



YOZGAT BOZOK UNIVERSITY

DIRECTIVE ON TRIPS AND TECHNICAL TRIPS

Official English version for institutional web publication

Purpose, Scope, Legal Basis and Definitions

Purpose

ARTICLE 1- (1) The purpose of this Directive is to regulate the principles and procedures regarding technical trips organized to contribute to the academic and professional development of students of Yozgat Bozok University and to reinforce theoretical knowledge through practical applications, as well as trips organized by academic/administrative units and student clubs.

Scope

ARTICLE 2- (1) This Directive covers the principles and procedures regarding technical trips organized to contribute to the academic and professional development of students of Yozgat Bozok University and to reinforce theoretical knowledge through practice, as well as other trips organized by university units and student clubs.

Legal Basis

ARTICLE 3- (1) This Directive has been prepared based on Article 47 of the Higher Education Law No. 2547 and Article 32 of the Decree Law No. 124 on the Organization of the Administrative Structure of Higher Education Bodies and Higher Education Institutions.

Definitions

ARTICLE 4- (1) For the purposes of this Directive, the following terms shall mean:

- a) Department: The Health, Culture and Sports Department of Yozgat Bozok University,
- b) Unit: Faculties, schools, vocational schools, institutes, research centers and administrative units,
- c) Advisor: The academic advisor of a student club,
- ç) Trip: Trips organized by units or student clubs that do not fall within the scope of technical trips,
- d) Commission: The Culture and Arts Commission of Yozgat Bozok University,
- e) Rector: The Rector of Yozgat Bozok University,
- f) Senate: The Senate of Yozgat Bozok University,
- g) Technical Trip: Trips organized to contribute to students' academic and professional development and to reinforce theoretical knowledge through practical applications,
- ğ) Club: Student clubs within Yozgat Bozok University,
- h) University: Yozgat Bozok University,
- i) Directive: The Yozgat Bozok University Directive on Trips.



CHAPTER TWO

Application Principles and General Principles

Application Principles

ARTICLE 5- (1) The application principles regarding trips and technical trips are as follows:

a) For technical trips; the faculty member responsible for the course shall apply to the relevant Department Chair/Dean's Office/Directorate together with the Technical Trip Plan (Annex-1), Participant List (Annex-2), Student Declaration Form (Annex-5), and Assigned Personnel Declaration Form (Annex-6). The Department Chair shall submit the application to the Unit Administrative Board, and following the decision of the Unit Administrative Board, all required documents shall be forwarded to the Health, Culture and Sports Department.

Applications submitted with incomplete documents shall not be evaluated.

b) For trips; the Trip Plan (Annex-3), Participant List (Annex-2), Student Declaration Form (Annex-5), and Assigned Personnel Declaration Form (Annex-6) shall be submitted to the Health, Culture and Sports Department by the relevant student club/unit.

Applications submitted with incomplete documents shall not be evaluated.

c) Domestic trip requests must be submitted in writing at least 15 days before the trip date, and international trip requests must be submitted at least 45 days before the trip date.

Applications not submitted within the specified periods shall not be evaluated.

ç) Within the scope of trip/technical trip requests, transportation vehicles may be allocated by the Health, Culture and Sports Department, provided that vehicles and drivers affiliated with the University's Department of Administrative and Financial Affairs are available.

The allocation of vehicles shall be carried out in accordance with the availability of the University's transportation resources.

General Principles

ARTICLE 6- (1) The following principles shall apply to trips and technical trips organized within Yozgat Bozok University:

a) Trips shall be planned and carried out in accordance with the purpose, scope and principles specified in this Directive.

b) The academic, professional, cultural and social development of students shall be taken into consideration in the planning of trips.

c) The safety of students, academic staff and assigned personnel participating in trips shall be ensured.

ç) The responsibilities of participants before, during and after the trip shall be fulfilled in accordance with the relevant legislation and the provisions of this Directive.

d) The necessary permissions and approvals shall be obtained before organizing any trip.

e) Trips shall not be organized in a manner that disrupts education and training activities.

Responsibilities of Participants

ARTICLE 7- (1) Students and personnel participating in trips and technical trips are obliged to comply with the following rules:

a) Participants shall comply with the instructions of the responsible academic staff member or assigned personnel during the trip.

b) Participants shall behave in accordance with University rules, general ethical principles and public order.

c) Participants shall not engage in behaviour that may endanger themselves or other participants.

ç) Participants shall be responsible for any damage caused intentionally or through negligence to vehicles, facilities, equipment or materials used during the trip.

d) Participants shall comply with accommodation, transportation and safety rules during the trip.



Repealed Directive

ARTICLE 8-(1) The "Health, Culture and Sports Department Student Technical Trip Directive," adopted by the Senate at its meeting dated 23 May 2017 under Decision No. 2017.005.066, is hereby repealed.

Entry into Force

ARTICLE 9-(1) This Directive shall enter into force on the date of its approval by the Senate.

Enforcement

ARTICLE 10-(1) The provisions of this Directive shall be executed by the Rector of Yozgat Bozok University.

Publication Note: This English text is prepared for informational and institutional web-publication purposes. In case of any discrepancy, the original Turkish text shall prevail.

