

**ÖZYEĞİN UNIVERSITY**  
**DORMITORY DIRECTIVES**  
**( 12.01.2017 dated and 2017/01 numbered University Senate Decision)**

**SECTION ONE**  
**Purpose, Scope, Legal Ground and Definitions**

**PURPOSE**

**ARTICLE-1**

The purpose of these directives is to set forth the eligibility requirements and code of student conduct for residents as well as effective principles pertaining to the management, supervision and operation of Özyeğin University's dormitories.

**SCOPE**

**ARTICLE-2**

These directives apply to Özyeğin University students and Dormitory Management Office staff.

**LEGAL GROUND**

**ARTICLE-3**

These directives are prepared pursuant to Law No:2547 on Higher Education and the Rules and Regulations for Student Discipline at Higher Education Institutions.

**DEFINITIONS**

**ARTICLE-4**

- a) Academic Calendar:** Dates and periods pertaining to registration, classes, examinations and other important academic dates are announced in the academic calendar approved by the Senate.
- b) Fall Semester:** The period from the check-in date to check-out date in the first semester of the academic year. This period is determined by the Rector and announced by Dormitory Management.
- c) Spring Semester:** The period from the check-in date to check-out date in the second semester of the academic year. This period is determined by the Rector and announced by Dormitory Management.
- ç) Summer Session:** The period from the check-in date to check-out date in the third semester of the academic year. This period is determined by the Rector and announced by Dormitory Management.
- d) Part-Time Working Student:** Students who work part-time in higher education institutions. These students are not considered "employees".
- e) Finance Directorate:** The department responsible for accounting and making necessary financial transactions pertaining to the decisions made by University management in line with relevant financial and YÖK legislations.
- f) Board of Trustees:** The highest decision-making body that represents the legal personality of the University,

- g) Student Information System (SIS):** An online system used for course registrations, grades, course schedules, classroom reservations, and room assignments. All student information is also kept in SIS.
- h) Dormitory Psychologist:** Clinical psychologists available in the dormitories in the evenings for emergency cases.
- i) Dormitory Application Announcements and Other Dormitory Announcements:** Announcements pertaining to dormitory applications or other dormitory-related issues are posted on the OZU Website and/or sent via email and/or posted at the entrance of each dormitory. Announcements for dormitory applications are posted before the dormitory planning period.
- j) Managing Bodies:** Rector's Office, Dormitory Management, and Dormitory Discipline Commission
- k) Dormitory Discipline Commission:** The commission made up of the YOK Relations Coordinator, Legal Advisor, and Dean of Students.
- l) Dormitory Staff:** Staff members who are assigned in the dormitories to provide residents with a comfortable, convenient and peaceful housing environment in accordance with effective rules and regulations.
- m) Guests:** Any person who is not a room resident.
- n) Penalty Point:** A method used to record violations of the code of student conduct. Penalty points are assigned to students who violate the provisions of the dormitory directives.

## **SECTION TWO DORMITORY MANAGEMENT AND OPERATIONS**

### **Roles and Responsibilities of the Managing Bodies:**

#### **ARTICLE- 5**

**(1)** Dormitory Management is responsible for the management and order of the OzU dormitories based on the Dormitory Directives. Dormitory Management assigns penalty points, and provides the necessary documentation for disciplinary investigations. Dormitory Management also summons the Dormitory Discipline Commission for a meeting. Should the Dormitory Discipline Commission decide to impose the disciplinary action of suspension or expulsion during the meeting, Dormitory Management submits the commission decision to the Rector's Office for approval.

**(2)** Dormitory Discipline Commission is responsible for conducting disciplinary investigations for disciplinary offences that call for the disciplinary action of suspension or expulsion. The board submits its recommendations for appropriate disciplinary actions to the Rector's Office.

**(3)** The Rector's Office is the authorized body that reviews the recommendations for disciplinary actions submitted in writing by Dormitory Discipline Commission together with all relevant evidence, and renders the final decision pertaining to the appropriate disciplinary action.

### **Dormitory Operations**

#### **ARTICLE-6**

(1) Dormitory applications are accepted and rooms are assigned based on the available capacity of dormitories and effective dormitory principles each academic year.

(2) Özyeğin University dormitories are classified as “men’s” and “women’s dormitories” based on the demand at the beginning of the respective academic year. When necessary, a building may serve both female and male residents. In such a case, different floors are assigned to female and male residents.

(3) Check-in and check-out dates are determined by the Rector’s Office annually based on the academic calendar. However, the opening and closing dates of the dormitories for the summer session are determined and announced by Dormitory Management.

**(4) Interim Applications:** Students who are assigned a room must fulfil their financial obligations during the dates specified by Dormitory Management. Failure to fulfill the financial obligations will result in forfeiture of room assignments. In such a case, Dorm Management invites applications for vacant rooms from applicants who were not assigned a room during the preliminary application period. Students may apply for vacant rooms either in person or via the Student Information System. Eligible students are assigned a room based on the remaining capacity.

(5) Dormitory Management determines the applicable terms and conditions for staying in the dormitories during summer and semester breaks for current residents as well as for non-resident OzU students and non-OzU members who wish to stay in the dormitories to attend university-recognized events including but not limited with festivals, sports competitions, seminars, and internships.

(6) Should it be determined that recipients of housing scholarship do not stay in their dormitory rooms even though they completed their check-in procedures, their room assignments will be cancelled. The housing privileges of these students are transferred to other students in the wait list.

(7) Dormitory Management may change the rooms/buildings of residents when necessary (i.e. for maintenance and repair).

(8) Dormitory Management also reserves the right to move residents who chose the semester registration option to another room in order to optimize room assignments based on bed vacancies in rooms during the respective semester or at the beginning of the subsequent semester.

(9) Heating hours can be reduced due to the fewer number of residents staying in the dormitories during semester breaks and spring breaks.

## **Registration and Admission Requirements**

### **ARTICLE-7**

(1) Dorm applications are invited before the beginning of each academic semester. The application period is declared with an announcement posted on SIS. Applications must be submitted within the application period specified in the announcement as per the terms and conditions stipulated in these directives. There are two different systems in dormitory applications: “Annual Registration” and “Semester Registration”. Students may complete their dormitory applications, choosing their preferred system. The details of each type of registration are determined and announced to students by Dormitory Management before the application period.

(2) The preliminary condition to register for the dormitories is to be a registered student of Özyeğin University. The same terms and conditions also apply to incoming exchange students and special students. Faculty, staff and guests may also stay in the designated rooms in the dormitories during an academic semester, subject to the approval of the Dormitory Manager.

(3) Students are required to complete their dormitory applications within the announced application period. When applying for the dormitories, students must submit all application documents required by Dormitory Management.

(4) Students must have no outstanding housing fees that relate to previous semesters. Students who failed to pay their security deposits within the announced period or who have outstanding housing fees that relate to previous semesters are not eligible for room assignments.

(5) Students of other universities and visitors who have come for academic purposes may also reside in the dormitories as guest residents subject to the approval of Rector.

(6) Students who wish to change their rooms may submit a request to Dorm Management within the first month of the respective semester. Room change requests can only be submitted once in a semester. These requests are processed by Dorm Management based on room availability.

(7) Once room assignments are announced, students who fail to pay their semester room rates and/or submit their medical documents by the end of the announced period are not admitted to the dormitories.

### **Dorm Applications and Check-In Procedures**

#### **ARTICLE-8**

(1) Dorm applications are submitted on a semester basis. (However, students who choose the Annual Registration option may stay in their assigned rooms during the Fall and Spring semesters of the respective academic year). Semesters are designated as Fall, Spring and Summer. Applications for the Summer semester are considered separately for “Summer School students” and “Interns/Assistants”. Details of summer semester applications are announced to students in advance. All provisions of these directives also apply to Summer School students.

(2) New students must submit their applications via the link Dormitory Management provides in the application announcement. Current students must submit their applications via SIS.

(3) All application documents specified in the application announcement must be submitted to the Dormitory Management Office.

(4) All applicants, including recipients of housing scholarship and international students, must pay the security deposit in order to be eligible to apply to the dormitories. Applications of students who fail to pay the security deposit are not considered.

(5) Applicants who stayed in the dormitories in the previous semesters and did not claim their refund for the security deposit when they checked out do not need to pay any security deposit when submitting a new dormitory application.

(6) Students who choose the “Annual Registration” option in their dorm applications are also required to pay the “Annual Registration Fee” determined by the University. Applications of those who chose the “Annual Registration” option but failed to pay the “Annual Registration Fee” are considered “Semester Registration”.

(7) Applicants may check their room assignments via SIS on the dates specified in the dormitory application announcement.

**(8)** Applicants must pay their housing fees pertaining to the room assigned to them before the due date for housing payments. The due date for housing payments is announced in the dormitory application announcement. Failure to pay the housing fees before the due date will result in the cancellation of the room assignment.

**(9)** Incoming Exchange students must pay their room rates and security deposits cumulatively for the respective semester before they check in their rooms.

**(10)** Before checking in their rooms, residents must sign the photo room condition inventory and check-in form in which either they declare that they received the room without any damage or missing items, or they note down any damage to the room or its content or any missing items in the room. The condition of rooms is checked periodically during an academic year. Any damage to the room or its content which occurred during a resident's stay in the room is recorded, and the cost of the damage is charged to the resident.

**(11)** Should residents notice any additional damage to the room or its contents or any additional missing items which they previously failed to detect and note down on the room condition inventory, they must notify Dormitory Management of these damages and missing items within one week from their date of check-in. Otherwise, residents will be held liable for any damages or missing items and will be charged for the respective costs.

**(12)** Above mentioned check-in procedures are effective in all semesters (Fall, Spring and Summer).

**(13)** Students who were expelled from the dormitories for any reason must wait at least one full semester before they reapply to the OzU dormitories. Should these students reapply to the OzU dormitories after waiting for at least one full semester, the final decision about their applications will be made based on the decision of Dormitory Management and the approval of the Rector.

## **Check-Out ARTICLE-9**

**(1)** Students who wish to check out of the dormitories at the end of a semester must complete the check-out request form and submit it to Dormitory Management before the due date announced by Dormitory Management. These students must also vacate their rooms and return their room keys/cards to Dormitory Management before the deadline for check-outs. Should residents fail to complete the check-out form or should they complete the check-out form but fail to vacate the room, their rooms will be vacated by Dormitory Management at the latest one day after the deadline for check-outs. In such a case, the University will not be held responsible for any loss or damage to any personal belonging left behind in the rooms by students.

**(2)** Students who wish to check out of the dormitories during a semester must complete the check-out request form and submit it to Dormitory Management. These students must also vacate their rooms and return their room keys/cards to Dormitory Management.

**(3)** Suspended or expelled students are required to vacate their rooms and return their room keys/cards by the deadline notified to them and/or stipulated in these Directives. These students must also vacate their rooms and return their room keys/card to Dormitory Management before the respective due date.

**(4)** Students on leave of absence or expelled and/or withdrawn from the University for any reason are considered to have checked out of the dormitories as of the date on which the relevant leave of

absence, withdrawal or expulsion takes effect. These students must complete their check-out procedures as stipulated in the articles above.

(5) Before checking out of the dormitories, all residents must sign the check-out form. The check-out form is prepared by Dormitory Management and all damages to the room or its contents, or all missing items in the room, if any, are noted down on the form. The check-out form must be signed by the resident in mutual agreement with Dormitory Management. Residents who check out of the dormitories without signing the check-out form are considered to have accepted the check-out form prepared by Dormitory Management as is.

### **Check-Out Procedures**

**ARTICLE-10** All residents must complete the following check-out procedures when checking out of the dormitories during or at the end of a semester.

(1) Check-out procedures to be completed by residents:

- a) To pack all personal belongings and vacate the room,
- b) To leave the room clean and tidy as they found it,
- c) To visit the Dormitory Management Office to complete and sign the check-out form,
- ç) To return the room key/card,

(2) All rooms are inspected by Dormitory Management one month before the check-outs at the end of a semester, and the room condition is noted down. In the event of a check-out during a semester, the inspection is performed on the same day. During the inspection, it is examined whether there are any damages to the room or its contents. If there is, the cost of damage is determined by Technical Services and noted down on the check-out form in order to charge it to the resident. Where it is not known/identified who caused the damage, all occupants of the room are held equally responsible for the damage and the cost of damage is shared equally among all occupants. Residents who check out of the dormitories may request a refund for the security deposit they previously paid, regardless whether or not they plan to stay in the dormitories in the next semester.

3) When checking out of the dormitories at the end of a semester, residents who plan to continue to stay in the dormitories in the next semester are entitled to leave two cardboard boxes in the storage units. Cardboard boxes should comply with the size requirements determined by Dormitory Management. Cardboard boxes smaller or larger than the required dimensions or any other types of containers such as suitcases and bags are not acceptable. Cardboard boxes left in the storage unit must be claimed within 15 days from the start of the new semester between the hours announced by Dormitory Management.

4) Failure to claim the boxes left in the storage unit within the specified period will result in the forfeiture of the ownership of stored items. In such a case, unclaimed boxes or items are donated via Duyarlı OzU.

**(5) Residents who leave the dormitories without completing the check-out procedures will be subject to the following procedure:**

- a) Personal belongings left behind in the room with/without a name on them are kept in the storage unit for 7 days by Dormitory Management. An email message is sent to the resident's OzU email account in which the student is asked to collect his/her personal belongings within 7 days.

- b) Should residents fail to collect their personal belongings by the specified date without a justified reason, the procedure described in Article 10.4 is applied. Furthermore, these students receive “2” disciplinary penalty points.
- c) Students who fail to leave their rooms clean and tidy as they found it when they check out are charged a cleaning fee of 50 TL. Where it is not known/identified who caused the damage, all occupants of the room are held equally responsible for the damage and the cost of damage is shared equally among all occupants.

## **Housing Fees, Security Deposit and Annual Registration Fee**

### **ARTICLE-11**

- (1) Residents must pay housing fees in order to stay in the OzU dormitories. Semester housing fees are annually determined by the Board of Trustees.
- (2) All students are charged a one-time security deposit at the time of dormitory applications in order to be eligible for room assignments. The amount of the security deposit is determined by the Board of Trustees and announced by Dormitory Management. Security deposits must be paid as specified in announcements.
- (3) Students who previously paid their security deposits are not charged again for the security deposit. In the event that there have been deductions from the security deposit paid by a student and therefore the student’s remaining balance is less than the amount set by Dormitory Management, the student must bring the deposit up to the full amount required. Students who have not paid the required amount of security deposit are not assigned rooms. In the event that the amount of security deposit is subsequently increased while residents continue to stay in the dormitories, residents only need to pay the difference between the security deposit they paid and the new security deposit.
- (4) Students who choose the “Annual Registration” in their Fall semester dormitory applications must, in addition to the security deposit, also pay the Annual Registration Fee announced by Dormitory Management. The Annual Registration Fee is paid **in addition to the security deposit and Fall semester housing fees**. However, this fee is offset with the housing fees of the subsequent Spring semester.
- (5) Students who choose the “Semester Registration” option at the beginning of the Fall semester are not required to make any other payments than the security deposit and housing fees.
- (6) Housing fees must be paid cumulatively for the respective semester, either upfront or in installments. Payments must be made at the beginning of the semester within the period specified in the announcement about dormitory registration dates.
- (7) Housing fees only cover accommodation. Dining and transportation fees are not included.
- (8) Late applications submitted after the deadline for dormitory applications are considered by Dormitory Management based on the available capacity and the date of registration. In such a case, housing fees to be charged from late applicants are calculated on a pro-rata basis based on the date of room assignment.
- (9) In the event of room changes which are approved by Dormitory Management as per Article 7, clause (6), housing fees are calculated on a pro-rata basis based on the date of room change.

(10) Recipients of housing scholarships may request to stay in a different room than the room to which they are assigned, by paying the difference between the room rates of the room they are originally assigned and the room they request, subject to the approval of Dormitory Management.

**Refund of Security Deposits, Annual Registration Fees and Housing Fees**  
**ARTICLE-12**

(1) Residents who leave the dormitories for any reason are refunded for the security deposit they paid. Residents must visit the Dormitory Management Office and complete the security deposit refund form in order to claim their refunds.

(2) Residents who have outstanding housing fees or any other debts (i.e. due to the lost room cards or damages to the room or its contents) are not refunded for the security deposit they paid. In such a case, the cost of damage is calculated and noted down on the room condition form. The room condition form, which was previously signed by the resident, is then sent to the resident together with the photos of the damage. If the resident requests to be refunded for the security deposit, the cost of damage is deducted from the resident's security deposit and the resident is refunded for the remaining balance. In the event that the cost of damage exceeds the amount of security deposit, the remaining balance is charged to the resident.

(3) Should residents with Annual Registration cancel their room assignment within the first four weeks from the start of classes announced in the academic year, they are refunded for 50 percent of the Annual Registration Fees they paid, regardless whether or not they checked into their rooms. However, after four weeks have passed, students are not refunded.

(4) Should residents with Semester Registration or Annual Registration cancel their room assignments within the first four weeks from the start of classes announced in the academic year, they are refunded for 50 percent of the semester housing fees they paid, regardless whether or not they checked into their rooms. However, after four weeks have passed, students are not refunded.

**Room Cards and Security**  
**ARTICLE-13**

(1) Residents must keep the doors of their rooms closed and locked at all times. Residents must keep their valuable personal belongings with them at all times. Residents are personally responsible for the safety and security of their room and its contents. The University will not be held responsible for any damages or losses.

(2) Should residents lose their rooms keys or leave their room keys in the room, doors will be opened as per the "Procedure for Card and Key Access Systems".

**SECTION THREE**  
**STUDENT DISCIPLINE**

**Disciplinary Proceedings**  
**ARTICLE-14**

- (1) Residents must refrain from any acts or actions that call for disciplinary actions stipulated in these directives. Students must adhere to these directives throughout their stay in the dormitories. Any violations of the rules and/or procedures specified in these directives are subject to penalty points.
- (2) Residents who violate the dormitory rules and who disrupt the order and discipline at the dormitories must provide either an oral and/or a written statement within a reasonable period of time, and all available evidence collected against these residents for the respective violation is carefully evaluated. Following the review of their statements and available evidence, these students may be given penalty points depending on the severity of the violation. For each student who has accumulated (10) penalty points, Dormitory Management prepares a file and submits it to the Dormitory Discipline Commission.
- (3) Students who are suspended by receiving “10” penalty points are expelled upon their next violation with the decision of the Dormitory Discipline Commission and the approval of the Rector.
- (4) In the absence of relevant provisions in this document, the Rules and Regulations for Student Discipline at Higher Education Institutions shall prevail.
- (5) In the event a violation committed within the dormitories is also considered a disciplinary offence as per the Rules and Regulations for Student Discipline at Higher Education Institutions, the student may also be subject to the University Disciplinary Investigation proceedings.
- (6) Penalty points students receive due to the violations they commit are valid throughout their period of study at the University.
- (7) **Authority to Impose a Disciplinary Action:** The Dormitory Discipline Commission makes the necessary evaluations pertaining to the required disciplinary action, and may recommend suspension from the dormitories for a period of one week to one semester. The recommended disciplinary actions take effect pursuant to the Rector’s approval.
- (8) The rules and regulations for student discipline are executed by the Dormitory Manager and the dormitory staff. The disciplinary actions approved by the Rector are shared with the respective resident by the Dormitory Manager.
- (9) Özyeğin University students who are not registered residents of the Özyeğin University dormitories are not allowed to be in the dormitories outside the hours of 08:00 am to 23:00pm without the permission of Dormitory Management. Should it be determined that non-resident Özyeğin University students are within the dormitories outside the aforementioned hours, they are warned and escorted out of the dormitory premise by Dormitory Management. In the event a student repeats the same violation for a second time, the student is permanently prohibited from entering the dormitories.
- (10) Possession or use of unapproved electrical devices or appliances is prohibited. Dormitory Management confiscates unapproved electrical appliances and devices in rooms and holds them in the storage unit. These items are given back to their owners at the end of the semester. Residents are responsible for collecting their electrical appliances and devices from the storage unit within 15 (fifteen days) from the last day of the respective semester. Should residents fail to collect their personal belongings by the specified date without a justified reason, the procedure described in Article 10.4 is applied for these items.

## **Penalty Points**

### **ARTICLE-15**

#### **(1) Students receive “1” disciplinary penalty point in the event of the following violations:**

- a) Keeping or leaving perishable or foul smelling food and leftovers in rooms,
- b) Causing visual pollution by leaving shoes outside doors or windows,
- c) Placing trash bins in front of the rooms,
- ç) Making disruptive noises, or speaking/ singing loudly, or turning the volume of electronic equipment, including TV, stereo and computer, up too much, in rooms, lounges or all shared spaces,
- d) Throwing foreign objects out of the window for any reason,
- e) Putting up flags, pennants and the like on the doors, windows or window frames of dormitory rooms,
- f) Failing to keep the room clean; failing to leave the room tidy on cleaning days to help housekeeping staff; or preventing cleaning.

#### **(2) Students receive “2” disciplinary penalty points in the event of the following violations:**

- a) In the event that disciplinary offences which call for the disciplinary action of warning as per YOK’s Rules and Regulations for Student Discipline are committed within the dormitories, residents receive 2 penalty points.
- b) Accepting guests in rooms (Any person who is not a room resident is considered a guest),
- c) Having guests in the shared spaces outside the normal visiting hours, which are from 08:00 to 23.00,
- ç) Keeping an additional mattress/inflatable bed in rooms without the consent of Dormitory Management,
- d) Failing to personally keep the room card, and lending the room card to another resident/non-resident student,
- e) Being in possession of and/or using gas stoves, electrical stoves, sandwich makers, and similar other spirit/gas/electrical appliances and equipment,
- f) Cooking outside the designated kitchens (including in lounges, sleeping quarters etc.),
- g) Failing to keep electrical kitchen appliances clean and/or leaving them in an unsafe condition,
- h) Failing to keep kitchens, bathrooms, laundry rooms, lounges and shared areas clean or failing to use room contents properly,
- ı) Keeping or feeding pets including cats, dogs, birds in the sleeping quarters or shared areas,
- i) Using the furniture and equipment in shared spaces for personal use, or moving them to rooms or other areas,

- j) Damaging or hammering nails into the walls of sleeping quarters or shared areas, or damaging wall paint with adhesives, (In such a case, the cost of damage is charged to the resident(s).)
- k) Resisting to provide one's name and surname and/or present the student ID card to Dormitory Management staff,
- l) Failing to complete the check-out procedures as specified in these directives, checking out after the checkout deadline, or leaving personal belongings in rooms when checking out,
- m) Disregarding the verbal/written warnings made by Dormitory Management/Staff or resisting to receive the notification letters sent by Dormitory Management/Staff,
- n) Using without consent or damaging others' personal belonging,
- o) Providing inaccurate, falsified, misleading information or being engaged in fraudulent behavior to deceive Dormitory Management,
- p) Lending ID cards to others, or using others' ID cards,
- r) Passing through or jumping over turnstiles without swiping ID cards.
- s) Failing to claim personal belongings left in the storage unit within the period specified in paragraph 3 of Article 10 without a justified reason.

**(3) Students receive “4” disciplinary penalty points in the event of the following violations:**

- a) In the event that disciplinary offences which call for the disciplinary action of reprimand as per YOK's Rules and Regulations for Student Discipline are committed within the dormitories, residents receive “4” penalty points.
- b) Tampering with or disabling smoke/heat detectors, fire alarms or surveillance cameras,
- c) Using tobacco or tobacco products indoors including in sleeping quarters, on terraces, outside windows, as well as in shared spaces including lounges, corridors, kitchens, laundry rooms, and bathrooms,
- ç) Leaving cigarette ends in rooms including on windowsills,
- d) Letting others smoke or condoning smoking in rooms, (Where it cannot be determined who actually smoked in the room, all occupants of the room are equally held responsible for the violation of the no-smoking rule.)
- e) Selling a product or service or collecting donations in the dormitories without permission,
- f) Gambling and organizing or running gambling activities in the dormitory premise,
- g) Damaging the contents of rooms and/or shared spaces, (The cost of damage is charged to the resident(s).)
- h) Being in possession of alcohol (in any way) or empty or full alcohol containers (for any purposes) in rooms, shared areas and the dormitory premise,
- ı) Arriving at the dormitories under the influence of alcohol, disrupting the peace and public order; littering, soiling, and tarnishing the environment,
- i) Using a restroom/bathroom assigned to members of the opposite sex,

- j) Changing rooms or staying in another room without the approval of Dormitory Management,
- k) Letting another non-resident Özyeğin University student use the room without the approval of Dormitory Management,
- l) Disrespecting, physically assaulting, threatening or insulting the Dormitory Management staff.

**(4) Suspension:** In the event of following violations, students receive “10” penalty points and are suspended from dormitories for a period of one week to one semester:

- a) Tampering with fire extinguishers, fire alarms and other fire safety equipment, using them for purposes other than their intended use, and setting off a false alarm,
- b) Letting third persons who are not Özyeğin University students use the room,
- c) Consuming alcohol in sleeping quarters, shared areas and the dormitory premise,
- ç) Opening, forcing open or using the fire exits and locked doors leading to restricted areas or consciously setting a false alarm.
- d) Engaging in or enabling unsafe behaviors,
- e) Physically assaulting students or being involved in a fight at the University,
- f) Participating in any kinds of protests, demonstrations, or marches in the dormitories without giving a 24 hours’ written notice to the Rector’s Office.

**(5) Expulsion:** The following violations requires the disciplinary action of expulsion. In the event of expulsion, the resident is required to permanently leave the dormitory. Without prejudice to the provisions of Article (5a), the resident must check out of the dormitory within 2 (two) days from the date on which the notice of disciplinary action is served.

- a) Being in possession of, using and selling drugs and stimulants in the dormitories or being present where drugs are used. In such a case, an academic disciplinary investigation is initiated by Dormitory Management instead of the Dormitory Discipline Commission as per the Rules and Regulations for Student Discipline at Higher Education Institutions. Furthermore, the incident is immediately reported to police by the University security. Residents involved in the respective violation must vacate their rooms, return their room keys/cards, and leave the dormitory within 24 hours from the occurrence of the violation. For such violations, it is not required to wait for the conclusion of the disciplinary investigation. Should the student be found not guilty at the end of the investigation, the student’s right to stay in the dormitories is immediately reinstated.
- b) Being in possession of, carrying or using any illegal or life-threatening weapons, real or fake, including guns, fire arms, explosives, pointed/edged weapons, and sharp objects,
- c) Deliberately providing false, misleading or incomplete information in dormitory applications,
- ç) Organizing or provoking other students to organize any kinds of protests, demonstrations, or marches in the dormitories without giving a 24 hours’ written notice to the Rector’s Office,
- d) Impeding members of Dormitory Management staff with the use of force or violence from carrying out their duties,

e) Stealing,

f) Violating a person's "bodily inviolability" through acts and actions of a sexual nature.

(6) Students who are suspended from the University for any reason are also suspended from dormitories during the term of their suspension. Expelled students are not considered for room assignments in subsequent semesters.

(7) Students expelled from the University are also expelled from dormitories.

(8) Should a disciplinary offence a student commits also constitute a criminal offense that requires criminal proceedings as per legislations, legal bodies must be immediately notified to initiate legal proceedings.

## **SECTION FOUR MISCELLANEOUS PROVISIONS**

### **Medical Problems and Treatment of Students**

#### **ARTICLE-16**

(1) In times of health problems, residents may not stay in their assigned rooms with their caregivers. Students who need medical care are referred to the infirmary, and their parents or immediate family are notified. When deemed necessary, the University physician may transfer ill students to hospital by on-campus ambulance.

(2) Should residents suffer from psychological problems, they are referred to psychologists at the Student Center in the daytime and psychologists at the dormitories at night time.

(3) Any outpatient or inpatient treatment expenses are covered by students.

(4) The Health Center and the HSE (Health & Safety and Environment) Department work in coordination to follow up on any illness or emergencies pertaining to students.

### **Room and Dormitory Cleaning**

#### **ARTICLE-17**

(1) Rooms are cleaned based on a schedule approved by Dormitory Management.

(2) Trash bins in dormitory rooms are collected on room cleaning days. Since there are separate trash bins in the hallways, it is not allowed to move the trash bins in rooms to the hallways.

(3) Students may use the irons, washing machines and tumble dryers in laundry rooms free of charge.

(4) Students are personally responsible for any item left behind in shared kitchens, bathrooms, men's/women's rooms, lounges and laundry rooms. Students are also responsible for the safety of their personal belongings. Dormitory Management or the University will not be held responsible for any loss or damage to personal belongings.

(5) Dirty dishes left in shared kitchens and bathrooms are discarded by Dorm staff for hygiene reasons.

(6) Students must provide their own cleaning products for personal use.

(7) When deemed necessary, rooms and their contents can be inspected by Dormitory Manager and/or Dormitory Staff to check the compliance of occupants with effective security, cleaning and dormitory rules.

### **Liability for Damage**

**ARTICLE-18** - Residents accept, acknowledge and guarantee that they shall not cause any harm to the University's other students, buildings, assets, employees or any other third persons, and otherwise, will be exclusively held responsible for any fault including slight negligence, and will indemnify the University as per these directives against all liability and loss incurred by the University in connection with any and all claims. The clause on liability for damage shall also apply to other acts and/or actions that are not explicitly specified in these directives but cause direct or indirect harm on the University.

### **Revisions**

#### **ARTICLE-19**

These directives are reviewed and revised by Dormitory Management as required.

### **Forms and Relevant Procedures**

#### **ARTICLE-20**

##### **(1) Forms:**

- a) Check-In Form - The form completed by residents when they check into their rooms.
- b) Check-Out Form - The form completed by residents when they check out of their rooms.

##### **(2) Procedures:**

- a) Dormitory Applications, Room Assignments and Check-In Procedure
- b) Check-Out Procedure
- c) Student and Visitor Entrance Procedure for the Özyeğin University Dormitories and Parking Lots
- d) Appropriate Use of Room Cards Procedure
- e) Rules of Student Discipline and Disciplinary Actions System Procedure
- f) Storage Procedure
- g) Procedure for Caregivers of Sick Students

### **Abolishment**

#### **ARTICLE-21**

The "Dormitory Directives" which entered into force during the University Senate meeting 2014/6 on May 3, 2014 and were revised based on the Rector approval on November 30, 2015 have been abolished.

### **Effectiveness**

#### **ARTICLE-22**

These directives enter into force and are considered announced to all residents on the date they are posted on the University's official website. Any amendments to these directives will be effective as of the date they are posted on the University's official website. All students are responsible for adhering

to the latest version of these directives, which are posted on the official website (link) of the University.

**Execution**

**ARTICLE-23**

These directives are executed by Özyeğin University Rector.