



**REPUBLIC OF TURKEY
YAŞAR UNIVERSITY
DIRECTIVE ON THE STUDENT DORMITORY**

**PART ONE
Aim, Scope, Definitions**

Aim

ARTICLE 1 – (1) The aim of this directive is to determine the procedures and the principles on providing accommodation for the students getting education under or visiting the University for a temporary period of time for the courses, trainings, seminars, congress, internships or etc. which were allowed by the University.

Scope

ARTICLE 2 – (1) This directive contains principles on the management, operation and auditing of Yaşar University Student Dormitory.

Definitions

ARTICLE 3 - (1) The below terms used in the directive shall refer to as follows:

- a) University : Yaşar University,
- b) Student Dormitory: Yaşar University’s Dormitory,
- c) Student : Yaşar University’s student and other Universities’ students,
- ç) Board of Directors: Dormitory’s Board of Directors,
- d) Management : The Dormitory Management,
- e) Rector : Yaşar University’s Rector,
- f) Board of Trustees: Yaşar University’s Board of Trustees.

**PART TWO
Dormitory Management**

Dormitory Management

ARTICLE 4 – (1) Yaşar University Student Dormitory Management is comprised of the “Dormitory Board of Directors” and the “Manager” with the approval of the Board of Trustees. It is assigned with the execution and auditing of the dormitory services.

(2) Board of Directors: It is comprised of the Secretary General, Deputy Secretary General, the Dormitory Manager, the representative for the Financial Affairs Department and two instructors to be selected by the Rector among instructors serving under the University, with the chairmanship of the Rector or a Deputy Rector that he/she will assign.

Duties and powers of the Manager and the Board of Directors

ARTICLE 5 – (1) The Dormitory Manager has the power to execute and audit the dormitory services, and regarding the foregoing matters he/she acts in the direction of the Board of Directors’ instructions.

(2) The Board of Directors gathers periodically. Moreover, it can gather in extraordinary occasions upon a call by the Rector or members of the Board of Directors.

(3) The Board of Directors has the power to determine the terms of application and acceptance for the dormitory, decide on the final acceptance of the applicant students, determine the principles on the management and audit of the dormitory and the general procedures and principles to be applied in the dormitories and to decide on the demands and matters brought up by the Management.

PART THREE

Student Admissions

Duration of stay and renewal of registrations

ARTICLE 6 – (1) A student who was already registered in the dormitory shall have a priority to continue his/her dormitory registration for the upcoming year, provided that he/she is not subject to any disciplinary penalties.

(2) A student who cancels his/her dormitory registration upon his/her own will shall be subject to listing and evaluation if he/she applies again for registration. If a student who terminates his/her involvement with the dormitory due to a valid ground later applies for accommodation in the dormitory again, then he/she might have a priority upon a decision by the Board of Directors. Students who want to stay in the dormitory during the summer holidays must notify the Management of their demand in at least one month prior. Involvement of students who lose their right to be a student at the dormitory shall be terminated.

Application

ARTICLE 7 – (1) Applications to accommodate in the dormitory shall be made to the Student Dormitory Directorate between the dates declared on the University's website, through the following procedures for any students that will stay in return for a fee:

- a) Filling out the application form included under the Dormitory Directorate's page on the Yaşar University's website,
- b) Filling out the application form at the Dormitory Directorate's registration desk during the initial registration,
- c) Filling out the application form in person by visiting the Dormitory Directorate.

(2) The students who will accommodate in the dormitory with a scholarship shall be subject to the related articles of the Directive on the Discounts for the Preparatory Class, Associate and Bachelor's Degree, Scholarship and Education Fees.

Documents to be required at the registration

ARTICLE 8 – (1) The documents required for the final registration are as follows:

- a) Student certificate,
- b) A health report designating that the student's health conditions are convenient to live within a community by sharing an environment with other people (to be obtained from either the Hospital or Family Physician)
- c) A criminal record to be obtained from Prosecutor's, designating the person was involved in no criminal activity,
- ç) Copy of identity card,
- d) Document of domicile,
- e) 4 passport photos taken within the last 6 months,
- f) For foreign students: document to be obtained from the Police Department, showing that a residence permit was issued to live in Turkey, and copy of his/her passport,
- g) A letter of commitment designating that the student shall comply with the terms of the Dormitory Directive.

Dormitory fee

ARTICLE 9 – (1) Accommodation in dormitory is paid. No application is proceeded before the fee is deposited. The dormitory fee and other fees for each academic year are recommended by the Dormitory Board of Directors, and declared following the approval of the University's Board of Trustees.

Terms of payment

ARTICLE 10 – (1) Terms of payment for the dormitory fee are as follows:

- a) The annual fee determined shall be paid in advance during registration for Dormitory.
- b) Students who have not paid the dormitory fee cannot make a registration for the

dormitory; also involvement with the dormitory by the students who were already registered for the dormitory but failing to pay the fee shall be terminated. Moreover, students who are in debt to the University for their Education Fee cannot make a registration.

c) During the registration the student must pay the deposit amount determined by the Dormitory Board of Directors. This deposit amount shall be returned to the student while he/she is leaving the dormitory, provided that the student was identified to not to have damaged any of the dormitory's inventory stocks and materials, and not to have any debts regarding the dormitory. Students who cause any damage or loss are obliged to compensate it.

ç) Student who are accepted to the dormitory after the academic year had started shall pay a dormitory fee which will be determined in pro rata by considering both the duration of the academic term designated in the Academic Calender and the duration of stay in the dormitory.

d) Students who want to leave the dormitory within a month following the start of the courses designated in the Academic Calender shall be returned 50% of the dormitory fee they had paid. On the other hand, students who want to leave the dormitory in more than a month following the start of the courses designated in the Academic Calender shall not be returned any of the dormitory fee they had paid.

e) Students who graduate at the end of Fall term and whose graduation were approved by the Student Affairs Directorate shall be returned their dormitory fee regarding the Spring term.

f) Students who make a pre-application to stay in the dormitory in the upcoming year and pay the pre-application fee (the same amount with the deposit amount determined for the related year) shall not be returned the amount they had deposited if they fail to do a final registration, regardless of the reason of such failure. When the student makes a final registration however, the pre-application fee shall be treated as a deposit fee.

g) If a student documents that he/she freezed his/her registration under the college or faculty during the Fall term after the Academic Calender starts or the mid-term break holiday, then half of the dormitory fee he/she had already paid for that year shall be deducted from the next year's dormitory fee provided that he/she make a final registration for the upcoming year. A student who freezes registration for the Spring term shall not be returned the fee.

ğ) If a student documents that he/she shall travel abroad in the Spring term due to an exchange program such as Erasmus Program, then half of the dormitory fee for that year shall be deducted from the next year's dormitory fee provided that he/she make a final registration for the upcoming year.

h) If a prep class student documents that he/she was successful and during the mid-term freezes his/her registration, then half of the dormitory fee for that year shall be deducted from the next year's dormitory fee provided that he/she make a final registration for the upcoming year.

ı) If the student wants to leave the dormitory due to cancelling his/her registration under the college or faculty in which he/she used to be registered to, the fee shall not be returned.

i) Students who want to leave the dormitory for private reasons such as moving to a house or another dormitory shall not be returned the fee.

j) All scholarship and non-scholarship students must pay the deposit amount determined for that year, during the registration.

k) Students who were sustained temporarily or sent permanently from the dormitory due to a disciplinary crime shall not be returned the fee.

l) Students who fail to pay the dormitory fee shall be sustained from their rights to borrow books from the Library, Student Certificate, Transcript and Graduation Certificate.

PART FOUR

Life in Dormitory and Disciplinary Penalties

Terms of accomodation and communal life principles to be followed in dormitories

ARTICLE 11 - (1) Terms of accommodation and the communal life rules to be followed in the dormitories are as follows:

a) Common areas: All buildings are and each floor is a common area. Students accommodating in the dormitory are responsible for ensuring that these areas as well as any property in that areas are used as they were received and maintained without any damages or deterioration. Properties in the common areas cannot be relocated and furniture cannot be allocated for private use in rooms. In that context, students making any changes in the dormitory rooms or attachments and causes damages are obliged to compensate the damage given. If more than one student cause that damage, then the damage emerged shall be collected through being distributed equally among those students giving rise to it.

b) Room security: Students shall have full responsibility for the room security, therefore must keep their room doors closed and locked. We recommend our students to have their valuable belongings insured against robbery or other types of damages. Although the University shall not be responsible from any loss or damages, it will provide assistance with the students for all executive and legal procedures to be followed. Whenever required, the students' rooms and belongings can be controlled by the Dormitory Manager or the Dormitory Officials along with a voluntary person to accompany, for the purpose of ensuring the security and determining whether the cleaning and other dormitory procedures and principles are followed or not.

c) Layout: The students must stay in the rooms they were given by the Students Dormitory Directorate, thus cannot stay in other rooms and cannot change their rooms without informing and obtaining approval of the Directorate. Student who want to change their rooms due to any reasons shall notify the Dormitory Directorate of such demand at the beginning of each term and till end of the first month. The Dormitory Directorate considers such demand of change within the scope of the possibilities. Rooms provided for the students by the University cannot be transferred to another student in any way without informing the Dormitory Directorate. When necessary, the Dormitory Directorate can make some changes and request the student to move to a new room to be designated within the time given.

ç) Room card: Each student shall be given a room card designating the room in which he/she is accommodating. The room card cannot be given to any other student either accommodating or not accommodating in the dormitory. In the event that the student loses his/her room card, the amount determined by the Dormitory Directorate shall be collected in cash and the student shall be given a new room card. Any requests for "opening the entrance door" by students who had lost or forgot their room cards shall be assessed by the Dormitory Directorate following the required examinations are done. This student shall be given a spare entrance card for 1 (one) hour only. Students taking this spare key must bring it back within one hour, those who fail to do so shall get a warning by the management. On rare occasions and following the required checks are performed by the Dormitory Directorate, Dormitory Directorate may open the doors upon the students request not having his/her key for the purpose of allowing the student to get inside. A student whose door room was opened for five times within an academic year shall be subject to a disciplinary proceeding and his/her door shall not be opened again by the Dormitory Directorate.

c) Use of electrical devices: Students cannot use or keep in their rooms devices such as cooker, electric oven, iron and any similar devices working with gas or electric which might give rise to a fire or other similar dangers. Students are allowed to use only low-voltage household appliances such as computers, mini freezer, hair dryer and water heater. In the event that any of the foregoing prohibited electrical devices are identified inside the rooms, they shall be seized by the Dormitory Directorate and kept in the storage room to be returned at the end of the term. The student is responsible for taking back his/her electrical device from the storage within the initial fifteen (15) days following the end of related term. All electrical devices and goods not collected at the end of term shall be treated as rubbish. The Dormitory Directorate shall not be responsible for any electrical devices and goods that had been taken to the storage and later not collected. Dormitory residents

cannot perform any acts or activities that may cause harm to Yaşar University's IT resources informatics, may be a threat to the resources' safety and security and that may hinder other residents' right to use the resources. In this context, students cannot connect any other hardware (Switch, modem, router, IP phone, wifi devices and etc.) to the network interfaces other than the general purpose computers. Residents are strictly prohibited from interfering with the hardware (plugs on the walls, cables and etc.) providing the network services.

e) Use of the kitchens: In terms of safety and hygiene, students using the kitchens must leave the electrical devices they use in a safe, secured way and also leave the kitchen in a clean condition. Cooking in other parts of the dormitory than the kitchens (rooms, resting rooms or etc.) are forbidden. Any dishes left in the kitchens (plastic boxes and similar kitchen tools) shall be thrown into the bin by the relevant officers to maintain the hygiene.

f) Cleaning: The room cleaning must be done once a week by the officers, according to the program determined by the Dormitory Directorate. Therefore, the rooms must be kept ready for cleaning on the designated days. Students leaving the dormitory must return the room in a tidy and clean condition. Otherwise the Dormitory official shall not accept the room back and shall keep a record of the situation by issuing a minute. In such cases, the damages and loss identified along with the cleaning fee shall be deducted from student's deposit amount. Students who were identified to have been failing to keep their rooms clean shall be issued against a warning by the Dormitory Management. Students ignoring such warning shall be expelled from the dormitory through a Dormitory Board of Directors' decision. Dormitory Management is responsible for checking the rooms to see whether they are in compliance with hygiene rules or not. Students are obliged not to keep any food that may go bad or cause smell within the rooms, and to keep the kitchens, bathrooms, toilets and other common usage areas in a clean condition. If considered necessary in terms of hygiene and order, any tools or goods left in the dining halls, toilets, social areas and other similar common usage areas shall be thrown into the bin. It is forbidden to have or keep any cats, dogs, birds and any other similar pet animals inside the dormitory rooms and common usage areas. It is forbidden to pound nails on the walls or perform other acts that may cause damage in the dormitory building and common areas, to use glue that may cause harm to the paintings of the walls, to leave shoes next to the windows and to cause visual pollution by putting any stickers, posters and other similar papers around. Students shall supply the cleaning materials required for their personal hygiene (bath soap, toilet paper and etc.) themselves in the dormitories. In cases of emergencies such as sickness or other, students are obliged to notify the dormitory and building officials of the situation. Students' health issues are tracked by the Dormitory Directorate in coordination with the Health Center. It is forbidden to touch and use the smoke detectors, fire extinguishers, fire alarms and other fire safety tools outside their purpose. In false alarm cases where the fire station officers come to the dormitory, the relevant student(s) must pay a fine. Students must submit their ID cards to any Yaşar University officials who request their ID details for any reason. Students are prohibited from making sounds that may annoy their surroundings and giving harm to peace. Students are not allowed to use electrical devices such as tape players, stereos, televisions or computers with a high volume. It is forbidden to smoke in any and all dormitory building, student rooms, resting rooms, halls, kitchens, laundry rooms and other similar common usage areas. It is strictly forbidden to drink or keep alcohol in the dormitory area, in dormitory buildings and common areas, to enter into the University campus while under influence of alcohol, to give harm to peace in or dirty the dormitories by coming to dormitory while under the influence of alcohol and therefore to keep the Health Center busy. It is not allowed to keep full and/or empty bottles for any reason whatsoever including personal collections and etc. Therefore any alcoholic beverage bottles identified in the rooms shall be collected by the Dormitory Directorate and be destroyed. In such case the student cannot claim any rights. Students cannot keep or use in dormitory any fire arms or edged weapons, fireworks, explosives or any other dangerous tools and arms that may cause injuries or death, even if they are licensed. Any personal properties left by the students in the dormitory (either with or without names on them) while leaving shall be kept by the Dormitory Directorate in the storage for one month. Properties which were not collected by its

owners shall be treated as rubbish. Entrance and exit times for the Dormitory are determined by the Dormitory Board of Directors. Students must leave their rooms between the dormitory check-out dates designated by the Dormitory Directorate. Rooms of the students who keep staying without permission or who check-out without the required check-out procedures shall be evacuated by the Dormitory Directorate and their properties shall be put into the storage. These students cannot claim any loss or damages regarding their properties against the Dormitory Directorate.

g) Visitors and accommodating guests in the room: It is mandatory to comply with the visiting hours designated by the Dormitory Board of Directors, and no visitors are allowed outside these hours. Visits shall be made in the visiting halls designated by the Dormitory Directorate. The guests are strictly prohibited from going inside the dormitory rooms, therefore no visitors can visit inside the rooms. Visitors from outside the dormitory must leave the dormitory at 22:00 latest. Students shall be responsible for ensuring that their guests are following this rule and for any possible damage they may cause.

ğ) Internet service within the dormitory is provided for studying and research purposes.

Disciplinary penalties

ARTICLE 12 – (1) The Disciplinary Penalties to be applied with the decision of the Board of Directors are as follows:

a) **Warning:** It refers to notifying the student in written of the fault acts of him/her. A warning is issued for the following acts and conditions:

- 1) To accept visitors outside the times and place allocated for that purposes,
- 2) To fail to comply with the entrance and exit hours of the dormitory,
- 3) To smoke cigarettes or any similar tobacco products within the dormitory room or common areas,
- 4) To make noise or talk with high volume in common usage areas such as halls, kitchen, TV hall, reading room and halls,
- 5) To move or change locations of any dormitory properties and material,
- 6) To turn some unpleasant acts into habits, go around outside the room with pijamas, nightdress or other clothes prohibited,
- 7) To damage or fail to show due care for the cleaning of the dormitory building and properties,
- 8) To cause or carry out acts of prodigality in the consumption of resources such as water, electricity and gas,
- 9) To fail to show due care for the cleaning of the room properties such as tables, chairs and cabinets (in cases where this condition is not followed, the provisions under this article shall be applied to all students accommodating in that room),
- 10) To have or keep live animals in the rooms,
- 11) To give the room card to any other students either accommodating or not accommodating in the dormitory,
- 12) To behave or perform any acts similar to those listed above.

The penalty issued against a student who were subject to two warnings already might be turned into a reprimand.

b) **Reprimand:** A reprimand is issued for the following acts and conditions:

- 1) To cook, or to keep or use and electrical, spirituous or gas devices or tools or inside the rooms (in the event the owner of such equipment was not able to be identified, then this provision shall be applied to all students accommodating in that room),
- 2) To use or submit someone else's identity card,
- 3) To speak with dormitory phones without informing the Dormitory Management,
- 4) To use the dormitory properties or tools in personal matters or works,
- 5) To draw or hang in any part of the dormitory nude or other inappropriate pictures,
- 6) To hinder or prevent any procedures apply regarding a query, investigation or tracking in

terms of the disciplinary rules,

- 7) To give damage or use someone else's properties without his/her permission,
- 8) To drink or keep alcohol in the dormitory areas (or in its storage),
- 9) To make sales for anything or collect any donations within the boundaries of the dormitory,
- 10) To cause or start fighting inside the dormitory,
- 11) To behave or perform any acts similar to those listed above.

The dormitory application of a student who were subject to two reprimands before shall be assessed among the spare applicants list.

c) **Expulsion from the Dormitory:** It refers to terminating any involvement of the student with the dormitory. An expulsion is applied for the following acts and conditions:

- 1) To commit a theft in the dormitory,
- 2) To threaten Dormitory or University students or the Dormitory managers, to commit any physical attacks or make any derogatory statements, oral or written, against them,
- 3) To act against the public decency,
- 4) To carry or keep at any places left to personal his/her use a firearm, explosives, any kind of knives, any sharp and/or penetrating tools, any tools that may cause injuries or be used for suffocation such as mace, knuckle ring, stones, stick, iron bar or rubber moulding, nightsticks, choking wires, any inflammatory materials and blister agents, choking agents, corrosives and any kind of poisons, skewer, gas materials or tools and/or any similar or special tools, agents and materials intended to use especially in attacks and defence,
- 5) To held, join or act to encourage a protest against the Government or any of the government officials or a decision by the foregoing,
- 6) To occupy a part or all of the dormitory building and facility or use the foregoing for any works related to associations, communities, clubs and etc.,
- 7) To prevent the dormitory officials for any reason whatsoever from carrying out their jobs,
- 8) To go against, insult, commit assault and battery or use weapons against the State's security forces for any reason whatsoever, either inside or outside the dormitory,
- 9) To carry or use drugs,
- 10) To hang a foreign country flag, use any symbol, sing or play marches, carry ideological pictures or carry out similar acts for the purpose of harming or destroying the national unity and integrity,
- 11) To provide any kind of benefits whatsoever to illegal organizations or join their activities or provide assistance to those who are operating,
- 12) To write anywhere on the inner or outer walls of the dormitory or its attachments, or to make drawings on them or harm them in any way (the damage shall be collected separately),
- 13) To commit or carry out the foregoing acts in other dormitory of the University than the one in which the student resides,
- 14) To violate or ignore a temporary prohibition for the student by the management regarding entering the dormitory,
- 15) To provide incorrect or incomplete information to the Dormitory Management or fail to meet one of the qualifications required to enter into the dormitory,
- 16) To fail to evacuate the Dormitory despite a duly taken decision,
- 17) To behave or perform any acts similar to those listed above,
- 18) To take a suspension from the Higher Education Institution for a period more than one month pursuant to the articles of the Disciplinary Directive for Higher Education Institution Students.
- 19) Involvement of any student with the dormitory shall be terminated if he/she is subject to

expulsion from the University.

Finalizing and notifying a disciplinary proceeding

ARTICLE 13 – (1) Disciplinary proceedings of students identified to fail to have complied with articles of this Directive shall be finalized by the Board of Directors upon the suggestion of the Manager. Objections to these proceedings shall be finally decided by the Rectorate.

(2) Penalties given to the student shall be recorded under the student's file by the Management and separately delivered to the family of the student.

(3) Students whose involvement with the dormitory was terminated shall be given a maximum 15 days before the related procedures are put in place. At the end of this time, all properties of the student who did not terminated his/her involvement with the dormitory shall be moved to the storage and the legal proceedings shall be started.

(4) In the event that the behavior(s) or act(s) of the student giving rise to termination of the involvement is also violating any articles of the Disciplinary Directive for Higher Education Institution Students, then the matter shall immediately be submitted to the Student Affairs Directorate under which the student was enrolled.

Termination of involvement with the dormitory

ARTICLE 14 – (1) Proceedings regarding the termination of the student's involvement with the dormitory shall be finalized upon filling out and signing the dormitory check-out form.

(2) While the student is leaving the dormitory, his/her room shall be checked to identify whether any damage was given to the materials or fixtures, and it shall be identified whether he/she has any debts regarding the dormitory. In case of a damage or debt, the related amount shall be deducted from the deposit, and the remaining amount shall be returned to the student.

(3) Moreover, if the student had any private internet services for his/her room, then he/she must submit to the Dormitory Management the document designating that the internet services were stopped.

PART FIVE Final Provisions

Miscellaneous provisions

ARTICLE 15 – (1) Each student who is registered and provided a room shall receive the room together with the fixtures and other materials inside the room in return for a signed written minute; and the student shall be responsible for any loss or damages to that fixtures and materials. In case of any damages, the student must inform the Management immediately and compensate the damage in current market value. Otherwise, the situation is notified to the student's family. In the event that the damage is not compensated, then registration of the student shall be deleted and legal proceedings shall be brought against him/her.

(2) If any damages to the fixtures or materials were identified in the case of the student permanently leaving the dormitory without informing the Directorate, then legal proceedings shall be started against the student.

(3) Students in all blocks shall be responsible for safety, maintaining and any damages to the fixtures and materials located in the common usage areas (such as TV room, living room, kitchens, halls, laundry and etc.). The damage shall be collected from the student who was identified as a result of an investigation by the Management to be responsible for such damages.

Letter of Commitment

ARTICLE 16 – (1) A copy of the **Letter of Commitment for Compliance with the Dormitory Directive** signed by the student upon completion of his/her final registration in the dormitory shall be delivered to the student. Those who accept to accommodate in the dormitory under the terms and conditions of the related directive shall be deemed to have committed to comply also with the

articles of this directive herein.

Areas not regulated

ARTICLE 17 – (1) Any matters not regulated under this Directive shall be subject to the decisions of the Board of Trustees and Dormitory Board of Directors

PROVISIONAL ARTICLE 1- (1) Subarticles f-1 of article 10 of this Directive shall enter into effect following the academic year 2016-2017.

The Abolished Directive

ARTICLE 18- (1) The Student Dormitory Directive which was entered into effect on 20 July 2010 is abolished.

Effective Date

ARTICLE 19 – (1) This Directive enters into effect upon the approval of the Board of Trustees of Yaşar University.

Execution:

ARTICLE 20 – (1) Articles of this Directive shall be executed by the Rector of Yaşar University.

*In cases of any discrepancy, Turkish version of this document shall apply.

Approved by the Decision no. 07
dated 08.12.2017 made
by the Board of Trustees