular and plural subjects in the narrative of a study, and use a passive structure with the past tense. For example, "I prepared the workflow diagram by observing the production process" is incorrect; the correct form is "The production process was observed, and the workflow diagram was prepared." General information should be given using present tense predicates such as "is done," "is taken," "is added."
- 5. Avoiding scientific plagiarism is of great importance in graduation projects. All information and quotations from different sources should be correctly cited in the prepared graduation project reports. The penalty for not citing sources is expulsion from school for 1 semester according to the latest YÖK Discipline Regulation.

1.8.1 Literature Review and Data Collection Report

The main headings of this first report prepared within the scope of the "Aeronautical Engineering Project" and serving as a midterm exam are provided in the Source Search and Information Gathering Report Form in Appendix-2. This report must be delivered to the course research assistant by signing the "Project Report Delivery Record" in Appendix-3 at the date and time specified in the midterm exam program at the latest.

The Title section of this report includes introductory information about the student and advisor, report and advisor approval dates, and the advisor's signature location. Below the Title section, the "subject" of the graduation project or the "subject" approved by the advisor is included. The subject, which is the name of the project, should be determined in a way that can provide a complete idea about the research topic but should not be too long. Following the subject, there is a "description" title where the subject of the study is explained, the purpose of the study, if any, its sub-goals, and objectives are specified. Additionally, under this heading, it is necessary to indicate the stage of the research and the difficulties encountered regarding the literature review and information gathering process. This section is followed by the Literature Review and Information Gathering Results section, where the books, articles, websites, and other sources of information researched by the student for use in the project are listed. In this section, sources should be written individually in a format consistent with the examples in the "References" annex of Section 2. Significant information and quotations collected from these sources or source summaries are provided under the title of "Collected Important Information and Source Summaries" or attached to the report as an appendix. In the final section of this report, an evaluation of the literature review and information gathering activities is made, and the report is completed with the student's signature.

The literature review and information gathering report is the basis for the Midterm Exam of the student's aeronautical engineering project course and consequently for the Midterm Evaluation Grade. The advisor determines the grade of this report considering the following evaluation criteria:

- Timely submission of the report: 10 points
- Compliance of the report with the format (Appendix-2): 10 points
- Clear definition of objectives and goals in the description section: 20 points
- Scanning of an adequate number of books, articles, etc. (at least 10 each): 30 points
- Summarizing of collected important information and sources: 30 points
- TOTAL: 100 Points

1.8.2 Graduation Project Proposal Report

This report prepared within the scope of the Aeronautical Engineering Graduation Project and serving as a final exam, must be delivered to the course research assistant by signing the Project Report Delivery Record in Appendix-3 at the date and time specified in the final exam program at the latest. The main purpose of this study is to formulate project objectives and goals defined under the supervision of the advisor within a realistic plan framework and to start project work. With this report, all requirements related to the project are analyzed considering the resources, the project is defined, the method is determined, and project steps and plan are created. The activities carried out to prepare this report are planning activities for the graduation design project, and the Project Proposal Report is a project plan. The Project Proposal Report should be prepared in the following format. While preparing the report in the requested format is a criterion in evaluation, the essential elements are the content and information to be written under each heading. The expected length for this report, excluding the title and abstract pages, is approximately 6-10 pages. Compliance with the writing rules and formats provided in Section 2 is mandatory in writing the Project Proposal Report described in bullet points below.

1. Title and Cover Page The title should be determined in a manner that gives an idea about the project to the readers and does not distract attention, in a maximum of 15 words. For example, "Job Scheduling" is a general title that does not provide sufficient insight into the project topic because there are many methods for job scheduling based on the number of machines, the criterion used, and the form of job development. "An Intuitive Algorithm for Two-Dimensional Single Machine Scheduling Problem" is a sufficient and understandable title to introduce the topic. On the cover page, the following information should be provided with sufficient spacing from top to bottom:

- Istanbul Gelisim University, Faculty of Engineering and Architecture
- A Engineering Department
- Project title (subject)

- Type of report (Graduation Project Proposal)
- 'Prepared by' and underneath the name, surname, and ID number of the preparer
- 'Advisor' and the title, name, and surname of the advisor
- 'Istanbul, date' (date of submission of your report)Uçak Mühendisliği Bölümü

2. Abstract It is written on a separate page immediately after the cover page. The abstract section describes what the study is about, what is intended to be achieved with this project, and the work done so far. The abstract section, with a maximum of 200 words, enables the reader to be informed about the project topic in a short time. It is recommended to write the abstract after the completion of the report writing. The abstract can be easily prepared based on the introduction, purpose, and conclusion sections of the report. In writing the abstract section, comply with the writing rules and format described under the abstract heading in Section 2. An example of an abstract is also included in the guide annex.

3. Introduction The introduction section should contain basic information necessary for the reader to understand and evaluate the project without the need to read other publications on the subject. The necessity and purpose of the study, briefly explaining the method used, should be included. The reason for choosing the project topic and its importance should be emphasized well in the introduction section. The length of the introduction section in the project proposal report can be 1-2 pages. In writing the introduction section, comply with the writing rules and format described under the introduction heading in Section 2. The structure of the introduction section should be as follows:

- The definition of the graduation project topic should be reiterated.
- If there are prerequisite knowledge necessary for understanding the graduation project work, it should be explained.
- Previous studies on the same topic should be mentioned and evaluated. 5-10 primary sources used for the project proposal report should be provided.
- The methods used in the study should be briefly stated.
- The following sections of the report should be briefly introduced.

4. Objectives and Goals The objectives and goals aimed to be achieved with the project should be specified under this heading. The purpose of the study is to specify the main results to be achieved or obtained at the end of the project. The purpose should be achievable and clearly stated. The objectives are the lower-level objectives to achieve the main objectives. Objectives and goals should be specified as clear and measurable as possible, allowing for the measurement of the success of the student at the end of the project. In other words, objectives allow for the determination of efficiency measures that enable the comparison of solution options. For example, in a factory location selection project aiming to minimize transportation costs, the efficiency measure is the total transportation costs in TL between alternative factory locations and target markets [Cost (TL) = Distance (km) x load (ton) x unit transportation cost (TL/ton-km)]

5. Method The method or methods to be used for conducting the project study and the rationale for selecting these methods should be explained under this heading. The techniques, experiments, surveys, simulations, etc., intended to be utilized in the collection, interpretation, and solution attainment of data and information are stated here with their justifications.

6. Assumptions The acceptance of the solution path to be found for the subject or problem addressed in the graduation project necessitates the determination of the conditions under which the solution path will be acceptable or valid. The conditions to which the solution path must adhere consist of assumptions and limitations.

Assumptions are the assumptions aimed at simplifying the problem addressed in the project and thus its solution. The solution to be found is valid only if it adheres to the assumptions and leads to the desired results. For example, in a factory location selection project aimed at minimizing transportation costs, the assumption that transportation between the factory and target markets is conducted over 'straight-line distances' or 'rectangular distances' is an assumption aimed at facilitating the solution. The assumptions that will be valid in the project should be specified individually under this heading. If the necessity arises to make new assumptions in the later stages of the study (during Graduation Design Project II), these assumptions should also be added to the initial assumptions specified in the project proposal.

7. Scope and Limitations Under this heading, the boundaries or scope of the study related to the graduation project, as well as the impossibilities (constraints) to which the alternatives for solving the problem addressed in the project will be subject, are specified. Constraints primarily include limitations that may be encountered in areas such as resources, time, existing policies, legislation and activities, data collection, and the method to be applied. The use of resources related to the proposed solution in the project is not unlimited. There are limits to the maximum utilization of scarce resources. These limitations should be predetermined. For example, limitations related to machine and labor capacity in a scheduling project should be predetermined.

8. Project Requirements In this section, an analysis of the technical equipment, laboratory, and other resource requirements necessary for the student to complete the project should be conducted, and if any requests or suggestions exist, they should be presented. As with other sections' content, the opinion of the project advisor should be obtained regarding this section as well.

9. Project Outputs Under this heading, all expected outputs to be obtained as a result of the project work should be listed. For example, among the main outputs expected within the framework of Graduation Design Project courses may be:

- Literature Review and Information Gathering Report
- Graduation Project Proposal Report
- Graduation Project Draft
- Graduation Project (final project)
- Graduation Project Presentation
- If applicable, developed software
- CD of the project and software
- If applicable, plans, blueprints, models, hardware, and prepared user manual, etc.

10. Graduation Project Work and Time Plans This section is the part of the report that answers how the graduation project will be carried out through which steps. The stages and steps specifying how a plan should be followed to achieve the project's objectives are indicated in this section. As stated in the section titled "Student Responsibilities," the student must allocate 56 hours in the 7th semester and 126 hours in the 8th semester to the project in order to successfully complete the graduation project. The basic aim in planning the project is to ensure that all tasks to be completed within this allocated time are completed without skipping any and that all of them are completed effectively and consciously. The planning to be done in this report is the plan that will be valid throughout all project works within the framework of Project Courses. Work breakdown structure should be performed in planning the project. For this, the main activities/work packages to be carried out from the beginning for the completion of the project (literature review and information gathering, preparation of project proposal, preparation of devices and software, experiments, data analysis, report writing, etc.) should be listed, and each activity should be prioritized. Then, the time required to perform each activity should be estimated in terms of weeks, and the activities/work packages to be performed should be assigned to all weeks covering two terms. It should not be forgotten that some tasks can be carried out in parallel. After this point, it is now possible to prepare a "Project Schedule," or in other words, a "Project Time Plan." This schedule is shown on a Work-Time Bar Chart (Gantt Chart) covering the time from the beginning to the end of the project. Holiday and exam periods should also be taken into account during this process. The Gantt Chart providing the work and time plan should also be prepared through software such as MS Project. In addition, basic milestones should be determined in a project time plan. Milestones are important events that measure progress during project execution and must be achieved throughout the project period. For example, "Literature Review and Information Gathering Report will be submitted on December 15, 2022," or "Graduation Design Project Proposal Report will be completed on January 21, 2023," etc. Similarly, 5-6 key events related to the project should be identified and shown on the Gantt Chart. A Gantt Chart indicating the submission weeks of the important reports that must be given within the scope of Graduation Design Project I and II and forming the basis for the evaluation of the student's grades is given as Graduation Design Project Time Plan in Appendix 4. Some resources that can be utilized in project planning are given below:

- 1. Project Management, http://en.wikipedia.org/wiki/Project_management
- Gantt Charts, Planning and scheduling complex projects, http://www. mindtools.com/pages/article/newPPM_03.htm
- 3. Project Management. Jean HARRIS. Hayat Yayınları. 2008.
- 4. A Guide to the Project Management Body of Knowledge. PMBOK Guide, 3rd Edition.
- 5. Modern Project Management. Norman R. Howes, 2001.
- 6. Project Management Step by step. Larry Richman, 2002.
- The Project Management Question and Answer Book. Michael W. Newell, PMP, Marina N. Grashina, PMP, 2003.
- Information Systems Project Management, 2nd edition. Jolyon Hallows, 2005.
- 9. Effective IT Project Management. Anita Rosen, 2004.

11. Results The key points addressed in the project proposal report, the fundamental issues to be resolved to achieve the project objectives, and the progress made in the work are evaluated and summarized in this section, incorporating the evaluation of progress in the studies. It is recommended that the results be listed in bullet points, not exceeding one page in length, as an effective approach.

12. Evaluation of the Graduation Project Proposal Report This report serves as the basis for the final examination grade of the student in the aeronautical engineering project course. The advisor determines the grade of the report considering the following evaluation criteria:

- Timely submission of the report as per the specified deadline: 10 Points
- Adherence to the general format of the report (as described in 1.12.2): 5 Points
- Appropriateness of the content and expression in the abstract: 5 Points
- Appropriateness of the content and expression in the introduction: 5 Points
- Clear articulation of objectives and goals: 5 Points
- Clear and appropriate indication of the methodology: 15 Points
- Clear and appropriate indication of assumptions: 10 Points
- Clear and appropriate indication of scope and limitations: 10 Points
- Clear and appropriate indication of project requirements: 5 Points
- Specification of project outputs: 5 Points
- Specification of work and time plans in accordance with the project and guidelines: 15 Points
- Clear indication of results relevant to the project: 10 Points

TOTAL 100 Points

1.8.3 Graduation Project Draft

The graduation project draft (report) is prepared within the scope of the graduation project course and serves as an interim exam report. This report must be submitted by the date and time specified in the midterm exam schedule, with the project report delivery form in Annex-3 signed and submitted to the course research assistant.

The primary purpose of the graduation project draft is to report the current status of the graduation project, conducted in line with the project proposal report, including project objectives, goals, and activities planned. For this draft to be submitted, literature studies envisaged in the project work, if any, model setup and mathematical formulation, and field or experimental studies, if any, must be completed, and the draft writing of the graduation project must be completed.

The graduation project draft is the first and final example presented to the advisor for the graduation project. Based on this draft, the advisor assigns the midterm exam grade, also notifying the student of any deficiencies and errors observed, along with necessary correction and improvement recommendations.

The format of the graduation project draft is identical to that of the final graduation project format. The sections required in the project draft and final graduation project should be listed as follows:

- External Cover
- Internal Cover
- Graduation Project Approval Page
- Preface (and/or Acknowledgment)
- Table of Contents
- Lists of Abbreviations / Tables / Figures (graphs, maps, diagrams, notes, images, etc. if any)
- Graduation project summary prepared in English
- Text Section (Introduction Other Sections Conclusion and/or Discussion)
- References
- Appendices (if any)
- Curriculum Vitae

Detailed explanations regarding the content of each section are provided under the title "2.3. Rules Regarding the Writing of the Graduation Project and the Content of the Sections" of the "Graduation Project Writing Guide." The student must adhere to all rules stated in the graduation project writing guide regarding both the project draft and the final report of the graduation project in terms of formatting requirements and other rules.

All elements contained in the project proposal report previously prepared by the student (cover, abstract, introduction, objectives and goals, methodology, assumptions, limitations, etc.) should be reviewed and improved based on the latest work conducted and utilized under the relevant headings and sections of the graduation project draft.

The main sections between the introduction and conclusion should address the subject of the graduation project and its implementation. In other words, literature review, theoretical and modeling (mathematical, etc.) studies, model solutions or simulations, project implementation, if any, hardware, field or experimental studies, if any, are discussed in the main sections.

The graduation project draft report is based on the midterm exam (and therefore the Midterm Evaluation) grade of the graduation project course. The advisor determines the grade of this report considering the following evaluation criteria:

- Submission of the report (graduation project draft) in a timely manner: 10 Points
- Preparation of the report according to the format in the writing guide: 10 Points

- Quality and compliance of the abstract, introduction, and conclusion sections with the guide: 10 Points
- Consistency and appropriateness of objectives and goals with the results obtained from the project: 10 Points
- Relevance, sufficiency, and accuracy of the literature review conducted: 10 Points
- Adequacy and accuracy of citations (references): 10 Points
- Appropriateness of suggestions to the study: 5 Points
- Adequate description of the project (graduation project topic) in the report: 5 Points
- Written by the student's own sentences: 5 Points
- Clarity and comprehensibility of language, use of clear and concise language: 5 Points
- Quality of figures, tables, graphs, and diagrams used: 5 Points
- Originality of the subject, model, solution, or application in the study: 15 Points

TOTAL: 100 Points

1.8.4 Graduation Project

The graduation project, prepared within the scope of the graduation project course, is a report that serves as the final examination along with its presentation. The main purpose of the graduation project is for the student to research, process, and present in a written report format the project topic chosen by applying the methods applied in the field of education, using the knowledge and competencies gained during the educational period. The graduation project aims to enable the student to produce a project using the knowledge, accumulation, and competencies acquired from the courses taken throughout their education. In addition, it is expected to provide the student with experience in how to present a project and how to write a report. This report represents the final status of the graduation project, having rectified all deficiencies and errors identified in the graduation project draft submitted in place of the midterm exam. The format and sections required in the graduation project are the same as those described in the Graduation Project Draft format. Detailed explanations regarding the content of each section are provided under the title "2.3. Rules Regarding the Writing of the Graduation Project and the Content of the Sections" of the "Graduation Project Writing Guide." The student must fully comply with all rules stated in the Graduation Project Writing Guide regarding the formatting requirements and other rules in the writing of this final report. Therefore, all elements contained in the graduation project draft report previously prepared by the student (cover, abstract, introduction, sections, etc.) should be reviewed and improved based on the latest work conducted, leading to the final form of the graduation project. In terms of content, the main sections between the introduction and conclusion should cover the subject of the graduation project and its implementation. In other words, literature review, theoretical and modeling (mathematical, etc.) studies, model solutions or simulations, project implementation, if any, hardware, field.

1.9 Submission of Graduation Project

Upon completing the graduation project in accordance with the required format and conditions, the student fills out the Graduation Project Submission and Examination Form provided in Appendix-5, obtains approval from the advisor after the pre-inspection, and submits three spiral-bound copies of the graduation project, along with PDF and Word format files, and if applicable, a CD containing the software used, to the research assistant on the first day of the semester exams at the latest. Additionally, the student signs the Graduation Project Submission Record provided in Appendix-6.

1.10 Formation of the Jury and Determination of Presentation-Examination Date

The proposal for the jury and presentation-examination dates, sent by the Department Chairmanship to evaluate the graduation project and its presentation, is deliberated upon by the Faculty Board and a decision is made. The Graduation Project Jury consists of three principal members, two reserves, and one of the members being the advisor, totaling five faculty members/task assignees.

1.11 Presentation and Examination of the Graduation Project

The student presents and defends the graduation project on the scheduled date before the designated Graduation Project Jury. The presentation should include a summary of the project's subject, objective, applied methodology, brief information about the sections, findings, and recommendations. The presentation should consist of slides containing no more than 10 lines each, written in characters no smaller than 24 points. After presenting the project, the student responds to questions from the jury members regarding the project and related course topics. If there is suspicion that the submitted graduation design project was not completed by the student, a special review is conducted by the Jury to make a decision regarding the graduation project and the student.

1.12 Evaluation of the Graduation Project and Final Procedures

The graduation project is evaluated separately by each Jury member after submission, presentation, and written or oral examination. Each Jury member fills out the graduation project evaluation form in Appendix-7 to assign a grade to the student. The success of the graduation design project is determined by the average of the grades given by the Jury members. The average grade determined by the jury for the graduation project is accepted as the Final Grade for the graduation design project course. The advisor and Jury members determine the evaluation grades considering the criteria outlined below.

Criteria 1: Approach to the Graduation Project and Originality

Evaluation for this criterion is based on the presence of one or more of the following four conditions in the graduation design work. To receive the full score of 20 points, it is sufficient for one of these to be completed comprehensively:

- Original, necessary, and sufficient mathematical developments.
- Adequate and necessary creation of one's own simulation.
- Implementation of an original software.
- Application of a model, technique, or software that can be considered new in the literature to a new field.

Criteria 2: Graduation Project

- Preparation of the project (graduation project) in accordance with the format in the writing guide: 5 Points
- Quality and compliance of the summary, introduction, and conclusion sections with the guide: 5 Points
- Harmony and appropriateness of objectives and goals with the results obtained from the project: 5 Points
- Sufficient and accurate literature review on the subject: 5 Points
- Adequacy and accuracy of citations (references): 5 Points
- Appropriateness of recommendations to the study: 5 Points
- Sufficient explanation of the subject matter in the graduation project: 5 Points
- Written by the student in their own words: 5 Points
- Clarity of language and use of clear language, concise language: 5 Points
- Quality of figures, tables, graphs, and diagrams used: 5 Points

Criteria 3: Presentation and Examination

- Clarity of the Presentation: 5 Points
- Presentation of the graduation project within the framework of introductiondevelopment-conclusion: 5 Points
- Language of presentation: 5 Points
- Correct use of time: 5 Points
- Mastery of the subject matter and correct response to questions: 10 Points

Additionally, a "Defense Examination Record" in Appendix-8 is completed and signed by the Jury for each student. A rejected project results in failure. The grade given to the corrected project is processed as FF. A student who receives an FF grade must rectify their deficiencies by the date of the Resit Exam at the latest. In calculating the success grade on the form, and therefore determining the acceptance/rejection status of the graduation project, 40A student who is successful in acceptance or correction rectifies the errors and deficiencies in the graduation project as indicated by the Jury during the presentationexamination, obtains approval from the Advisor and Department Chair within the specified period starting from the examination date, and submits the graduation project, bound with cardboard cover and accompanied by a CD, as 4 copies to the research assistant. The CD contains the corrected latest version of the content described above, along with the presentation, in PowerPoint format. The "Final Submission Record" in Appendix-9 is completed and signed during submission. This graduation project is retained by the Department Chair, and the others are distributed to the Advisor, University Library, and National Library.

1.13 Repeating the Graduation Project

Students who fail to submit the graduation project within the specified period and those who are unsuccessful in the graduation design project are considered to have failed the course. They reapply to prepare a graduation design project on the topics announced for that semester in the following semester.

2 GRADUATION DESIGN PROJECT WRIT-ING GUIDE

2.1 Introduction

As stated at the beginning of the first part, this guide, prepared to guide the work to be done during the Project Courses, consists of 2 parts. In the first section, the application principles containing the details and information of the process related to the studies to be carried out are given. In this second section, there is a writing guide which containing the writing rules and formatting conditions for the graduation project, along with the reports that need to be prepared. (NOTE: Except for in-text line and paragraph spacing, the format and spelling rules prescribed in the guide have been applied in the writing of this guide).

2.2 Entry

Undergraduate graduation project/graduation projects, semester projects and assignments, reports to be delivered in the Department of Aeronautical Engineering of the Faculty of Engineering and Architecture of IGU are written and delivered in accordance with the principles specified in this manual for the department. Graduation projects and reports that are not written in accordance with the formats specified in this writing guide are not accepted.

2.3 General Rules

The general rules related to the transfer of the graduation project to the computer environment, the type of paper to be used and the duplication system, font type, the font and punctuation marks, the page margins, the line-paragraph spacing and layout, the page numbering, the main and subheadings are given below under subheadings.

2.3.1 Uploading The Graduation Project On Electronic Environment

The entire graduation project, including attachments, is prepared digitally as a single pdf file and a single word file and transferred to CD. The links on the website of the Council of Higher Education (YÖK), http://www.yok.gov.tr/ mezuniyetprojesi/pdf-hazirlama.htm, can be used to convert the Word files into pdf. The prepared pdf files must be the same as the copy of the graduation project delivered to the department. The files must be uncompressed and unencrypted. CD content files are given under heading 2.4. Turkish characters should not be used when naming files. Additionally, the graduation project is uploaded to CD as a word file. When naming files, the information it contains should be added to the end of the author's name and surname.

2.3.2 The Paper To Be Used and Duplication System

All printouts must be taken on A4 $(210 \times 297 \text{ mm})$ standard white paper, known as "first pulp" which is between 80-100 grams. Only one side of the paper should be used in writing the graduation project. The copy of the graduation project copy must be made from the original graduation project and must be in the numbers specified in this guide. Printouts should be taken from computer printers, copies should be clear and legible. The graduation project must first spirally-mounted and then presented to the jury, after being defended in front of the jury and passing all inspections, it must be bound and delivered. The front and back covers of the graduation project should be made of glossy white cardboard.

2.3.3 Font Type

Graduation projects should be prepared in electrical environment (computer). Graduation projects must be written in accordance with the spelling rules and Academic English in terms of spelling and punctuation. First person narration should not be used except for the preface and footnotes.

2.3.4 Fonts and Punctuation

When writing a graduation project, 12 point "Times New Roman" font should be used and the font color should be black. Texts in tables and figures can be reduced to 8 points if necessary. Table and figure titles and references to be written under the tables and figures should be in 10 point font. The text is written in upright and normal letters, bold letters are used in headings or side headings. Italic font can be used only in necessary cases (Latin name, abbreviations, descriptions, etc.)(check Annex 1).

2.3.5 Page Margins

In the graduation project, a space of 4 cm should be left on the left edge of the page, excluding the covers, and 2.5 cm on the other edges. If so, the explanation footnotes should remain within these limits. Only the page number can be included outside the text field. The preface, contents, lists, resources, resume and main chapter titles in the graduation project should be written 5 cm below the top edge of the page.

2.3.6 Line and Paragraph Spacing and Order

The graduation project text is written justified by selecting 1.5 line spacing in the Line Spacing tab on the Word Formatting Toolbar. Contents, Preface, Abstracts in the graduation project; Abbreviations, Tables, Figures and Symbol Lists; References, Blocked Quotations, Appendices, Curriculum Vitae, names and explanations of Tables and Figures in the text, and source explanation notes should be written with 1 line spacing. 12 pt is equal to 1 line spacing; 1.5 lines to 18 pt; half (0.5) line spacing equals to 6 pt. Paragraph indentation starts from 1.25 cm (1 tab stroke with the tab button) inside and there is no empty space between paragraphs, the 1.5 line spacing rule applies. In the graduation project text, no distinction is made between hyphens and syllables in words.

2.3.7 Page Numbering

All pages of the graduation project except the Outer and Inner Cover, Graduation Project Approval Page and Preface are numbered. Starting from the contents page, the front pages such as the list of abbreviations, tables, figures and summaries, if any, are written in Roman numerals (I, II, III,); The text part, starting with the introduction, is numbered with normal numbers (1, 2, 3, ...). Numbering continues until the last page of the graduation project, including references and appendices. Pages with Introduction and Section titles should appear on the right page when opened. For this purpose, the previous page is left blank if necessary.

2.3.8 Main and Subheadings

Each section and subsection in the graduation project is assigned a classification number and a title. Titles should be concise, avoiding unnecessary words, and excessively long titles should be avoided. Headings are numbered using the Decimal System, where the first number indicates the main section and subsequent numbers indicate subsections. For example:

- 1. MAIN TITLE
 - 1.1. First Order Subheadings
 - * 1.1.1. Second Order Subheadings
 - · 1.1.1.1. Third Order Subheadings

Main section headings (e.g., 1st, 2nd, etc.) are written in 14-point bold font in all capital letters and aligned with the paragraph head, starting 5 cm below the top edge of the first page. Subsection headings are written in 12-point font, with the first letter of each word capitalized and the rest in lowercase letters, aligned with the beginning of the paragraph. Conjunctions in subheadings should be in lowercase letters. Headings are succinct expressions that describe the subject matter and should avoid question-shaped expressions. If a title does not fit on one line, the lines are written with single line spacing (12 pt), aligning the first letters of the words vertically. All headings are written in bold, and no punctuation marks are placed at the end. Headings with three or more numbers are written in italics. Two headings (e.g., a section title and its sub-heading) cannot be written one under the other without explanatory text regarding their relationship.

2.4 Rules Regarding Writing the Graduation Project and Content of the Sections

The order of compiling the graduation project content, including the outer and inner covers, graduation project approval page, preface and acknowledgments, table of contents, abbreviations, lists of tables and figures, abstracts in Turkish and foreign languages, text sections (introduction, other sections, conclusions and/or discussion), references, appendices (if any), and CV, are specified as follows:

- Outer Cover
- Inner Cover
- Graduation project approval page
- Preface (and/or Acknowledgement)
- Contents
- Lists of Abbreviations, Tables, and Figures (graphic, map, diagram, picture etc.)
- Graduation project abstract in Turkish
- Graduation project abstract in foreign language
- Text Section (Introduction, Other Sections, Conclusions and/or Discussion)
- References
- Appendices (if any)
- CV

2.4.1 Outer Cover

All information on the cover should be centered horizontally, leaving 5 cm from the top and bottom edges, and 3.5 cm from the left and right edges. The cover should be made of white glossy cardboard material, and the text should be written in bold characters. The cover should include:

- UNIVERSITY, FACULTY, and DEPARTMENT NAME in 12-point font size and capital letters, positioned 5 cm below the top edge.
- THE NAME OF THE GRADUATION PROJECT in 16-point font size and capitalized on the next line, with a space of 11 lines (11x12 pt) after the title block.
- "UNDERGRADUATE GRADUATION PROJECT" in 12-point font size after a 2-line spacing.

- "Prepared By..." in 12-point font size after a 2-line spacing.
- "Advisor..." in 12-point font size after a 4-line spacing.
- "Province and Year" in 12-point font size after a 10-line spacing.

2.4.2 Inner Cover

The inner cover is a duplicate of the information on the outer cover on A4 paper.

2.4.3 Graduation Project Approval Page

The "Graduation Project Approval Form" contains the acceptance and approval of the jury that evaluated the graduation project. After final acceptance, it is completed by the jury and contains information such as the faculty name, project title, author's name, defense date, and names of the project advisor and other jury members. The "Graduation Design Project Defense Exam Report" in Annex 8 of Section 1 is obtained from the Department Head after the examination and used as the graduation project approval page.

2.4.4 Preface and/or Acknowledgments

The preface includes the author's opinions, special messages, goals, and wishes related to the graduation project, as well as thanks to individuals or institutions that provided assistance. It should be distinguished from the introduction, which is part of the graduation project and serves as the first section. The city name and year are stated at the bottom left where the preface ends, and the author's name is stated at the bottom right.

2.4.5 Contents

This section lists the contents of the graduation project sequentially with page numbers. Headings and subheadings follow the decimal numbering system, and starting page numbers are provided next to them. Main section headings are written in bold capital letters, while subsection headings are written in capital letters and light characters. Headings with the same number of decimal digits are aligned vertically, with a 2-line space before main section headings and a 1.5-line space before subsection headings. The title "CONTENTS" is centered 5 cm below the top edge of the page. "Page Number:" is written in bold and right-aligned at the bottom, followed by the information aligned to the left and page numbers.Page numbers should be written with the last digits one under the other. All section and subsection headings, sources and appendices in the graduation project text should be given completely on the contents page, together with their numbers in the text. (Annex 4)

2.4.6 Abbreviations

Terms frequently used in the graduation project and composed of multiple words may be abbreviated using their initials. When abbreviating in the text, the abbreviated words are written where they first appear, including the introduction, with their abbreviations shown in parentheses. Abbreviations and their corresponding institutions, organizations, or abbreviated forms are listed under the heading "ABBREVIATIONS." The title is centered 5 cm below the top edge of the page. After a 2x1.5 line space (36 pt), the abbreviations are listed alphabetically in open characters, aligned to the left of the page, with one line space in between. They are written with ':' signs, aligning the first letters of the corresponding first words downwards.

2.4.7 Tables and Figures (Graphic, Map, Diagram, Picture, Plan, Photograph, etc.)

Data collected in research are presented in tables and figures. All drawings or pictures other than tables are grouped under the heading "Figures," including graphs, maps, diagrams, plans, photographs, etc. Tables and figures are centered on the page between the right and left text boundaries. No table or figure should exceed one page; if content overflows, it should be reduced or presented in the "Appendices" section. There should be no space left on the page for tables and figures, and subsequent text should be shifted to fill the empty spaces. In-text explanations should preferably make connections with figures and tables rather than using expressions like "... is given in the table below:" For example, "... the benefits are given in Table 2.1."

Tables and figures are referenced as "Table 1.1", "Figure 1.1" in the main sections, with the first number being the section number (letter in appendices) and the second number being the sequence number of the table/figure within the section. In appendices, sequence numbers are given as "Table A1", "Figure B1." Table numbers and titles are written above the table, and figure numbers and titles are written below the figure, starting from the left edge of the table or figure, in 10-point light font, with the first letters of the words capitalized. Source citations are written at the bottom, aligned with the beginning of the figure or table text, with a line spacing (12 pt) between the table name line and the source line. A half-line (6 pt) space is left between the figure and the figure and the figure or table name and source text, and a half-line space is left between the figure and the figure or table name and the upper text, and between the table, figure name, or source text and the lower text.

If there are not many tables and figures, there may be no need to list them. However, lists should be prepared to facilitate finding tables and figures. These lists are provided after the "Abbreviations" page. The title "LIST OF TABLES" or "LIST OF FIGURES" is centered 5 cm below the top edge of the page. "Page Number:" is right-aligned with 1.5 line spacing (18 pt), followed by table/figure numbers and their names in open characters, 1 line apart, from bottom to left, 1.5 lines apart, and the page number is given.

2.4.8 Abstracts in Academic English

The abstract serves to briefly introduce the research conducted, including the purpose, scope, methods used, and conclusions of the graduation project study. It should not include italic fonts, tables, figures, graphs, mathematical formulas, symbols, subscripts or superscripts, Greek letters, or other non-standard symbols or characters. Abstracts should be between 200-250 words in Academic English. The format, title, line spacing, and font size should be prepared according to the attached examples.

One of the most important tools for widely publicizing the graduation project work is "Keywords." Rather than choosing them randomly, words used in the information databases of the relevant program should be considered, and words appropriate to the project title should be selected. There should be 3-5 keywords related to the project content, written left-aligned below the abstract.

2.4.9 Text Section

This section constitutes the most crucial part of the graduation project, consisting of an introduction, main sections, subsections, and conclusion.

Introduction Section The text part of a graduation project, titled "1. IN-TRODUCTION," begins by writing the word 5 cm below the top of the page in bold and capital letters (14 pt), aligned with the paragraph head. The introduction should not be confused with the preface. It should contain sufficient basic information to enable the reader to understand and evaluate the project without having to read other publications on the subject, and should briefly explain the need and purpose of the study. In the introduction, the problem the research aims to solve is presented, along with the methods used and the limitations of the research. Any previous studies relevant to the subject should also be mentioned. When providing information about the literature review, care should be taken to ensure that quotations from previous technical and scientific studies are informative in quality and quantity.

Main Sections Main sections, including the Introduction and Conclusion sections, always start on new, right-hand pages. The sections should support the main idea discussed and be distributed proportionately within the project. Chapters are divided into subsections according to the nature of the subject, the detail of the research conducted, and the volume of the project. The decimal system should be used in numbering the sections. Refer to Section 2.2.8 for main section and subsection heading rules.

Conclusion and/or Discussion Section The final part of the text is the Conclusion and/or Discussion section. Here, the general results obtained from the study, interpretations of these results, the contribution to the field, the

degree to which the initially determined goal was achieved, the superior and incomplete aspects of the study, and suggestions for future studies are explained. Conclusions and recommendations should be as concrete as possible and presented in article format. This section is also included in the numbering, and the spelling rules related to main section titles are applied.

Representation of References References for quotations in the text and the reference section are given below under subheadings and accompanied by examples.

In-Text Citation (Quotes and References) When preparing the graduation project, references for information obtained from other sources should be immediately identified. The Author-Date Method (APA) is used, where references are cited by writing the author's surname, the year of publication, and the page number (if applicable) in brackets after the relevant narrative in the text. Various examples of citations are provided below and in ANNEX 1. All sources referenced in the text are detailed in the References or Bibliography section at the end of the project. Explanatory footnotes in the text are placed at the end of the page where they are used.

Source Representation in the Reference Section All sources mentioned and used in the project are listed under the heading "REFERENCES" in alphabetical order according to the authors' surnames. Source names (book or journal names) are shown in italic font. Books and journals are listed alphabetically by the author's surname, followed by laws and regulations, internet sources, and citations without authors.

Examples:

- Single Author Book Text Section: (Say, 1999: 72) Reference Section: Say, A. (1999). Music History. (9th Edition). İstanbul: Pan Publications.
- Book with Two Authors
 Text Section: (Kökdemir and Demirutku, 2000: 148)
 Reference Section:
 Kökdemir, D. and Demirutku, K. (2000). Academic Writing Rules Booklet. Ankara: Başkent Faculty of Economics and Administrative Sciences Publications.
- 3. Book with Three Authors

Text Section: (Kökdemir, Şenocak and Demirci, 2000: 148) **Reference Section:** Kökdemir, D., Şenocak, C., and Demici, K. (2000). *Academic Writing*

Rules Booklet. Ankara: Başkent Faculty of Economics and Administrative Sciences Publications.

- 4. Book with More Than Three Authors Text Section: (Kökdemir et al., 2000: 148) Reference Section: Kökdemir, D., Şenocak, C., Demirci, K., Yusufi, F., Özyurt, R. (2000). Akademik Yazım Kuralları Kitapçığı. Ankara: Başkent Üniversitesi İktisadi ve İdari Bilimler Fakültesi Yayınları.
- 5. Same Author, More Than One Publication in One Year Text Section: (Harvey, 1999 a: 148) Reference Section: Harvey, D. (1999 a). The Urbanization of Capital. Oxford: Blackwell.

Harvey, D. (1999 b). The Consciousness and Spatial Structures. London: Macmillan.

6. Chapter From The Book

Text Section: (Şimşek, 2000: 154)

Reference Section:

Şimşek, H. (2000). Planning Qualitative Research. Qualitative Research Methods in Science (2nd edition) in (pp. 49-91). Ankara: Seçkin Publications.

7. Graduation Projects and Unpublished Studies

Unpublished studies and unpublished lecture notes cannot be cited as sources. Unpublished graduation projects are indicated as follows, indicating that they are not published:

Text Section: (Üstünipek, 1998: 182) Reference Section:

Üstünipek, M. (1998). Cumhuriyetten Günümüze Türkiye'de Sanat Yapıları Piyasası. Yayınlanmamış Doktora Mezuniyet projesi. İstanbul: MSÜ. Fen Bilimleri Enstitüsü.

8. Journal Article (Authorless)

Text Section: ("Blood Business", 1998) Reference Section: The Blood Business. (1992, September 11). Time, 97, 47-48.

9. Newspaper (Article)

Text Section: ("Amazing Amazon Region", 1998) Reference Section: Amazing Amazon Region. (1998, January 12). New York Times, p. 11.

10. Reports and Newsletters

Text Section: (Mead, 1992) Reference Section: Mead, J.V. (1992). Looking at Old Photographs: Investigating the Teacher Tales That Novice Teachers Bring with Them (Report No. NCRTL-RR-92-4). East Lansing, MI: National Center for Research on Teacher Learning. (ERIC Document Reproduction Service No. ED 346 082)

11. Indirect Reference

Text Section: (Komisar, transmitter Adıyeke 1999: 13) **Reference Section:** All information related to the indirect reference should be included.

12. Film

Text Section: Kurtuluş (Öztan, 1996) **Reference Section:** Öztan, Z. (1996). Kurtuluş [Film]. Turkey. Turkish Radio and Television Corporation.

13. TV Show

Text Section: Arena (Dündar, 2009) **Reference Section:** Dündar, U. (2009). Arena [TV Show]. Med Production. İstanbul: Kanal D TV.

14. Radio Program

Text Section: *Çeşm-i Siyah* (Toprak, 2009) **Reference Section:** Toprak, A. (2009). *Çeşm-i Siyah* [Radio Program]. İstanbul: İstanbul Radio.

15. Laws and Regulations

Such resources are collected and grouped under the heading "Laws and Regulations".

Text Section: Law No. 5846 on the Amendment of Some Articles of the Intellectual and Artistic Works Law (1995).

Reference Section:

Law No. 5846 on the Amendment of Some Articles of the Intellectual and Artistic Works Law. (1995). T.C. Official Newspaper, 22311, 12 June 1995.

16. Quotes from the Internet

Quotations from the Internet are shown under the heading "Internet" at the end of the References Section and by making two different classifications as stated below.

Electronic Article and Publications Example 1: Text Section: (Özkan, 2006)

Reference Section:

Özkan, T. (2006). Sigorta Sektörünün Türkiye Ekonomisine Net Döviz Etkisi. Öneri Dergisi, T.C. Marmara University, Publication Organ of the Institute of Social Sciences. Semi-Annual Journal, Issue: 25, Year:12, Volume:7. 91-106. Access Date: 16 February 2007, http://sbe.marmara. edu.tr/oneri/

Example 2: (Journal Article Found in Database)

Text Section: (Jacobson, 2006)

Reference Section:

Jacobson, J.W. (2006). A History of Facilitated Communication: Science, Pseudoscience, and Antiscience. *American Psychologist*, 50, 750-765. Retrieved January 12, 2006, PsycARTICLES database.

Sites

Text Section: (www.kobitek.com, 17.04.2009)

Reference Section: http://www.kobitek.com/kuresel_kriz_ortaminda_ erp&8217nin_kobi8217lere_faydalari, 17/04/2009.

17. Authorless Quotes

Text Section: (Türkiye Bankalar Birliği [TBB], 2009) Reference Section: Türkiye Bankalar Birliği [TBB]. (2009). Erişim Tarihi: 25 Kasım 2009, http://www.tbb.org.tr/Dosyalar/istatistiki_raporlar/Uc_Aylik_ Banka_Bilgileri_(Son_Donem_Karsilastirmali)_/883/Tablolar/Tablo_ 1Aktif_Buyuklugune_Gore_Banka_Siralamasi.xls.

18. Text Transfers

Text transfers can be done in two ways: direct transfer and indirect transfer. Transferring the information, findings, personal conversations, interviews or opinions in the sources used as is is direct transmission, and transferring them by changing them is indirect transmission.

In direct quotation, if the quote is 5 lines or less, it is given in the text with quotation marks at the beginning and end (check ANNEX 1).

Examples:

Yergin (199: 11), He states that "looking to the twenty-first century, the concept of superiority may come from a computer as much as from a few barrels of oil." "Superiority is the superiority of one option over other options on one or more criteria." (Özden, 2010:126).

In direct quotation,

A Appendix

APPENDICES CHAPTER 1:

ANNEX 1: GRADUATION Project Registration Form

ISTANBUL GELISIM UNIVERSITY FACULTY OF ENGINEERING AND ARCHITECTURE DEPARTMENT OF AERONAUTICAL ENGINEERING

Subject: Graduation Project Registration Form

.../..../20....

To the Head of the Department of Aeronautical Engineering

Regarding the "Aeronautical Engineering Project" and "Graduation Project" courses, 20...- 20... During the Fall and Spring semesters of the academic year, I would like to make my advisor and the graduation project, the subject of which I have indicated below. I accept that I will not be able to take the course if I cannot meet the credit and course passing prerequisites within the framework of the regulations and guidelines. I will provide your information and the necessary.

STUDENT:					
Name Surname:					
Number:					
Contact	Gsm:				
Information:	E-mail:				
Graduation	I[] II[]	Branch		
Project					
Date:			·		
Signature:					

GRADUATION Project Design Name:
Objectives and Expected Outputs of the Project (Abstract):

ADVISOR:				
Title	Name			
Surname:				
Contact		Gsm:		
Information	:	E-mail:		
Date:				
Signature:				

ANNEX 2: Source Scanning and Information Gathering Report Form

ISTANBUL GELIŞIM UNIVERSITY FACULTY OF ENGINEERING AND ARCHITECTURE DEPARTMENT OF AERONAUTICAL ENGINEERING

Subject: Source Scanning and Information Gathering Repor	t Form	//20
STUDENT Name ve Surname : Number : Department :		
ADVISOR:	(Signature)	/20
1. GRADUATION PROJECT SUBJECT:		
2. EXPLANATION:		
 3. SOURCE SCAN AND INFORMATION GATHERING Failer a. Books: b. Articles and Papers: c. Sites: d. Other Information Sources: 	RESULTS:	
4. IMPORTANT INFORMATION GATHERED SUMMARIES (Can be Given as Additional):	AND SOU	RCE

5. CONCLUSION:

(Student Signature)

ANNEX 3: Project Delivery Report

ISTANBUL GELIŞIM UNIVERSITY FACULTY OF ENGINEERING AND ARCHITECTURE DEPARTMENT OF AERONAUTICAL ENGINEERING

Subject: Graduation Project Delivery Report

20.... – 20...

The student must submit the "*Source Scanning and Information Gathering Report*" (I) / "*Graduation Project Proposal Report*" (II) / "*Graduation Project Draft Report*" (III) in 1 (one) copy at the latest on the date and time specified in the midterm / final exam program. He/She submits it to the course research assistant and signs it by filling in his name on this form.

	Stude		Report Delivered				
	nt				Date	Signatur	
	Numbe	Name Surname	(1	(11	(111	-	e
	r)))	Hour	
1							
2							
3							
4							
5							
6							
7							
8							
9							
1							
0							
1							
1							
1							
2							
1							
3							
1							
4							
1							
5							
1							
6							
7							
8							
1							

9				
2				
0				
2				
1				
2				
2				
2				
3				
2				
4				
2				
5				
2				
6				
2				
7				
2				
8				
2				
9				
3				
0				
3				
1				



ANNEX 4: Example of a Graduation Project Time Plan



ANNEX 5: Graduation Project Submission and Exam Form

ISTANBUL GELIŞIM UNIVERSITY FACULTY OF ENGINEERING AND ARCHITECTURE DEPARTMENT OF AERONAUTICAL ENGINEERING

Subject: Graduation Project Submission and Exam Form ...

..../.../20....

To the Head of the Department of Aeronautical Engineering,

I have completed my graduation project assignment, the subject of which is stated below. I present the example attached.

<u>STUDENT</u>
Name Surname:
Number:

Signature:

Graduation Project Subject:	• • • • • • • • • • • • • • • • • • • •	••••••

ADVIS	OR OI	PINION:
110 110		

Deliverable Undeliverable

en	ver	aDI	e	

Explanation:

I hereby request that the necessary action be taken in accordance with the relevant Regulation, Directive and Guide.

..... / /

ADVISOR Title : Name Surname :

Signature:

Graduation Project Jury

Title, Name Surname	University, Faculty/ College, Department
1) (Advisor-Main):	
2) (Main):	
3) (Main):	
4) (Alternate):	

|--|

I kindly request that the necessary action (exam and evaluation / objection review) be carried out in accordance with the relevant Regulation, Directive and Guide and the result be notified.

Prof. Dr. Department Head

Signature:

DOCUMENT
REGISTRATIONRegistrRegistraAttach
mentationtionmentDateNumber

Exam Date : / / Exam Hour :

ANNEX 6: Graduation Project Delivery Report

ISTANBUL GELIŞIM UNIVERSITY FACULTY OF ENGINEERING AND ARCHITECTURE DEPARTMENT OF AERONAUTICAL ENGINEERING

Subject: Graduation Project Delivery Report

20.... – 20...

The student *submits* his/her graduation project in 3 (three) spiral bound copies along with 1 CD to the course research assistant *on the first day of the semester exams at the latest* and signs it by filling in the order of his/her name in this form.

	Stud D		Delivered	Delivered				
	ent					Date	Signatu	
	Numbe		Name	Graduatio	С	Othe	-	re
	r		Surname	n project	D	r	Hou	
							r	
1								
2								
3								
4								
5								
6								
7								
8								
9								
1								
0								
1								
1								
1								
2								
1								
3	ļ!							
1								
4								
1								
5								
1								
6								
ð 1		<u> </u>						
7								
	1	1			'		Í	

0				
2				
1				
2				
2				
2				
3				
2				
4				
2				
5				
2				
6				
2				
7				
2				
8				
2				
9				
3				
0				
3				
1				
3				
2				

ANNEX 7: Graduation Project Evaluation Form and Exam Report ISTANBUL GELISIM UNIVERSITY FACULTY OF ENGINEERING AND ARCHITECTURE DEPARTMENT OF AERONAUTICAL ENGINEERING

:

:

STUDENT NAME SURNAME STUDENT NUMBER GRADUATION PROJECT SUBJECT:

EXPLANATION	Score (Max.)	Advisor's Score (%50)	1. Jury Member's Score (%25)	2. Jury Member's Score (%25)
Criterion 1: Student's Graduation	20			
Project	20			
Evaluation for this criterion is made based				
on the presence of one or more of the				
following four situations in the graduation				
design study. In order to receive a full				
score of 20 points, it is sufficient to				
complete one of them completely. In the				
study;				
 Making original, necessary and sufficient 				
mathematical developments,				
 Making its own simulation sufficiently and 				
appropriately,				
 Creating an original software, 				
 Applying a model, technique or software 				
that can be considered new in the				
literature in a new field.				
Criterion 1: Graduation Project	50	0	0	0
•Preparing the project (thesis) in				
accordance with the format in the writing				
guide				
•Preparing the summary, introduction and				
conclusion sections in high quality and in				
accordance with the guide,				
•Harmony and compatibility of the goals				
and objectives with the results obtained				
from the project,				
•Conducting the literature study relevantly,				
adequately and accurately,				
•Adequacy and accuracy of quotations,				
•Compliance and suitability of the				
suggestions with the study,				
•Explaining the subject of the study of				
thesis adequately,				
•The thesis should be written in the				
student's own sentences,				
•Using simple, clear and understandable				
language				
• The quality of the figures, tables, graphs				
and diagrams used.				
Criterion 1: Presentation and Exam	30	0	0	0
•Making the presentation clear and				
understandable,				
•Presenting the thesis in the integrity of				
introduction-development-conclusion,				
•Presentation language,				
•Correct use of time,				
•To master the subject and answer the				
questions correctly.				
			-	
TOTAL SCORE	100	0	0	0
Advisor:	1.Jury	Member	2. Ji	ıry Member

ISTANBUL GELIȘIM ÜNIVERSITESI	ISTANBUL GE FACULTY OF E ARCHI DEPARTMENT O ENGIN GRADUATION PI	LISIM UNIVERSITY NGINEERING AND FECTURE F AERONAUTICAL EERING ROJECT DEFENSE EXAM REPORT	ANNEX 8
Student Name Surname: Student Number : Academic Year : Advisor :	Tarih ://.	20	
TO THE HEAD OF 7	THE DEPARTMENT OF	AERONAUTICAL ENGINEER	ING
Graduation Project exam and It was completed on/ regarding the Graduation Pro	l evaluation of the student / The following c ject course exam.	whose identity information is writte lecision was made by the studer	n above ıt's advisor
Acceptance	Correction	Disapproval	
Advisor Faculty Member Name – Surname: Signature:			

ANNEX 9: Graduation Project Final Delivery Report

ISTANBUL GELISIM UNIVERSITY FACULTY OF ENGINEERING AND ARCHITECTURE DEPARTMENT OF AERONAUTICAL ENGINEERING

Subject: Graduation Project Final Delivery Report

20.... – 20...

After all corrections, the student obtains the advisor's control signature and submits the graduation project to the course research assistant in *4 copies of hardcover*, *along with 4 CDs*, and signs it by filling in the order of his/her name in this form.

	Stud		Delivered				
	ent					Date	Signatu
	Numbe	Name	Graduatio	С	Othe	-	re
	r	Surname	n project	D	r	Hou	
						r	
1							
2							
3							
4							
5							
6							
7							
8							
9							
1							
0							
1							
1							
1							
2							
1							
3							
4							
5							
1							
1							
8							
1							
9							
2							
0							
2							

1				
2				
2				
2				
3				
2				
4				
2				
5				
2				
6				
2				
7				
2				
8				
2				
9				
3				
0				
3				
1				
3				
2				