

	PROCEDURE
	Student Trips Procedure

Document No.	Version No.	Document Owned By	Document Prepared by	Publication Date	Revision Date
PROS.SG.400	1	Dean of Students	Social Events	3.3.2026	
Reason for Revision					

PURPOSE

Article 1 – The purpose of this Procedure is to determine the rules governing the Student Trips organized by Social Events and their operations.

SUBJECT AND SCOPE

Article 2 – This Procedure applies to all student trips organized by Social Events to historically and culturally significant locations within and outside Istanbul, conducted in line with the University’s Sustainability, Quality, and Social Impact policies, and accompanied by faculty members, professional guides, or subject-matter experts. The Procedure covers the planning, execution, and evaluation stages of such trips. In addition to supporting students’ personal and academic development, these activities aim to enrich the overall university experience.

EFFECTIVENESS

Article 3 - This procedure shall be effective as of its date of publication. It will be reviewed and, if necessary, updated at least once a year. The latest and valid version is the one on the system. It is therefore not recommended that these principles and procedures be printed out and used as such. If a printed copy is used, it is the user’s responsibility to verify the document’s validity by checking the date against the version posted in the system.

ABBREVIATIONS AND DEFINITIONS

Article 4 – Abbreviations in this Procedure:

- a. **Trip:** Student Trip
- b. **SE:** Social Events
- c. **ÖGD Specialist:** Student Development and Experience Specialist Responsible for Student Trips
- ç. **ÖGDB:** Student Development and Experience Department
- d. **ÖD:** Dean of Students
- e. **University:** Özyeğin University
- f. **President’s Office:** President’s Office of Özyeğin University
- g. **Legislation:** Laws of the Republic of Türkiye, Higher Education Law No. 2547 and Article 54 on Student Discipline, Regulation on the Health, Culture and Sports Department of Higher Education Institutions (Official Gazette No:18301 dated February 3, 1984), QHSE Instructions for Events

Article 5 -The following terms have the following meaning hereinafter:

- a. **Social Events Process:** A coordinated process carried out in alignment with University goals and principles, in collaboration with the ÖD and ÖGDB, to evaluate, coordinate, and enhance students’ extracurricular social, cultural, athletic, and volunteer activities.
- b. **Forms:**
 - i. Application Form
 - ii. Participant Information Form

- iii. Trip Evaluation Survey
- c. **Documents:**
 - i. **Participation Waiver:** A declaration obtained prior to off-campus activities conducted on behalf of the University
 - ii. **Consent Form:** A declaration obtained for the use of images and videos containing personal data, pursuant to the Law on the Protection of Personal Data and related legislation
 - iii. **Parental Consent Form:** A written consent obtained from the parents/legal guardians of students under the age of eighteen for participation in student trips.

PROCEDURE

A. PRINCIPLES AND PROCEDURES FOR PLANNING STUDENTS TRIPS

Article 6 – The trip calendar is determined at the beginning of each Academic Year in line with the University’s strategic objectives.

Article 7 – The details and itinerary of the planned trip are prepared by the ÖGD Specialist within the approved budget. In accordance with the determined program, the ÖGD Specialist identifies the destination sites and external stakeholders for collaboration and initiates the approval process.

Article 8 – A decision is made on whether to charge a participation fee for the approved trip.

Article 9 – The trip is announced by the ÖGD Specialist via MyOzU and digital screens in both Turkish and English. Announcements include the purpose of the trip, itinerary, dates, participant quota, application requirements, and application deadline.

Article 10 – Students who wish to apply for the trip fill out the Application Form online.

Article 11 – While participation requirements may vary by trip, applicants are expected to be students enrolled in undergraduate or graduate programs and complete the Application Form in full using their OzU email address with the extension “ozu.edu.tr”.

Article 12 – Although the participant selection process may also vary by trip, participants are primarily selected on a first-come, first-served basis. Based on capacity, a primary and a waitlist are created by the ÖGD Specialist.

B. PARTICIPANT SELECTION PROCESS

Article 13 – The ÖGD Specialist contacts students on the primary participant list via email and requests completion of the Participant Information Form. Failure to complete the form within the specified timeframe results in forfeiture of participation rights, which are then transferred to the next student on the waitlist.

Article 14 – Students who confirm their participation by completing the Participant Information Form must complete the Participation Waiver and the Consent Form at the SE office. If the trip requires a participation fee, payment is made in person. Students who fail to complete these steps forfeit their participation rights, which are transferred to the next student on the waitlist.

Article 15 – When necessary, an informational meeting is held, and trip rules and the program schedule are communicated to participants in writing.

C. PRINCIPLES AND PROCEDURES FOR TRIP ORGANIZATION

Article 16 – The ÖGD Specialist and other trip coordinators are responsible for ensuring the proper execution of the program throughout the trip.

Article 17 – Participants are required to comply with designated schedules and rules. In case of any emergency, the ÖGD Specialist must be informed to ensure appropriate action is taken.

Article 18 –In the event of unforeseen circumstances that disrupt the program, revisions may be made to the approved schedule.

Article 19 – Surveys may be administered to participants when deemed necessary, and the program may be adjusted based on feedback received.

Article 20 – Students are required to act in compliance with applicable Legislation and this PROS.SG.400 Student Trips Procedure.

D. POST-TRIP FEEDBACK PROCESS

Article 21 – Following each trip, participants are sent online feedback surveys prepared by the SE.

Article 22 – Feedback is evaluated by the SE and reported in a manner that informs and improves future trip planning.

LEGAL AND ADMINISTRATIVE RESPONSIBILITY

Article 23 – Students participating in trips that fall within the scope of this Procedure are personally held liable for any material or non-material, direct or indirect damages incurred by themselves, third parties, or property to the extent such damages result from their own actions or omissions.

Article 24 – Students may not engage in acts or actions that violate the disciplinary provisions of the Higher Education Law applicable to Özyeğin University. Any such violations will result in sanctions.

ANNEXES

Participation Waiver

FORM.KVK.POLI01.01 Explicit Consent for Images and Videos Containing Personal Data

FORM. KVK. POLI01.02 Explicit Consent for Images and Videos Containing Personal Data (For Parents)

REFERENCES

Laws of the Republic of Türkiye

Higher Education Law No. 2547 and Article 54 on Student Discipline therein.

Law No:6698 on the Protection of Personal Data

Regulation on the Health, Culture and Sports Department of Higher Education Institutions (Official Gazette No: 18.301 dated February 3, 1984)

PROS.HUK.01 Disciplinary Investigation Procedure for Students

OBLIGATIONS

Article 25 – Students are required to comply with all provisions set forth in this Procedure. Without prejudice to the provisions of Higher Education Law No: 2547 and its Article 54 on Student Discipline, as well as matters that fall under the authority of the University Executive Board, all applicable sanctions for violations of this Procedure are determined by the SE, or the ÖD. In case of any violation, the SE and ÖD may impose sanctions commensurate with the severity of the violation, including issuing warnings to the relevant students, denying permission for similar activities, restricting the scope of activities specified in this Procedure, or referring the matter to the University Disciplinary Board. The application of these sanctions does not preclude the initiation of a disciplinary investigation pursuant to Higher Education Law No. 2547 and Article 54 thereof.