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| ***universite logo_png*** | **Kerem Aydinlar Student Dormitories Directive** |

**Acibadem Mehmet Ali Aydinlar University Kerem Aydinlar Student Dormitories Directive**

**CHAPTER ONE**

**Aim, Scope, Basis and Definitions**

**Aim**

 **ARTICLE 1** ‒ The aim of this directive is to regulate rules and procedures in regards to Acibadem Mehmet Ali Aydinlar University Kerem Aydinlar Student Dormitories’ management, operation and inspection, as well as students’ accommodation at the dormitories and the disciplinary actions.

**Scope**

 **ARTICLE 2** ‒ This directive covers provisions about Acibadem Mehmet Ali Aydinlar University’s subsidiary institution Kerem Aydinlar Student Dormitories’ management, operations, administrative bodies, duties of administrative bodies, as well as students’ accommodation in the dormitories, principles, rules and disciplinary procedures.

**Basis**

 **ARTICLE 3** ‒ This directive has been composed in accordance with Private Student Accommodation Services Regulations, dated 05.06.2017 and numerated 30058, and based on paragraph (a) of clause number 1 of article number 47 of Higher Education law number 2547,

dated 11.04.1981.

**Definitions**

 **ARTICLE 4** ‒ In this directive,

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| a) | University | : refers to Acibadem Mehmet Ali Aydınlar University |
| b) | Board of Trustees Chairman | : refers to University’s Board of Trustees Chairman |
| c) | Office of the Chancellor | : refers to University Chancellor’s Office |
| d) | Board of Directors | : refers to Kerem Aydinlar Student Dormitories Board of Directors |
| e) | Foundation Representative | : refers to Kerem Aydinlar Foundation Board of Directors Representative |
| f) | General Secretary | : refers to University’s General Secretary |
| g) | Dormitories | : refers to University’s Subsidiary Dormitories |
| h) | Principal/Office of Principal | : refers to Student Dormitories’ Principal/Office of the Principal |
| i) | Department of Health, Culture and Sports (HCSDH) | : refers to University’s Department of Health, Culture and Sports/Office  of the Department Head  |
| j) | Operations Coordinator | : refers to University’s Operations Coordinator |
| k) | Dormitory Official | : refers to Student Dormitories’ Day/Night Supervisor/Authorized Official |

**CHAPTER TWO**

**Student Dormitories Administrative Bodies and Their Duties**

**Administrative Bodies**

 **ARTICLE 5** ‒ **Student Dormitories’ Administrative Bodies are as follows:**

1. Board of Directors
2. Disciplinary Committee
3. Dormitories Principal
4. Student Dormitories’ Officials

**Board of Directors and Their Duties**

 **ARTICLE 6**

 6.1. Board of Directors: Comprised of 6 (six) members, which are: KeremAydinlar Foundation’s Board of Directors Representative, University Chancellor or Vice Chancellor, Dormitories Principal, HCSDH, University’s Operations Coordinator and an academician who will be assigned for 2 (two) years by the Office of Chancellor. Kerem Aydinlar Foundation’s Board of Directors’ Representative is Kerem Aydinlar Student Dormitories Board of Directors’ Chairman. When the Chairman is absent, Chancellor or Vice Chancellor chairs the meeting. Board of Directors assembles at least once, in the beginning of every semester and extraordinarily, when convened by the chairman in case of necessity.

Board of Directors convene by absolute majority and the decisions are made by absolute majority of total number of members.

 **6.2.** **Board of Directors’ Duties are as follows:**

 6.2.1. To make decisions about dormitories’ general management, inspection, improvement and regulation and to determine general rules and principles to be implemented,

 6.2.2. To determine the opening and closing dates of the dormitories as well as the guidelines about accommodation at dormitories, during academic holidays,

 6.2.3. To prepare a recommendation about room prices and deposit amounts in every academic year and to present this recommendation to Board of Trustees Chairman’s approval,

 6.2.4. To determine the qualifications and number of students that will be staying in the dormitories in every academic year and to present this recommendation to Board of Trustees Chairman’s approval,

 6.2.5. To determine dormitory application dates,

 6.2.6. To fulfill other duties that are anticipated in this directive.

**Duties of Dormitories Principal**

 **ARTICLE 7**

 7.1. **The duties of dormitories principal, who is accountable to the Office of Chancellor, are as follows:**

 7.1.1. To identify the course and the codes of practice for the management and improvement of the dormitories and to present that for the review and approval of Board of Directors,

 7.1.2. To prepare Board of Directors’ agenda, to manage the secreteriat and to execute the decisions,

 7.1.3. To manage disciplinary committee’s secreteriat,

 7.1.4. To accept students to the dormitories and to keep records in regards,

 7.1.5. To prevent accommodation of unregistered students and outsiders at the dormitories,

 7.1.6. To help dormitory students’ social and cultural developments,

 7.1.7. To take all required measures to preserve discipline in the dormitories and

to implement the disciplinary actions anticipated in this directive,

 7.1.8. To ensure that the dormitory personnel fulfills their duties in coordination and

to inspect their work,

 7.1.9. To report the students to Board of Directors for assessment, who disobey the rules in this directive and the matters stated in the Dormitories Agreement,

 7.1.10. To make sure that the dormitories’ fixed assests and the goods, that are subject to tracking, are maintained and safeguarded and to keep a record of them,

 7.1.11. To fulfill other duties that are anticipated in this directive and in Private Student Accommodation Services Regulations.

**Duties of Dormitory Official**

 **ARTICLE 8** ‒ He/she is accountable to Dormitories Principal; Takes necessary measures for the regulation and improvement of dormitory students’ accommodation and working conditions, carry-out dormitory secreteriat services and performs other duties assigned by Dormitories Principal, as well as the tasks anticipated in Private Student Accommodation Services Regulations.

**CHAPTER THREE**

**Dormitory Registration, Approval and Accomodation Guidelines**

**Individuals, Who are Eligible for Dormitory Accommodation**

 **ARTICLE 9** ‒ In accordance withPrivate Student Accommodation Services Regulations, higher education students are allowed to stay in the dormitory.

**Occupancy Duration**

 **ARTICLE 10**

10.1. A student, who is provided accommodation grant by Acibadem Mehmet Ali Aydinlar University and Kerem Aydinlar Foundation, is allowed to stay in the dormitory free of charge, as long as his/her tuition scholarship is in-effect, provided that the student abides by the rules and procedures stated in this directive.

 10.2. Students, who are qualified to stay in the dormitories, can accommodate, as long as they abide by the rules and procedures stated in this directive,

 10.3. The earliest check-in date for student dormitories is (2) two days prior to the beginning of the academic year and the check-out date is the next 2 (two) days following the final examination’s ending date, as announced by the University. (If a department’s/program’s final schedule differs from other departments/programs in an academic calendar, then the relevant students are allowed to stay longer.)

 10.4. Students, who are suspended from university, cannot stay in the dormitory.

**Application and Approval Guidelines**

 **ARTICLE 11 ‒** The calender for dormitory application, registration and check-in dates is declared every year in May on university/dormitory website,

 **11.1. Application for students who want to renew their dormitory registrations:**

11.1.1. Application date is from May 1st thru June 30th. The students, whose applications are approved, are obligated to make a downpayment until June 15th in the amount of 25% of the accommodation fee determined for the new academic year by student dormitory management. The balance payment can be made via wire transfer or credit card charge in installments through contractual banks,

 The applications, which are made after that period and also during the year, are accepted as well. Yet, the priority is given to students who are registring for the first time. In case of no vacancy, applications are put on hold on a first come first serve basis.

 11.1.2. Students, who cancel their applications until the beginning of university’s new student registration date, are refunded the deposits they paid, as for the downpayments Private Student Accommodation Services Regulations are in-effect.

 **11.2. The new registration applications of the students who are registring to the university for the first time and who are studying at our university:**

11.2.1. Students, who will register to the university for the first time, can fill-out dormitory application form at Acibadem Mehmet Ali Aydinlar University website and send it to acuogrenciyurdu@acibadem.edu.tr for pre-application.

 11.2.2. Based on dormitory management’s evaluation result, the students, who are accepted, receive ‘acceptance letter’ via e-mail. The priority for dormitory accomodation belongs to Acibademem Mehmet Ali Aydinlar University students.

 11.2.3. Students, who do not pay full accommodation fee/the downpayment and the deposit amount until the date shown on their acceptance letter, are considered to have canceled their applications.

 11.2.4. Dormitory management places those students, who receive dormitory accommodation grant by the university, into the rooms which are designated by the university.

 11.2.5. Students, who are qualified for dormitory accommodation, must apply with the required documents for final registration within the dates shown in the acceptance letter.

 11.2.6. The approval and/or rejection of the applications of students, who were subject to disciplinary action (condemnation, warning) in previous semesters, is based on the assesment of their dormitory registration applications.

**Checking**-**in and Moving in to the Dormitories**

 **ARTICLE 12**

 Students are considered to have read **Acibadem Mehmet Ali Aydinlar University Kerem Aydinlar Student Dormitories** **Directive** and **Acibadem Mehmet Ali Aydinlar University Kerem Aydinlar Student Dormitories Agreement**, at thetime of check-in. Students may move in after they sign the necessary paper-work and turn in the required documents to dormitory management.

 Unless otherwise specified, the earliest check-in date for student dormitories is (2) two days prior to the beginning of the academic year as announced by the University. Student can check-in to the dormitory during business hours (09:00-18:00) on previous Saturday or Sunday, if the academic year starts on Monday or Tuesday. Keys are not provided to family members on behalf the student, neither are they allowed to place any goods in the rooms. Also, in case of insufficient documents, students are not provided a key.

 12.1. On the day of check-in, student and the dormitory official sign the room inspection form stating the condition of the fixed assests in the room.

 12.2. Students should stay in the rooms they were placed by the management.

 12.3. Students, who want to change their rooms, submit their request to the management with a petition. Management evaluates the request based on its reason(s) and duly decides, as much as the conditions allow.

 12.4. Students cannot transfer their rooms to other students, regardless of the reason, without the consent of the management.

 12.5. If it is determined that a student is disturbing his/her roommate and making it difficult for him/her to stay in that room, then that student might be requested to move to a

single-person room, if any available, provided that he/she pays the price difference.

 12.6. In order to make use of the rooms, that are vacated during mid-term for any reason by the students staying in them, dormitory management will take necessary actions within

7 (seven) days in accordance with the options listed below.

 12.6.1. The students, who are continuing to stay in the room, might be transferred to another similar type room.

 12.6.2. The students, who are continuing to stay in the room, might find themselves new roommates to fill-out the vacancy in their rooms, provided that they have the consent of dormitory management.

 12.6.3. If the both options fall through, within 7 (seven) days period for the student(s) staying in that room, then dormitory management might consider anticipated changes.

 **Checking**-**out of the Dormitories**

 **ARTICLE 13**

 Checking-out from the dormitories can be done during business days between 09:00-18:00 hours. When a student is ready to check-out, he/she contacts the reception and have his/her room inspected, signs the deposit refund form, returns the key and checks-out. Yet, the students checking-out after business hours without getting their rooms inspected may lock their rooms and leave the keys at the reception. Students, who leave without having their rooms inspected, are considered to have accepted the outcome of the inspections conducted by dormitories management.

 It is mandatory for the students to carry all their belongings out of the building when they check-out. Dormitory management and employees are not responsible for the items left in the unit’s common area or the luggage room.

 Students, who register to stay during the upcoming year as well, are allowed to leave their belongings in the luggage room, throughout the summer period. Students, who register to stay during the upcoming year as well, are not allowed to leave other people’s belongings in the luggage room. If they do so, they are charged.

 Students, who are discharged from the dormitory or who would not stay in the dormitory during the following year, are also charged for the items they leave in the lugagge room.

 Items left/forgotten in the unit or in the luggage room are kept for a maximum of

15 (fifteen) days.

**Checking**-**out the Dormitories During Mid**-**term**

 **ARTICLE 14**

14.1. National Education Ministry’s Private Student Accommodation Services Regulations’ Clauses are in-effect.

 14.2. If a student has a definitive conviction about him/her or gets expulsion from the university/dormitory in accordance with the provisions of Higher Education Institutions Student Discipline Regulations’ provisions or this Directive, he/she is discharged from the dormitories within

7 (seven) days.

 14.3. If during a single education period, a student has absence of 15 (fifteen) days - without permission and consecutively - (excluding official holidays and sick-leave) or in total of 30 (thirty) days, he/she is discharged from the dormitory. These students are not re-accepted to the dormitory until after a whole semester had passed.

 14.4. At the time of discharge, student leaves the room empty, organized and clean. dormitory management charges 1 (one) day price for the rooms, which are not turned-in despite being vacated and 3 (three) days price for the rooms, which are not turned-in while having been left with useless merchandise and trash inside.

 14.5 Discharged student’s personal belongings are documented with a report and kept in dormitory storage for 15 (fifteen) days. If those articles are not claimed within that time without any excuse, the usable items might be donated to various associations and foundations, the rest is discarded.

 14.6. If a student does not vacate his/her room after checking-out permanently, their items are documented with a report and the student is notified via e-mail while the belongings are placed in the storage unit. Management is not responsible for any items that are not claimed within

15 (days) after that notification.

**Accommodation Fee**

 **ARTICLE 15**

 15.1. Agreement for dormitory accommodation is prepared for a year and the accommodation fee covers the academic year, including the 2 (two) days following the end of final exam. It does not cover the summer period.

 15.2. Dormitory accommodation fee is determined every year by the dormitory management according to the current conditions and the units’ locations and other features.

 15.3. Dormitory accommodation fee covers breakfast during (school days) weekdays

(5 days), electricity, hot/cold water, heating, air conditioner, cleaning and wifi internet.

 15.4. **For the academic year, dormitory accommodation fee is collected as follows:**

 15.4.1. Students, who are registering to the university for the first time, pay at the time of registration via wire transfer or with credit card, either as a one-time full payment or in installments.

 15.4.2 Students, who want to renew their dormitory registrations or those who are registering for the first time, while being already enrolled in the university, should make a downpayment in the amount of 25% of the accommodation fee. And, depending on the preference, the balance can be paid till the beginning of the academic year via wire transfer or with credit card, either as a one-time full payment or as installments, with the condition of paying commission fee.

 15.5. Daily implementations about dormitory applications, registrations and accommodation fees are carried-out within the guidelines stated in dormitories link on Acibadem Mehmet Ali Aydinlar University’s official website.

**Deposit and Compensation of Damage**

 **ARTICLE 16**

 16.1. At the time of final registration to dormitory, the specified deposit must have already been paid. Deposit is a one-time ……….. TL payment. Deposit receipt will be separate than student dormitories accommodation fee receipt. Names and TR ID Numbers of the students, who apply, should be entered into the receipt’s explanation sections.

 16.2. All the students staying at the student dormitories are liable for the damages they cause in the dormitory and should pay for the missing items that were assigned to them. The cost of a damage caused in the student dormitory is compensated by the liable party after the amount is calculated on the date of payment. This payment is deducted from the deposit. As for the items damaged or lost in the common areas, if the liable party is not identified then the cost is charged to

all residents who are commonly using that item or area.

 16.3. Students, who renew their dormitory registrations, are obligated to pay the difference, if the deposit amount is higher than the amount they previously paid.

**Room Card**

 **ARTICLE 17**

 17.1. Students use their campus cards as the units’ door key. It is forbidden to give units’ entrance cards and rooms keys to individuals other than the students.

 17.2. If a student loses his/her room/cabinet key, he/she is provided a new room/cabinet key and the cost is deducted from his/her deposit.

 17.3. A student, who loses his/her student ID card, is provided a temporary card until university issues a new card. If the temporary card is lost, student pays for it.

 **17.4. Students, who lose their room keys;**

17.4.1. Are charged for level upload (authorization system done to student cards by coding) to the new card issued by the university.

**Room Security**

 **ARTICLE 18**

 18.1. Complete responsibility of room security belongs to the students. Students must certainly keep their room doors closed and locked.

 18.2. University and management cannot be held responsible for the loss or damage occured in the rooms. Students are advised to use personal safes in their rooms.

 18.3. The rooms of the students staying in the dormitories can be inspected by the Principal or Dormitory Officials , when deemed necessary, to determine whether security and dormitory principles and rules are followed or not. If anything is determined to be against the rules,

a report is issued by the signatures of at least 2 (two) officials.

**Electrical Device Use**

 **ARTICLE 19**

19.1. In order to avoid fire or similar hazards, students are not allowed to have or use electric heater, gas/electric burner, iron or such other electric/gas devices and equipments.

 19.2. If it is found out that there is a forbidden electrical device or equipment in a room, it is confiscated by the management and placed in the storage to be turned over at the end of the semester. Student is responsible to collect his/her electrical device and equipment from the storage, no later than the next 15 (fifteen days) following the end of semester. If those electrical devices and equipments are not collected from the storage within that time, without any excuse, the usable ones are specified in a report by the management and might be donated to various associations and foundations, and the rest is destroyed. Management is not responsible for the electrical devices and equipments which are placed in the storage and not claimed.

 19.3. Students cannot utilize dormitory informatics resources in a damaging way or act in any manner to cause a threat to resources’ security, neither can they do anything that might obstruct other users’ activities. Users cannot, in any way, tamper with hardwares (wall plugs, cables, power servers, etc.) which provide network service supply.

**Hobby Kitchen and Take**-**out Order**

**ARTICLE 20**

20.1. With regard to fire hazard, general health and hygiene, cooking within units is not allowed. Students are welcome to use the hobby kitchen, which is assigned to them, anytime. The kitchenware and other equipments for cooking are provided by the student. Students are responsible for the tidiness of the kitchen, during and after using it. The items that belong to hobby kitchen cannot be taken to student rooms.

 20.2. Students can use microwave ovens in the units’ common areas for heating only. Other than that, it is not allowed to cook any smelly food in these ovens, for that it might disturb other people around. In case of repetitive complaints, dormitory management reserves the right to remove microwave ovens from the units.

 20.3. Students may order take-out. The place to pick up these deliveries is the Security Point. Depending on the weather condition, the pick-up location might be changed. Delivery drop-offs cannot be made at the floors or rooms.

**Using Laundromats**

 **ARTICLE 21**

 21.1. Students can wash their personal items in the laundromat that is assigned to them.

 21.2. Providing laundry supply is student’s responsibility. Shoes and purses cannot be washed in the washing machines.

 21.3. The responsibility of lost/forgotten items in the laundromat belongs to the student and items that are not claimed for 7 (seven) days are considered trash.

**Cleaning**

 **ARTICLE 22**

22.1. Room cleaning is done according to the schedule by the cleaning personnel assigned by the management. Students should have their rooms ready for cleaning on scheduled days.

 22.2. Students, who do not keep their rooms clean, are warned by dormitory management.

 22.3. Students cannot keep smelly or spoilable food in their rooms and they are supposed to leave the kitchen, bathroom, toilets and other common areas clean.

 22.4. The items, which are left in the breakroom, laundromat, WC and such other common areas, are turned in to dormitory management by the personnel. The items that would compromise hygiene and order are destroyed.

 22.5. Driving nails to the walls or doing something to damage or using glue that might damage the whitewash and paint of the walls, putting shoes by the windows, hanging any type of writings and posters on the walls which cause visual pollution, are all forbidden.

 22.6. Messy and untidy rooms/units are not cleaned.

 22.7. With regard to hygiene, it is mandatory for the students to keep their luggages in the luggage room.

**Personal Hygiene Supplies**

 **ARTICLE 23 ‒** Students provide the supplies (bathroom soap, shampoo and etc.), which they need for personal hygiene.

**Telephone**

 **ARTICLE 24 ‒** The phone calls made within the building by the house-phones are free.

**Pets**

 **ARTICLE 25 ‒** It is not allowed to have cat, dog, bird and such other pets in dormitories.

**Emergency Situations**

 **ARTICLE 26 ‒** Students are obligated to inform dormitory officials/authorities immediately, if they encounter sickness or such other emergency situations.

**Fire Safety**

 **ARTICLE 27** ‒ Tampering, shutting off, removing and misusingsmoke alarms, fire extinguishers, fire alarms and all other fire safety equipments is forbidden. As a result of false alarms, responsible individuals will be subject to disciplinary action.

 27.1. Emergency exits doors cannot be used out of their purpose of use.

**Noise**

 **ARTICLE 28** ‒ Students are not supposed to make loud noise and bother people around and disturb the peace. They are not supposed to use/play TV, computer and such other electronic devices and music instruments on high volume. Students, who continue to make loud noise, are subject to disciplinary action.

**Smoke-free areas**

 **ARTICLE 29** ‒ As required by the law, all areas in the dormitories, including the balconies, are smoke-free.

 29.1. Smoking is forbidden in all buildings of the dormitories, student rooms, in front of the windows, breakrooms, hallways, laundromat, bathroom and in all other common areas.

 29.2. It is forbidden to leave cigarette stubs in the room, including the front of the windows.

 29.3. If the smoker in a dormitory room cannot be identified, then the resident of the room is responsible for that rule violation.

**Alcohol Possession and Consumption**

 **ARTICLE 30**

30.1. Students cannot come to the dormitories being intoxicated and make a mess and the dormitory employees cannot be occupied for that reason. Alcohol consumption is not allowed in dormitory yards, rooms and common areas.

30.2.Students are not allowed to keep any alcoholic beverage bottle, either empty or full, even for the purpose of collection. If any alcoholic beverage or bottle is found in a room, it is confiscated and discarded.

 30.3. If necessary, luggage, purse etc. search might be conducted at dormitory entrance.

**To Possess Fire Arm and Sharp Object**

 **ARTICLE 31** ‒ Even if they have official permit, fire arms, sharp objects, fireworks, explosives or other types of dangerous weapons with killing and injuring capacity cannot be kept or used in the dormitories.

**Dormitory Entry and Exit Hours**

 **ARTICLE 32**

32.1. Dormitories are open for entry and exit on weekdays between 06:00-24:00 and between 06:00-02:00 on weekends. For entries and exits out of these hours, Kerem Aydinlar Student Dormitories Management should be contacted.

32.2. If a student will spend the night outside the dormitory, regardless of the reason, he/she should inform the student dormitory management and fill-out the permission slip. If the student fails to inform, management is obligated to notify the student’s family or acquaintances.

 32.3. For the determination of students’ entry and exit hours to the dormitories, computerized entrance system is the basis.

 32.4. Dormitory management is not responsible for the students, who do not use computerized entrance system (card/fingerprint) while going in and out. Students, who make a habit of not using that system (card/fingerprint) are subject to disciplinary action.

**Visitors**

 **ARTICLE 33**

33.1. Students staying in the dormitories may accept visitors in their rooms, as much as the rules permit. The earliest time for visitor admittance into the building is 08:00 a.m. Visitors must show identification to the security, log in, get a visitor pass and leave the premises before 08:00 p.m.

 33.2. It is the visitor’s and the host’s responsibility to follow entry-exit hours. Visitor is the responsibility of the host until he/she leaves out of the dormitory building. It is important to explain student dormitories’ rules to the visitors, in order to prevent any misunderstanding.

 33.3. When the occupant of a room is absent, visitors are definitely not allowed to go to that room. It is against the rules for an occupant to give his/her room key to others, even to family members.

 33.4. Students may have visitors from inside the building as much as outside. In such case, along with the dormitory rules, joint decision of that unit’s residents will be in-effect.

 33.5. After 20:00 o’clock, only mother, father and siblings have access to the dormitory as visitors. Latest check-out time is 23:00 o’clock.

**CHAPTER FOUR**

**Guidelines About Disciplinary Actions**

**Discipline**

 **ARTICLE 34**

All the students staying at the dormitory are responsible for obeying all the matters stated in this Directive and Acibadem Mehmet Ali Aydinlar University Kerem Aydinlar Student Dormitories, also Private Accommodation Services Regulations. In case of disobedience to the rules, following disciplinary punishments will be in-effect:

1. Warning
2. Condemnation
3. Expulsion from dormitory

**Warning**

 **ARTICLE 35** ‒ A written notification addressed to the students that is asking them

to be more careful about their behaviors during their stay at the dormitory.

 **Here are the situations and behaviors that require warning punishment:**

 35.1. To have 5 (five) late entry or exit in and out of the dormitory in one semester,

as stated in article 32.1. of this directive.

 35.2. To have 5 (five) absence in one semester, without consent.

 35.3. To disobey the rules defined in the articles 17, 18, 19, 20, 21, 22 and 28 of this directive.

 35.4. To disobey visitation rules, to stay in a room other than assigned to him/her, without the information of management.

 35.5. To give his/her room entry card to another person, to let someone, other than the room occupant, stay in the room.

 35.6. To disobey management’s and dormitory officials’ written and verbal warnings and not to receive notification letters.

 35.7. Failure to keep these areas clean: Breakroom, hobby kitchen, study and reading rooms, multi-purpose room, yard, laundromat, WC and such other common areas. To misuse the fixed assests and displace them.

 35.8. To tear-off, break, change the notifications either hung by the management or that are allowed to be hung by management, and also writing and drawing on those notifications.

 35.9. Not to behave in accordance with the rules of etiquette and to disturb the peace.

 35.10. Disturbing friends with loud noise.

 35.11. Not to pay attention to hygiene and to be untidy constantly.

 35.12. To misinform dormitory management.

 35.13. To mistreat dormitory personnel.

 36.14. To use someone else’s belonging without permission.

**Condemnation**

 **ARTICLE 36** ‒ To inform students with written notification about their misbehaviorduring their accommodation at the dormitory.

 **Here are the situations and behaviors that require condemnation punishment:**

 36.1. To conduct activities which jeopardize safety or to be an accomplice to such activities (to keep inflammable devices like iron, electrical heater, oven, gas tank and explosive materials in the room, to tamper with fire extinguishers, cameras and computerized entrance systems)

 36.2. To conduct sales with commercial intention or collect donations.

 36.3. To keep pets in the rooms and in dormitories’ common areas.

 36.4. To change room without management’s knowledge, to move dormitory items and equipments out of the room.

 36.5. To damage fixed assests in the common areas and move them to student rooms.

 36.6. To obstruct dormitory executives’/officials’ work, to occupy them unnecessarily and be persistent in negative behavior.

 36.7. To gamble or to run any kind of gambling activity in the dormitory and in the yard.

 36.8. To disobey the rules defined in the articles 29 and 30 of this directive.

 36.9. To behave inconsistently with general student disposition.

 36.10. To make a habit of coming late to the dormitory or not coming at all, without permission.

 36.11. To damage belongings of students or dormitory personnel.

 36.12. To conduct meeting or ceremony in the dormitory without permission.

 36.13. To be persistent in negative behavior.

 36.14. To be rude and disrespectful towards dormitory personnel, students and visitors, and have derogatory attitude.

 36.15. To receive 2 (two) warning punishments because of the same action.

**Expulsion**

 **ARTICLE 37** ‒ Expulsion punishment is informing a student with a written notification, which states that he/she is expelled from the the dormitory and won’t be accepted ever again.

 Student is obligated to leave the institution within 7 (seven) days following the delivery of this notification. But if the student commited an expulsion-requiring action and if that action was a close threat to other students’ life and property, then the student is enforced to leave the institution within 24 (twenty-four) hours, after his/her family is informed (via phone, mail, message, etc.), without waiting for the next 5 (five) days to pass.

 **Here are the actions and situations that require expulsion:**

 37.1. To violate Turkish Flag Law and Turkish Flag Statute.

 37.2. To conduct individual or collective activity, such as meeting, forum, resistance (revolt), rally, boycott, invasion, all of which contradict with Turkish Republic Government’s and Nation’s indivisibility principle, also Turkish Republic’s human rights, along with national, democratic, secular and social state-of-law characteristics that are based on core principles cited in the beginning of the constitution; And also to provoke the conduct of such activities, to join such activities or force others to join.

 37.3. To commit a shameful crime which requires a sentence by law and to be convicted as a result of such crime.

 37.4. To become a member of illegal organizations, to perfom activities in these organizations, to advertise such organizations.

 37.5. To threathen dormitory management, personnel and friends and to assault them physically.

 37.6. To consume alcoholic beverages, to gamble, to possess and do drugs and to make a habit of these actions.

 37.8. To disobey the rules defined in the article 31 of this directive.

 37.9. To determine that he/she intentionally provided false and untruthful information while registring to dormitory.

 37.10. To become a member of illegal organizations, to perfom activities in these organizations, to be an accessory to such activities.

 37.11. To have a definitive conviction as a result of a shameful crime.

 37.12. To commit theft in dormitory.

 37.13. To have received expulsion from university based on Higher Education Institutions Student Discipline Regulations.

 37.14. To violate social ethics and manners or to commit such crimes.

 37.15. Failure to pay the dormitory fee without an excuse or within the time period he/she was allowed due to his/her excuse.

 37.16. To receive 3 (three) condemnation punishments because of the same action.

**Authorization To Punish**

 **ARTICLE 38**

Warning and condemnation punishments are issued by the Principal and the expulsion punishment is issued by Disciplinary Committee.

**To Take One’s Statement and To Submit Decision**

 **ARTICLE 39**

 39.1. It is not allowed to issue disciplinary action for a student before his/her statement is taken by the authorized official or committee which are stated in article 38 of this directive. Student is allowed a minimum of 5 (five) days to give his/her statement. A student, who does not give a statement within that time period, is considered to have waived his/her right for defense.

 39.2. The decision reached upon student’s testimony or at the end of permitted time period is served to the student in writing. Moreover, the decision is conveyed to the Office of the Chancellor and student’s faculty.

 39.3. If a student receives warning, condemnation or expulsion punishment, his/her family is also notified in writing.

**Objection**

 **ARTICLE 40**

40.1. As a result of a warning and condemnation punishment, the student, who commited the act, or his/her family and the student or the employee who was offended with the act, are all able to appeal the decision to disciplinary committee; as for the expulsion punishment, the aforementioned individuals have a right to file appeal to the related province’s National Education Administration within 5 (five) business days of the notification.

 40.2. Disciplinary committee makes a decision within 7 (seven) business days. Disciplinary committe might revoke the punishment in question, rule for a lesser punishment or approve it.

 40.3. Provincial National Education Administration makes a decision about the appeal to expulsion punishment within 7 (seven) business days. Provincial National Education Administration might revoke the punishment in question, rule for a lesser punishment or approve it.

**Disciplinary Committee**

 **ARTICLE 41**

 41.1. It convenes under the chairmanship of the Principal, a Vice-Principal or Administrative Official assigned by the Principal as a main or substitute member and a Student Representative.

 41.2. In the event of members’ absence in the meeting, substitute members attend the disciplinary committee meeting.

 41.3. Student representative is elected by dormitory students by way of secret ballot in the beginning of every year among students who have never been subject to any disciplinary action.

 41.4. Dormitory Disciplinary Committee finalizes the duties it was assigned by the dormitory Principal, no later than 7 (seven) business days. If expulsion-requiring action was a close threat to other students’ life and property, then the student is enforced to leave the institution within 24 (twenty-four) hours.

**Disciplinary Procedures**

 **ARTICLE 42** ‒ Disciplinary Committee convenes in the beginning of every semester, reviews the issues in regards to dormitories order and discipline and adopts a course of action.

 42.1. The necessary reviews are perforemed by the dormitory management before the student is sent for Disciplinary Committee.

 42.2. Disciplinary committee takes the student’s statement in writing or orally, provided that it is recorded. If the student, who was summoned, does not respond to convocation, or does not testify or if it is determined that he is absent in dormitory without an excuse, then it is put on record. The necessary ruling is made in student’s absence. If multiple actions, that require disciplinary ruling have been performed, then the committee decides on them separately.

 42.3. The Principal or Disciplinary Committee takes following points into consideration while deciding on the sentence: The nature and significance of the student’s behavior, his/her general disposition in and out of the dormitory, the conditions in-effect during the offense, his/her psychological state during the offense, extenuating and aggravating circumstances of the action.

 42.4. Disciplinary Committee might extend the investigation when necessary either collectively or by assigning a member of the committee.

 42.5. Disciplinary Committe’s ruling is entered in to the disciplinary committee’s decision log.

 42.6. Dormitory management notifies related authorities as soon as possible about any incident inside the dormitory that requires legal proceeding. If in case a student in the dormitory is arrested, the disciplinary actions proceed according to the outcome of legal proceedings.

**Enforcement of Disciplinary Actions**

 **ARTICLE 43**

 43.1. Warning and Condemnation punishments are enforced as soon as the decision is finalized.

 43.2. Expulsion punisments are enforced within 7 (seven) days after the decision is finalized, unless a date is specified on the judgement.

**Circumstances That Are Not In The Directive**

 **ARTICLE 44** ‒ As for the circumstances that are not covered in this Directive, Higher Education Institutions Student Discipline Regulations’ provisions shall prevail.

**In-effect**

 **ARTICLE 45** ‒ This directive comes in-effectas of the date it is approved by Dormitory Board of Directors.

**Enforcement**

 **ARTICLE 46** ‒ This Directive’s provisions are enforced by Kerem Aydinlar Foundation’s Director.

 This Directive is updated on ……………………..