

	<b>PROCEDURE</b>
	<b>Radio OzU Procedure</b>

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## PURPOSE

The purpose of this Procedure is to set forth the principles and procedures governing the operation of Radio OzU. Radio OzU does not constitute a legal entity. It functions as a broadcasting body under the Office of the Dean of Students at Özyeğin University. Accordingly, this Procedure aims to define the rules and approval processes related to the planning, organization, and oversight of broadcasting activities carried out within Radio OzU, internal radio events and organizations, as well as all promotional, social, and cultural activities organized by Radio OzU.

## SUBJECT AND SCOPE

**Article 2** – The Procedure covers the organizational structure, boards, and coordinators of Radio OzU, along with the principles and procedures governing broadcasting activities and operational processes conducted within the radio. This Procedure applies to Radio OzU members, the Radio OzU Advisor, and relevant university staff involved in the operations of Radio OzU.

## 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. **YK:** Executive Board
- ç. **ÖGD Specialist:** Student Development and Experience Specialist
- d. **SE:** Social Events Process
- e. **ÖGDB:** Student Development and Experience Department
- f. **ÖD:** Dean of Students
- g. **QHSE:** Sustainability, Safety, and Quality Unit
- ğ. **President's Office:** The President's Office of Özyeğin University
- h. **University:** Özyeğin University
- ı. **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, QHSE Instructions for Events, the Law on the Regulation of Broadcasts via the Internet and Prevention of Crimes Committed Through Such Broadcasts, the Law on Intellectual and Artistic Works and its secondary legislation, and the Radio OzU Bylaws and appendices.

**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 review, coordinate, and enhance students' extracurricular social, cultural, athletic, and volunteer activities.

- b. **Radio OzU Advisor:** Refers to the academic and/or administrative staff of Özyeğin University who are responsible for the operation of Radio OzU.
- c. **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 Radio OzU and may not be reformatted.
- ç. **Event:** Any extracurricular activity conducted by Radio OzU 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. Documents in Drive can't be reformatted. In order to create a Radio OzU archive, all documents pertaining to its operations must be archived under the relevant period and folder.

1. **Member Registration List:** A list containing the names, student numbers, department/faculty information, and contact details of members.
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 Radio OzU inventory and assigned to the Radio OzU President 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. GENERAL PRINCIPLES

Radio OzU is liable for adhering to the following principles in all its operations and activities:

1. To produce broadcasts that uphold ethical standards, respect human rights, and demonstrate sensitivity and professionalism.
2. To operate on democratic foundations and comply with democratic principles in all broadcasts.
3. To respect the public's right to information and provide accurate content in accordance with responsible broadcasting practices.
4. To comply with all relevant principles and rules stipulated in applicable Legislation and assume personal responsibility for any violations or omissions.
5. To follow the "Broadcast Room Rules" published by OzU.
6. To obtain written approval from the University before using the registered "OzU" name and logo on any platform.

### B. RADIO OZU ADVISOR

**Article 7** - The Radio OzU Advisor is selected from among the University's full-time faculty and/or staff, upon the request of the YK and with the approval of the Advisor. The term of appointment is one year. However, the advisory term may be extended or the Advisor may be replaced upon the decision of the YK. In unavoidable cases, a change of Advisor may also be made during the academic year. The Advisor to serve during the academic year is notified to the SE with the Advisor Acceptance Form no later than the last business day of the second week of the Academic Year.

**Article 8** -The duties and responsibilities of the Advisor are as follows:

1. To provide guidance on event and budget planning.
2. To attend events, particularly those involving external stakeholders as guests.
3. To attend the YK meetings when necessary.
4. To review proposals submitted by the YK regarding events and projects, and to present recommendations when necessary.
5. To verify that the relevant forms for events planned by Radio OzU are properly completed and to grant approval with the Event Request Form (ETF). ETFs lacking Advisor approval are not processed by the SE under any circumstances.
6. To share information with the SE regarding events and operations when deemed necessary.
7. To provide guidance regarding required equipment and inventory. To maintain regular and continuous communication with the YK, and, when necessary, to bring issues and recommendations to the attention of the SE.
8. To ensure that democratic procedures are observed in the implementation of decisions taken by the YK.
9. To ensure that elections are conducted within the timeframe specified in this Procedure, and, when necessary, to take part in the election process supervised by the SE, and to provide verbal or written confirmation that democratic procedures have been observed.
10. To monitor the designated Google Drive and intervene when deemed necessary.
11. To assist in resolving internal disputes within Radio OzU; and for matters that cannot be resolved, to seek the SE's opinion and request further review.

#### **D. MEMBERSHIP DEFINITION AND CONDITIONS**

**Article 9** - The eligibility requirements for becoming a Radio OzU member are as follows:

1. Any student enrolled in undergraduate or graduate programs at Özyeğin University are eligible to become a Radio OzU member.
2. Members are expected to fulfill the duties assigned within Radio OzU.
3. Members who act in violation of Radio OzU operations or decisions are evaluated by the YK, and appropriate action is taken when necessary.

#### **B. RADIO OZU EXECUTIVE BOARD, JOB DESCRIPTIONS, AND ASSIGNMENT PRINCIPLES**

**Article 10** – The Radio OzU Executive Board (YK) consists of the Radio OzU President and six (6) Coordinators. YK members carry out all activities within Radio OzU with the knowledge and approval of the YK. Ad hoc subcommittees may be formed as needed for temporary or event-specific purposes in order to support the operations of Radio OzU.

#### **Article 11 – Job Descriptions:**

**Radio OzU President:** The authorized member responsible for all institutional and external communications and for the overall administration and direction of Radio OzU. The President conducts all activities within Radio OzU with the knowledge and approval of the YK.

**Broadcast Coordinator and Broadcast Board:** The Broadcast Board includes the Broadcast Coordinator and all hosts/program producers of Radio OzU. The Board convenes weekly at a designated date and time to review and discuss program analyses, statistics, listenership metrics, and upcoming content. The Broadcast Board is responsible for ensuring the orderly management and oversight of all broadcasts. It provides necessary training, ensures quality control, organizes the weekly broadcast schedule, and conducts compliance checks to verify adherence to all relevant laws and regulations. Agreed program content and decisions are reported weekly to the YK after meetings by the Broadcast Coordinator who chairs the Broadcast Board. The Broadcast Board and Coordinator conducts all activities within Radio OzU with the knowledge and approval of the YK.

**Events and Organization Coordinator:** The Events and Organization Coordinator is responsible for identifying, planning, organizing, and overseeing the Radio OzU activities to be carried out throughout the year. The Events and Organization Coordinator conducts all activities within Radio OzU with the knowledge and approval of the YK, and is responsible for ensuring that the ETF and OTF are completed and submitted to the SE in accordance with the relevant procedures.

**Playlist Coordinator:** The Playlist Coordinator is the authorized member responsible for arrangement and oversight of playlists required outside the broadcast hours of Radio OzU and during Radio OzU events. The Playlist Coordinator maintains and expands Radio OzU's music archive, and prepares playlists for prerecorded broadcasts. The Playlist Coordinator conducts all activities within

Radio OzU with the knowledge and approval of the YK.

**Social Media and Social Responsibility Coordinator:** The Social Media and Social Responsibility Coordinator is the authorized member responsible for managing Radio OzU's all social media accounts, organizing promotional activities in coordination with the Integrated Communication Department, upholding quality standards to ensure that Radio OzU content is presented accurately and effectively across digital platforms, and conducting and overseeing Radio OzU's social responsibility projects in alignment with quality standards. The Social Media and Social Responsibility Coordinator conducts all activities within Radio OzU with the knowledge and approval of the YK.

**Technical and Control Room Coordinator:** The Technical and Control Room Coordinator is the authorized member responsible for the maintenance, configuration, and monitoring of studio equipment, providing technical support for events, and managing live broadcast operations. The Technical and Control Room Coordinator conducts all activities within Radio OzU with the knowledge and approval of the YK.

**Design Coordinator:** The authorized member responsible for overseeing and managing all designs related to Radyo OzU and its events (broadcasts, events, etc.), in coordination with the University's Integrated Communications Directorate. The Design Coordinator conducts all activities within Radio OzU with the knowledge and approval of the YK.

### **Assignment and Election Principles**

**Article 12** - The principles regarding the Radio OzU Executive Board and coordinator assignments are outlined below:

1. The number of new hosts and the list of candidates to be recruited for Radio OzU for the following academic year are determined at the beginning of each academic year, no later than the Friday falling two weeks after the end of Welcome Week. The results are reported in writing to the SE.
2. The coordinators on the Executive Board are determined by a joint decision of the Board.
3. A member 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. Elections are decided based on a majority vote.
5. If a member resigns or is removed from office, a replacement is elected for that position only, in accordance with the same procedures.

### **E. RECORDS MAINTAINED BY THE RADIO OZU EXECUTIVE BOARD (YK)**

**Article 1** – At the start of each academic year, the SE creates a designated Drive folder assigned to the Radio OzU email account. These folders are regularly reviewed by the SE, and contain all documents and reports related to Radio OzU's operations. The YK is responsible for ensuring that all documents are complete, accurate, and up to date. These documents are as follows:

1. Member Registration List
2. Radio OzU YK Election Results 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

### **F. FINANCIAL MATTERS**

#### **F.1. Budget**

**Article 1** – The Radio OzU may not generate revenue under any circumstances. It may not charge membership fees, organize paid events, or sell products. Radio OzU may not solicit or collect donations except in accordance with the procedures set forth in Articles 17, 18 and 19.

**Article 15** – Radio OzU has an annual budget allocated within the SE budget. The Radio OzU 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.

## **F.2. Procurement Procedures**

**Article 16** – 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 Radio OzU, 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. Radio OzU 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.

## **F.3. Donations**

**Article 17** – Radio OzU may not set up donation booths to collect in-kind or cash donations, nor may it make donations to any institution or organization.

**Article 18** – Radio OzU 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, Radio OzU 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 Radio OzU of the outcome.

**Article 19** – Radio OzU may apply only to companies that align with the University’s institutional identity to receive cash donations. Prior to receiving such donations, Radio OzU 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 Radio OzU 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 Radio OzU budget by the University. Radio OzU 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 BROADCAST ROOM AND FIXED ASSETS**

The rules for using the Broadcast Room where Radio OzU carries out its operations are as follows:

1. The Technical and Control Room Coordinator is responsible for the existing inventory and technical equipment used in the Radio OzU Broadcast Room. Newly purchased inventory items must be recorded in the designated Drive folder no later than ten (10) business days after acquisition.
2. Radio OzU is liable for adhering to the University’s applicable rules and QHSE instructions when using the spaces allocated for its activities during the semester.
3. The key to the Radio OzU Broadcast Room is returned to the SE by authorized individuals at the end of the term of office. The SE hands over the key to the new elected member against signature. It is strictly prohibited to transfer, lend, or duplicate the key or use the room for purposes other than Radio OzU activities.
4. The Radio OzU Broadcast Room is available for use daily between 08:00 and 22:00. When necessary, the Broadcast Room may also be used between 22:00 and 00:00 subject to the 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 room. The room may not be used after 00:00 (midnight).
5. If, during inspections, the Broadcast Room is found to be in violation of hygiene standards, untidy, or used for purposes other than Radio OzU activities, Radio OzU is formally warned by the SE. In case of repeated violations, the right to use the Broadcast Room may be revoked for the respective semester.
6. Any cleaning needs beyond routine cleaning for the Broadcast Room must be requested by members via the Solution Center system.
7. All equipment and assets allocated to Radio OzU belongs to the University. With SE approval,

such equipment and assets used by Radio OzU 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 Technical and Control Room 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 Broadcast Room are responsible for University-owned fixtures and assets located therein. Any individual causing damage to the room or its contents are held liable for covering the damages.
9. Radio OzU equipment and materials may be stored in the Radio OzU studio, provided that they are secure and fit within the allocated space.

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

**Article 21** - Any non-broadcast events, on-campus events, promotional activities, and any extracurricular activities aimed at student participation organized by Radio OzU are collectively referred to as '**Events**' under this Procedure.

### **H.1. Event Responsibility:**

**Article 22** - Radio OzU 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 will not process the request if the documents and information are not submitted on time.
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 Radio OzU that students with visual, hearing, or physical disabilities will attend an event, Radio OzU makes the necessary arrangements to ensure accessibility in accordance with the University's principles of inclusivity and equality.

### **H.2. Radio OzU Event Request and Approval Process**

**Article 23** – The event request and approval process for Radio OzU events are as follows.

1. Radio OzU 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 Radio OzU Advisor, 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, Radio OzU 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 Radio OzU 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 24** – In the event that the University becomes aware of an unauthorized on-campus Radio OzU 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.

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

**Article 25** - Once an event is approved, the SE reserves the event venue. If the requested venue is unavailable, the SE contacts Radio OzU to propose an alternative space.

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), Radio OzU 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.

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

**Article 26** – 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 Radio OzU, 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 27** – Unauthorized booths are removed by the Operations Unit upon the directives of the SE.

**Article 28** – 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 29** – 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 30** – Radio OzU is not permitted to set up booths for the purpose of generating profit for or promoting third parties.

**Article 31** – Booths may not be set up for the purpose of ticket sales for commercial activities such as off-campus entertainment events or parties.

**Article 32** – 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 33** – 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).

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

**Article 34** – Following approval of a Radio OzU 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 35** – 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 36** – 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 37** – 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 38** – 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 Radio OzU.

**Article 39** – 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 40** – If visuals are requested to be displayed on the University’s digital screens, the visuals must be submitted by Radio OzU to the SE in PNG or JPG format, at a resolution of 1920 × 1080 pixels in landscape orientation.

**Article 41** – Posters are not printed if fewer than three (3) days remain before the event date.

**Article 42** – 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 43** – 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 44** – 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 45** – 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 4** – 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 47** – Requests submitted by Radio OzU under Law on the Protection of Personal Data (KVKK) (e.g., photo consent, communication consent, deletion of personal data) arising during or after Radio OzU activities must be forwarded to the Information Security Office via email at [bilgiguvenligiofisi@ozyegin.edu.tr](mailto:bilgiguvenligiofisi@ozyegin.edu.tr) .

**Article 48** – 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 4** – Radio OzU 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 50** – For events during which audio and video recordings are made, Radio OzU 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 51** – – 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 Radio OzU events. Any such violations will result in sanctions.

## **APPENDICES**

FORM.GN.05 Event Request and Organization Form

Radio OzU Bylaws

Event Reports

Donation Request Form

Work Permit Form

Supplier Preliminary Information and Commitment Form

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

Inventory Registration 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

Law on the Regulation of Broadcasts via the Internet and Prevention of Crimes Committed Through Such Broadcasts

Intellectual and Artistic Works Law and sub-legislation

PROS.GN.06 Booth and Announcement Management Procedure

Özyeğin University Corporate Identity Guide

QHSE Instructions

## **OBLIGATION**

**Article 52** – Radio OzU 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 Radio OzU, 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.