

**REGULATIONS FOR  
PRIVATE KASABA HIGHER EDUCATION STUDENT DORMITORIES**

**SECTION ONE**

**Aim, Scope and Definitions**

**Aim**

**ARTICLE 1-** (1) The aim of these Regulations is to establish the rules and procedures regarding the qualifications required of students to stay at the dormitories operated by the Bahçeşehir Accommodation and Tourism Investments Corporation; and the management, inspection and operation of these dormitories.

**Scope**

**ARTICLE 2 -** (1) These Regulations cover the Dormitory Directorate's staff and all the students residing in the dormitories operated by Bahçeşehir Accommodation and Tourism Investments Corporation; establish the rights and responsibilities of the students staying at the dormitories and the disciplinary actions to be taken in the event of their violation.

**Basis**

**ARTICLE 3 –** (1) These Regulations have been prepared on the basis of the Regulations for Private Higher Education Accommodation Services of the Ministry of Youth and Sport issued in the Official Gazette numbered 31173 and dated 02.07.2020 and the 'Protocol for Opening and the Transfer of Rights to Operate Higher Education Student Dormitories (Yükseköğrenim Yurt Açma ve İşletme Devri Protokolü)' signed between Bahçeşehir University and BAU Electricity Generation Industry Corporation on 27.08.2020.

**Definitions**

**ARTICLE 4 –** (1) Unless stated otherwise, the following terms appearing in the Regulations shall refer to the corresponding definitions stated below;

- a) Spring Semester: the period between the first day of classes in the Spring Semester and the conclusion of the final exams at the end of that semester,
- b) Fall Semester: the period between the first day of classes in the Fall Semester and the conclusion of the final exams at the end of that semester,
- c) Institution Representative: Bahçeşehir Accommodation and Tourism Investments Corporation,
- d) Institution: Student Dormitories and their premises,
- e) Student: Students registered at Bahçeşehir University,
- f) University: Bahçeşehir University

- g) Summer School: the period between the first day of classes in the Summer Semester and the conclusion of the final exams at the end of that semester,
- h) Regulations: Regulations for Private Kasaba Higher Education Student Dormitories,
  - i) Dormitory Disciplinary Committee (DDC): Committee that has the authority to take decisions regarding disciplinary actions at the Dormitories.

## **SECTION TWO**

### **Management and Operation**

**ARTICLE 5** - (1) Private Kasaba Higher Education Student Dormitories are managed by the Dormitory Directorate.

#### **Regular opening and closing of Dormitories**

**ARTICLE 6** - (1) The regular opening and closing dates of the student dormitories are determined by the Dormitory Directorate, in compliance with the University's Academic Calendar.

(2) The terms and conditions regarding the accommodation of the students participating in festivals, sports activities, courses, practical trainings, seminars and other activities organized by the University, and students who wish to stay in the dormitories as guests during the academic year and/or during the summer (and semester breaks), are determined by the Dormitory Directorate, upon the approval of the Secretariat General of the University.

(3) Aside from the closing down of the Dormitories under exceptional circumstances, the Founder Representative may decide to suspend the delivery of accommodation services for a specified time period or to close down the Institution. The Founder Representative is required to notify the staff and the students at least 1 (one) month in advance about the decision to suspend accommodation services or close down. At any rate, the suspension or closing down process hereby, cannot take effect during the academic year.

(4) Suspension of accommodation services in this regard may not last longer than one academic year.

#### **Closing down of Dormitories under exceptional circumstances**

**ARTICLE 7** - (1) The relevant authorities may decide to close down the Dormitories temporarily or indefinitely, under the following exceptional circumstances:

- 1) Due to incidents that may lead to social unrest or breach of confidence among the students residing at the dormitories,
- 2) In the event that the dormitory is being used by students and staff in violation of the Rules and Regulations or for purposes not approved by the Dormitory Directorate.

- 3) Disruption of the general order or discipline of the Dormitory, thereby making it unable for the Dormitory Management to perform their duties or compromising the safety of the students staying in the Dormitories.
- 4) Outbreak of natural disasters and epidemics,
- 5) Acts of terrorism

(2) In the event that the Dormitory is closed down due to exceptional circumstances, or there exists circumstances that may compromise the safety and well being of those residing in the dormitories, the dormitories are evacuated immediately. This process may require the collaboration of the law enforcement forces .

### **Application to the Dormitories**

#### **Application for Admission to the Dormitories and Duration of Accommodation**

**ARTICLE 8-** (1) The terms of admission for Students who wish apply and register to the Dormitories are as follows:

- 1) Being a currently registered student of the University,
- 2) Being physically and mentally fit for community living,
- 3) Not having been convicted for any crime other than negligence offenses, and not having been sentenced to imprisonment for a period of 6 months or more,
- 4) Must not have been subject to suspension from the University once or more than once for any reason or must not have been subject to dismissal from the Institution,
- 5) International students must also hold a residence permit, in addition to the afore-mentioned requirements in paragraphs (1-4).

(2) Applications to Dormitories, are to be made by the students personally, through the relevant media, on the dates designated by the Dormitory Directorate and in line with the announced application processes.

(3) Students who fail to submit their applications for the dormitories between the specified dates shall not be placed in the dormitories. However, their applications may be assessed, in the event that there are still vacancies in the dormitories, subsequent to the completion of the assignment and final registration processes of all the other students who have applied.

(4) Students who fail to register to the University at the beginning of the Academic year are not placed in the dormitories.

(5) During the dormitory assignment process before the start of each academic year, students registered in the School of Foreign Languages of the University are given priority. The applications of any other students may be assessed, in case there remain any vacancies.

(6) In the process of admission to the Dormitories, International and Out-of-town students are given priority. In case there are vacancies available for other students, local students may also be admitted to the dormitories, with due consideration given to the distances of the students' homes from the University. The order of priority for local students are determined with respect to the regional planning carried out by the Dormitory Directorate.

(8) The respective order of priority taken into account for placement of students in the dormitories before the start of each academic year, is as follows:

- 1) International students
- 2) Out-of-town students (students from outside Istanbul)
- 3) Local students

(9) The order of priority or priority criteria for student assignments to the dormitories may be changed by the Dormitory Directorate.

(10) The Dormitory Directorate may decide to arrange an earlier registration process on different dates for the following year. In that case, the above order of priority may not be effective.

**ARTICLE 9** - (1) The Dormitory Discipline Committee (DDC) meets to decide whether students who are being formally investigated and legal proceedings have been initiated against, may be admitted to the dormitories or not.

### **Terms of registration and admission to the Dormitories**

**ARTICLE 10** - (1) The process of admission and assignment of students to the dormitories are implemented pursuant to the provisions of the Regulations and in accordance with the available dormitory capacity in the current academic year.

(2) Students who have applied for admission to the dormitories are required to submit the following documents to the Dormitory Directorate, within the time period specified for final registrations.

- 1) The Dormitory Application Form (ANNEX-1),
- 2) For TR (Turkish) citizens, a copy of the student's identity card (For foreign students, a copy of the student's passport),

- 3) Document indicating the student's status at the University (Certificate of Education for International students),
- 4) Four passport-size photos,
- 5) Criminal record certificate and archive record,
- 6) Residence Permit issued by governmental authorities, for foreign students,
- 7) The "Service Delivery Contract" signed by the student, acknowledging that the student has read and accepted the regulations and decisions pertaining to accommodation services (ANNEX -2),
- 8) The bank receipt for the Dormitory accommodation service fee,

(3) Students who have been assigned a room in the Dormitories but have failed to submit all the documents required for final registration to the Dormitory Directorate forfeit the right to reside in the Dormitories.

(4) Students who check out from the dormitory in the interim between semesters, for reasons other than academic or exceptional circumstances, may not be admitted to the Dormitories in the following academic year.

(5) Students who are dismissed from the University for any reason, are also dismissed from the Dormitories.

(6) The Dormitory Directorate may change the dormitory rooms assigned to the students, when deemed necessary.

(7) The Dormitory Directorate may impose limitations on the service hours of the central heating and hot water facilities during semester breaks and at any other time when there are fewer number of students accommodating in the dormitories.

(8) The dormitories may be available to the students for short-term temporary accommodation during exam periods or at other times, at a specified accommodation fee. The duration of temporary accommodation cannot exceed one month.

(9) Applications for admission to the dormitories, made by students who have been subject to disciplinary action or have had trouble adapting to the living conditions in the dormitories during their residency in the previous semesters, may be denied by the Dormitory Directorate.

### **Duration of accommodation in the Dormitories**

**ARTICLE 11** - (1) Admission and registration to the Dormitories is restricted to one academic year (successive Fall and Spring semesters). At the end of the academic year, students are deemed to

have lost their right to reside in the dormitories, regardless of the date the admission and registration processes were finalized within the academic year.

(2) Having been admitted to the dormitories in the previous academic year or semester, does not guarantee the student the privilege to be admitted to the dormitories in the following academic years. Students are required to renew their applications to the dormitories every academic year.

(3) For students who wish to stay in the dormitories during Summer School, dormitory placement plans are renewed at the end of the Spring Semester. The application and assignment processes are announced by the Dormitory Directorate.

(4) The dormitory buildings/floors that are to be on duty during the Summer School period are determined and announced by the Dormitory Directorate at the end of each academic year. Students are required to move in to their (newly) assigned rooms in the dormitories, which are situated in the building/on the floors that are on duty, between the dates specified in the announcements.

(5) Students are not eligible to stay in the dormitories during the periods they have frozen their registrations at the University.

### **Living conditions**

**ARTICLE 12** - (1) Students are not allowed to receive visitors in their dormitory rooms. They may use the social domains within the Campus/Institution for this purpose.

(2) Students are required to be back at the Institution no later than 00:00, every night and are required to use the QR Code scanner (card entry system) when entering and leaving the Dormitory buildings.

(3) Non-compliance with entrance-exit time regulations or spending the night outside the premises of the Institution is allowable on condition that the student receives a written permission from the Dormitory Director/Assistant Director.

(4) Students who are unable to comply with the Dormitory entrance-exit time regulations due to emergency situations, are required to inform the relevant Dormitory Director/Assistant Director about the situation, as promptly as possible.

(5) Students cannot engage in any kind of behaviour that may compromise the security of the Institution. They are also required to cooperate with the security guards carrying out searches within and at the entrance to the Institution.

(6) Possession and use of firearms, any sharp and edged weapons, fireworks, explosives or any other lethal or injurious weapons are strictly forbidden in the dormitories, even if such weapons are licenced.

(7) Students are required to give prompt notice to the Dormitory Directorate in case of any emergency situations that may arise due to health issues or any other reasons.

(8) Students cannot keep any medications in their rooms without the permission of the Dormitory Directorate.

(9) Students are expected to refrain from any kind of behaviour that may disturb other residents or Dormitory staff.

(10) Students may not engage in dialogues that may offend or hurt any other residents or staff with regard to their race, beliefs/religion, ethnic origin, sex, age, political views or disabilities and they may not display any kind of disturbing behaviour regarding such issues.

(11) Students may not engage in any acts or behaviour that may injure or damage other individuals or their property and they may not in any way intimidate or harm Dormitory staff.

(12) Students agree and acknowledge that it is their responsibility to keep their rooms clean and in good order; to clear the desktops and the floors so as to facilitate the work of the housekeeping staff, and that otherwise it would not be possible to carry out housekeeping services properly. Moreover, they also declare that they shall not leave their personal belongings in the study rooms and acknowledge that the Dormitory Directorate and the Founder Representative shall not be held responsible for the loss of any personal property.

(13) Students may not in any way intimidate or harm any complainant, eye-witness or member of the Disciplinary Committee before, after or during a disciplinary hearing.

(14) Students are not allowed to use any electrical appliances in the dormitory rooms that are prohibited by the Institution; they may only use their personal computers, electric shavers and hair dryers. Electric and/or gas cookers, kettles, electrical tea and coffee machines, heaters and suchlike devices may not be used in the dormitories and no extensions may be made to the electrical installations on the premises. Any damages caused by unauthorised use of electrical appliances shall be charged to the students.

(15) Students are required to do their laundry, drying and ironing on the dates scheduled, at the locations designated by the Dormitory Administration.

(16) Students are expected to refrain from keeping any smelly and perishable foodstuff in the dormitory rooms and are responsible for keeping the bathrooms, toilets and other common use areas clean. Any kind of foodstuff or objects that may compromise the hygienic conditions in the dormitory rooms and common use areas shall be disposed of by the Dormitory staff. It is strictly forbidden to: throw any objects out of the windows or to call out loudly to anybody for any reason; leave slippers, shoes or any other personal belongings outside the dormitory rooms or in the corridors; leave dirty dishes in the kitchens; violate hygiene regulations or leave food lying around in the rooms or on kitchen

counters; use indoor spaces other than the kitchen (student lounges, dormitory rooms, etc.) to prepare/cook food.

(17) Pursuant to the relevant regulations, possession and consumption of tobacco and tobacco products, alcoholic beverages and narcotic drugs; feeding or keeping any kind of pets within the dormitory premises (in all personal and common use areas: rooms, bathrooms and toilets, student lounges, corridors, balconies, laundry facilities, kitchens, fire-escape emergency stairways, etc.) is strictly forbidden.

(18) In case of an illness or any other emergency situation, students are expected to notify the relevant Dormitory staff as soon as possible.

(19) Students are to refrain from leaving around their personal belongings in the common use areas and corridors within the premises of the Dormitory buildings and are required to keep their valuable belongings in the lockers/locked drawers in their rooms. Within the scope of security measures, the Dormitory staff have the right to inspect and dispose of any abandoned belongings found in the common use areas of the dormitories or to hand them over to the law enforcement officers. Students may not engage in potentially damaging activities such as driving nails and tacks into the walls, or using sticky adhesives that damage the the wall paint and the plaster on the walls.

(20) It is strictly forbidden to distribute and/or put up any brochures, leaflets, notices/posters, etc. in the dormitory buildings without permission.

(21) If deemed necessary, the personal belongings of the students staying in the dormitories may be inspected by the Dormitory Director/Manager or Assisstant Managers.

(22) It is strictly forbidden for students; to accommodate any person or persons who are not registered residents of the Dormitory, in their rooms,

(23) to engage in any kind of disorderly behaviour and verbal abuse that is likely to disturb the general peace and harmony in the Institution,

(24) to display any kind of disrespectful and aggresive behaviour towards the Dormitory staff and the other residents in the dormitory,

(25) to ignore warnings and calls made by the Dormitory staff and decline written warnings and calls,

(26) The Dormitory Director reserves the right to reassign students to other rooms when deemed necaessary and no students may ignore or refuse such decisions. Those students who fail to comply with the foregoing regulations (22-26) shall be subject to disciplinary action.

(27) The students acknowledge and undertake to observe the written rules and regulations posted in the kitchens regarding the conditions for use of these shared spaces; to exercice due care to



observe hygienic measures in the kitchens which are inherently common use areas, to take care not to damage any fixings or equipment in the kitchen, not to remove any fixed kitchen assets or equipment from their designated locations for their personal use, not to get involved in any actions that would consequentially restrain or deter other students from using the facilities.

(28) With due consideration to safety and hygienic measures, students using the kitchen are required to leave the kitchen in an orderly and clean condition and the electrical appliances they have used safely unplugged. Areas other than the kitchens (dormitory rooms, rest rooms, etc.) may not be used for cooking. Dirty dishes left in the kitchen are disposed of by the Dormitory staff in charge, in compliance with hygiene standards and requirements.

(29) It is prohibited to place anything on the exterior window sills of the dormitory rooms, and to use the emergency exits when there are no emergency situations. Students acting in violation of these regulations shall be subject to disciplinary action.

(30) The residents' rooms and personal belongings may be inspected by the Dormitory Directorate and all Dormitory officials, so as to check compliance with safety, cleaning up and other Dormitory regulations and whenever deemed necessary.

### **Dormitory Fees**

**ARTICLE 13-** (1) Students pay the specified current fee to stay in dormitories. Only accommodation and breakfast are included in the dormitory fees. Other meals are not included. Dormitory fees are determined before the start of each academic year and announced by the Dormitory Directorate.

(2) Dormitory fees are charged annually for the Fall–Spring semesters. Students who wish to stay in the dormitories during Summer School are charged the specified additional fee,

(3) The accommodation service fee to be applied in the following academic year is determined and announced by the Dormitory Directorate by the end of May, and notified to the Provincial Directorate.

### **Dormitory Check-In Procedures**

**ARTICLE 14 -** (1) The results of the Dormitory room assignments are announced by the Dormitory Directorate.

(2) Students who have been admitted to the dormitories are required to submit the requested documents to the Dormitory Directorate within the announced period. The annual accommodation

service fees for the assigned dormitory rooms are to be paid to the relevant bank account, within the specified period.

(3) Students who have to move in to the Dormitory on a weekend and/or on an official holiday, may check in to their assigned rooms after paying their Dormitory accommodation fees and completing the Dormitory check-in procedures.

(4) During the check-in process, students are required to fill in the Room Condition Form, the Baggage Submission Form and the Personal Data Form (ANNEX-4, ANNEX-5, ANNEX-6). Students are responsible for notifying the Dormitory Directorate about any missing and/or damaged furnishings and equipment in their rooms within two days of the check-in process. Otherwise the student shall be liable for any incurred but not reported losses and damages. The respective compensatory amounts shall be charged to the student's account.

### **Withdrawal and Check out from the Dormitories**

**ARTICLE 15** - (1) Students who wish to withdraw/check out from the dormitory are required to fill in and sign the Dormitory Checkout Form and submit it to the Dormitory Directorate at least one working day before their check out date. (ANNEX-7).

(2) The Dormitory rooms and personal belongings of students who have filled out the Dormitory Check out Form are inspected by the Dormitory officers. The students are asked to return the room keys/card. If any loss or damage is detected in the rooms, the student shall be charged the cost of the repairs or replacements. Students who have completed the check-out procedures are deemed to have waived their ownership rights on any personal belongings they have left behind and these items shall be discarded.

(3) Any claimed/unclaimed items left behind in the dormitory rooms by students who have withdrawn without completing the check-out procedures, are temporarily put away in a storage by the Dormitory Directorate. Students who fail to claim their belongings within fifteen days without a valid excuse are deemed to have waived their ownership rights on these items and these items shall be discarded. The Dormitory Directorate cannot be held responsible for any loss and/or damage of such items during this process.

(4) Students are required to check out of the Dormitory, upon the termination of their student status.

(5) In the event that students who have graduated from the University before the end of the semester, wish to stay on in the Dormitory, this decision is at the discretion of the Dormitory Directorate, on space available basis.

(6) In the event that students who have successfully passed the English Proficiency Exam given by the University's School of Foreign Languages in the interim period wish to move out of the Dormitory, they shall be charged the sum of the monthly accommodation service fees for the services delivered in the preceding months (including the current month) plus 30% of the monthly accommodation service fees for the rest of the contracted months; that is they shall be refunded 70% of the monthly accommodation service fees for the rest of the contracted months. The Service Delivery Contract is terminated.

(7) Students who freeze their registrations at the University are discharged from the Dormitories. These students are required to check out from their assigned dormitory rooms within no more than two days following the relevant process.

(8) Students who have been subject to suspension from the University for more than one month or dismissed from the Institution are no longer eligible to stay in the dormitories and their Service Delivery Contract is terminated. These students are required to check out from the Dormitories within no more than five days.

(9) Pursuant to the Service Delivery Contract, students who violate the "Regulations for Private Higher Education Accommodation Services of the Ministry of Youth and Sports " and the "Regulations for Private Kasaba Higher Education Student Dormitories" or provide false information or documents and make fraudulent representations may be dismissed from the Dormitories. These students are required to leave the dormitories within no more than two days.

### **SECTION THREE**

#### **Financial Issues**

**ARTICLE 16** - (1) Financial issues regarding the Dormitories are implemented by the Dormitory Directorate.

(2) In the Fall and Spring semesters, Students who check in to the Dormitory;

- 1) no more than 30 days after the first day of classes announced on the Academic Calendar of the University, are required to pay the total annual accommodation service fee.
- 2) as of the 31<sup>st</sup> day and later than the first day of classes announced on the Academic Calendar of the University, are required to pay the sum of the remaining contracted monthly accommodation service fees (including the current month).

(3) In the Fall and Spring semesters:

1) Students who check out of the dormitories before the date announced for start of classes on the Academic Calendar of the University; are refunded 90% of the accommodation service fee; that is 10% of the annual accommodation service fee is deducted. The Service Delivery Contract is terminated.

2) Students who successfully pass the English Proficiency Exam given by the University's School of Foreign Languages at the beginning of the academic year and start their first year at the University shall receive a full refund if they have registered to the Dormitory prior to the Exam. In the event that students who have successfully passed the English Proficiency Exam given by the University's School of Foreign Languages in the interim period wish to move out of the Dormitory, they shall be charged the sum of the monthly accommodation service fees for the services delivered in the preceding months (including the current month) plus 30% of the monthly accommodation service fees for the rest of the contracted months; that is they shall be refunded 70% of the monthly accommodation service fees for the rest of the contracted months. The Service Delivery Contract is terminated.

3) Students who check out of the dormitories after the start of classes; shall be charged the accommodation service fees for the months they have resided at the dormitory (including the current month) and are refunded 70% of the monthly accommodation fees for the remaining contracted months; that is 30% of the monthly accommodation fees for the remaining contracted months is deducted. The Service Delivery Contract is terminated.

4) Refunds for accommodation fees are deposited into the bank accounts designated by the students within one month, as of the date the students submit their refund request form/petition. To claim the refund, students are required to apply to the Dormitory Directorate with an approved Dormitory Check out Form and the refund request petition for their accommodation service fee, for approval.

(4) Students who have registered for Summer School but wish to leave the dormitory and check out after the date announced on the University academic calendar for start of classes in Summer School, do not receive any refund.

(5) Requests made by students who wish to check out of the dormitory due to health issues are approved, provided that they document their health issues. Students who have checked out of the dormitory due to health issues but continue to attend classes at the University, are not eligible to receive a refund for the period they do not stay at the dormitory.

(6) If any furnishings and equipment in the dormitory rooms and/or common areas are damaged/lost, the cost of the damage or replacement of these articles shall be charged to the student. In the event that the number of students involved are more than one, all the students shall be equally liable for compensation of the damages/loss.

(7) In the event that students lose their room keys/card, they are required to pay the cost of replacement for the keys/card and the new keys/card shall be issued to the students. The replacement fee for the room keys and card are determined by the Dormitory Directorate.

(8) Students are charged a security deposit fee, equivalent to half of the current monthly accommodation service fee. In the event that a student fails to compensate for the damages caused, the cost of the damages and any outstanding accommodation service fees shall be deducted from the student's security deposit.

(9) Students who fail to leave their dormitory rooms clean and in good order when checking out, shall be charged for housekeeping services.

## **SECTION FOUR**

### **Student Disciplinary Actions**

**ARTICLE 17** - (1) The "Regulations for Private Student Accommodation Services" issued in the Official Gazette dated 02.07.2020 and numbered 31173 applies to all places/persons within the scope of these Regulations.

(2) Acts and situations that are not covered in these Regulations but are similar in their nature and severity to violations specified in the Regulations that require disciplinary action, shall be imposed similar penalties

**ARTICLE 18** - (1) Students who violate the Regulations or exhibit disturbing attitudes and behaviors unbecoming a student, within and outside the premises of the Institution, shall be subject to the disciplinary actions: "Warning", "Censure", and "Dismissal from the Institution".

(2) Notifications regarding disciplinary actions are made to the students in writing. They may either be submitted to the student in person or they may be mailed to the address that the students have given to the Dormitory Directorate during the registration process.

(3) Students who have been subject to disciplinary action may appeal for the Warning and Censure penalties via the Disciplinary Committee; and they can appeal for the Dismissal from the Institution penalty by applying to the Provincial Directorate that the Institution is affiliated with (Istanbul Provincial Directorate of National Education) within 5 (five) working days following the notification of the penalty. Objections made to the Disciplinary Board are resolved within 7 (seven) working days; while objections made to the Provincial Directorate are resolved within 15 (fifteen) working days.

(4) Students who are dismissed from the Institution as a result of disciplinary action are required to check out of the dormitory within at most five days as of the date of receiving the notice

of judgement. In the event the presence of the student in question is found to be compromising the security of the Dormitories, the student may be asked to leave the premises within twenty four hours.

(5) Students who are required to check out from the Institution due to Dismissal from the Institution shall return their room keys/card to the Dormitory Directorate. Their rooms are inspected and furnishings and equipment belonging to the Institution are checked against the inventory list. If any loss or damage is detected in the room, the cost of the repair or replacements shall be assessed and charged to the student.

(6) Students dismissed from the Institution due to disciplinary action are not eligible for any refunds.

### **Acts and Conditions requiring Warning**

**ARTICLE 19** - (1) Warning is a written notification to the students about their misconduct.

Acts and conditions that require the disciplinary action of warning are:

- 1) Making excessive noise so as to disturb the other residents and disrupting the peace and harmony,
- 2) Receiving visitors outside the designated areas and hours,
- 3) Causing damage to buildings, facilities or furnishings and property of the Institution,
- 4) Staying overnight in a room other than their assigned dormitory room or outside the Institution, without the permission of the Dormitory Directorate,
- 5) Failure to protect and maintain furnishings and equipment belonging to the Institution clean and in good order,
- 6) Putting up posters/announcements/notices, etc., in Dormitory buildings anywhere other than the places designated by the Dormitory Administration.
- 7) Bringing banned publications into the Dormitory buildings,
- 8) Throwing or dropping any kind of objects out of the Dormitory windows for any reason, or bothering others in any way,
- 9) Hanging clothes, flags, banners, etc. on the windows of the dormitory rooms,
- 10) Failing to maintain the dormitory rooms, common use areas and the environment orderly and clean; leaving these places in such a state so as to hinder the work of the housekeeping and sanitizing services,
- 11) Not providing information requested by the Dormitory officials on time, without a valid excuse for the delay, not accepting or avoiding receipt of summons, not responding to them within the time specified,
- 12) Leaving shoes and slippers on window sills or on doorsteps (any shoes and slippers left on doorsteps are removed by the Dormitory Housekeeping staff and discarded).

- 13) Leaving dirty dishes in the kitchen (dirty dishes left in the kitchen are removed by the staff and discarded),
- 14) Failing to submit documentation and information requested by the Dormitory Directorate,
- 15) Failing to use the QR Code scanner (card entry system) when entering or exiting the Dormitory buildings/Institution,
- 16) Not complying with regulations regarding the last entrance time to the Dormitory,
- 17) Feeding or keeping pets (cats, dogs, birds, etc.) within the premises of the Institution.
- 18) Making false declarations or engaging in behavior so as to deceive the Dormitory Management.
- 19) Possession or use of kettles or any other electrical appliances in the Dormitory rooms for heating, cooking, etc. (such devices shall be removed by the staff and put away in the storages),
- 20) Selling products or services in the dormitories, without the permission of the Dormitory Administration.
- 21) Leaving bicycles outside of their designated parking areas (at entrances or around buildings),
- 22) Using other people's belongings without their permission,
- 23) Unauthorized fundraising for whatever reason it may be,
- 24) Not complying with Dormitory regulations and warnings.

#### **Acts and conditions requiring Censure**

**ARTICLE 20** - (1) Censure is written notification made to students about their behaviors requiring disciplinary action and that they need to avoid the repetition of such behaviors. The following acts and behaviour require the disciplinary action "Censure":

- 1) Engaging in inappropriate behaviour unbecoming a student that may undermine feelings of credibility and confidence,
- 2) Allocating their assigned dormitory room to another student without the approval of the Dormitory Directorate,
- 3) Misappropriation of furniture and equipment in the common use areas for personal use, moving such items to student dormitory rooms or other areas,
- 4) Being in possession of knives or any sharp edged and pointed weapons specially designed for attacking or defending,
- 5) Smoking cigarettes, cigars, pipe, hookah, pleasure inducing substances and the like, around the entrance doorways and in all closed spaces in the premises of the Dormitory buildings (rooms, bathrooms and toilets, student lounges, study rooms, corridors, balconies, laundry facilities, cafeterias, fire escape stairways), as well as all personal and common use areas,
- 6) Using areas other than the kitchen (rest rooms, study lounges, student rooms etc.) for preparing/cooking food,

- 7) Not providing information requested by the dormitory officials regarding their names-surnames and/or not presenting their ID-cards upon request,
- 8) Engaging in behaviour that may compromise the security of the Dormitory or assisting such behaviour,
- 9) Damaging other people's personal property,
- 10) Impeding and hindering the Dormitory staff from doing their jobs properly,
- 11) Pulling down, tearing off or changing the notices put up by the Institution /Dormitory Management,
- 12) Making a habit of not coming to the Institution or arriving late without a justifiable excuse,
- 13) Organizing meetings in the Dormitory buildings without the permission of the Dormitory Management or participating in unauthorized meetings,
- 14) Making a habit of engaging in behavior that does not comply with communal living policies,
- 15) Making a habit of lying compulsively,
- 16) Verbally abusing and taunting the Dormitory staff, their roommates or any other people,
- 17) Using emergency exits and fire escape stairways outside their intended purposes,
- 18) Intentionally harming the communication/network systems in the Dormitory buildings (using wireless modem and/or routers in the rooms, damaging internet sockets and lines/cables, etc.)
- 19) Tampering with smoke and fire detectors, fire extinguishers, fire alarms and any other fire safety equipment, using them outside their intended purpose, turning them off, breaking them up, activating the fire alarm system for no reason, (In the event that the fire brigade crew arrive as a result of a false fire alarm, the students involved are required to compensate for the misconduct and pay a fine.)
- 20) Spoiling the paint and plasterings on the walls of the dormitory rooms and shared spaces in the Dormitory buildings by inserting nails, tacks and using sticky adhesives on the walls,
- 21) Provoking other students and/or their parents against the Dormitory Management,
- 22) Accommodating, and/or attempting to accommodate students who are not allowed to enter the Dormitory or other people who are not registered residents (including family members) in the Dormitory or providing them assistance in this respect,
- 23) Organizing mass demonstrations, celebrations or meetings without the approval of the Dormitory management,
- 24) Lending their Student ID cards to other students or anybody else for any reason,
- 25) Indulging in and/or soliciting unregulated gambling or any similar activity with the intention of making profit,
- 26) Receiving two Warning notices in the same academic year, for the same misconduct.

**Acts and conditions requiring Dismissal from the Institution**



**ARTICLE 21** - (1) Dismissal from the Institution is a written notification to students that they have permanently been dismissed from the dormitories. Acts and conditions requiring Dismissal from the Institution are as follows :

- 1) Committing a theft within or outside the premises of the Institution,
- 2) Violation of the Turkish Flag Law and the Turkish Flag Regulation,
- 3) Organizing individual or group demonstrations like meetings, forums, protests, boycotts, marches, invasions, in violation of any characteristics of the Republic of Turkey expressed in its Constitution; provoking, participating in and soliciting others to participate in such demonstrations,
- 4) Threatening or assaulting the Institution management, staff and their friends,  
Having, keeping, carrying or using any sort of guns, explosives, harmful devices that are classified illegal by laws.
- 5) Having, keeping, carrying, using or attempting to use any sort of guns, explosives, sharp edged, inflammable, destructive or wounding tools, equipment and devices,
- 6) Using, attempting to use knives or similar sharp edged weapons made exclusively for defensive-offensive purposes,
- 7) Insulting other students, the Institution or other state institutions and organizations and their executives in the press, on social and visual media, or posting false statements about them,
- 8) Bringing alcoholic beverages into the dormitory or keeping alcoholic beverages in the dormitory building/room, coming to the dormitory drunk/intoxicated, drinking alcohol in common use areas or dormitory rooms, possession of empty or full alcoholic beverage bottles (Any full/empty alcoholic beverage bottles found in the dormitory rooms are removed by the Dormitory staff and disposed of),
- 9) Using the Dormitory buildings and facilities outside their intended purpose, quarreling with the dormitory staff and engaging in behaviour so as to hinder/impede their services,
- 10) Being a member of illegal organizations or being involved in any kind of activity that benefits such organizations,
- 11) Being in possession of or using narcotic drugs and pleasure-inducing substances in the dormitories,
- 12) Having committed disgraceful crimes that have legal sanctions or having been convicted of such a crime,
- 13) Having been suspended from the University for a period of one month or more

14) Entering areas within the dormitory premises which are reserved for the accommodation and use of only the opposite sex without the permission of the Dormitory Directorate, assisting others to enter such areas,

15) Receiving three Censure notices in the same academic year.

**ARTICLE 22-** (1) The same disciplinary punishments apply to those who force or solicit others to commit the above-mentioned offences,

(2) When determining the disciplinary action to be taken, the multitude of offences committed requiring the same disciplinary action and solicitation for committing offences in groups are deemed as aggravating circumstances.

(3) Students who have been dismissed from the Institution due to disciplinary action, are required to take all their personal belongings with them when checking out of the dormitory. Any items left behind in the dormitories are collected by the dormitory staff and discarded.

### **Dormitory Disciplinary Committee**

**ARTICLE 23-** (1) The Disciplinary Committee consists of: the Dormitory Director, acting as the chairman, an assistant Director or an Officer selected by the Director as the principal or reserve member together with the Student Representative. Decisions are taken by majority vote. The Dormitory Director may invite the General Manager to the Disciplinary Committee meetings, as well as faculty members and administrative staff from the University, to consult their opinions. These members invited from the university do not hold the right to vote.

(2) The Student Representatives are elected at the beginning of each academic year, by the students residing at the dormitories. A principal and a substitute Student Representative are elected by secret ballot, from among the residents who have never been subject to any disciplinary action.

(3) The Dormitory Disciplinary Committee resolves the cases assigned by the Director within at most seven business days. Should the violation that calls for dismissal from the Institution pose an imminent threat to the security of students' lives and property, the dismissal process is finalized within 24 hours.

### **Disciplinary Processes**

**ARTICLE 24 -** (1) The Disciplinary Committee meets at the beginning of each semester to review issues regarding the order and discipline of the dormitories and takes the necessary decisions,

(2) The necessary investigations are carried out by the Dormitory Directorate before a student is referred to the Disciplinary Committee.

(3) Students who violate Dormitory regulations by exhibiting behavior so as to disrupt the social order and discipline are referred to the Disciplinary Committee by the Administrative officials

of the Dormitory, together with the disciplinary report prepared by the Committee. The relevant student is asked to present a written or oral statement (provided it is added to the official report) within 3 days as of receiving the notification regarding this issue if he/she happens to be in the dormitory at that time; within 7 days as of receiving the notification if he/she is not in the dormitory at the time. In the event that the student does not submit a written or oral statement or the student is found to be absent from the dormitory without permission, the situation is officially reported. The Disciplinary Committee make their decision in the absence of the student. If the student has committed more than one offense that requires disciplinary punishment, the Disciplinary Committee reviews each case individually.

(4) When imposing disciplinary actions to students, the Director or Dormitory Disciplinary Committee take into account: the nature and severity of the offense, the student's general attitude and behavior within and outside the Institution, the circumstances under which the offence was committed, the student's state of mind at the time of committing the offence, as well as, the aggravating and mitigating circumstances involved.

(5) The Dormitory Disciplinary Committee may extend the inquiry when deemed necessary and assign a member or all the members of the Committee for this job.

(6) Decisions taken by the Disciplinary Committee are written in the Dormitory Disciplinary Board minutes (book).

(7) Any incidents taking place at the Institution that call for legal proceedings are promptly reported to the relevant authorities by the Dormitory Administration. Should any one of the students residing in the dormitories be arrested, disciplinary actions shall be carried out according to the results of the legal proceedings.

## **SECTION FIVE**

### **Miscellaneous Provisions**

#### **Room security and Room card/keys**

**ARTICLE 25** - (1) Students are required to keep their valuable personal belongings on them at all times. The students are directly accountable for the security of all the furnishings and personal property in the dormitory rooms. The Dormitory Directorate may not be held responsible for any possible damages and losses.

(2) Apart from daily housekeeping services, the Dormitory staff may enter the student dormitory rooms without permission: when deemed necessary to carry out maintenance and repair works; to check whether any contents of the room have been relocated without approval of the

Dormitory Management; in case of an emergency situation or whenever the need arises in similar situations.

(3) If deemed necessary, the lockers and personal belongings of the students staying in the dormitories may be inspected by the Dormitory Director and/or assistant Director.

### **Latest entrance time to Dormitories and Receiving visitors**

**ARTICLE 26** - (1) Latest entrance time to the Dormitories is 00.00 (midnight). Students are required to notify the Dormitory Directorate in advance by e-mail or by petition if they are unable to return to the dormitory before the time forth in the Regulations or are obliged to spend the night outside the Dormitory's premises, so as to give notice about their whereabouts and duration of their absence.

(2) Students residing in the dormitories may receive visitors between the hours 10:00 – 23:00. Visitors are admitted to and entertained at locations (social spaces within the premises) that are designated for such purposes by the Dormitory Directorate. Visitors may not be taken up to the dormitory floors, rooms, kitchens and study lounges. The residents being visited shall be held responsible for the proper conduct of their guests and for any damages they may cause.

(3) The Dormitory Directorate may ask the residents and their guests to show their ID cards for security purposes or similar concerns. Those who refuse to provide ID may not be admitted into the Institution.

### **Entering and Exiting the Dormitories**

**ARTICLE 27** - (1) Students are required to use the QR Code scanner (card entry system) when entering and leaving the Dormitory buildings. If for any reason, they are unable to use the Qr Code system, the Dormitory officers may let them in or let them out by registering their names.

### **Room Assignments and Requests for Room changes**

**ARTICLE 28** - (1) When rooms are being assigned to students, the adaptability and discipline of the students involved, as well as their health and physical conditions may be taken into account.

(2) Health reports regarding students' health issues that may affect the dormitotry assignment planning process are required to be "Committee Health Reports obtained from a General State Hospital or University Hospital". Any other form of report shall not be accepted. Health reports need to be renewed each year and submitted to the Dormitory Directorate, as specified in the announcements.

(3) Students cannot stay in any room other than the dormitory rooms assigned to them. Students who wish to change the dormitory rooms originally assigned to them have the option to request a change to their room assignment for only once each semester. In that case, they are required to apply

to the Dormitory Directorate with the appropriate documentation, within forty-five days as of the start of the current semester. Applying for room change does not guarantee that all students' requests will be granted. Requests for change of room assignments are reviewed by the Dormitory Directorate. Students whose requests for room change are granted may not decline their newly assigned room and they cannot go back to their originally assigned room .

(4) Room change requests made by students who have stayed at the dormitory in the Fall Semester and have applied for the change of their rooms in the Spring Semester, are granted within the bounds of possibility.

(5) If deemed necessary, the Dormitory Directorate may change the room assignment of one of the occupants of a room or all the occupants of the room.

**ARTICLE 29-** (1) The Dormitory Directorate may decide to put together the occupants of different rooms to fill in any vacancies that may occur due to student withdrawals, during the ongoing semester. In order to fill the existing vacancies, the Dormitory Directorate may apply either one of the following procedures within seven working days, following the departure of a student from a dormitory room:

- 1) The remaining occupants of the room may be moved/tranfered to another room.
- 2) The remaining occupants of the room may find themselves a new roommate/roommates to fill the vacancies in their room, (with the approval of the Dormitory Directorate)

#### **Items not allowed in Dormitory rooms (Confiscation)**

**ARTICLE 30** - (1) Within the framework of precautionary measures against fire and other imminent dangers, the possession and use of electrical appliances or appliances burning gaseous fuels such as electrical kettles, cookers, ovens, deep fryers, heaters, microwave ovens, toasters, grills, and the like are prohibited in the dormitory rooms. If any prohibited items are detected in the rooms, the Dormitory Directorate makes an official report, confiscates the device and puts it into the storage until the end of the semester.

(2) Upon the request of the student, such items may be returned to the student outside the premises of the Institution. In the event that violation of the foregoing regulations are repeated, the electrical appliances shall be returned to the student at the end of the semester. Students are responsible for claiming their personal electrical appliances within the first fifteen days following the end of the semester. Personal property is presumed to be abandoned if it is unclaimed by the owner within the applicable periods prescribed in the Regulations, without a valid excuse.

#### **Cleaning and such /related issues**

**ARTICLE 31** - (1) The Dormitory rooms and common use areas in the dormitories are cleaned periodically by the housekeeping staff, within the framework of the schedule determined by the Dormitory Directorate. Aside from the scheduled housekeeping services provided by the Dormitory Directorate, students are personally responsible for keeping their rooms clean.

(2) Students are required to clear/tidy up their rooms and leave the rooms ready for the housekeeping staff to perform their duties. Rooms left in a mess with personal belongings lying around shall not be cleaned by the housekeeping staff.

(3) Students may use the laundry facilities to wash and dry their personal laundry free of charge (provided that they procure their own cleaning materials). The Dormitory Directorate reserves the right to make any changes to the terms and conditions of use of the laundry facilities.

(4) The students themselves are expected to supply the cleaning materials they need for their personal use in their rooms. The dormitory management does not provide cleaning materials to the students for their personal use in their rooms.

(5) Students do their ironing in the rooms designated for this purpose. The irons and ironing boards in these facilities cannot be taken to the students' dormitory rooms.

(6) Every student, who registers to the Dormitory, is consigned a quilt, a pillow, a pique and a spare quilt cover set (bed sheet, pillow case and quilt cover) by the Dormitory Management. The quilt cover sets are sent to be washed every week by the Dormitory Management.

(7) Students who damage the washing machines, drying machines and ironing boards are required to compensate for the cost of the damages incurred.

(8) Students use their own kitchenware (plates, spoons, forks, pots and pans...) when preparing food in the central kitchen facilities available for common use. Students are not to leave behind any clean and/or dirty personal kitchenware or any leftovers on the counters/in the kitchen. Such items or foodstuff found in the kitchens are disposed of by the dormitory staff. Any food cooked in the kitchen must be consumed in the kitchen.

(9) Students may not eat anything in the study lounges. Students are not allowed to keep or consume smelly foodstuff in the dormitory rooms. Any foodstuff belonging to the students are kept in the refrigerators in the dormitory rooms. The Dormitory officers may dispose of any expired, decayed or foul-smelling foodstuff found in the refrigerators. Students are responsible for cleaning the refrigerators in the dormitory rooms.

(10) Students are responsible for any personal belonging left behind in common areas such as the kitchen, WC, student lounges and the laundries. The Dormitory Directorate cannot be held responsible for the loss or damage of any valuables belonging to the students .

### **Health issues**

**ARTICLE 32** – (1) Students who experience any kind of health issues are informed by the Dormitory officers on how to access the healthcare centers in the vicinity. In case of a medical emergency, a dormitory officer calls an ambulance and the student is referred to a healthcare organization, accompanied by the dormitory officer or a friend of the student.

(2) Students who have been observed to be violating the Dormitory's community living regulations by the Dormitory management or are reported by their roommates for doing so, may be referred to the Counselling Center within the structure of Bahçeşehir University.

### **Liability to damages**

**ARTICLE 33** - (1) The student who registers to the Dormitory agrees, acknowledges and undertakes not to harm the other students, the property, assets, employees of the Institution and any third parties; otherwise to be exclusively liable for any wrongdoings; to compensate for any damages incurred in the Institution within the context of the Regulations hereby. The clause on liability for damage shall also apply to any other acts and/or behaviour that are not explicitly specified in these Regulations, but damage to the Institution directly or indirectly.

### **Enforcement**

**ARTICLE 34** - (1) These Regulations are effective as of the date they are approved by the Board of Trustees.

### **Execution**

**ARTICLE 35** - (1) The execution of these Regulations is in the trust of the Dormitory Directorate under the supervision of the Bahçeşehir University Administration.

