

	<b>PROCEDURE</b>
	<b>Residence Life Committee Procedure</b>

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<b>Reason of Revision</b>					

## PURPOSE

**Article 1** – The purpose of this Procedure is to set forth the rules governing the Residence Life Committee (YYK). The Procedure also defines the approval processes for social and recreational activities organized by the Committee for dorm residents, including the booth setup and the display of promotional materials such as announcements, posters, and banners.

## SUBJECT AND SCOPE

**Article 2** – This Procedure covers the recruitment of the Residence Life Committee team through interviews, the formation of the executive body and relevant teams, event planning, and the codes of conduct for such events. The Procedure is applicable to all relevant students and university staff.

## EFFECTIVENESS

**Article 3** – This procedure will enter into force on the 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** – The following abbreviations have the following meaning hereinafter:

- a. **Drive:** Google Drive folder opened by the SE
- b. **IMS:** Information Management System
- c. **Volunteer:** A student member of the Residence Life Committee
- d. **Coordinator:** A student serving in a specific functional area within the Residence Life Committee
- e. **YK:** The 7-member Executive Board comprising the YYK Coordinators
- f. **YYK:** Residence Life Committee
- g. **ÖGD Specialist:** Student Development and Experience Specialist
- h. **SE:** Social Events Process
- i. **ÖGDB:** Student Development and Experience Department
- j. **ÖD:** Dean of Students
- k. **QHSE:** Sustainability, Safety, and Quality Unit
- l. **President's Office:** The President's Office of the Özyeğin University
- m. **University:** Özyeğin University
- n. **Legislation:** Laws of the Republic of Türkiye, Higher Education Law No: 2547 and Article 54 on Student Discipline, Rules and Regulations for Undergraduate Programs at Özyeğin University, Regulation on the Health, Culture and Sports Department of Higher Education Institutions, and QHSE Instructions for Events

**Article 5** – The terms below have the following meaning hereafter:

- a. **Social Events:** 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. **Drive:** Refers to the Google Drive Folder that is reopened by the SE academic year and contains documents that need to be kept up-to-date by the YYK and may not be reformatted.
- c. **Event:** Any extracurricular activity conducted by the YYK with the approval of the SE Manager, the Student Development and Experience Department (ÖGDB) management and the Dean of Students (ÖD), designed to contribute to Özyeğin University's goals, principles, and culture, and overall student development.
- d. **Forms:** The forms used for SE operations and processes are listed below. These forms are accessible via MyOzU:
  - 1. (Online) Event Request Form (ETF)
  - 2. Organization Request Form (OTF)
  - 3. Donation Request Form
  - 4. Work Permit Form
  - 5. Supplier Brief and Letter of Undertaking Form
- e. **Documents:**

The following documents must be archived in Drive under the relevant year. Format changes may be suggested for documents in Drive; however, any such changes are subject to SE approval. In order to create a YYK archive, all documents pertaining to its operations must be archived under the relevant period and folder.

- 1. **Volunteer Registration List:** A list containing the names, student numbers, department/faculty information, and contact details of volunteers.
- 2. **Event Reports:** Monthly reports prepared by the Event and Organization Coordinator, containing information on events conducted throughout the academic semester and updated in the designated Google Drive folder on a monthly basis.
- 3. **Inventory Record List:** A document listing equipment, printed materials, and consumable supplies prepared in accordance with the YYK inventory and assigned to the Product and Budget Coordinator for the relevant year.
- 4. **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.

## PROCEDURE

### A. DEFINITION AND REQUIREMENTS OF VOLUNTEERISM

**Article 6** – Eligibility requirements for serving as a YYK Volunteer are as follows:

- 1. Any undergraduate or graduate student enrolled at Özyeğin University may become a Volunteer.
- 2. Applicants must complete the Application Form and attend an interview at the beginning of each academic year.
- 3. Interviews are conducted by the Coordinators.
- 4. Volunteers are expected to fulfill the duties assigned within their teams. Failure to do so may result in removal from YYK, subject to SE approval, based on a justification documented by the YK.

### B. EXECUTIVE BOARD (YK), JOB DESCRIPTIONS, AND ASSIGNMENT PRINCIPLES

**Article 7** – The YK consists of seven (7) Coordinators. Assigned student carry out all activities with the knowledge and approval of the YK. Ad hoc subcommittees may be formed as needed for temporary or event-specific purposes.

#### **Article 8 – Job Descriptions:**

**Events and Organization Coordinator:** The Events and Organization Coordinator is responsible for identifying, planning, and overseeing the YYK activities to be carried out throughout the year in coordination with the Executive Board and volunteers. The Events and Organization Coordinator conducts all activities within YYK with the knowledge and approval of the YK, and is responsible for ensuring that the ETF and OTF are completed in accordance with the relevant procedures. The Coordinator also participates in site visits for event venues or assigns a volunteer to do so.

**Social Media and Social Responsibility Coordinator:** The Social Media and Social Responsibility Coordinator is the authorized volunteer responsible for managing YYK's all social media accounts, overseeing the implementation of promotional activities, and upholding quality standards to ensure that YYK content is presented accurately and effectively across digital platforms. The Coordinator is

also responsible for the execution of Social Responsibility Projects.

**Design and Décor Coordinator:** The Design and Décor Coordinator is the authorized volunteer responsible for maintaining the order of the YYK room and keeping the inventory record list up to date, as well as for developing décor concepts for all events and overseeing the preparation of related materials. The Coordinator is also responsible for the design and quality control of all visual materials to be published or printed in connection with YYK and its activities.

**Products and Budget Coordinator:** The Product and Budget Coordinator is the authorized volunteer responsible for identifying the materials to be procured for use in YYK events and overseeing the budget allocated for these items. Throughout the year, the Coordinator determines the materials required for YYK events and ensures their procurement in the most cost-effective way. The Coordinator also manages the event budget with due diligence and ensures that all expenditures remain aligned with the allocated budget.

**PR and Sponsorship Coordinator:** The PR and Sponsorship Coordinator is the authorized volunteer responsible for YYK's external relations, including managing media relations and developing sponsorship partnerships. The Coordinator is tasked with protecting and enhancing YYK's public image, promoting its events, and identifying and pursuing potential sponsorship opportunities.

**Music and Performing Arts Coordinator:** The Music and Performing Arts Coordinator is the authorized volunteer responsible for organizing YYK's events in the fields of music and performing arts. The Coordinator oversees the planning of these events, coordinates with performers, and manages stage-related operations to ensure the smooth execution of performances.

**Monitoring and Compliance Coordinator:** The Monitoring and Audit Coordinator is an independent role responsible for overseeing and reviewing YYK's activities, ensuring that both volunteers and all Executive Board members duly carry out their duties. This Coordinator is responsible for the overall monitoring and oversight of all events. Before and after each event, Executive Board members are required to submit reports on the tasks within their areas of responsibility to the Monitoring and Audit Coordinator.

### **Assignment Principles**

**Article 9** - The eligibility requirements for YK positions within the YYK are as follows:

1. The current YK must notify the SE of the new YK Assignment Results for the following academic year's activities no later than the Friday falling two weeks after the end of Welcome Week, at the beginning of each academic year.
2. Coordinators are elected by majority vote of the current YK.
3. A Volunteer may not hold multiple Coordinator roles simultaneously. However, until a new coordinator is appointed, one of the coordinators may serve in an acting capacity.
4. If a volunteer resigns or is removed from office, a replacement is elected for that position only, in accordance with the same procedures.

### **C. RECORDS MAINTAINED BY THE EXECUTIVE BOARD (YK)**

**Article 10** – At the start of each academic year, the SE creates a designated Drive folder assigned to the YYK email account. These folders are regularly reviewed by the SE, and contain all documents and reports related to YYK's operations. YK is responsible for ensuring that all documents are complete, accurate, and up to date. These documents are as follows:

1. Volunteer Roster
2. YK Assignment Document
3. Annual Event Plan
4. Annual Budget Plan
5. Event Reports
6. Semester Audit Report
7. Inventory Record List
8. Event Posters
9. Event Photographs
10. Event Briefs requested by the SE

## **D. FINANCIAL MATTERS**

### **D.1. Budget**

**Article 11** – The YYK may not generate revenue under any circumstances. It may not charge membership fees, organize paid events, or sell products. The YYK may not solicit or collect donations except in accordance with the procedures set forth in Articles 14, 15 and 16.

**Article 12** – The YYK has an annual budget allocated within the SE budget. The YYK submits its budget forecasts to the SE no later than the last business day of the second week of March, based on its activity plans for the following academic year. The SE reviews the requests and includes approved items in the University's budget planning.

### **D.2. Procurement Procedures**

**Article 13** – All kinds of goods and services are purchased by the Purchasing Unit in accordance with the Tender Regulation for Foundation Higher Education Institutions and in line with the request of the YYK, provided that such purchases are approved by the SE. Students may not contact the Purchasing Unit directly or submit requests unless instructed by the SE. The YYK must submit Purchase Requests to the SE for approval at least fifteen (15) business days in advance, taking into account the processing time. Depending on the nature of the purchase and in accordance with the Purchasing Unit's guidance, the University may complete the purchase directly, or the purchase may be completed by the student and the student can be reimbursed upon submission of a receipt or invoice.

### **D.3. Donations**

**Article 14** – The YYK may not set up donation booths to collect in-kind or cash donations, nor may it make donations to any institution or organization.

**Article 15** – The YYK may apply only to companies that align with the University's institutional identity to receive in-kind donations (i.e., provision of goods or services instead of cash donations). Prior to receiving such donations, the YYK must complete a Donation Request Form and submit it to the SE. The SE then presents the request for approval to the Integrated Communications Unit and informs the YYK of the outcome.

**Article 16** – The YYK may apply only to companies that align with the University's institutional identity to receive cash donations. Prior to receiving such donations, the YYK must complete a Donation Request Form and submit it to the SE. The SE then presents the request for approval to the Integrated Communications Unit and informs the YYK of the outcome. Upon approval, the donating company transfers the funds directly to the University's bank account with the description "donation." The donated amount is then transferred to the YYK budget by the University. The YYK must use the funds for its events within the academic year in which the donation is received. Funds may not be carried forward to the following academic year. Any unspent amount remains with the University as a donation.

## **E. USE OF THE YYK ROOM AND FIXED ASSETS**

**Article 17** – The rules for using the YYK Room located on the -2nd floor of the Student Center are as follows:

1. The Product and Budget Coordinator is responsible for the current inventory record list and newly purchased inventory. Newly purchased inventory items must be recorded in the designated Drive folder no later than ten (10) business days after acquisition.
2. The YYK is liable for adhering to the University's applicable rules and QHSE instructions when using the spaces allocated for its activities during its term of office.
3. The YYK Room key is returned to the SE by the Event and Organization Coordinator at the end of its term of office. The SE hands over the key to the newly elected Event and Organization Coordinator against signature. The Event and Organization Coordinator is responsible for ensuring that keys are not transferred, lent, duplicated, or used for purposes other than YYK activities.
4. The YYK Room is available for use daily between 08:00 and 22:00. When necessary, the YYK room may also be used between 22:00 and 00:00 subject to SE approval. In such cases, the names of the users and the justification for use must be submitted to the SE for approval at least one (1) business day in advance, and the Security Center must be informed of the

planned use of the YYK room. The room may not be used after 00:00 (midnight). In case of violation, Security will issue an official report and sanctions will be imposed.

5. If, during inspections, the YYK room is found to be in violation of hygiene standards, untidy, or used for purposes other than YYK activities, the YYK is formally warned by the SE. In case of repeated violations, the right to use the YYK room is revoked for the respective semester.
6. Any cleaning needs beyond routine cleaning must be requested by students via the Solution Center system.
7. All YYK inventory belongs to the University. With SE approval, assets used by the YYK may be made available to other student communities upon request. The SE acts as an intermediary in this process. The relevant assets are inspected and handed over against signature by the Products and Budget Coordinator, and are likewise inspected and formally received against signature at the end of the usage period. The assets must be returned in the same condition in which they were received.
8. All users of the YYK room are responsible for University-owned fixtures and assets located therein. Any individual causing damage to the YYK room or its contents are held liable for covering the damages.
9. YYK supplies and inventory may be stored in the YYK room, provided that they are secure and fit within the allocated space.

## **F. PRINCIPLES AND PROCEDURES FOR EVENT MANAGEMENT**

**Article 18** – Any on-campus activity, including booth setups, intended to foster social interaction among dorm residents, is considered an “**Event**”.

### **F.1. Event Responsibility**

**Article 19** - The YYK completes the ETF to request approval to organize an event. Following submission, tracking the ETS is the joint responsibility of the three Event Managers serving as approvers in the process. The Event Managers and the YK are jointly responsible for ensuring that events are conducted in compliance with this Procedure and all other applicable University policies and directives. These responsibilities are listed below:

1. The YK must submit all required documents and information (including the ETF, OTF, layout plans, etc.) to the SE in a timely manner. The SE does not process incomplete or late submissions.
2. At least one Event Manager must remain reachable on the day of the event, conduct a venue inspection prior to the event, and notify the SE sufficiently in advance of any deficiencies that may affect event operations to ensure appropriate arrangements can be made.
3. Feedback must be obtained from event participants regarding the organized event during or after the event. This feedback must be included in the event report sent to the SE regarding the event.
4. Event Managers must ensure that the area is left in orderly condition, and no items are left behind after the event.
5. In the event that the Accessibility Unit notifies the YYK that students with visual, hearing, or physical disabilities will attend an event, the YYK makes the necessary arrangements to ensure accessibility in accordance with the University’s principles of inclusivity and equality.

### **F.2. YYK Event Request and Approval Process**

**Article 20** – The event request and approval process for YYK events are as follows.

1. YYK event requests are submitted online exclusively via the IMS system by filling out the ETF.
2. Event requests are submitted no later than five (5) business days (seven calendar days) prior to the event. The system does not accept late submissions. For events requiring procurement, requests must be submitted fifteen (15) business days in advance. In such cases, the ETF must be submitted and approved before any procurement request is placed. Otherwise, procurement is not processed.
3. All details and requests regarding the event must be clearly stated in the ETF.
4. The Event Request Form is approved by Event Managers, the SE Manager, the ÖGDB Management, and the ÖD, successively. Students are responsible for following up on each stage of the approval process via the system and ensure that final approval is obtained prior to the event.
5. If any external participants are expected to attend an event, this must be indicated in the

ETF. In such a case, the YYK submits the personal information of external participants (full name, national ID number, and vehicle license plate number, if applicable) to the SE via email at least one (1) day prior to the event.

6. The OTF prepared by the YYK for approved events is sent to the SE by e-mail no later than three (3) business days before the event so that it can be shared with the relevant units. Late OTF submissions are not processed, and related requests are not fulfilled.

**Article 21** – In the event that the University becomes aware of an unauthorized on-campus YYK event that was not requested in advance and did not undergo the required approval process described above, the matter is reviewed by the University and disciplinary sanctions are imposed as appropriate.

### **F.3. Post-Approval Event Requirements:**

**Article 22** - Once an event is approved, the SE reserves the event venue. If the requested venue is unavailable, the SE contacts the YYK to receive an alternative venue.

1. If operational support is required for event preparation, the Organization Request Form (OTF) is completed by the designated Event Manager. No goods or services other than those explicitly indicated in the form are 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 event approval.
3. For events to be held in areas without a fixed setup (such as the Forum Area or Quad Area), the YYK must also submit the event site layout plan, which is obtainable from the SE, together with the ORF.
4. For large-scale events and/or events with significant external participation, an event summary report is submitted to the SE via email and uploaded to the designated Drive folder no later than two (2) business days after the event.
5. Within five (5) days following the event, the "Feedback Form" is completed for the approved ETF via IMS. Events are not deemed valid unless the Feedback Form is duly filled out and feedback is submitted.

### **G. PRINCIPLES AND PROCEDURES FOR BOOT SETUP**

**Article 23** – For booths to be set up in connection with an event, the Event Request Form (ETF) for that event must be approved in advance. Booths may not be set up for events that have not received ETF approval. Booths not associated with any event may also be installed only if an Event Request Form (ERF) is completed and approved. Students who wish to set up a booth on behalf of the YYK, either as a standalone event or for event promotion, submit the Organization Request Form (OTF) to the SE at least three (3) business days in advance.

**Article 24** – Unauthorized booths are removed by the Operations Unit upon the directives of the SE.

**Article 25** – 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 institutional identity.

**Article 26** – All booths are set up in accordance with the procedures issued by Administrative Services and the QHSE. Booths may not be installed outside the areas designated by the QHSE. 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 27** – The YYK is not permitted to set up booths for the purpose of generating profit for or promoting third parties.

**Article 28** – Booths may not be set up for the purpose of ticket sales for commercial activities such as off-campus entertainment events or parties.

**Article 29** – Booths are removed upon the expiration of the approved period; at the request of the event or booth managers; if it is determined that they are being used for purposes other than intended; or when such removal is required by a justified decision of the University.

**Article 30** – Upon completion of the booth period, booth managers must ensure that the venue is returned to its original condition, and no personal belongings or items have been left behind, aside from the University-owned materials requested via the Organization Request Form (ORF).

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

**Article 31** – Following approval of a YYK 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 32** – If a non-standard template is requested, the announcement to be published via MyOzU must be submitted to the SE via email. 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 33** – Visual materials submitted for MyOzU 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 34** – The content of all written, visual, printed, or digital materials to be displayed on campus must be prepared in two languages (Turkish and English) and must include the Özyeğin University logo. When using the Özyeğin University logo, the Özyeğin University Corporate Identity Guide must be strictly observed.

**Article 35** – Posters must be in A3 size and must include both languages within the same design. The event title, date (day, month, year), and time must be clearly indicated. The Özyeğin University logo must appear in the lower-left corner, and space must be reserved in the lower-right corner for an official stamp. Posters must observe principles of gender equality. If images of individuals are used, written consent must be obtained from the individual(s) in accordance with Law on the Protection of Personal Data (KVKK), and such consent must be archived by the YYK.

**Article 36** – Once prepared, posters must be archived in Drive and submitted to the SE via email for approval. Upon approval, a maximum of fifteen (15) copies of the poster are printed by the SE and handed over to students for affixing the official stamp. The start and end dates must be completed on the official stamp. The start date corresponds to the posting date, and the end date corresponds to the day after the event.

**Article 37** – If visuals are requested to be displayed on the University’s digital screens, the visuals must be submitted by the YYK to the SE in PNG or JPG format, at a resolution of 1920 × 1080 pixels for landscape orientation, and 1080x1920 pixels for portrait (vertical) orientation.

**Article 38** – Posters are not printed if fewer than three (3) days remain before the event date.

**Article 39** – Posters must be displayed only on designated bulletin boards. Posters displayed outside designated boards are removed. Replacement copies are not printed in lieu of the posters that are removed.

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

**Article 40** – Events are conducted in accordance with the applicable regulations of the Council of Higher Education (YÖK) and the principles of the University. 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 temporarily, is not construed as implicit consent or authorization by the University.

**Article 41** – All permits, licenses, and approvals required other than those granted by the University for the event must be obtained separately. Failure to obtain such permits places sole and exclusive

liability upon the responsible individuals. Without prejudice to the University's right to seek compensation and recourse, any and all damages, losses, costs, or expenses arising from such violations are borne exclusively by those individuals.

**Article 42** – A disciplinary investigation is 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 43** – 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 the use of 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 bear exclusive responsibility, and any and all resulting damages, losses, costs, or expenses are borne exclusively by those individuals without prejudice to the University's right to seek compensation and recourse.

**Article 44** – Requests submitted by the YYK under Law on the Protection of Personal Data (KVKK) (e.g., photo consent, communication consent, deletion of personal data) arising during or after YYK activities must be forwarded to the Information Security Office via email at [bilgiguvenligiofisi@ozyegin.edu.tr](mailto:bilgiguvenligiofisi@ozyegin.edu.tr).

**Article 45** – Students are liable for any material or non-material, direct or indirect damages to themselves, third parties, or property arising from or in connection with events conducted under this Procedure, to the extent such damages result from their own actions or omissions.

**Article 46** – The YYK may not engage in acts or actions that violate the disciplinary provisions of the Higher Education Law applicable to Özyeğin University. In the event of any violation, disciplinary proceedings are initiated.

**Article 47** – For events during which audio and video recordings are made, the YYK is 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 48** – – 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 YYK events. Any such violations will result in sanctions.

## **APPENDICES**

FORM.GN.05 Event Request and Organization Form

YYK Internal Regulations

Assignment Result Certificate

Event Reports

Donation Request Form

Work Permit Form

Supplier Brief and Letter of Undertaking Form

FORM.KVK.POLI01.01 Consent Form for Visuals and Videos Containing KV

Inventory Record List

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

Dormitory Services Regulation issued by the Ministry of Youth and Sports  
PROS.GN.06 Booth and Announcement Management Procedure  
Özyeğin University Corporate Identity Guide  
QHSE Instructions

### **OBLIGATION**

**Article 49** – The YYK is 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, the ÖD, or the Commission. In case of any violation of the obligations set forth in this Procedure, the SE, the ÖD or the Commission may impose sanctions proportionate to the severity of the violation, including but not limited to: issuing warnings to the YYK, imposing budget restrictions, denying permission for similar activities, removing individuals responsible for the violation from their positions; revoking membership; restricting the fields of activities specified in this Procedure, suspending activities, and referring the matter to the University Disciplinary Board. The application of these sanctions in the event of a violation does not preclude the initiation of a disciplinary investigation under Higher Education Law No: 2547 and Article 54 on Student Discipline.