

	<b>PROCEDURE</b>
	<b>Non-Club Student Activities Procedure</b>

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<b>Reason for Update</b>					

## PURPOSE

**Article 1** – The purpose of this Procedure is to set forth the rules governing the requisition and organization of non-club student events. This Procedure defines the approval process for the organization of all types of events that Özyegin University students wish to conduct, including but not limited to performances, conferences, panels, symposiums, and open forums, as well as cultural, social, entertainment, and similar activities. The Procedure also sets forth the approval procedures for the installation of booths and the posting or display of announcements, notices, posters, banners, and all other visual materials related to such events.

## SUBJECT AND SCOPE

**Article 2** – This Procedure covers the rules to be followed for events organized by at least three (3) Özyegin University students outside the scope of student clubs. This Procedure applies to all students, faculty and staff involved in such events.

## VALIDITY

**Article 3** - This procedure shall be effective as of its date of publication. It will be revised and updated in the first two months of each year and as deemed necessary. 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. In the case that they are printed out, it is the user's responsibility to confirm the validity of the document by checking the date on the document located on the system and to ensure that they are in possession of the valid version.

## DEFINITIONS AND ABBREVIATIONS

**Article 4** -The following abbreviations shall have the following meaning hereinafter:

- a. **SE:** Social Events
- b. **ÖGDB:** Student Development and Experience Department
- c. **ÖD:** Dean of Students
- d. **Commission:** Clubs and Student Events Commission
- e. **University:** Özyegin University
- f. President's Office: President's Office of Özyegin University
- g. **Legislation:** Laws of the Republic of Türkiye, Higher Education Law No:2547, including Article 54 on Student Discipline, Rules and Regulations for Undergraduate Programs at Özyegin University, HSE Instructions For Events

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

- a. **Social Events:** The unit responsible for evaluating, coordinating, and developing students' extracurricular social, cultural, athletic, and volunteering activities in line with University goals and principles, in coordination with the ÖD and ÖGDB.
- b. **Event:** Any extracurricular activity conducted with the approval of the SE Manager, the ÖGDB Management, and the ÖD, in alignment with Özyegin University's goals, principles, and culture, and contributing to student development. Provisions regarding the organization of events are defined in Articles 6, 7, 8, 9, and 10.
- c. **Forms:** The forms used for SE operations and processes are listed below. These forms are

accessible via MyOzU:

1. Event Request Form (ERF)
2. Organization Request Form (OTF)

## **PROCEDURE**

### **A. PRINCIPLES AND PROCEDURES FOR THE ORGANIZATION OF EVENTS**

**Article 6** – The installation of booths and all types of on-campus activities, including but not limited to seminars, conferences, performances, panels, symposiums, open sessions, forums, dining events, athletic activities, trips, debates, competitions, exhibitions, tournaments, workshops, film screenings, recitals, concerts, social responsibility projects, talks, and hackathons will be collectively referred to as an “**Events**” for the purpose of this document.

#### **A.1. Responsibility for Events**

**Article 7** – Non-club student events are the joint responsibility of the three (3) students designated as Event Organizers in the Event Request Form (ERF). These students are jointly responsible for ensuring that the event is carried out in compliance with this Procedure and with other applicable University procedures and instructions. Their responsibilities include, but are not limited to, the following:

1. The relevant students are required to submit all requested documents and information (ERF, ORF, event site layout plan, etc.) to the SE in a timely manner. In cases where documents and information specified in Articles 8/2 and 8/5 are not submitted on time, the SE reserves the right not to process the request.
2. At least one of the Event Organizers must be reachable on the day of the event, ensure that the event venue is inspected prior to the event, and inform the SE in a timely manner if any deficiencies are identified at the venue that may affect the proper execution of the event.
3. Following the event, the Event Organizers must ensure that the event venue is cleared and that all waste and personal items are duly collected. University-owned fixed assets requested via the ORF must be left at the venue.

#### **A.2. Request and Approval Process for Non-Student Club Events**

**Article 8** – The request and approval process for non-student club events is as follows:

1. Students submit their event requests using the Event Request Form (ERF), which is currently in hard copy but is scheduled to transition to a digital format.
2. Event Request Forms must be submitted at least five (5) business days (seven [7] calendar days) in advance. Requests (ERFs) submitted with less notice will not be processed by the SE.
3. All details and requests related to the event must be clearly stated in the ERF.
4. The Event Request Form is approved by the three (3) students responsible for the event (Event Organizers), the SE Manager, the ÖGDB Management, and the ÖD, successively.
5. For approved events, the ORF filled out by the Event Organizers, and the event site layout plan, if required, must be submitted to the SE via email no later than three (3) business days in advance, in order to be forwarded to the relevant units in compliance with applicable procedures.

**Article 9** – If the University administration becomes aware of an unauthorized non-student club event for which a request is not submitted or which did not go through the approval processes outlined above, the matter may be reviewed by the University Disciplinary Supervisor in charge of the relevant event venue, and disciplinary sanctions may be imposed in accordance with the applicable legislation specified in Article 4(g).

#### **A.3. Principles to Be Observed Following Event Approval:**

**Article 10** – Upon official submission of the ERF, the SE reserves the event venue. If the requested venue is unavailable, the SE contacts the Event Organizers to choose an alternative location.

1. The ORF must be completed by the Event Organizers to initiate the necessary preparations for the intended event. No products or services other than those explicitly indicated in the form will be provided. Each request listed in the form must be clearly specified with quantities and details to ensure effective coordination with support units.
2. If external suppliers are involved in the event, the models and technical specifications of the

equipment to be used by such suppliers must be submitted in writing to the SE following activity approval.

3. For events to be held in areas without a fixed setup (such as the Forum Area or Quad Area), the event site layout plan, which is obtainable from the SE, must be submitted together with the ORF.
4. No later than three (3) business days after the event, an informational summary regarding the event must be submitted to the SE via email.

## **B. PRINCIPLES AND PROCEDURES FOR BOOTH SETUP**

**Article 11** – As a prerequisite for the installation of booths set up in connection with an event, the Event Request Form (ERF) for the relevant event must be approved. Booths associated with an event may not be installed without an approved ERF.

**Article 12** – Booths not associated with any event may also be installed only if an Event Request Form (ERF) is completed and approved solely for the purpose of booth setup.

**Article 13** – Unauthorized booths are removed by the Operations Unit upon the direction of the SE.

**Article 14** – All booths to be installed, as well as any announcements, notices, posters, banners, or other visual materials displayed at the booths, must comply with the University's regulations and procedures and must not violate the University's principles of non-discrimination and equality or the University's corporate identity. (<https://www.ozyegin.edu.tr/tr/hakkimizda>)

**Article 15** – All booths will be set up in accordance with the procedures issued by Administrative Services and the HSE. Booths may not be installed outside the areas designated by the HSE. Playing music or making announcements in a manner that disturbs the surrounding environment is strictly prohibited at booths, regardless of whether they are set up in indoor or outdoor areas. Due care must be shown to keep noise levels at acceptable levels during class hours and working hours.

**Article 16** – Students are not permitted to set up booths for the purpose of generating profit for or promoting third parties. Requests for such booths must be submitted to Administrative Services. (Booth and Announcement Management Procedure)

**Article 17** – Booths may not be set up for the purpose of ticket sales for commercial activities such as off-campus entertainment events or parties.

**Article 18** – Booths are removed upon the expiration of the approved period; at the request of the event or booth organizers; if it is determined that they are being used for purposes other than those specified in the ERF; or when such removal is required by a justified decision of the University.

**Article 19** – Upon completion of the booth period, booth organizers must ensure that, the venue has been cleared, waste has been collected, and no personal belongings or items have been left behind, aside from the University-owned materials requested via the Organization Request Form (ORF).

## **C. PROCEDURES FOR PRINTED AND DIGITAL MATERIALS**

**Article 20** – Following approval of an event, an announcement for the event is published on MyOzU by the SE in a standard template and in two languages (Turkish and English).

**Article 21** – If a non-standard template is requested, the announcement to be published via MyOzU must be submitted to the SE via email no later than three (3) business days prior to the event. The email must include the announcement title, announcement start and end dates, announcement text, and any accompanying visuals. The announcement and all visuals must be prepared in two languages (Turkish and English) and must be in compliance with the institutional tone used on the platform.

**Article 22** – The content of all written, visual, printed, or digital materials must be prepared in two languages (Turkish and English) and must include the Özyegin University logo. All arrangements related to printed and digital materials, including logo usage, must be in strict compliance with the general corporate and communication policies of the Integrated Communications Directorate and the Özyegin University Corporate Identity Guidelines.

**Article 23** – Visual materials submitted for announcements must have a file size of less than 2 MB and must be in png, gif, jpg, or jpeg format. Visuals that do not meet these specifications cannot be added to announcements due to system limitations.

**Article 24** – As per the University's Sustainability Policy, posters must be no larger than A3 size and must have a resolution of 300 dpi, with a light-colored background used wherever possible. Printed posters must include both languages on a single page, display the Özyegin University logo in the lower-left corner, leave a blank space in the lower-right corner for stamping, and comply with the principles of gender equality in their content and design.

**Article 25** – Once prepared, posters must be submitted to the SE via email for approval. Upon approval, a maximum of twenty (20) copies of the poster are printed by the SE. Printed posters are stamped by the students at the office, and the start and end dates are affixed. The start date corresponds to the posting date, and the end date corresponds to the day after the event.

**Article 26** – If visuals are requested to be displayed on the University's digital screens, the visuals must be submitted by students to the SE in PNG or JPG format, in landscape orientation, and at a resolution of 1920 x 1080 pixels.

#### **LEGAL AND ADMINISTRATIVE LIABILITY**

**Article 27** – Events will be carried out in accordance with the principles specified in the applicable legislation and regulations listed under the References section. The conduct of any event without the University's knowledge or prior approval, or in locations not designated by the University, even if carried out for a specific period of time, shall not be construed as implicit consent or authorization by the University.

**Article 28** – All permits, licenses, and approvals required other than those granted by the University for the event must be obtained separately. Failure to do so will render the organizers exclusively responsible, and all damages, losses, and expenses arising from or in connection with such violations will be borne by them, without prejudice to the University's right to compensation and recourse.

**Article 29** – A disciplinary investigation will be initiated against the relevant students involved in any event or activity carried out in violation of this Procedure or other applicable legislation, or without obtaining the required approvals, including but not limited to unauthorized booth setup or the unauthorized posting of posters, notices, announcements, or banners.

**Article 30** – Even if permission has been granted by the University for an event or for visual materials prepared for that purpose, individuals who organize the event, set up booths, or post posters, notices, announcements, or banners may not possess, display, distribute, or facilitate any materials, equipment, or products that violate the laws of the Republic of Türkiye, infringe upon the personal rights of others, or constitute an infringement of intellectual property rights, including those related to utility models, trademarks, or patents. In the event of such a violation, such individuals will bear exclusive responsibility, and all damages, losses, and expenses arising therefrom will be borne by them, without prejudice to the University's right to compensation and recourse.

**Article 31** – Students are held responsible for any material or non-material, direct or indirect damages incurred by themselves, third parties, or property, regardless of cause or manner, arising from or in connection with events conducted under this Procedure.

**Article 32** – Students may not engage in acts or actions that violate the disciplinary provisions of the Higher Education Law applicable to Özyegin University. Any such violations will result in sanctions.

**Article 33** – For events during which audio and video recordings are made, students are required to obtain written consent bearing a wet-ink signature from speakers and audience members who take the floor, as per the Law on the Protection of Personal Data, relevant legislation and the terms and conditions stipulated therein.

**Article 34** – The serving or sale of alcohol and alcoholic beverages, the sale of cigarettes, electronic cigarettes, tobacco, and tobacco products, as well as the use, promotion, or sale of illegal addictive substances, are strictly prohibited at events. Any such violations will result in sanctions.

## **ANNEXES**

FORM.SG.100.04.02 Student Event Request Form (Non-Student Club Individual or Group Events)  
FORM.GN.05 Organization Request Form (OTF)

## **REFERENCES**

Laws of the Republic of Türkiye  
Higher Education Law No:2547, including Article 54 on Student Discipline  
Law No:6698 on the Protection of Personal Data  
Regulation on the Implementation of Medico-Social, Health, Culture, and Sports Affairs Departments of Higher Education Institutions (Official Gazette No: 18301 dated February 3, 1984)  
Dormitory Services Regulation issued by the Ministry of Youth and Sports  
PROS.HUK.01 Disciplinary Investigation Procedure for Students  
Özyegin University Corporate Identity Guidelines  
SMP-47 HSE Instructions for Events  
PROS.GN.06 Booth and Announcement Management Procedure  
Özyegin University website (<https://www.ozyegin.edu.tr/tr/hakkimizda>)

## **OBLIGATIONS**

**Article 35** – Students are obliged to comply with all provisions of 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. Depending on the severity of the violation, the SE or the ÖD may impose sanctions commensurate with 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 under Higher Education Law No. 2547 and Article 54 on Student Discipline.