

**BEYKOZ UNIVERSITY**  
**DIRECTIVE ON TECHNICAL FIELD TRIPS ORGANIZED BY ACADEMIC UNITS**

*Approving Authority, Date and Number : Senate, 16.12.2025 /18*

*Annexes and Amendments : Senate,...../....*

*Annex and Amendment Control Date : .....*

**CHAPTER ONE**  
**Purpose, Scope, Legal Basis, and Definitions**

**Purpose**

**Article 1-** (1) This Directive sets out the principles and procedures governing technical field trips conducted within the scope of courses in order to contribute to the personal, academic, and professional development of Beykoz University students by enhancing their knowledge, skills, and experience in scientific, social, and cultural fields, and by reinforcing their theoretical knowledge through practical application.

**Scope**

**Article 2-** (1) This Directive covers all students enrolled at Beykoz University and applies to technical field trips conducted within the scope of courses. (2) Within this scope, technical field trips conducted as part of common courses carried out under the responsibility of academic units and the Rectorate General Education Department shall be subject to the provisions of this Directive.

**Legal Basis**

**Article 3-** (1) This Directive has been prepared on the basis of Law No. 2547 on Higher Education and the relevant legislative provisions concerning the education and teaching activities and administrative operations of Beykoz University.

**Definitions**

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

- a) University: Beykoz University,
- b) Rector: Rector of Beykoz University,
- c) Senate: Senate of Beykoz University,
- ç) Academic Unit: Institutes, Faculties, Schools, Vocational Schools, and Application and Research Centers of Beykoz University,
- d) Technical Field Trip: Practical educational activities planned and conducted by academic units within the scope of a course to support the learning outcomes of the course,
- e) Responsible Instructor: The instructor responsible for the planning, execution, and reporting of the technical field trip organized within the scope of a course,
- f) Technical Field Trip Commission (Commission): The board established within the relevant academic unit, consisting of the dean/director of the academic unit, vice deans/vice directors, and heads of departments/programs, composed of a maximum of

seven (7) members, and responsible for evaluating technical field trip applications,  
g) General Education Department: The academic unit responsible for conducting common courses within the University,

## **CHAPTER TWO**

### **Technical Field Trip Commission and Application Principles**

#### **Technical Field Trip Commission**

**Article 5-** (1) Technical field trips shall be evaluated by decision of the Technical Field Trip Commission and within the budgetary means of the relevant academic unit, without prejudice to the cases specified in this Article.

(2) At the beginning of each academic semester, the Technical Field Trip Commission evaluates technical field trip requests planned by academic units within the scope of courses.

(3) In its evaluations, the Commission shall take into consideration the following principles;

- a) Direct relevance of the technical field trip to the learning outcomes of the relevant course,
- b) Educational contribution and feasibility of the technical field trip,
- c) Budgetary and resource capacities of the academic unit,

(4) Approved technical field trips shall be defined as an activity in the BKYS system and included in the monitoring process.

(5) Reporting, evaluation, and, where applicable, improvement processes related to technical field trips shall be carried out through the BKYS system within the framework of the PUKÖ-PDCA (Plan–Do–Check–Act) cycle.

(6) In technical field trips conducted within the scope of common courses carried out under the responsibility of the Rectorate General Education Department, where it is not possible to establish a Technical Field Trip Commission within an academic unit, applications shall be evaluated by the General Education Department upon a reasoned request, with the academic content and responsibility belonging to the instructor requesting the technical field trip, and, if deemed appropriate, shall be processed and carried out within the framework of this Directive.

#### **Application Principles**

**Article 6-** (1) Applications for technical field trips shall be submitted within the scope of a course and exclusively by academic units through the Technical Field Trip Request Form (Annex-1). Applications for technical field trips related to common courses conducted under the responsibility of the Rectorate General Education Department shall be made by the relevant department.

(2) It is mandatory that the technical field trip be linked to the learning outcomes of the relevant course and included in the course syllabus / course information package.

(3) Regardless of whether vehicle allocation is requested, technical field trips shall be officially notified to the Rectorate via EBYS by the academic unit for information and monitoring purposes.

(4) Technical field trips for which vehicle allocation is requested shall be conducted following the approval of the Rectorate. In this context;

- a) Vehicle Request Form (Annex-2),
  - b) List of participating students including their full names and Turkish Republic identification numbers (Annex-3),  
shall be submitted.
- (5) Vehicle allocation shall not be provided for technical field trips to locations accessible by public transportation (metro, metrobüs, Marmaray, sea lines, etc.)
- (6) The academic unit shall submit the technical field trip application to the Rectorate via EBYS through an official letter at least ten (10) days prior to the trip date.
- (7) In technical field trips conducted within the scope of common courses carried out under the responsibility of the Rectorate General Education Department, the academic and operational responsibility for organizing the technical field trip shall belong to the instructor requesting the trip. Correspondence, permission, and notification processes shall be carried out by the General Education Department in accordance with the provisions of this Directive.

## **CHAPTER THREE**

### **General Provisions**

#### **General Provisions**

**Article 7-** (1) Technical field trips shall be planned and conducted in direct relation to the learning outcomes and course content of the relevant course.

(2) Fulfillment of obligations regarding entry, reporting, and monitoring of technical field trips in the BKYS system is mandatory. Technical field trips for which these obligations are not fulfilled shall not be prioritized in monitoring processes and subsequent evaluations.

(3) Technical field trips shall be conducted under the supervision of the responsible instructor.

(4) Except in cases of necessity, deviation from the route predetermined and reported to the Rectorate shall not be permitted. In such cases, necessary administrative measures shall be taken by the relevant academic unit.

(5) Conducted technical field trips shall be recorded as an activity in the BKYS system. Only the course title, academic unit, date, scope, and course learning outcomes related to the technical field trip shall be entered into BKYS; personal data such as students' names, surnames, Turkish Republic identification numbers, or similar personal information shall not be processed in BKYS.

(6) Following each technical field trip, the responsible instructor shall prepare the Technical Field Trip Report (Annex-4) and the BKYS Activity Implementation Evidence Form (Annex-5) and upload them to the BKYS system within ten (10) days following completion of the trip.

(7) Technical field trip reports shall be evaluated and monitored within the framework of the PUKÖ-PDCA (Plan–Do–Check–Act) cycle, based on;

- a) Contribution to course learning outcomes,
- b) Achieved outputs and feedback,
- c) Identified areas for improvement, if any.

(8) On the day the technical field trip is conducted, make-up classes shall be organized for other scheduled courses that cannot be held due to student participation in the trip. The date and time of such make-up classes shall be explicitly stated in the official cover letter related to the technical field trip application.

## **CHAPTER FOUR**

### **Miscellaneous and Final Provisions**

#### **Responsibility**

**Article 8-** (1) Academic and administrative unit administrators and responsible instructors shall be responsible for the implementation of the provisions of this Directive.  
(2) Instructors who fail to comply with the provisions of this Directive shall not be permitted to submit a new technical field trip request within the same academic year.

#### **Discipline**

**Article 9-** (1) In cases of conduct contrary to the relevant legislation, disciplinary provisions in force shall apply to students and instructors participating in technical field trips.

#### **Entry into Force**

**Article 10-** (1) This Directive shall enter into force on the date of its adoption by the Senate of Beykoz University

#### **Execution**

**Article 11-** (1) The provisions of this Directive shall be executed by the Rector of Beykoz University.

#### **Repealed Directive**

**Article 12-** (1) Upon the entry into force of this Directive, the “Beykoz University Technical Field Trip Directive” adopted by the Senate of Beykoz University with its decision dated 12.11.2024 and numbered 2024/14 shall be repealed.