ÖZYEĞİN UNIVERSITY FACULTY OF BUSINESS

STUDENT ADVISORY BOARD (SAB) OPERATING PROCEDURE

PURPOSE

Article 1 - The purpose of this Procedure is to set out the working principles and procedures of the **Student Advisory Board (SAB)**, which is established to create a strategic dialogue mechanism between the Faculty of Business leadership and students, to ensure student participation in continuous improvement processes, and to strengthen the faculty culture.

SUBJECT AND SCOPE

Article 2 - This Procedure covers all undergraduate and graduate students of the Faculty of Business and the faculty administration, as well as the structure of the SAB, the selection criteria for its members, their duties and responsibilities, the meeting arrangements, and the standards of professionalism.

ABBREVIATIONS AND DEFINITIONS

Article 3 - For the purposes of this Procedure:

- **SAB:** The Student Advisory Board of the Faculty of Business.
- **Faculty Administration:** The Dean and Vice Deans of the Faculty of Business.
- **Board Member:** An advisor selected according to the established criteria who represents the students of the faculty.

IMPLEMENTATION PRINCIPLES AND RESPONSIBILITIES

Article 4 - The main duties of the Board are as follows:

1. To convey student perspectives to the faculty administration in a balanced, constructive and evidence-based manner.
2. To provide strategic input on academic programs, curriculum currency, career preparation, and the student experience.
3. To build a two-way communication bridge between the faculty administration and the student body.
4. To contribute to the continuous improvement process by developing solution-oriented proposals rather than merely identifying problems.
5. To serve as an ambassador who promotes a culture of collaboration and professionalism within the faculty community.
6. The Board may establish specific sub-working committees (e.g., academic affairs, student life, career development) according to the interests and competencies of its members.

Article 5 - The Board is neither a complaint resolution body nor an alternative to the university's formal governance bodies; it is a consultative and strategic advisory body.

MEMBERSHIP REQUIREMENTS AND SELECTION

Article 6 - Board members are expected to have the following qualities:

1. Professionalism, maturity and strong communication skills;
2. The ability to think constructively and in a solution-oriented manner;
3. Commitment to faculty policies and ethical values;
4. The capacity to prioritize the collective interests of students.

Article 7 - The term of office of members is one (1) academic year; depending on the needs of the faculty and the member's performance, this term may be extended up to a maximum of three years.

MEETINGS AND WORKING ARRANGEMENTS

Article 8 - The Board holds a regular meeting at least once (1) per semester; additional working sessions may be organized as needed.

Article 9 - The responsibilities of Board members are:

1. To attend meetings regularly and prepare in advance.
2. To respect differing views and maintain professionalism.
3. To maintain the confidentiality of discussions when required.
4. To take an active role in any special projects or working groups that may be established.

SANCTIONS AND TERMINATION OF MEMBERSHIP

Article 10 - The faculty administration reserves the right to review or terminate membership in the following cases:

1. Failure to comply with attendance standards.
2. Conduct contrary to university policies or rules of ethics.
3. Displaying attitudes that harm the collaborative spirit of the Board.

NUMBER OF MEMBERS AND REPRESENTATION

Article 11 – Students elected to the Özyeğin University Student Council to represent the Faculty of Business automatically become members of the Advisory Board. In addition, one student from each graduate and undergraduate program within the Faculty of Business is expected to serve on the Board.

ELIGIBILITY REQUIREMENTS

Article 12 – To be eligible for SAB membership, students must meet the following requirements:

1. **Academic Standing:** Being a graduate student or a 2nd-, 3rd- or 4th-year undergraduate student in the Faculty of Business.
2. **Academic Integrity:** Students are expected not to have received any disciplinary penalty.

APPLICATION PROCESS AND REQUIRED DOCUMENTS

Article 13 – Applications are collected digitally within the announced dates. The following information and documents must be submitted in the application form:

1. **Academic Records:** A current transcript and a CV in English.
2. **Motivation (Cover) Letter:** A statement of motivation for joining the Board.

EVALUATION AND INTERVIEW PROCESS

Article 14 – After the preliminary evaluation of applications is completed, candidates are invited to an interview:

1. **Interview Panel:** Interviews are conducted by a subgroup consisting of the dean, vice dean, department chairs and the Faculty's Student Council representatives.

2. **Selection Criteria:** The panel evaluates the candidate's solution orientation, professionalism and potential to contribute to the faculty community.

COMMITTEE STRUCTURE AND WORKING PRINCIPLES

Article 15 – The Board meets at least once (1) per semester; any sub-working committees that may be established set their own working schedules.

MEMBERSHIP OBLIGATIONS

Article 16 – SAB members agree to act as a communication bridge between the faculty leadership and students and to maintain a professional stance in line with institutional policies.