

STUDENT DORMITORIES DIRECTIVE

MEETING DATE	MEETING NO	DECISION NUMBER
04.04.2024	2023-2024/13	7

PART ONE

Purpose, Scope, Legal Basis, and Definitions

Purpose

MADDE 1 - (1) The purpose of this Directive is to regulate the management, operation, and supervision of student dormitories affiliated with T.C. İstanbul Kültür University, as well as the procedures and principles regarding the housing of students in dormitories and their disciplinary actions, in order to ensure that students' housing needs are met in a contemporary, healthy, and safe environment that allows for their cultural and social development.

Scope

MADDE 2 - (1) This Directive covers the provisions regarding the management, operation, governing bodies, duties of governing bodies, and supervision of all dormitories affiliated with T.C. İstanbul Kültür University, as well as the housing and disciplinary actions of students in these dormitories.

2 - (2) The provisions of this Directive cover all dormitories affiliated with T.C. İstanbul Kültür University, even if they are not explicitly named 'dormitory', places provided by T.C. İstanbul Kültür University that only allow housing for University students and named as 'residence', 'student hotel', 'student housing' and similar, as well as the students residing therein.

Legal Basis

MADDE 3 - (1) This directive has been prepared based on Article 47 of the Higher Education Law No. 2547 dated 4/11/1981, the provisions of the same Law covering Student Disciplinary procedures, and the Regulation on Higher Education Private Housing Services.

Definitions

MADDE 4 - (1) In this Directive, the following definitions shall apply:

- University:** İstanbul Kültür University,
- Board of Trustees:** The Board of Trustees of the University,
- Rectorate:** The Rectorate of İstanbul Kültür University,

- ç) Rector:** The Rector of İstanbul Kültür University,
- d) Vice Rector:** The Vice Rector responsible for Education and Teaching,
- e) Secretary General:** The Secretary General of the University,
- f) Commission:** The İstanbul Kültür University Dormitories Commission,
- g) Academic Calendar:** The calendar containing the dates of activities such as the start and end dates of the academic year, registration, and exam dates,
- ğ) Student:** Registered students and/or International students of the University,
- h) Academic Year:** The period between the dates when dormitories open and close for service according to the academic calendar,
- ı) Dormitory Director:** The Student Dormitories Director of the University,
- i) Assistant Dormitory Director:** The assistant directors of the student dormitories affiliated with the University,
- j) Dormitory Board of Directors:** The Student Dormitories Board of Directors,
- k) Dormitory:** Student dormitories affiliated with the University,
- l) Disciplinary Board:** The İstanbul Kültür University Dormitories Disciplinary Board.

PART TWO

Dormitories Commission - Governing Bodies and Their Duties

Formation and Working Method of the Commission

Madde 5 - 1 (Amended Senate-18.07.2024 2023-2024/19-1) The İstanbul Kültür University Dormitories Commission consists of the Vice Rector responsible for Education and Teaching as Chairperson, the Secretary General, the Dean of Students, the Dormitory Director, and full-time Academic Staff and Administrative Personnel of the University to be assigned by the chairperson for a term of two (2) years in a sufficient number to provide absolute majority. A member of the Dormitory Board of Directors whose term has expired can be reappointed with the same procedure. Another member shall be assigned using the same procedure to complete the remaining term of a member who leaves office before the expiration of their term.

5 - 2 The Vice Rector, who is the Chairperson of the Commission, is accountable to the Rector regarding dormitory management processes.

5 - 3 The Vice Rector is the chairperson of the commission; they determine the agenda, meeting date, and location of the commission, and preside over the meetings. The Dormitories Commission meets with the absolute majority of the total number of members in accordance with the calendar to be determined at the beginning of the academic year, in cases deemed necessary by the Chairperson or upon the proposal of the members. The agenda is announced to the members in writing at least three business days prior to the meeting date.

5 - 4 The Commission meets at least twice a year with an agenda.

5 - 5 The Commission meets with the absolute majority of the total number of members and makes decisions by the majority of those present at the meeting. In the event of a tie, the decision is deemed to be made in the direction of the vote cast by the chairperson.

5 - 6 If deemed necessary by the Chairperson, relevant persons may be invited to the meetings to provide information, but these persons cannot participate in voting.

5 - 7 The secretarial work of the Commission is carried out by the Dormitory Directorate.

5 - 8 The Commission Meeting Minutes and all other decisions taken are submitted to the Office of the Rector by the Chairperson.

5 - 9 A Food Commission consisting of at least three people is established to work under the Dormitory Commission, under the chairmanship of the director, assistant director, or management officer, consisting of a student representative and one of the following: a chef, dietitian, food technician, or food engineer. Food menus are prepared and announced monthly by the Commission.

5 - 10 The student representative is elected by the students via secret ballot at the beginning of each academic year from among students who have never received any disciplinary sanctions before, with one principal and one substitute member.

Duties of the Commission

Madde 6 - 1 The duties of the Commission are as follows:

- a)** To take principle decisions regarding the general management and supervision of dormitories.
- b)** To determine the general rules and principles to be applied in dormitories.
- c)** To take decisions that increase the efficiency of dormitories.
- d)** To monitor and supervise the work of dormitories.
- e)** To determine the criteria for students to be admitted to dormitories.
- f)** To determine the opening and closing dates of dormitories.
- g)** To determine the students who will be granted the right to free housing in dormitories.
- h)** To carry out studies to determine the deposit and monthly fees to be collected from students staying in dormitories and present them to the Office of the Rector.
- i)** To evaluate and resolve complaints submitted to the commission regarding dormitories.
- j)** To resolve the disciplinary procedures of students in the dormitory, and to examine their requests, suggestions, and objections regarding dormitory management.
- k)** To discuss other matters deemed appropriate by the chairperson of the commission.
- l)** To fulfill the duties assigned by the Rector.
- m)** To submit all decisions taken and activity reports to the Rector.
- n)** To report the accommodation fees and details to be applied for the following year to the provincial directorate of youth and sports by the end of July of that year.

Dormitory Director and Duties

MADDE 7 - (1) The Dormitory Director is assigned by the Rector.

7 - (2) The duties of the Dormitory Director are as follows:

- a)** To maintain student registration records in an orderly manner. To perform student system registration and regular checks with the relevant higher and affiliated authorities,

- b)** To ensure that dormitories are managed in an orderly, clean, effective, and efficient manner,
- c)** To ensure the implementation of the general rules and principles determined by the Dormitories Commission, to implement the decisions taken by the Dormitories Commission, to conduct its correspondence, and to inform higher authorities in writing,
- ç)** To supervise dormitory registration processes and ensure that student attendance movements are orderly,
- d)** To report student quotas to stay in dormitories at the beginning of each academic year and submit them for Commission approval,
- e)** To ensure that the tracking, evaluations, and announcement procedures of the dormitory application processes are carried out smoothly,
- f)** To ensure that health, cleaning, and security measures are taken and properly implemented in dormitories. To provide clean, equipped, hygienic, and safe environments suitable for students' housing, relaxation, and studying,
- g)** To take necessary measures for regulating and improving the living and working conditions of students in dormitories,
- ğ)** To supervise Assistant Dormitory Directors and dormitory employees, and to take necessary measures to resolve problems conveyed to them,
- h)** To take or ensure that necessary measures are taken to prevent non-registered individuals from being accommodated in dormitories,
- ı)** To inspect all rooms and spaces belonging to dormitories, including bedrooms,
- ı)** In cases specified in this Directive, to warn the students staying in the dormitory verbally or in writing to comply with the rules,
- j)** To direct students to the University's Health, Culture, and Sports Department and/or Guidance and Psychological Counseling Application and Research Center so they can receive help regarding personal and family problems,
- k)** To resolve the demands and complaints of students and their responsible relatives regarding living and working conditions in dormitories, and to forward them to the relevant units and bodies when necessary,
- l)** To perform the duties assigned by the Rectorate and the General Secretariat regarding the dormitory,
- m)** To track the protection of dormitory fixtures and make necessary purchasing requests,
- n)** To cooperate with all relevant units of the University in all transactions carried out regarding dormitories. To submit the processes regarding work and transactions to be carried out with Administrative Units to the approval of the Secretary General,
- o)** To perform other duties specified in this Directive,
- ö)** To conduct the secretarial work of the dormitories commission,
- p)** To participate in in-service training activities organized by the ministry regarding dormitory management after taking office.

Assistant Dormitory Director and Duties

MADDE 8 - (1) The Assistant Dormitory Director(s) are assigned by the Rector upon the proposal of the Dormitory Director.

8 - (2) The duties of the Assistant Dormitory Director are as follows:

- a)** To fulfill the duties assigned by the Dormitory Director. To assist the Director in all areas for which the Dormitory Director is responsible,
- b)** To receive student complaints and demands and report them to the Dormitory Director,
- c)** To frequently inspect the areas used by students in the dormitory,
- ç)** To check the implementation of the matters specified in the regulation regarding occupational safety and fire protection of the dormitory building,
- d)** To follow up on maintenance, repair, and renovation works in the dormitory, and to ensure the protection of fixture materials,
- e)** To detect students acting contrary to dormitory rules and report them to the Dormitory Director,
- f)** To implement the decisions taken in the Dormitories Commission, and to conduct the correspondence of the dormitory for which they are responsible,
- g)** To detect deficiencies in physical spaces and similar matters to ensure the regulation and improvement of students' living and working conditions, and to perform other duties assigned to them,
- ğ)** To inspect dormitory rooms when necessary,
- h)** To take and implement decisions regarding the administrative affairs of the dormitory for which they are responsible.

PART THREE OPERATION

Ordinary Opening and Closing of Dormitories

MADDE 9 - (1) The ordinary opening and closing dates of the dormitory are determined by the Dormitories Commission, taking into account the Academic Calendar. They are announced following the approval of the Office of the Rector.

9 - (2) The conditions and rules regarding registered dormitory students staying in the dormitory during summer vacation and semester breaks due to reasons such as summer school, internships, and similar justifications are resolved by the Dormitory Director and the Commission Chairperson upon the written applications of the students.

9 - (3) Accommodating students who will participate in activities organized by the University such as festivals, sports, courses, internships, and seminars, as well as students who wish to stay as guests in the dormitory during the academic year and/or summer months, is possible with the simultaneous written (recorded) approval of the Dormitory Director and the Commission Chairperson.

Extraordinary Closing of Dormitories

MADDE 10 - (1) Dormitories may be closed temporarily or permanently in the following cases:

- a)** The occurrence of events that disrupt or destroy the peace or security of students staying in the dormitory,
- b)** The use of even a part of the dormitory by students and staff for purposes contrary to laws, regulations, directives, and rules regarding the management of the dormitory, or for activities not permitted by the dormitory management,
- c)** Disruption of the general order or general discipline of the dormitory, or the loss of opportunities for the dormitory management to work or for students to stay in safety,
- ç)** The occurrence of natural disasters and epidemic diseases.

10 - (2) The University Administrative Board is authorized to make the closing decision and determine its duration upon the proposal of the Dormitory Board of Directors. In cases where delay is deemed risky, the Rector may also make a closing decision.

10 - (3) In the event of an extraordinary closing of the dormitory, the dormitory is evacuated immediately. When necessary, assistance is requested from security forces.

10 - (4) In extraordinary cases that jeopardize the life safety of those staying in the dormitory, all students must evacuate the dormitory immediately.

10 - (5) In the event of suspension of activities or extraordinary closing, the decision is notified to the governor's office and students at least 1 month in advance.

Conditions for Admission to Dormitories

MADDE 11 - (1) The number of students to be admitted to dormitories is determined in a way not to exceed the number specified by the Commission. Quotas, conditions for admission and application to dormitories, and application processes are announced in detail by the Dormitory Director before registrations in the dormitories section on the official website of the University.

11 - (2) The conditions for admission to dormitories are as follows:

- a)** To be a student of the University, to have registered, or to be in exchange and special student statuses,
- b)** Not to have received a suspension sentence for one or two semesters, expulsion from the Higher Education Institution, or absolute expulsion from the dormitory,
- c)** Not to be convicted of an intentionally committed crime with an imprisonment sentence of one year or more, or even if pardoned, crimes against the security of the State, crimes against the constitutional order and the functioning of this order, embezzlement, extortion, bribery, theft, fraud, crimes against sexual integrity, manufacture and trade of narcotic and psychotropic substances, usage, facilitating usage, purchasing, accepting or possessing for usage,
- ç)** To declare that they do not have any mental or psychological illness or contagious disease at a level that prevents living in public places,
- d)** To have paid the fee required for dormitory registration,

e) To be an active student at the University and to have completed registration procedures for the relevant academic year.

11 - (3) It is required to apply for registration to dormitories within the period announced and with the documents determined by the Dormitory Commission chairmanship. The original or a copy certified by the University of the requested documents is accepted.

The documents requested by the dormitory management are specified below. When necessary, additional documents may be requested by the Dormitory Directorate within the scope of legislation:

1. Student Certificate
2. Photocopy of Identity Card (Identity Card/ID)
3. 3 passport-size photographs
4. Health Report obtained from a health center
5. Criminal Record Check
6. Wet-ink signed dormitory undertaking form
7. For foreign national students, a photocopy of the residence permit obtained from the Directorate of Security and a photocopy of their Passport

Duration of Stay in Dormitories

MADDE 12 - (1) In case the education period stipulated in the relevant legislation of the faculties and schools affiliated with the University is exceeded, the Dormitories Commission may make a decision regarding the extension of the duration of stay.

12 - (2) Those whose student status ends must terminate their relation with the dormitory within one week and have their termination forms approved by the Dormitory Directorate where they stay. When necessary, the Dormitories Commission may extend the duration of stay of students in the dormitory.

12 - (3) Students who wish to leave the dormitory of their own accord must inform the Dormitory Director, obtain approval from the Financial and Administrative Affairs Department regarding their financial obligations, and carry out the transaction. The payment obligation of students who leave without completing these transactions continues.

Failure to Evacuate

MADDE 13 - (1) The housing places of those who do not leave the dormitory within the specified period shall be evacuated by the Dormitory Director and their entry and exit to the dormitory shall be prohibited.

Entry and Exit to Dormitories and Leave Procedures

MADDE 14 - (1) Dormitory entry and exit hours are determined by the Dormitories Commission and announced in the Dormitory. Students may obtain permission to spend nights or weekends outside the dormitory, provided that they have written approval from their parents.

14 - (2) In cases of courses, seminars, sports, festival activities organized by Universities and other cinema, concert, social activities, etc., collective permission may be granted to students by the Dormitory Directorate.

Dormitory Fee

MADDE 15 - (1) Dormitory fees and payment schedules are determined at the end of each academic year by the T.C. İstanbul Kültür University Board of Trustees. Services included in the housing service fee and their fees are specified separately in the service delivery undertaking form.

15 - (2) Those who want to benefit from the price increase limit in the regulation through registration renewal must apply to the institution before the end of the academic year. Otherwise, the fee determined for new registration is collected.

15 - (3) For those who enter the dormitory within the month, the fee for the period they stay is collected by calculating it on a daily basis.

15 - (4) a) For those who leave the institution until September 15, the one-month housing service fee determined in the service delivery undertaking form is collected,

15 - (5) b) For those who leave the institution after September 15, the full fee for the months they received housing service and the current month, and a maximum of 50% of the housing service fee for the remaining months are collected; if these students document that they have registered in one of the student dormitories operated by the Ministry, a maximum of 40% is collected,

15 - (6) c) From students who receive an expulsion penalty from the institution, the full fee for the months they received housing service and the current month, and a maximum of 60% of the housing service fee for the remaining months are collected. The remaining amount after deducting the fee to be calculated according to this paragraph in cases where a deposit and cash payment are made to these students is returned within one month and the service delivery undertaking form is terminated. In calculations to be made under this article, the special monthly fee determined for the student in the service delivery undertaking form is taken as basis.

15 - (7) 4. The cost of damage determined by the Assistant Dormitory Director and/or the Dormitories Director from students who damage dormitory fixtures and materials is collected over its cost on the payment day according to the damages, after obtaining the approval of the Commission Chairperson.

15 - (8) 5. The relation of the student who does not pay the housing service fee specified in the service delivery undertaking form for two consecutive months with the institution is terminated.

15 - (9) 6. Those who have dormitory fee debts cannot apply for dormitory registration renewal.

PART FOUR

Principles Regarding Disciplinary Procedures

Formation and Duties of the Dormitory Disciplinary Board

MADDE 16 - (1) The disciplinary board consists of the director as chairperson, an assistant director or management officer to be selected by the director as principal and substitute, and the student representative. Decisions are taken by majority vote.

16 - (2) The duties of the Dormitories Disciplinary Commission are as follows:

- a)** To initiate a disciplinary investigation within 15 days from the date the act is learned about students who engage in acts and situations requiring disciplinary sanctions specified in Article 18 and subsequent articles of this Directive, to receive students' defenses, and to give the necessary sanction until the teaching year ends,
- b)** To meet at the beginning of each semester to determine institution-specific rules regarding the order and discipline of the institution and notify students in writing of these rules along with disciplinary articles,
- c)** To record approved disciplinary sanctions in the decision book and the Ministry information system.

Disciplinary Procedures

MADDE 17 - (1) Necessary review and research are performed by personnel to be assigned by the institution director before the student is referred to the disciplinary board. The assigned personnel takes the written statement of the student and, if any, relevant persons. The student must give their statement within three days when they are present in the dormitory, and within seven days when they are not present in the dormitory. If they do not give a statement within the stipulated periods, the student is deemed to have waived their right to give a statement. The assigned personnel submits the result as a report to the disciplinary board, appending the written statement of the student and all kinds of information and documents related to the subject.

17 - (2) The room or dormitory of a student against whom a disciplinary procedure has been initiated may be changed as a measure by the decision of the Disciplinary Board and/or Dormitories Director.

17 - (3) The Disciplinary Board conducts disciplinary procedures according to the procedure in Article 54 of the Regulation on Private Housing Services.

17 - (4) Disciplinary sanctions given about the student in accordance with this Directive and the provisions covering Student Disciplinary procedures in the Higher Education Law No. 2547 are recorded on the behavior record card maintained by the Dormitories Directorate.

Disciplinary Sanctions

MADDE 18 - (1) Disciplinary sanctions to be applied to students staying in dormitories are as follows:

- a) Warning:** A verbal or written notification to the student that they should be more careful in their behavior in the dormitory,
- b) Condemnation (Reprimand):** A written notification to the student that they have been found faulty in their behavior in the dormitory,
- c) Expulsion from the Dormitory:** A written notification to the student and their parent that the student has been permanently expelled from the dormitory.

Warning Sanction

MADDE 19 - (1) A warning sanction is a written notification to the student that they should be more careful in their behavior within the dormitory.

19 - (2) Acts and situations requiring a warning sanction are as follows:

- a) To engage in acts that disturb others in institution buildings and facilities,
- b) Not paying attention to cleanliness,
- c) Damaging institution buildings and facilities or fixture goods,
- d) Using someone else's property without permission.

Condemnation (Reprimand) Sanction

MADDE 20 - (1) A condemnation sanction is a written notification to the student that they have been found faulty in their behavior within the dormitory.

20 - (2) Acts and situations requiring a condemnation sanction are as follows:

- a) Making a habit of behaviors contrary to public living rules,
- b) Making a habit of coming late to the institution or not coming to the institution without permission,
- c) Keeping cutting and piercing tools specially made to be used solely in assault or defense such as knives and similar in the institution,
- d) Damaging someone else's properties,
- e) Organizing meetings or ceremonies in the institution without obtaining permission from the management,
- f) Receiving a warning sanction twice for the same act within the same teaching year.

Expulsion from the Dormitory

MADDE 21 - (1) An expulsion sanction from the dormitory is a written notification that the student's relation with the dormitory has been terminated, never to be admitted to University dormitories again.

21 - (2) Acts and situations requiring an expulsion sanction from the dormitory are as follows:

- a) Acting contrary to the Turkish Flag Law No. 2893 dated 22/9/1983,
- b) Organizing individual or collective actions such as meetings, forums, resistance, marches, boycotts, occupations contrary to the characteristics of the State of the Republic of Türkiye expressed in its Constitution, encouraging their organization, participating in or forcing participation in such organized actions,
- c) Being a member of illegal organizations, operating in these organizations, making propaganda for such organizations,
- d) Insulting or making false statements against other students, the institution, or other public institutions and organizations and their executives in the press, social and visual media,
- e) Threatening, harassing, or physically assaulting the institution management, personnel, and students,
- f) Carrying, using, or attempting to use tools and substances such as firearms, flammable and explosive substances, bullets,
- g) Using or attempting to use cutting and piercing tools specially made to be used solely in assault or defense such as knives and similar,
- h) Drinking or possessing alcoholic beverages inside the institution, engaging in behaviors that disturb institution residents due to drunkenness,

- i) Using, carrying, possessing, or trading natural or synthetic narcotics, volatile or pleasure-giving substances,
- j) Receiving a condemnation sanction three times within the same teaching year.

Supervisors and Boards Authorized to Give Disciplinary Sanctions

MADDE 22 - (1) Disciplinary sanctions are given by the Dormitory Disciplinary Board.

22 - (2) In cases where the student engages in acts and situations constituting a crime, the situation is additionally reported to law enforcement forces or the Chief Public Prosecutor's Office.

Receiving the Defense and Notification of the Decision

MADDE 23 - (1) No disciplinary sanction can be given to a student by the authorized supervisors or boards specified in Article 16 of this Directive without receiving their defense. The student must submit their defense within 3 days when they are present in the dormitory, and within 7 days when they are not present. If a defense is not given within this period, the student is deemed to have waived their right to defense.

23 - (2) The disciplinary board meets within three business days from the date the defense reaches the board and makes a decision within seven business days. If works cannot be completed within this period, an interim decision may be taken to extend the period, not exceeding seven business days. The disciplinary board may temporarily suspend the student from the dormitory as a measure if necessary until the investigation is concluded.

23 - (3) In case the event to be resolved is related to the person of the disciplinary board chairperson, a personnel to be determined by the founder instead of the disciplinary board chairperson takes office, and if it is related to one of the disciplinary board members, the substitute member determined instead of that member takes office in the disciplinary board.

23 - (4) Approved disciplinary sanctions are recorded in the disciplinary board decision book and the Ministry information system.

23 - (5) While giving a disciplinary sanction, a one-degree heavier or lighter sanction may be given by taking into consideration the student's state and movement inside and outside the institution, their attitude towards the institution administration and friends, under what conditions the acts or situations were committed, their psychological state, and other reasons. However, if a one-degree heavier sanction is envisioned due to the repetition of a disciplinary offense, no further aggravation can be made.

23 - (6) The decision taken about the student as a result of receiving the defense or the defense period is notified to the student in writing. In addition, the decision is reported in writing by the Dormitories Directorate to the Rectorate, the faculty, school, or institute where the student is registered, and to the scholarship office if they receive a scholarship.

Implementation of Disciplinary Sanctions and Objection

MADDE 24 - (1) Warning and condemnation sanctions are implemented from the date they are given.

24 - (2) Objections against disciplinary sanctions can be made to the provincial directorate to which the institution is affiliated within five business days from the notification date of the sanction. A student who does not object within this period is deemed to have waived their right to object.

PART FIVE

Miscellaneous and Final Provisions

Valuable Items and Money of Students

MADDE 25 - (1) The dormitory management cannot be held responsible for the loss of money, valuable documents, and other items that are not delivered to the Dormitory Director with a minute/official report.

Cases with No Provisions

MADDE 26 - (1) In cases where there is no provision in this Directive, the provisions of Article 54 and subsequent articles of the Higher Education Law No. 2547 shall apply.

Effectiveness

MADDE 27 - (1) The T.C. İstanbul Kültür University Student Dormitories Directive, which was approved at the Senate Meeting dated January 04, 2018 and Numbered 2017-2018/8, has been repealed.

27 - (2) This Directive enters into force on the date of its publication following Senate approval and the suitability of the Board of Trustees.

Execution

MADDE 28 - (1) The University Rector executes the provisions of this Directive.