

R.T. YEDITEPE UNIVERSITY STUDENT DORMITORY REGULATIONS

Purpose

Article 1 - The purpose of this regulation is to set forth the procedures and principles regarding the management and administration of the R.T. Yeditepe Student Dormitory in order to ensure the accommodation of students in a modern, healthy, hygienic, secure and peaceful environment at the Yeditepe University Dormitories and to facilitate their social and cultural development.

Scope

Article 2 - The Regulation provisions cover the requirements sought in the students to board at the R.T. Yeditepe University Student Dormitory, operation principles of the dormitory, the procedures and principles pertaining to the disciplinary proceedings regarding the students' boarding at the dormitory and the supervision of the dormitory.

Operation Right

Article 3 - As required by the contract signed between R.T. Yeditepe University Rectorate and the İSTEK Services Training Trade Inc., the dormitory is to be operated by the Company.

Terms and Expressions

Articles 4 - The following terms and expressions mentioned in the Regulation herein refer the meanings shown below:

University : R.T. Yeditepe University

Company : İSTEK Servis A.Ş.

Contract : The contract signed between R.T. Yeditepe University and İSTEK Servis A.Ş.

Term : Half of the Training - Instruction year.

Fee : The fee for the bed, heating, lighting, water expenditures and linen cleaning service.

Student Dormitory Disciplinary Board

Article 5 - The Student Dormitory Disciplinary Board comprises a Deputy Rector, a Deputy Secretary General to be named by the Rector, the Company Business manager and the Dormitory Administrative Officers. The Disciplinary Board convenes under the chairpersonship of the Deputy Rector whenever necessary situations arise. The official records of the meeting proceedings are forwarded to The Rectorship and the Company General Directorate.

Duties of the Student Dormitory Disciplinary Board

Article 6 - The Dormitory Disciplinary Board,

- a) Assesses the cases of the students sent to the Disciplinary Board.
- b) Concludes the disciplinary proceedings.
- c) Reviews the requests and objections related to the Disciplinary Board decisions and conclude them.

- d) Forwards the decisions taken to The Rectorship and the Company General Directorate.

Duties of the Business Manager

Article 7 - The Business Manager,

- a) Ensures the application of the rules and principles set forth in this regulation.
- b) Supervises the Dormitory Officers.
- c) Takes the necessary measures to resolve the problems transmitted to him.
- d) Executes the decisions of the Company Board of Directors.
- e) Handles the secretarial work.
- f) Develops plans and projects related to the management and development of the dormitory, and submits these to the Company Board of Directors.

Dormitory Administrative Officers

Article 8 - Two Dormitory Officers are appointed by the Company Board of Directors, upon the recommendation of the Business Manager, to perform duties at the Girls' and Boys' Dormitories. The Dormitory Officers apply the decisions taken by the Company Board of Directors and the Office of the Business Manager and carry out the secretarial tasks of the dormitory they are responsible for.

Dormitory Admission Requirements

Article 9 - Students who want to be admitted to the dormitory;

- a) Have to be Yeditepe University students,
- b) Have to have applied in accordance with the necessary procedures and principles within the duration announced. The registration and final check-out dates for the dormitory are determined by the Rectorship each year. The registration of those students, who apply to the dormitory and fail to move in as of the date for registration and beginning of classes specified in the Academic Calendar, is cancelled. In case of discrepancy between the information supplied by the students to be admitted to the dormitory and the information obtained as a result of the investigations, the Office of the Dormitory Administrative Officer examines the situation. A student determined to have supplied false information is not admitted to the dormitory. The Administrative Office determines the documents to be required for admission of students with foreign citizenship to the dormitory and the number of students to be admitted.

Duration of Stay at the Dormitory

Article 10 - Stays at the dormitory are allowed during the period of study. The interfaculty transfer procedure within the University does not grant (a student) the right to have this period started over again. Students who graduate are required to check out of the dormitory within one week from the date of graduation.

The Rectorship names the students who need to stay at the dormitory for reasons such as summer school or practical training and specifies the duration of these stays. Having the students not registered at the dormitory accommodated in the dormitory for activities such as sports, festivities, seminary etc., is subject to approval by The Rectorship.

Students who leave the University are required to check out of the dormitory within one

week. Students who take a term's leave from the University and those holding medical reports for a period of more than 30 days and are unable to attend classes cannot stay at the dormitory within this period. Students, who are checked out of the dormitory due to a leave or a medical excuse report during their stay at the dormitory, are readmitted to the dormitory at the end of the duration of the medical report. The Disciplinary Board may dismiss a student, whose stay at the dormitory it finds objectionable, from the dormitory or ban his stay at the dormitory on the basis of a decision with a statement of reasons. Whether those students, who have been convicted of some offense or against whom an administrative-legal prosecution has been initiated, may or may not be admitted to the dormitory, becomes possible with the approval of The Rectorship, even if they may have undergone a general pardon.

Dormitory Fee

Article 11- There is a fee for staying at the dormitory. The dormitory fee for each training-instruction year is fixed and announced by the Rectorship within the month of May each year.

Payments

Article 12- The conditions for the payment of the dormitory fee are as stated below:

- a) Registration and registration renewal procedures at the dormitory are carried out within the first week of the academic term each year.
- b) The dormitory fees are paid to the company account with the bank specified by the company, by indicating the name of the student; the first installment is paid within the first week at the beginning of the academic year and the second installment within the first week of the second term, respectively.
- c) The company sends a letter of warning to those students who fail to deposit their installments within the durations stated above. Until it is confirmed by the company that a student in debt, who has received a letter of warning has paid his debt, is not issued a certificate of studentship, transcript of grades and is not allowed to borrow books from the library by The Rectorship.
- d) Students are required to pay a 200.-₺ fee as a damage deposit with the first installment of the dormitory fee. This fee shall be refunded to an account to be specified by the student, after it is determined that the student has not caused damage to any furniture, fixtures and inventory items of the dormitory.
- e) Students who quit and won't stay in the dormitory for coming terms may drawback their deposits by filling the deposit drawback request form. Deposit drawbacks cannot be processed within dormitory registration period.
- f) From those admitted to the dormitory after the classes have begun, the fee is determined and collected on the basis of a ratio between the academic training duration specified in the Yeditepe University Associate Bachelor's and Bachelor's Training- Instruction and Examination Regulation and the durations spent at the dormitory.
- g) In cases where students registered at the dormitory should leave the dormitory within two weeks as of the day they have checked in, the remaining sum, after deducting the fee for the days they have stayed at the dormitory, is refunded. In cases of those who leave between the second and fourth week as of their check-in date at the dormitory,

the remaining sum is refunded after deducting the fee for days stayed and deducting 20% from that sum. Fees are not refunded to those who leave after the fourth week.

- h)** Those students who have received 2 letters of warning within one training year for missing payment of the dormitory term fee may be denied admission to the dormitory in the following academic year. The action to be taken in this regard is at the disposal of the Company Management. Those students, whose contracts are cancelled subsequent to their receiving a letter of warning, are dismissed from the dormitory.
- i)** A student who causes any damages to the dormitory building or its annexes is obligated to indemnify these damages. The equivalent cost of the damages caused by more than one student is divided equally among the students and had indemnified or deducted from their damage deposits. In case the cost of the damages is met with the deposit, the deposit is made good to the specified amount by the student within 1 (one) week.
- j)** A student who leaves the dormitory without applying to the Office of the Dormitory Administrative Officer in writing or fails to return within the period of registration renewal, pays the dormitory fee for the period up to the registration cancellation date.
- k)** The dormitory fee continues to be collected from the students registered at the dormitory, during the term holidays as well. During summer months however, the fee is collected only from students who are to stay at the dormitory.
- l)** Students staying at the dormitory are urged to insure their valuable belongings against theft or other damages. The Dormitory Administration cannot be held responsible for losses and damages.

Living Conditions

Article 13-

- a)** Students may not receive their visitors in their rooms. They may use the lounges and visitor halls.
- b)** Students have to be on the campus at 01:00 hours, at the latest, every day on weekdays at 03:00 hours, at the latest, on weekends (on the nights between Friday and Saturday and the nights between Saturday and Sunday).
- c)** Students' spending the night out of the campus, not conforming to the designated entry-exit hours is only possible with a written statement of permission to be received from the Dormitory Officer.
- d)** A student who does not conform to the entry-exit hours due to an emergency should immediately inform the related Dormitory Officer of the situation.
- e)** Students may not engage in behaviors that endanger security. They may not assist in such behavior.
- f)** Firearms and edged weapons, even though they are authorized, fireworks, explosive materials or other dangerous weapons of deadly/hurtful nature may not be possessed or used in the dormitory.
- g)** Alcoholic beverages and drugs may not be possessed and used in the dormitory.
- h)** Dormitory residents may not possess any medication in their room without the permission of the Dormitory Housemaster.
- i)** Dormitory residents may not disturb other residents.

- j) Dormitory residents may not engage in dialogues that would hurt anyone with regard to race, belief, ethnic background, sex, age, political views or disability condition and may not engage in disturbing behavior involving these matters.
- k) Students may not engage in behavior that would cause damage to other people or properties.
- l) Students may not threaten a dormitory officer or engage in any behavior that would cause damage to a dormitory officer.
- m) Students may not threaten or engage in a damaging behavior toward any complainant, eyewitness or member of the disciplinary board prior to, during or subsequent to the disciplinary meetings.
- n) Students may not use electrical appliances in their rooms. Only computers, mini-coolers, electric razors and hairdryers may be used in the rooms. Financial damage caused by the use of prohibited equipments will be charged.
- o) Students shall do the laundry, dry the laundry and carry out ironing work in places designated by the Office of the Dormitory Administrative Officer.
- p) Students are obligated not to possess foods that may spoil and stink, leave the baths and toilets and other common areas clean. They cannot engage in damaging actions such as driving in nails on walls, tainting the whitewash and wall paint.
- r) It is prohibited to keep pets in the dormitories.
- s) Students shall immediately inform the related dormitory responsible in case of sickness and similar emergencies.
- t) It's prohibited to distribute flyer, booklet and handout without permission.
- u) When required the Operation Manager or Dormitory Administrative Officers maintain the right to inspect residents' belongings.
- v) The prohibited belongings, which has been confiscated or belongings left in the rooms by residents shall be taken within 15 days. After this period dormitory administration is not responsible for the missing belongings.
- w) Smoking tobacco and tobacco products in dormitory is prohibited by law.
- x) Due to its damage to internet system modem usage is forbidden in rooms.

Room Assignment Arrangements

Article 14 – Students shall stay in the rooms they are assigned to by the Office of the Dormitory Administrative Officer. Those students, who wish to change their rooms for various reasons, may apply to the Office of the Dormitory Housemaster (within 15 days following the date of check in) by a petition explaining the reasons of the request. The request is to be evaluated by the Office of the Dormitory Administrative Officer.

Penalties

Article 15 – Dormitory residents have to abide by the rules set forth in this Regulation. Penalties set forth in this Regulation are applied to the students who do not abide by the rules.

Warning

Article 16 – A “Warning” penalty is issued in cases where it is confirmed that a student has committed any one of the acts stated below:

- a) To engage in behavior that would disturb the peace of the dormitory,
- b) To spend the night out of the dormitory without the permission of the Dormitory Administrative Officer,
- c) To have visitors at times and places that are prohibited by the Dormitory Housemaster,
- d) To be inattentive to the cleanliness of the dormitory and the tidiness of the rooms,
- e) To make noise that would be annoying inside and outside the dormitory (including music),
- f) To move to another room or accommodate a student staying in another room,
- g) To engage in unrespectful behavior toward the dormitory Housemaster and managers or other residents of the dormitory,
- h) Smoking tobacco and tobacco products in dormitory.

Reprimand

Article 17 – A “Reprimand” penalty is issued in cases where it is confirmed that a student has committed any one of the acts stated below:

- a) To use others’ belongings without permission,
- b) To use or possess heaters for any purpose at places other than those permitted by the Administration.
- c) To accommodate Yeditepe University students, who are not registered to the dormitory, in dorm rooms
- d) To damage the dormitory building and its furnishings,
- e) To supply information or engage in behavior to mislead the dormitory management,
- f) To gamble in dormitory,
- g) Failing to abide by the rules that are announced by the dormitory officers,
- h) To receive a second warning.

Provisional Dismissal

Article 18 – A “Provisional Dismissal” penalty is issued in cases where it is confirmed that a student has committed any one of the acts stated below:

- a) To engage in behavior against the rules of common decency,
- b) To engage in behavior against the authority of the Dormitory Administrative Officers and managers,
- c) To accommodate people, who are not Yeditepe University students, in the dormitory,
- d) To bring alcoholic beverages to the dormitory, to drink, supply or sell alcoholic beverages in the dormitory,
- e) Not to abide by the warnings of the dormitory managers, to avoid receiving written warnings,
- f) To arrange a meeting without the permission of the management or to participate in such a meeting,
- h) To throw any object or substance, that might be harmful to human life, to the dormitory yards, under the windows (including water demijohns, garbage cans, inflammable substances etc.)
- i) To open the fire exit doors unnecessarily,
- j) To receive a “Reprimand” penalty for a second time.

Those students who are issued with a penalty of “provisional dismissal” are dismissed from the dormitory for the semester they are registered for and they cannot apply for the next semester.

Final Dismissal

Article 19- A “Final Dismissal” penalty is issued in cases where it is confirmed that a student has committed any one of the acts stated below:

- a) To make false, misleading and deficient declarations while filling the dormitory application form,
- b) To steal,
- c) To use the dormitory building and its parts, for purposes other than they are intended for, without permission and hampering the services of dormitory management,
- d) To possess or use sharp, penetrating and explosive devices forbidden by law,
- e) To write or post writings without permission at places other than those designated by the Office of the Dormitory Administrative Officer,
- f) To use, possess, supply or sell narcotics in the dormitory,
- g) To receive any dismissal penalty from the University,
- h) To have been indicted of an infamous crime,
- i) To receive another penalty after having received the penalty of provisional dismissal,

A formal notification of offense is made to the Office of the Public Prosecutor with regard to those acts that are within the scope of the T.C.C.(Turkish Criminal Code).

Authority to Penalty

Article 20- Warning and Reprimand penalties are issued by the Dormitory Administrative Office, and dismissal penalties by the Disciplinary Board. Reprimand and dismissal penalties are reported to the student, his family and to the Rectorate in written form. After the end of the provisional dismissal penalties, students may apply to the dormitory again.

The dormitory registration of students, who receive a dismissal penalty, is cancelled. Students who receive a dismissal penalty have the right to make an objection to the Disciplinary Board with a petition within one week. If the Office (of the Disciplinary Board) should approve, the student’s case is examined and concluded by the Disciplinary Board. The right to object does not constitute an obstruction to the application of the penalty.

Working Conditions for Dormitory Attendants

Article 21- 24-hour service is the main policy at the dormitory facility. Therefore, adequate numbers of officers on duty are made available at the dormitory. These persons perform their services according to the instructions drawn up by the Dormitory Management. Night duty is a continuation of the general duties.

In-house Dormitory Services

Article 22- Small enterprises (barber, hair dresser, canteen, tailor and similar ones) to cater to students’ needs may be opened or had opened, subject to the permission of the company. These enterprises are supervised by the Office of the Business Manager.

Execution

Article 23- This Regulation is executed by the General Directorate