

ÖZYEĞİN UNIVERSITY
DORMITORY DIRECTIVES
(Senate Decision No: 2024/09 dated August 29, 2024)

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 the 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 Accommodation Services Management staff.

LEGAL GROUND

ARTICLE-3

These directives have been prepared pursuant to the Ministry of Youth and Sports' Rules and Regulations for Private Housing Services in Higher Education, which are published in the Official Gazette No: 31948 dated 09.09.2022. Furthermore, in the absence of the relevant provisions herein, the provisions of Law No:2547 on Higher Education, and the Rules and Regulations for Student Discipline at Higher Education Institutions, which are published in the Official Gazette No: 28388 dated 18.08.2012, shall prevail.

DEFINITIONS

ARTICLE-4

The following terms shall have the following meaning hereinafter:

- a) **University:** Özyeğin University,
- b) **Secretary General's Office:** Secretary General's Office at Özyeğin University,
- c) **Directives:** Özyeğin University Dormitory Directives,
- ç) **Dormitories:** Women's and Men's Dormitories at Özyeğin University,
- d) **Accommodation Services Management:** Özyeğin University Accommodation Services Management,
- e) **Academic Calendar:** Senate-approved academic calendar that illustrates dates and periods pertaining to registration, classes, examinations, and other important academic dates,
- f) **Fall Semester:** The period from the move-in date to move-out date in the first semester of the academic year. This period is determined by the Rector and announced by Accommodation Services Management.
- g) **Spring Semester:** The period from the move-in date to move-out date in the second semester of the academic year. This period is determined by the Rector and announced by Accommodation Services Management.
- ğ) **Summer Session:** The period from the move-in date to move-out date in the third semester of the academic year. This period is determined by the Rector and announced by Accommodation Services Management.
- h) **Finance Directorate:** Finance Directorate at Özyeğin University,

- i) **Student Services Directorate:** Student Services Directorate at Özyeğin University,
- i) **Board of Trustees:** Board of Trustees of Özyeğin University,
- j) **Student Information System (SIS):** Student Information System of Özyeğin University,
- k) **Dormitory Psychologist:** Dormitory Psychologist at Özyeğin University,
- l) **Technical Services Management:** Technical Services Management at Özyeğin University,
- m) **Dorm Announcements:** Announcements pertaining to dormitory applications or other dormitory-related issues posted on the Özyeğin University website and/or sent via e-mail and/or posted on the announcement boards before the dormitory planning period,
- n) **Dormitory Discipline Board:** Dormitory Disciplinary Boards of the Women's Dormitories and the Men's Dormitories at Özyeğin University,
- o) **Ministry Information System:** The system of the Ministry of Youth and Sports in which Dormitory Management and its staff enter the physical details of the dormitories and student information,
- ö) **Ministry:** Ministry of Youth and Sports,
- p) **Provincial Directorate:** Istanbul Provincial Directorate of Youth and Sports,

- r) **Manager:** Women's Dormitory Manager or Men's Dormitory Manager at Özyeğin University,
- s) **Assistant Manager:** Women's Dormitory Assistant Manager or Men's Dormitory Assistant Manager at Özyeğin University,
- ş) **Officer:** Dormitory Staff Member at Özyeğin University,
- t) **Student Representative:** Student Representatives of the Women's and Men's Dormitories at Özyeğin University,
- u) **Guests:** Any person who is not a room resident,
- ii) **Academic Disciplinary Investigation:** Investigations conducted as per the Rules and Regulations for Student Discipline at Higher Education Institutions,
- v) **Early Bird Application:** A type of dormitory application which gives current students at Özyeğin University the right to book their rooms in advance for the following academic year,
- y) **Dormitory Management:** Women's Dormitory Management or Men's Dormitory Management at Özyeğin University.

SECTION TWO DORMITORY MANAGEMENT AND OPERATIONS

Dormitory Managing Bodies:

ARTICLE- 5

(1) Dormitories are managed by Accommodation Services Management. Accommodation Services Management is responsible for the management and order of the OzU dormitories based on the Dormitory Directives. Accommodation Services Management provides the necessary documentation for disciplinary investigations. Accommodation Services Management also summons the Dormitory Discipline Board for a meeting.

(2) The Disciplinary Board is made up of the Manager, who chairs the board, and an Assistant Manager or an Officer, who are selected by the Manager as the principal and the reserve member, respectively, and the Student Representative. The Manager may also consult the University faculty or staff for their opinion.

Dormitory Operations

ARTICLE-6

(1) Dormitory applications are accepted and rooms are assigned separately for the men's and women's dormitories, based on the available capacity of the dormitories in the academic year and the dormitory principles in effect.

(2) Move-in and move-out dates are determined by Accommodation Services Management annually based on the academic calendar announced by the Rector each year.

(3) Students who need accommodation in order to be able to attend their classes or sit their examinations may temporarily stay in the dormitories so long as they stay in the dormitories assigned for their gender, accept the terms and conditions determined by Dormitory Management, and prove their conditions.

(4) For students who wish to stay in the dormitories as guests during the academic year and/or summer months due to their participation in university-hosted events, including festivals, athletic events, seminars, courses, and internships, the applicable terms and conditions for on-campus housing are determined by Accommodation Services Management.

(5) Dormitory buildings cannot be used for any purposes other than student housing. However, social, cultural, and athletic spaces at the dormitories can be used for non-profit social, cultural, and athletic events with the approval of Accommodation Services Management so long as these events do not cause any interruption in student housing services.

Students, athletes, and administrators/managers who take part in social, cultural, or athletic events can be temporarily accommodated in the dormitories provided that they accept the terms and conditions determined by Accommodation Services Management, and submit their proof of eligibility.

(6) Accommodation Services Management may change the rooms/buildings of dormitory residents when deemed necessary for reasons such as "room optimization, maintenance and repair, and academic calendar".

(7) The heating hours could be reduced due to the fewer number of residents staying in the dormitories during semester breaks and spring breaks.

(8) Students may have short-term temporary stays in the dormitories for a fee during the examination period or when necessary.

Terms and Conditions for On-Campus Housing

ARTICLE-7

(1) Students planning to stay in the dormitories must satisfy the following requirements:

- a) To be registered in a program at the University,
- b) Not to have a mental illness or a contagious disease that renders the person incapable of staying in public housing,
- c) Not to be sentenced to one year or more in prison for an intentional crime, or even if pardoned, not to be convicted of crimes against the security of the state, crimes against the constitutional order and its functioning, embezzlement, extortion, bribery, theft, fraud, crimes against sexual inviolability, or manufacturing, trafficking, using, facilitating the use of, purchasing for self-use, accepting, or possessing drugs or stimulants.

(2) When deemed necessary, the student may be asked with a Dormitory Disciplinary Board decision to submit a health report which verifies that the holder does not have any mental illness or contagious disease. Failure to submit the required report will result in expulsion from the dormitory.

(3) If it is later found out that the student does not meet any one of the terms and conditions stipulated in the first two paragraphs of this article, or the student lost his/her eligibility during his/her stay in the dormitories as s/he no longer fulfills any one of these conditions, s/he is expelled from the dormitories.

- (4) International students must submit their student certificates, a copy of their passports, and their residence permits issued by the authorized institutions and organizations within three months from their enrollment in the University.
- (5) Students who are assigned rooms in the dormitories may usurp their on-campus housing rights as long as they remain enrolled in the University, duly fulfill their obligations as students, and adhere to the provisions of these directives. Students must adhere to these directives throughout their stay in the dormitories. Any violation of the rules and/or procedures specified in these directives are subject to the disciplinary actions of warning, reprimand, and expulsion.
- (6) Students who fail to complete their course registrations at the beginning of an academic semester are not eligible for room assignments in the dormitories. Students who are assigned rooms in the dormitories but have not registered for any courses by the end of the add-drop period are expelled from the dormitories.
- (7) Housing scholarship recipients must renew their registrations and register for courses each semester in order to retain their housing scholarships and stay in the dormitories without housing fees. Students who are assigned rooms in the dormitories but whom Student Services confirmed to have failed to register for courses are expelled from the dormitories.
- (8) Students who will arrive late to the dormitories or will not spend the night in the dormitories are required to obtain written permission from the dormitory management. Students who make it a habit to arrive late to the dormitories or not to spend the night in the dormitories without obtaining permission as defined in the Özyeğin University Student Dormitories Service Agreement will be subject to the disciplinary action of reprimand as per Article 19, clause b of these directives.

Dormitory Applications

ARTICLE-8

- (1) Dormitory applications are submitted by students during the application period announced by Accommodation Services Management. All applications must be filed in accordance with the application procedure announced by Accommodation Services Management.
- (2) Failure to submit dormitory applications within the announced application period will result in forfeiture of the room assignment (even if the student holds a housing scholarship). Students who fail to submit their dormitory applications during the announced application period are invited to renew their applications in the new application period announced by Accommodation Services Management after all applicants are assigned rooms and completed their dormitory registrations, provided that there is available capacity in the dormitories.
- (3) Rooms are assigned at the beginning of each academic semester based on an order of priority. The order of priority is as follows:
 1. Students with Housing Scholarship
 2. International Students
 3. Newly Admitted Students from Outside Istanbul
 4. Newly Admitted Students from Istanbul
 5. Current Students from Outside Istanbul
 6. Current Students from Istanbul
- (4) Accommodation Services Management may change the order of priority or priority criteria where deemed necessary.
- (5) Housing scholarship recipients who choose a room type other than the one granted by their housing scholarships forfeit their priority and are considered regular students.
- (6) Current students may be offered the early bird application right for the subsequent academic year.
- (7) Early bird application requirements are as follows:
 - a) In Early Bird Applications, rooms are assigned based on the announced order of priorities.
 - b) Current students who submit their early bird applications must pay their housing fees and deposit within the announced dates during the early bird application period. Failure to make the payments within the announced dates will result in the cancellation of the room reservation.

- c) Should a recipient of housing scholarship submit an Early Bird Application but fail to pay the difference in housing fees within the announced dates, the room assignment is cancelled. In such a case, these students will also forfeit the room type granted by their housing scholarship during the Early Bird Application Period. However, these students will retain their right to dormitory applications during the new registration week.
- (8) Dormitory applications are invited from newly admitted students during the enrollment week. Current students who did not submit a dormitory application during the Early Bird Application Period may also apply for the dormitories during the enrollment week.
- (9) Dormitory applications are invited separately for the Fall-Spring semesters and the Summer session.
- (10) Should there be any available capacity in the rooms, additional placements can be offered for the Spring semester.
- (11) Applications for the Summer session are considered separately for “Summer School students” and “Interns/Assistants”. The details of the summer session applications are announced to students in advance. All provisions of these directives also apply to the Summer School students.
- (12) Accommodation Services Management determines and announces the applicable terms and conditions for staying in the dormitories during the summer and semester breaks.

Dormitory Registration and Admission Requirements

Article-9

- (1) The preliminary condition to register for the dormitories is to be a registered student at Özyeğin University.
- (2) The same terms and conditions also apply to incoming exchange students and special students.
- (3) In assigning rooms to students, factors such as being a graduate student, or the student’s health and physical conditions may also be taken into account.
- (4) Dormitory admissions and room assignments are completed via the SIS before the beginning of each academic semester based on the available capacity in the academic year. The admission and assignment procedures are completed within the period declared through an announcement about application dates. Dormitory admissions and room assignments are carried out as per the terms and conditions stipulated in these directives.
- (5) Dormitory applicants must submit the following documents to dormitory management during the announced period to complete their dormitory registrations.
- a) A health report issued by a physician to confirm that the applicant has a clean bill of health and is fit to stay in the dormitories, (Students must renew their health reports each year before the dormitory registration period.)
 - b) Criminal Record Check (Police Clearance Certificate) and Archival Criminal Record Check,
 - c) A copy of student visa and passport for international students.
- (6) Students who are assigned rooms but fail to fulfil the financial obligations within the announced period or fail to submit the required documents to Accommodation Services Management and complete dormitory registrations within the announced period will forfeit their right to stay in the dormitories.
- (7) Students must have no outstanding housing fees that relate to previous semesters. Students who have 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, and even if they have been assigned rooms, they are not allowed to move in.
- (8) Housing scholarship recipients forfeit their right to stay in the dormitories even if they have duly completed their dormitory registration, should it be determined that they have not moved in or used their rooms within fifteen days from the date of dormitory registration (unless they appeal with a justified reason). The housing privileges of these students are transferred to other students on the waiting list by Accommodation Services Management.
- (9) Students expelled from the University for any reason are also expelled from dormitories.
- (10) Students who wish to change their rooms may submit a request to the Accommodation Services Management. Room change requests can only be submitted once in the Fall and Spring semesters. These requests are processed by the Accommodation Services Management based on room availability.

(11) Accommodation Services Management reserves the right to change the room(s) of an occupant or all of the occupants in a room, when deemed necessary.

(12) Accommodation Services Management may reassign occupants of different rooms to the same room to fill the vacancies that may occur due to withdrawals from the dormitory during the semester.

(13) Faculty, staff, and guests may also stay in the designated rooms in the dormitories, subject to the approval of Accommodation Services Management. 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 the Rectorate.

Move-In Procedures

ARTICLE-10

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

(2) Students assigned rooms in the dormitories must submit the required documents to Accommodation Services Management within the announced period.

(3) Students sign the Application Request (Attachment 1) and Service Agreement to move in their rooms.

(4) Students 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.

(5) Incoming exchange students make their housing fees in one lump-sum payment for the semester.

(6) Students may move in the dormitories on weekends or public holidays. These students must pay their housing fees in advance, and when they arrive at the dormitories, must just submit the required documents, and complete their move-in procedures in order to move in their rooms.

(7) Students who have overdue housing fees from the previous semesters are not allowed to complete their move-in procedures until they pay off the overdue amounts (even if their dormitory applications are accepted).

(8) Before moving into their rooms, residents must sign a form in which they declare that they received the room either without any damage or missing items, or with damages previously noted down by Accommodation Services Management. The condition of the rooms is checked periodically during an academic year. Any damage to the room or its contents, which occurred during a resident's stay there, is recorded, and the cost of the damage is charged to the resident. Should residents later notice any additional damage or missing items which they had previously failed to detect or note down on the form they signed before they moved in their rooms, they must notify Accommodation Services Management via yurt@ozyegin.edu.tr about these damages and missing items within one week from their date of move-in. Otherwise, residents will be held liable for any damages, loss, or missing items, and will be charged for the respective costs.

(9) The above mentioned move-in procedures are effective in all semesters (Fall, Spring and Summer).

Move-Outs, Withdrawals, and Expulsions

ARTICLE-11

(1) All residents must complete the following move-out procedures when moving out of the dormitories during or at the end of a semester.

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 Accommodation Services Management Office to complete and sign the move-out form,

ç) To return the room key/card.

(2) All rooms are inspected and the room condition is noted down by a team made up of the members of Accommodation Services Management and Technical Services Management one month before the move-outs at the end of a semester. In the event of a move-out during a semester, the inspection is performed on the same day. Inspections are conducted to detect and note down whether there are any damage to the room or its contents. If there is, the cost of damage is determined by Technical Services and written down on the Damage Assessment Form (Attachment 2) in order to charge the necessary cost/s to the resident. In a case in which the person who caused the damage is not known or could not be identified, all occupants of the room are held equally responsible for the damage, and the cost of the damage is shared equally among all the occupants.

(3) Before moving out of the dormitories, all residents must sign the move-out form. The move-out form is prepared by Accommodation Services 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 move-out form must be signed by the resident in mutual agreement with Accommodation Services Management. Failure to sign the move-out form in mutual agreement with Accommodation Services Management will be construed as acceptance of the form as it is.

(4) Students who complete their move-out procedures and leave the dormitories are expected to take all their personal belongings with them. Any personal belonging left by students are stored. Unclaimed personal items are donated to OzU Care (Duyarlı OzU), if usable, or discarded, or recycled.

(5) When moving out of the dormitories at the end of a semester, residents who plan to continue to stay in the dormitories next semester are entitled to leave two cardboard boxes in the storage units. Cardboard boxes should comply with the size requirements determined by Accommodation Services Management. Items (i.e. boxes/suitcase/luggage/bags) that do not comply with the size requirements are not accepted.

(6) 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 Accommodation Services Management. Should residents fail to collect their personal belongings by the specified date without a justified reason, they are deemed to have forfeited their ownership, and any unclaimed items and boxes as such are either donated to Duyarlı OzU, or discarded.

(7) Students who fail to leave their rooms as clean and tidy as they found them when they move out are charged a cleaning fee. In a case in which the person who left the room untidy or unclean is not known or could not be identified, all occupants of the room are held equally responsible, and the cost of cleaning is shared equally among all the occupants.

(8) Expelled students are required to vacate their rooms and return their room cards by the deadline notified to them and/or stipulated in these Directives.

(9) 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 move-out procedures as stipulated in clauses 1 to 8 of this Article. These students must move out of the dormitories within three days from the effective date of leave of absence, withdrawal, or expulsion.

(10) Room assignments of students who graduate from their programs are also terminated.

(11) Room assignments of students suspended from the University for more than a month or students expelled from the dormitories are terminated.

SECTION THREE **Financial Matters**

Housing Fees

ARTICLE-12

(1) A housing fee is assessed for on-campus housing in the dormitories. Housing fees cover accommodation service only. Dining and transportation fees are not included.

(2) Housing fees are set by the Board of Trustees at the beginning of each academic year. Housing fees must be paid at the beginning of the semester within the period announced by Accommodation Services Management. Housing fees are paid either in lump sum or in installments.

(3) All students are charged a one-time security deposit in addition to housing fees in order to be eligible for room assignments following their dormitory applications. The amount of the security deposit is

determined by the Board of Trustees and announced by Accommodation Services Management. Security deposits must be paid as specified in the announcements.

(4) All dormitory applicants (including international students) must pay the security deposit for the dormitories, regardless of their scholarship status (even if they hold admission and/or housing scholarships). Failure to pay the security deposit will result in cancellation of the room assignment.

(5) Applicants who stayed in the dormitories in the previous semesters, and did not claim their refund for the security deposit when they moved out do not need to pay the security deposit again when submitting a new dormitory application. Should the amount of the security deposit be subsequently increased while residents continue to stay in the dormitories, residents only need to pay the difference between the security deposit they have already paid and the new security deposit.

(6) Late applications submitted after the deadline for dormitory applications are considered by Accommodation Services 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 the room assignment.

(7) In room changes approved by Accommodation Services Management upon a student request, the difference in housing fees is calculated on a pro-rata basis based on the date of room change.

(8) Scholarship recipients are assigned to the type of room granted by their housing scholarships. Recipients of housing scholarships may request to stay in a room other than the room to which they are assigned, subject to the approval of Accommodation Services Management. These students are required to pay the difference between the room rates of the room they are originally assigned, and the room they request.

(9) Residents who lose their room cards are provided with a replacement card. The card fee is determined by Dormitory Management and is charged to the student.

Payments

Article 13

(1) The Finance Directorate at Özyeğin University is in charge of all financial matters pertaining to the dormitories.

(2) Housing fees for the subsequent academic year are determined and announced in July. Students pay the announced housing fees for their preferred type of room within the announced dates.

Refunds

Article 14

(1) Students who complete their dormitory registrations but move out from the dormitories before September 15 pay a month of the annual housing fees specified in the service agreement, regardless of their scholarship status.

(2) Students who move out from the dormitories on or after September 15 are charged all of the housing fees relating to their months of stay in the dormitory, including the current month, plus up to 50% of the remaining months' housing fees. If these students document that they have registered for a dormitory managed by the Ministry, a maximum of 40% of the remaining months' housing fees is charged. The rate of deduction applicable for each registration period is announced on the housing fees web page (Attachment 3) before registrations. These students' service agreements are annulled, and they are refunded within one month for the security deposit they paid. Students are also refunded within one month for any lump sum payment they have made for the housing fees, after the deductions calculated as per this clause are offset.

(3) The monthly housing fees are calculated by dividing the annual housing fees specified in the service agreement to the number of months during which the housing services are offered.

(4) Students who are sentenced to expulsion from the dormitories are charged all of the housing fees relating to their months of stay in the dormitory, including the current month, plus up to 60% of the remaining months' housing fees. The rate of deduction applicable for each registration period is announced on the housing fees web page (Attachment 1) before registrations.

(5) In the following cases, students are refunded as specified in clause 6 for the housing fees they paid:

- The student moves out of the dormitories due to failure to fulfill his/her obligations stipulated in the Service Agreement,
- The student takes a leave of absence or withdraws from the University,
- The student loses a first-degree relative,
- The student documents that s/he has been affected by a natural disaster.

(6) The refund amount is the amount remaining after the housing fees for the months of stay in the dormitories are deducted from any lump sum payment the student made and the security deposit the student previously paid. The refund is made within a month from the termination of the Service Agreement.

(7) Residents who leave the dormitories for any reason are refunded for the security deposit they paid. Residents must visit the Dormitory Management Office, and fill out and sign the security deposit refund form in order to claim their refunds. Residents who have outstanding dormitory-related debts (i.e. due to lost room cards or damage to the room or its content) are also refunded for the security deposit they paid after their outstanding debts are deducted from their security deposits. In the event that the cost of the damage exceeds the amount of the security deposit, the remaining balance is charged to the resident.

(8) All dormitory applications are annual applications, covering both the fall and spring semesters. Semester applications are accepted for the following reasons only, subject to the necessary documentation by the respective units or departments.

- a) Going on an exchange program,
- b) Attending flight training (for Professional Flight students)
- c) Withdrawing from the University due to horizontal transfer to another university,
- ç) Graduation,
- d) Taking a leave of absence due to a medical reason verified by a medical board report.

SECTION FOUR STUDENT DISCIPLINE PROCEEDINGS

Disciplinary Proceedings

ARTICLE-15

(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 disciplinary actions.

(2) Acts and actions that are not covered in these directives but are similar in their nature and severity to the violations specified in these directives which call for disciplinary actions are also subject to similar disciplinary actions.

(3) Disciplinary actions are imposed as “WARNING”, “REPRIMAND”, and “EXPULSION”.

(4) Repetition of any act or action that previously resulted in disciplinary actions shall lead to a disciplinary action at one degree higher than classified in these directives.

(5) Residents who violate the dormitory rules and who disrupt the order and discipline at the dormitories are informed via e-mail and are asked to provide an oral and/or a written statement within a reasonable period of time. All available evidence collected against these residents for the respective violation are carefully evaluated.

(6) Residents must give their statements within three days if they are in the dormitories or within seven days if they are not in the dormitories. Failure to give a statement within the aforementioned periods will be construed as forfeiture of the right to statement.

(7) Disciplinary rules are enforced by the Manager, Assistant Manager, and Officer. The disciplinary actions which have been approved by the Dormitory Discipline Board are served to the respective resident by the Manager.

(8) An expelled resident must move out of the dormitory within five days from the date on which the notice of disciplinary action is served. In case of a situation that poses a threat to residence hall security, the resident may be asked to move out of the dormitories within 24 hours.

(9) In a case in which a violation committed within the dormitories is also considered a disciplinary offense 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.

(10) Disciplinary actions imposed on students due to the violations they commit remain effective throughout the current academic year.

(11) 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.

(12) Expelled students who are asked to move out of the dormitories return their room cards to the Dormitory Office. Rooms of expelled students are then inspected to inventory their content and condition. In case of any loss, damage, or missing content, the cost of maintenance, repair, or replacement is assessed and charged to the student.

(13) Any person who solicits or incites or forces another to commit any of the aforementioned disciplinary offenses is liable to the same disciplinary action as if s/he had himself attempted to commit that offense.

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

Dormitory Discipline Board

Article 16

(1) In cases which calls for a disciplinary action of warning and reprimand, the Dormitory Discipline Board reaches a decision and notifies the student. The Dormitory Discipline Board is also responsible for conducting disciplinary investigations and imposing the required disciplinary actions for disciplinary offenses that call for the disciplinary action of expulsion. The board notifies the Rector's Office and the Ministry of imposed disciplinary actions.

(2) When a principal member is unable to attend a Dormitory Disciplinary Board meeting, a reserve member attends the meeting in lieu of the principal member.

(3) Student representatives are elected at the beginning of each academic year by residents among the residents who have never been subject to any disciplinary action. A principal and a reserve student representative are elected by secret ballot.

(4) The Dormitory Discipline Board convenes at the beginning of each semester to determine the dormitory rules to maintain order and discipline at the dormitories, and notifies the students of these rules as well as the rules and regulations for student conduct in writing.

(5) The Dormitory Discipline Board finalizes any task assigned by the Manager within seven business days. Should the violation that calls for an expulsion pose a serious threat to students' life and/or property, the expulsion is completed within 24 hours.

(6) The working principles and procedures of the Disciplinary Board are as follows:

- a) The staff to be assigned by Dormitory Management performs the necessary examinations and investigations before referring the student to the Disciplinary Board.

- b) The assigned staff takes the written statement of the student and other relevant people, if any. The student must give his/her statements within three days if s/he is in the dormitories or within seven days if s/he is not in the dormitories. Failure to give a statement within the aforementioned periods will be construed as forfeiture of the right to statement.
- c) The assigned staff reports their conclusion to the Disciplinary Board, with the student's written statement and all relevant information and documents attached.
- ç) The Disciplinary Board takes the student's defense statement. The student must give his/her defense statement within three days from the date of service if s/he is in the dormitories or within seven days from the date of service if s/he is not in the dormitories. Failure to give a defense statement within the foregoing periods will be construed as forfeiture of the right to defense statement.
- d) The Disciplinary Board cannot impose a disciplinary action on the student without taking his/her defense statement first.
- e) The Disciplinary Board convenes within three business days from the date when the defense statement is presented to the board, and reaches a decision within seven days from the meeting. If the disciplinary proceedings could not be completed within this period, an interim decision is made, and an extension can be granted for up to seven business days.
- f) If the incident for which a decision needs to be reached concerns the Chair of the Disciplinary Board, a staff member to be assigned by the founder serves on the Disciplinary Board in lieu of the Chair of the Disciplinary Board. If the incident concerns a member of the Disciplinary Board, then a reserve member to be assigned serves on the Disciplinary Board in lieu of the principal member.
- g) Approved disciplinary actions are recorded in the decision book and the Ministry's information system.

(7) When imposing a disciplinary action, a disciplinary action that is at one degree lower or higher than classified in the directives can be imposed by taking into account the student's overall conduct and behavior in and outside of the dormitories, his/her attitude towards dormitory administration and his/her friends, the circumstances under which the disciplinary offense was committed, his/her psychological condition, and other factors. However, if a disciplinary action one degree higher than classified in the directives is already imposed due to the repetition of the disciplinary offense, the disciplinary action cannot be increased again.

(8) Failure to initiate a disciplinary investigation against disciplinary offenders within 15 days from the date when the incident was reported will result in the loss of the right to impose disciplinary actions due to the expiration of the statute of limitations. Failure to impose a disciplinary action by the end of the current academic year from the date when the disciplinary offense was committed will result in the loss of the right to impose disciplinary actions due to the expiration of the statute of limitations.

(9) Any incident that occurred within the dormitories and that calls for legal proceedings are immediately notified to the judicial authorities by Dormitory Management. In a case in which a resident is arrested, the disciplinary proceedings are initiated based on the result of the legal proceedings.

Authority for Disciplinary Action

ARTICLE 17

(1) The disciplinary actions of warning, reprimand, and expulsion are imposed by the Dormitory Discipline Board. The board notifies the Rector's Office of imposed disciplinary actions.

(2) Students who have been subjected to disciplinary actions may appeal to the affiliated Provincial Directorate within five business days from the date of service of the disciplinary action. Failure to appeal within the foregoing period is construed as forfeiture of the right to appeal.

(3) The Provincial Directorate makes its final decision about an appeal for expulsion within 15 business days. The Provincial Directorate may opt to revoke, reduce by one degree, or approve the original disciplinary action that was imposed on the student.

Misconducts and Breaches Requiring Warning

ARTICLE-18

Warning is a written notification to the student that the student must pay more careful attention to his/her behavior. Misconducts and breaches that require the disciplinary action of warning as per Article 51 of the Ministry of Youth and Sports' Rules and Regulations for Private Housing Services in Higher Education are as follows:

a) Committing disorderly conduct in the dormitory buildings and facilities.

- 1) Speaking/ singing loudly in rooms, lounges or all shared spaces,
- 2) Turning the volume of electronic equipment, including TVs, stereos and computers, up too much, in rooms, lounges, or in all the shared spaces etc.,
- 3) Throwing foreign objects out of the window for any reason, etc.,
- 4) Hanging out laundry or putting up flags, pennants, banners and the like on the doors, windows, or window frames of dormitory rooms, etc.,
- 5) Keeping an additional mattress/inflatable bed in rooms without the consent of Accommodation Services Management, etc.,
- 6) Keeping or feeding pets, including cats, dogs, or birds in the sleeping quarters or shared areas, etc.,
- 7) Having guests in the shared spaces outside the normal visiting hours, which are from 08:00 to 23.00, etc., (Residents may accept guests in the shared spaces and designated visiting hours only.)
- 8) Failing to complete the move-out procedures as specified in these directives, moving out after the move-out deadline, or leaving personal belongings in rooms when moving out, etc.,
- 9) Failing to claim personal belongings left in the storage unit within the period specified in the directives without a justified reason, etc.

b) Failing to show due care to hygiene and cleanliness.

- 1) Keeping or leaving perishable or foul smelling food and leftovers in rooms, etc.,
- 2) Failing to show due care to the order, cleanliness, and maintenance of the dormitory room, shared spaces, or the surrounding environment; failing to keep the room, shared spaces, or the surrounding environment clean; leaving the room, shared spaces, or the surrounding environment in a way that impedes cleaning or disinfection; or impeding cleaning, etc.,
- 3) Failing to keep kitchens, laundry rooms, lounges and shared areas clean, or failing to use room content in a safe, secure and proper manner, etc.,
- 4) Leaving dirty/clean items in the shared spaces, such as kitchens and restrooms etc. (Any item left behind is collected and discarded by staff).

c) Damaging the dormitory buildings, facilities, or room content.

- 1) Damaging room content and walls in the sleeping quarters or shared areas, including damaging wall paint with adhesives or hammering nails into the walls, etc. (In such a case, the cost of damage is charged to the resident/s.)
- 2) Intentionally damaging the physical structure of the dormitory.
- 3) Putting up posters, mirrors, and the like in a way that damages the room walls or paint on the walls.

ç) Using somebody else's possessions without the owner's consent.

- 1) Using or letting other use the personal belonging of the roommate, dorm staff, or other students without the owner's consent.
- 2) Using the furniture and equipment in shared spaces for personal use, or moving them to rooms or other areas, etc.,
- 3) Posting announcements in places other than designated by Dormitory Management, or changing the places of announcements, etc.

Misconducts and Breaches Requiring Reprimand

Article-19

Reprimand is a written notification that students have misconducted themselves, and they should refrain from repeating such misconducts. Misconducts and breaches that require the disciplinary action of reprimand as per Article 52 of the Ministry of Youth and Sports' Rules and Regulations for Private Housing Services in Higher Education are as follows:

a) Making a habit of violating the rules of communal living.

- 1) Accepting guests into rooms or being a guest in a room, etc. (Any person who is not a room resident is considered a guest),
- 2) Passing through or jumping over turnstiles without swiping ID cards,
- 3) Spending the night in another resident's room without the consent of Dormitory Management, etc.,
- 4) Keeping the room door continuously open, etc.,
- 5) Failing to personally keep the room card, and lending the room card to another resident/non-resident student, etc.,
- 6) Lending ID cards to others, or using others' ID cards, etc.,
- 7) Changing rooms without the consent of Accommodation Services Management, etc.,
- 8) Letting another Özyeğin University student use the room without the consent of Accommodation Services Management, etc.,
- 9) Attempting to let, letting, or otherwise helping non-residents (including family members) or students banned from the dormitories stay in the dormitories, etc.,
- 10) Using the emergency exits and fire escapes for purposes other than their intended use, etc.,
- 11) Causing visual pollution by leaving shoes outside doors or windows, etc.,
- 12) Placing trash bins in front of rooms, etc.,
- 13) Preparing food or cooking outside the designated kitchens (including in lounges, and sleeping quarters etc.),
- 14) Engaging in or enabling unsafe behaviors, etc.,
- 15) Disturbing the peace and quiet in the dormitories, etc.,
- 16) Obstructing and impeding dormitory management and staff from carrying out their duties,
- 17) Refusing to provide one's full name and/or present the student ID card to the Özyeğin University Accommodation Services Management staff, or obstructing Dormitory Management from performing their duties, etc.,
- 18) Providing inaccurate, falsified, or misleading information, or being engaged in fraudulent behavior to deceive Accommodation Services Management, etc.

- 19) Failing to provide the statement asked for by Accommodation Services Management on time without a justified reason, failing to adhere to written and verbal warnings, and refusing to receive notices, etc.
 - 20) Obstructing and impeding Dormitory Management from carrying out their duties, or keeping Dormitory Management busy unnecessarily, etc.
 - 21) Tampering with fire and smoke detectors, fire extinguishers, fire alarms, and other fire safety equipment; using them for purposes other than their intended use, or otherwise turning them off, making them inoperative or unusable; or deliberately setting off a false alarm, etc.,
 - 22) Smoking tobacco/tobacco products, including cigarettes, pipes, cigars, and water pipes; having discarded cigarette ends, including on window sills and outside the windows; letting others smoke or condoning smoking in the room, etc. (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.)
- b) Making a habit of violating curfew or being absent from the dormitories without permission.**
- c) Being in possession of sharp objects, such as knives and the like, which are specially made for use in attack or defense, in the dormitories.**
- ç) Insulting dormitory staff or students.**
- 1) Treating dormitory staff or residents badly, unkindly, or disrespectfully, etc.,
 - 2) Quarreling with dormitory staff or residents,
 - 3) Disturbing (i.e. humiliating, demeaning, insulting, swearing, or disturbing via telephone or social media) or having a fight with Accommodation Services Management staff, roommates, and others.
- d) Damaging others' personal belongings.**
- 1) Damaging the personal belonging of the roommate, dorm staff, or other students.
 - 2) Tearing down or tarnishing the announcements or posters posted by Dormitory Management, etc.
- e) Organizing meetings or ceremonies at the dormitories without the consent of Dormitory Management.**
- f) Playing or organizing and running illegal games with the intention of profit-making.**
- g) Being subject to the disciplinary action of warning twice for the repetition of the same disciplinary offense within the same academic year.**

Misconducts and Breaches Requiring Expulsion

Article-20

Expulsion is the permanent removal of a student from the dormitory. An expelled student must leave the dormitory within five days from the date of service of the disciplinary action. However, in a case in which a disciplinary offense which calls for expulsion is committed, and such an offense poses a close threat to the safety of other students' lives and property, it is not required to wait for five days, and the student can be forced to leave the dormitory within 24 hours from the moment the notice of disciplinary action is served. Misconducts and breaches that require the disciplinary action of

expulsion as per Article 53 of the Ministry of Youth and Sports' Rules and Regulations for Private Housing Services in Higher Education are as follows:

- a) **Violating Law No:2893 on Turkish Flag dated 22/9/1983.**
- b) **Organizing or soliciting others to organize, and attending or forcing others to attend any kinds of individual or mass demonstrations, including rallies, forums, resistances, marches, boycotts, or occupations, which are in violation of the characteristics of the Republic of Turkey described in its Constitution.**
- c) **Being a member of an illegal organization or working or making propaganda for illegal organizations in any way.**
- c) **Insulting or making false statements about other students, dormitories, or other public institutions and organizations and their administrators on print, broadcast, or social media,**
- d) **Threatening or assaulting Dormitory Management, dormitory staff, and other students.**
 1. Impeding the Accommodation Services Manager or Accommodation Services Management staff, or other students with the use of force or violence from carrying out their duties, etc.
 2. Violating a person's sexual inviolability through acts and actions of a sexual nature or through verbal abuse, etc.
 3. Disturbing the peace and quiet in the dormitories, by specifically targeting a certain person or persons.
- e) **Carrying, using, or attempting to use instruments or items such as firearms, explosives, or ammunition.**
 1. Being in possession of, carrying, or using any illegal or life-threatening firearms, explosives, or dangerous or harmful objects likely to cause physical harm and injury, either real or replica,
- f) **Using or attempting to use sharp objects, such as knives and the like, which are specially made for use in attack or defense.**
 1. Using any illegal or life-threatening sharp objects or any other similar dangerous and harmful objects likely to cause physical harm and injuries, either real or replica,
- g) **Being in possession of or consuming alcohol in the dormitories, or causing a disturbance for other residents by being drunk.**
 1. Being in possession of an empty or full bottle of alcohol in the dormitories regardless of the intended purpose.
- ğ) **Being in possession of, carrying, using, or selling natural or synthetic drugs, volatile substances, or pleasure-inducing substances.**
- h) **Being subject to the disciplinary action of reprimand three times within the same academic year.**

SECTION FIVE MISCELLANEOUS PROVISIONS

Cleaning of Rooms and Shared Spaces

ARTICLE-21

(1) Student rooms and shared spaces in the dormitories are cleaned by cleaning staff based on a schedule approved by Accommodation Services Management.

(2) While Dormitory Management provides cleaning service, students are also responsible for keeping their rooms clean. Students must keep their rooms tidy, and ready for cleaning. Rooms left untidy or with scattered personal effects are not cleaned, and the room condition is reported as per the relevant article of the directives.

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

(4) Students may use the irons, washing machines, and tumble dryers in the laundry rooms free of charge by bringing their own cleaning materials for their personal use. Accommodation Services Management reserves the right to make changes to the terms and conditions for using the laundry rooms. Students are not allowed to move the irons and ironing boards in the laundry rooms to their rooms.

(5) Students are personally responsible for any personal belongings left behind in shared kitchens, men's/women's rooms, lounges, and laundry rooms. Neither will Accommodation Services Management nor the University be held responsible for any loss or damage to personal belongings.

(6) Any items left in shared kitchens and laundry rooms are considered trash, and discarded by staff as per hygiene rules, including dirty dishes, personal effects, and laundry.

(7) When deemed necessary, the rooms and their content can be inspected by Accommodation Services Management to check the compliance of the occupants with the effective security, cleaning, and dormitory rules.

Medical Problems and Treatment of Students

ARTICLE-22

(1) In times of health problems, residents are referred to the infirmary. Should the resident be unable to go to the infirmary, the paramedics are called immediately.

(2) When deemed necessary, the University physician may transfer ill students to hospital by the on-campus ambulance. In such a case, students are asked to contact their parents or immediate families to accompany them as caregivers. In the absence of any caregiver, dormitory staff may accompany the student until a friend or relative arrives, subject to the availability of Accommodation Services Management.

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

(4) In times of health problems, residents may not stay in their assigned rooms with their caregivers.

(5) Students who are detected by Dormitory Management or reported by their room mates to be unable to conform to the rules of communal living are referred to the psychologists on campus or in the dormitories in the morning and in the evening, respectively.

(6) 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 Cards and Security

ARTICLE-23

(1) Residents must keep the doors of their rooms closed and locked at all times. Residents must keep their valuables with them at all times. Residents are personally responsible for the safety and security of their room and its content. The University or Accommodation Services Management will not be held responsible for any damages or losses. Accommodation Services Management may disclose information/documents in its possession to the judicial authorities when such disclosure is required for legal proceedings.

(2) Dormitory staff may enter rooms without the consent of the occupant(s) for reasons other than daily cleaning services, such as for maintenance and repair purposes, or when it is detected an item is moved from its original place without the consent of Dormitory Management, or in case of an imminent threat or when necessary for similar reasons.

- (3) When deemed necessary, the residents' wardrobes, cabinets, and personal belongings can be inspected by the dormitory manager and/or dormitory staff.
- (4) Should residents lose their room cards or leave their room cards in the rooms, the doors will be opened as per the "Lost-Temporary Room Card Procedure" and the "Room Access Procedure".
- (5) Students who do not have their room cards with them or who lost their room cards visit the Dormitory Management office to fill out the temporary room card form and receive a temporary room card. Students must return their temporary room cards within 15 days. Failure to return the temporary room card on time will result in assessment of a card fee.
- (6) Unreturned temporary room cards and lost cards are charged to the student periodically via the system based on the announced fees.

Accepting Guests

Article-24

- (1) Residents cannot accept guests into their rooms. Any person who is not a room occupant is considered a guest.
- (2) Residents may have guests in the shared spaces from 08:00 to 23.00.
- (3) Guests are not allowed in the sleeping quarters, rooms, kitchens, study rooms, or lounges. Host students are held responsible for their guests' violation of these rules, or any damage they may cause.
- (4) Özyeğin University students who are not registered residents of the Özyeğin University dormitories are not allowed to be outside the designated places in the dormitories without the permission of Accommodation Services Management. Should it be determined that non-resident Özyeğin University students are outside the designated areas within the dormitories, they are warned and escorted out of the dormitory premises by Accommodation Services Management. In case in which a student repeats the same violation for a second time, the student is permanently banned from the dormitories.
- (5) Dormitory Management may ask students and guests to present their identifications due to reasons such as security. Any person refusing to show identification upon request may be denied access to the dormitories.

Items Not Allowed in Rooms

Article-25

- (1) Being in possession of and/or using electrical stoves, ovens, deep fryers, heaters, sandwich makers, grills, Airfryers and similar other gas/electrical appliances, tools, and equipment is not allowed in rooms due to fire hazard and other relevant risks.
- (2) Should it be determined that there are unapproved appliances or devices in a room, Dormitory Management makes an official report, confiscates unapproved appliances and devices from the room, and holds them in the storage unit. These items are given back to their owners at the end of the semester. Failure to collect such appliances within the announced period without a justified reason is construed as forfeiture of ownership, and the appliances are donated to Duyarlı OzU (OzU Cares).
- (3) Unapproved appliances and devices are returned to their owners at the end of the semester on the condition that they will be taken out of the dormitory premises.

Liability for Damage

ARTICLE-26

Residents accept, acknowledge, and guarantee that they will not cause any harm to other students at the University or dormitory 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 will also apply to other acts and/or actions that are not explicitly specified in these directives, but cause direct or indirect harm to the University.

Forms and Relevant Procedures

ARTICLE-27

1. Forms:

- a) Move-In Form: The form completed by residents when they move in their rooms.
- b) Move-Out Form: The form completed by residents when they move out of their rooms.
- c) Temporary Card Form: The form completed by residents to request a temporary or replacement card.
- ç) Refund Form: The form completed by residents to claim a refund for the payments they have made.

2. Procedures:

- a) PROS.KH.01 STUDENT AND VISITOR ENTRANCE PROCEDURE FOR THE ÖZYEĞİN UNIVERSITY DORMITORIES AND PARKING FACILITIES
- b) PROS.KH.02 PROCEDURE FOR CARD AND KEY ACCESS SYSTEMS AT DORMITORIES
- c) PROS.KH.03 INSPECTION OF ABANDONED PERSONAL BELONGINGS AND STORAGE PROCEDURE
- ç) PROS.KH.04 MOVE-OUT PROCEDURE

3. Attachments:

- a) Application Form: The form completed by students to apply for the dormitories
- b) Damage Assessment Form: The form on which damage detected in the room is noted down.
- c) Housing Fees Web Page: The Özyeğin University web page on which the housing fees are announced (<https://www.ozyegin.edu.tr/tr/yurtlar/ucretler>)

SECTION SIX

Provisional Articles, Effectiveness, and Execution

Provisional Articles

ARTICLE-28

PROVISIONAL ARTICLE 1 -(1) Ongoing disciplinary investigations which were initiated before the publication of these directives are subject to the provisions of the abolished directives.

Effectiveness

ARTICLE-29

These directives enter into force and are considered announced to all the 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.

Abolishment

ARTICLE-30

The Özyeğin University Dormitory Directives, which were published pursuant to the University Senate's decision 2021-06 dated 29.06.2021, have been abolished.

Execution

ARTICLE-31

These directives are executed by the Özyeğin University Rector.

Senate Meeting No	Senate Meeting Date	Subject	Revision	Additional Revision
2014-6	30.05.2014	Dormitory Directives		
2016-9	17.08.2016	Dormitory Directives	Revision	
2017-1	16.01.2017	Dormitory Directives	Article Revision	
2018-6	16.05.2018	Dormitory Directives	Article Revision	
2019-3	03.05.2019	Dormitory Directives	Revision	
2019-9	08.10.2019	Dormitory Directives	Article Revision	
2021-06	29.06.2021	Dormitory Directives	Revision	
2022-11	29.11.2022	Dormitory Directives	Revision	
2024-09	29.08.2024	Dormitory Directives	Revision	