

STUDENT DORMITORY DIRECTIVE of YEDİTEPE UNIVERSITY

First part

Purpose, Scope and Definitions

Aim

Article 1- The purpose of this directive is to determine the procedures and principles regarding the management of Yeditepe University Student Dormitories, located at 26 August Settlement at İnönü Mah. Kayışdağı Cad. Kayışdağı, Ataşehir İstanbul, for ensuring that the students who will stay in Yeditepe University Student Dormitories, have modern, healthy, clean, safe and peaceful accommodation, and to help their social and cultural development.

Scope

Article 2- Directive provisions cover the conditions required for students staying in Yeditepe University Student Dormitories, dormitory management principles, disciplinary procedures of students staying in dormitories, and the procedures and principles regarding the inspection of dormitories.

Basis of This Regulation

Article 3- This directive has been prepared based on the Higher Education Private Accommodation Services Regulation of the Ministry of Youth and Sports, published in the official gazette dated 09.09.2022 and numbered 31948. In addition, in cases where there is no provision in this directive, the provisions of the Higher Education Law No. 2547 will be applied.

Definitions

Article 4-

- a) "University" T.R. Yeditepe University,
- b) "Students" means Yeditepe University Students,
- c) "Rector" means the Rector of Yeditepe University,
- d) "Academic year" means the entire academic year.
- e) "Fee" refers to the cost of bed, heating, lighting, water, internet and cleaning of bedding during the student's stay in the dormitory.
- f) "Dormitories" means Yeditepe University Dormitories
- g) "Dormitory Manager" means the dormitory manager responsible for the dormitory or dormitories in which he is assigned.

Second part

Management Bodies, Duties and Operation of Dormitories

Duties of the Dormitory Manager

Article 5- Dormitory Manager;

With the approval of the Board of Trustees and the approval of the Rectorate, a Dormitory Manager who is a graduate of the relevant departments of the university and experienced in his field is appointed to the Student Dormitories. Dormitory Manager;

- a- Ensures the implementation of the general rules and principles set out in this directive.
- b- Supervises the Dormitory Deputy Managers.
- c- Takes the necessary measures to resolve the problems reported to it.
- d- Implements the decisions of the Rectorate.
- e- Manages administrative affairs.
- f- Develops plans and projects regarding the management and development of dormitories and submits them to the Rectorate.

Deputy Dormitory Managers

Article 6- Upon the recommendation of the Dormitory Manager, two Deputy Dormitory Managers are appointed to work in the Girls' and Boys' Dormitories. Deputy Dormitory Managers implement the decisions taken by the Rectorate and Dormitory Directorate and carry out the administrative affairs of the dormitory for which they are responsible.

Student Dormitory Disciplinary Board

Article 7- Student Dormitory Disciplinary Board:

Under the Chairmanship of the Vice Rector; it consists of The Student Center Coordinator, a representative appointed by the relevant Faculty Deanships and the Dormitory Manager.

Duties of Student Dormitory Disciplinary Board

Article 8-

(1) Dormitory Disciplinary Board,

- a- Evaluates the situations of students referred to the Disciplinary Board with the incident reports recorded by the Dormitory Management.
- b- Decides on disciplinary procedures.
- c- Examines and concludes the requests and objections regarding the decisions of the Disciplinary Board.
- d- Submits the decisions taken to the Rectorate.

(2) Necessary examinations are carried out by the institution management before the student is referred to the Disciplinary Board.

(3) The Disciplinary Board receives the defense of the student referred to the disciplinary board in writing or orally, provided that it is recorded in the minutes.

If the summoned student does not attend the invitation or does not give a statement, or if it is understood that he/she is not in the institution without permission, the situation is determined in a report and the decision is made by the disciplinary board in the absence of the relevant person. If more

than one act requiring disciplinary punishment occurs, each act is evaluated separately by the disciplinary board.

(4) When giving punishment to a student, the Disciplinary Board pays attention to the nature and importance of the student's behavior, his general situation inside and outside the institution, the conditions under which the crime was committed, the student's mental state when he committed the crime, and the mitigating and aggravating reasons for the act.

(5) If deemed necessary, the Disciplinary Board may expand the investigation collectively or by assigning one of its members.

(6) Disciplinary Board decisions are recorded in the disciplinary board decision book.

(7) Any incident that occurs in the dormitories and requires a judicial investigation is reported to the relevant authorities by the Rectorate as soon as possible.

If any of the students staying in the dormitories is arrested, disciplinary procedures will be carried out according to the results of the judicial proceedings.

Conditions for Admission to the Dormitory

At the beginning of each academic year, dormitories for girls and boys are determined according to the needs of that year, and dormitory placements are made according to a certain priority order.

This priority order is as follows: If deemed necessary, the dormitory admission priority of students or the order related to this priority may be changed by the University.

1. Newly registered students who were placed with YKS
2. Dormitory scholarship students according to YKS Scores
3. New students outside Istanbul
4. Current students outside Istanbul
5. International students
6. New students in Istanbul
7. Current students in Istanbul

Article 9- Students who want to stay in dormitories:

a- They must be Yeditepe University students,

b- They must apply to reside in the dormitory within the announced period in accordance with the necessary procedures and principles. Registration, settlement and check-out dates for student dormitories are determined by the Rectorate every year according to the academic calendar. The registration of students who apply to the dormitory and are not settled as of the registration and course start date specified in the academic calendar will be deleted. If the information provided by the students to enter the dormitory does not match the information obtained as a result of the research, the Dormitory Directorate investigates the issue. A student who is found to have provided incorrect information will not be admitted to the dormitory. The documents required to admit foreign students to the dormitory and the number of students are determined by the Rectorate.

Duration of Stay in Dormitory

Article 10- You can only stay in the dormitory for the periods specified in the service commitment and this directive. Transfer procedures within the university do not give the right to restart the period. The student must complete the dormitory leaving procedures within 3 days from the end of the service period specified in the service commitment. Otherwise, after the period, 3 (three) times the amount corresponding to the daily service fee will be collected from the student for each day of stay in the dormitory.

Apart from the relevant periods, the Rectorate determines the students who need to stay in the dormitory for reasons such as summer school, compulsory internship, and the duration of their stay. It is not possible to stay in a dormitory during the summer period, except for summer school and compulsory internship. Students who want to stay in the dormitory due to Compulsory Internship; They must submit their requests to the Registry Office at least 1 month before the accommodation date, along with the petition and the compulsory internship document attached. The stay of the students who are not registered to the dormitory is subject to the permission of the Rectorate due to their participation in sports, festivals, seminars, etc.

Students who leave the University for any reason must terminate their relations with the dormitory within one week. Students who have taken a semester leave from the University, suspended their registration, and students who have a medical report for more than 30 days and no right to attend classes cannot stay in the dormitory during this period. Students who are dismissed due to leave or report while staying in the dormitory are readmitted to the dormitory at the end of the leave or report period.

The Disciplinary Board may, based on a reasoned decision, terminate the student's relationship with the dormitory or prohibit him or her from being admitted to the dormitory, if it deems it undesirable for him to stay in the dormitory. Even if they have been amnestied, the Rectorate decides whether students who have been convicted of any crime or who have been subjected to administrative-judicial prosecution will be admitted to the dormitory. Students who are suspended from the University cannot stay in dormitories during the suspension period.

If the dormitory service is suspended or completely terminated due to any force majeure, the belongings of the students in their rooms are kept by the dormitory management until the date when it is possible for the students to access the dormitories. Once it becomes possible for students to access the dormitories, the belongings will be received by the students within the reasonable dates determined by the dormitory management.

If the student does not receive his belongings within the specified time, he cannot hold the dormitory management responsible for the fate of his belongings.

Students who do not comply with the dormitory stay period cannot apply to the dormitory the following year and will not be accepted into the dormitory.

Üçüncü Bölüm

Third part

Registration

Dormitory Fee

Article 11- You can stay in the dormitory for a fee. Dormitory fees include accommodation only; It does not include food, beverages and other services. Dormitory fees for each academic year are determined

by the Rectorate in May each year and are announced to students via e-mail and on various University media.

Payments

Article 12- Payment conditions for the dormitory fee are as follows:

a- Registration of existing students is carried out in June every year at the latest, and registration of new students is carried out on the registration dates determined by YÖK for new students.

b- In order for students to complete their dormitory registration, applications must be made on the dates announced by the Rectorate and payment transactions must be completed by the specified dates. If payment is not made on time, dormitory rights are given to reserve students.

c- The rooms of students who are entitled to receive a dormitory scholarship based on their YKS rankings are guaranteed if they make a written application on the dates determined by the Rectorate.

d- The University does not have any room type commitment for students who are entitled to receive a dormitory scholarship based on their YKS Rankings. These students stay in the rooms assigned to them in line with the planning made.

e- Students who receive their room card; they are obliged to report any missing or damaged room fixtures to the Dormitory Management within 24 (twenty-four) hours. Otherwise, the student is responsible for all deficiencies and damages found in the room. All students staying in the dormitory must pay a deposit fee in the amount determined by the Rectorate, along with the dormitory fee. The deposit fee is determined every year. Students who do not pay the deposit fee cannot settle in the dormitory. This fee is refunded to the student's account when they leave the dormitory, after it is determined that they have not damaged any materials or fixtures and that they do not have any debts related to the dormitory. The deposit of the student who does not pay the dormitory fee will not be refunded. If the student has a debt due to the damage caused, the damage fee will be deducted from the deposit and the remainder will be refunded.

f- Students who terminate their relations with the dormitory and will not stay in the dormitory in subsequent semesters fill out the deposit request forms for refund. Deposit refunds are made at the end of the year, except for graduation reasons.

g- For those who are accepted to the dormitory after the education has started, the education period specified in the Yeditepe University Associate and Undergraduate Education and Examination Regulations and the periods spent in the dormitory are determined by proportioning and the fee is collected.

h- Damage caused to dormitory buildings and extensions, dormitory fixtures and materials subject to follow-up will be made to be paid by the person who caused the damage, based on the cost on the payment date. Among registered students who leave the institution until September 15, 10% of the annual housing service fee determined in the service delivery commitment will be charged, and for those who leave after September 15, the full fee for the months in which they received housing service and the current month and 40% of the housing service fee for the remaining months will be charged. In cases where these students are paid in advance with their deposits, the remaining amount after deducting the fee calculated according to this article will be refunded within one month and the service delivery commitment will be terminated. The monthly accommodation service fee is determined by dividing the annual accommodation service fee determined in the service delivery commitment by the number of months determined for the service to be provided. Students who receive a penalty of

expulsion from the institution will be charged the full fee for the months in which they received accommodation services and the current month, and a maximum of 60% of the accommodation service fee for the remaining months. In cases where these students are paid in advance with their deposits, the remaining amount after deducting the fee calculated according to this paragraph will be refunded within one month and the service delivery commitment will be terminated.

i- After the student vacates his room, he must hand over his keys to the dormitory administration. If the room key is not returned, the room will not be considered vacated. A student who does not vacate his room within 10 days at the end of the semester will be obliged to pay 2 (two) times the daily fee paid during the semester for each day of his stay.

j- The student who causes damage to the dormitory building and its extensions is obliged to compensate for this damage. Damages caused by more than one student will be divided equally among the students and compensated or deducted from their deposits. If the damage cost is covered by a deposit, the deposit is completed by the student within 1 week to the amount specified in the Agreement. The Rectorate has the sole authority to determine the cost of damage and the students who caused the damage.

j- The student who leaves the dormitory without applying to the Dormitory Directorate in writing (without completing the check-out process and handing over the keys) pays the dormitory fee for the period until the day of de-registration, regardless of whether he actually resides in the dormitory or not.

k- Dormitory fees continue to be collected from students registered in the dormitory during the semester break. During the summer months, fees are charged only for students who will stay in the dormitory.

l- Students staying in the dormitory are strongly requested to insure their valuable belongings against theft or other damage. Dormitory Administration cannot be held responsible for loss or damage.

Dördüncü Bölüm

Çeşitli Hükümler

Yaşam Kuralları

Madde 13-

Yurtta kalan öğrenciler kampüs genelinde geçerli olan aşağıdaki kural ve yönetmeliklerden sorumludurlar. Yeditepe Üniversitesi, Öğrenci Yurtlarını da eğitim – öğretim ve kampüs yaşamının bir paydaşı olarak tanımlamıştır. Bu nedenle öğrenciler kampüs genelinde sorumlu oldukları kurallardan yurtlar genelinde de sorumlu tutulurlar.

i Etik İlke, Sorumluluk ve Davranış Kuralları

(bknz: <https://ogrencimerkezi.yeditepe.edu.tr/index.php/etik-ilke-sorumluluk-ve-davranis-kurallari>)

ii Öğrenci Disiplin İşlemleri

(bknz: https://yeditepe.edu.tr/sites/default/files/2023-02/ogrenci_disiplin_yonetmeligi.pdf)

a- Öğrenciler ziyaretçilerini odalarında kabul edemezler. Dinlenme ve ziyaretçi salonlarını kullanabilirler.

b- Öğrenciler hafta içi her gece en geç 01:00'de, hafta sonu (Cuma gününü Cumartesi gününe ve Cumartesi gününü Pazar gününe bağlayan) gece en geç 03:00'te yerleşimde olmak zorundadırlar.

c- Öğrencilerin geceyi yerleşim dışında geçirmeleri, belirlenen giriş - çıkış saatlerine uymamaları ancak Yurt Müdür Yardımcısı'ndan alınacak bir izin yazısı ile mümkündür.

d- Giriş çıkış saatlerine acil bir durum sebebi ile uymayan öğrenci hemen ilgili Yurt Müdür Yardımcısını durumdan haberdar etmekle yükümlüdür.

e- Öğrenci, güvenliği tehlikeye düşürecek davranışlarda bulunamaz. Ayrıca öğrenci yurt girişinde ve yurt içerisinde güvenlik görevlileri tarafından yapılacak aramalarda güvenliğe yardımcı olmak zorundadır.

f- Ruhsatlı bile olsa ateşli ve kesici silah, havai fişek, patlayıcı madde veya öldürücü / yaralayıcı nitelikteki diğer tehlikeli silahlar yurttta bulundurulamaz ve kullanılamaz.

g- Öğrenci, sağlık sebebiyle veya başka bir nedenle yaşanacak herhangi bir acil durumda kendisi tarafından Yeditepe Üniversitesi ile OBS üzerinden paylaşılan acil durum kişi iletişim bilgisinin, Kurum nezdinde talep edilerek acil durumun sona erdirilmesi amacıyla kullanılacağını kabul ve taahhüt eder.

h- Öğrenciler, Yurt Müdürlüğünün izni olmaksızın hekim tarafından verilen ve reçeli olan ilaçlar haricinde hiçbir ilacı odalarında bulunduramaz.

Chapter Four

Miscellaneous Provisions

Rules of Life

Article 13-

Students living in dormitory are responsible for the following rules and regulations that apply throughout the campus. Yeditepe University has also defined Student Dormitories as a stakeholder of education and campus life. For this reason, students are held responsible for the same rules throughout the dormitories that they are responsible for throughout the campus.

i Ethical Principles, Responsibility and Code of Conduct

(see: <https://ogrencimerkezi.yeditepe.edu.tr/index.php/etik-ilke-sorumluluk-ve-davranis-kurallari>)

ii Student Disciplinary Procedures

(see: https://yeditepe.edu.tr/sites/default/files/2023-02/ogrenci_disiplin_yonetmeli.pdf)

a- Students cannot accept visitors in their rooms. They can use the recreation and visitor lounges.

b- Students must be at the campus at 01:00 every weekday night and at 03:00 on weekends (connecting Friday to Saturday and Saturday to Sunday).

c- It is only possible for students to spend the night outside the dormitory and not comply with the determined entry and exit times, with a letter of permission obtained from the Deputy Dormitory Manager.

d- The student who does not comply with the check-in and check-out times due to an emergency is obliged to immediately inform the relevant Deputy Dormitory Manager about the situation.

e- The student cannot engage in behavior that would endanger security. In addition, the student must assist security during searches by security guards at the entrance of the dormitory and inside the dormitory.

f- Even if licensed, firearms, cutting weapons, fireworks, explosives or other lethal or injurious dangerous weapons cannot be kept or used in the dormitory.

g- The student accepts and undertakes that in case of any emergency due to health or any other reason, the emergency contact information shared by him/her with Yeditepe University via OBS will be requested by the Institution and used to end the emergency.

h- Students cannot keep any medicines in their rooms, except those prescribed by the doctor and prescribed, without the permission of the Dormitory Management.

i- Students cannot disturb anyone else.

j- Students cannot engage in a dialogue that may offend anyone regarding race, belief, ethnicity, gender, age, political opinion or disability, and cannot behave in a disturbing manner regarding these issues.

k- They cannot act in a way that could harm someone else's person or property, or act in a way that threatens or harms the dormitory staff.

l- Students declare that they accept that in order to clean their rooms, the room floor and desks must be left tidy enough to allow cleaning, otherwise it will not be possible to provide cleaning service. In addition, students agree that they will not leave their personal belongings in the study rooms and that the dormitory will not be responsible for left or lost belongings.

m- They cannot behave in a threatening or damaging manner to any complainant, witness or disciplinary board member before, during or after the disciplinary meeting.

n- Students cannot use electrically operated and unauthorized devices in their rooms. Only computers, shaving machines and hair dryers can be used in the rooms. Electric stoves, gas stoves, electric kettles, tea and coffee makers, heating devices and similar devices cannot be used in dormitories and no additions to the electrical installation can be made. Damages caused by electrical devices used without permission will be charged to the student.

o- Students can do laundry, drying and ironing in places designated by the Dormitory Administrative Office.

p- Students are obliged to not keep perishable or smelly food in their dormitory rooms and to leave bathrooms, toilets and other common areas clean. All kinds of food and items that may pose a danger to hygiene in dormitory rooms and common areas will be removed by dormitory staff. Throwing any object out of the windows for any reason and making noise in a way that disturbs the environment, leaving shoes, slippers or items outside the room door or in the corridors, leaving dirty dishes in the kitchen niches and kitchens, not complying with the hygiene rules in the kitchen or room or kitchen, or leaving food out in the open, It is strictly prohibited to use areas other than kitchens (recreation room, student room, etc.) for cooking / cooking.

r- In accordance with the relevant legislation, the use of tobacco and tobacco products, possession and use of alcoholic beverages and drugs/stimulants, and keeping any kind of pets are strictly prohibited throughout the dormitory.

s- Students will immediately notify the relevant dormitory staff in case of illness or similar emergencies.

ş- Responsibility for room security belongs to the student. Students' room doors must be kept closed and locked and room keys must not be shared with others. Students cannot leave their belongings in the common areas and corridors of the dormitory building, and they must keep their valuables in locked drawers in the room. Dormitory staff have the right to inspect, destroy or hand over to law enforcement the unattended belongings they detect in the common areas of the dormitory for security purposes. Students cannot engage in damaging acts such as hammering nails into the walls or damaging the whitewash or wall paint.

t-Distribution of unauthorized brochures, leaflets, flyers, etc. within the dormitory building is prohibited.

u- The belongings of students staying in the dormitory can be searched by the Dormitory Manager or Deputy Dormitory Managers when necessary.

v- Students;

i. Accommodating persons and persons who are not registered in the dormitory in their room;

ii. Acting verbally or physically that would disrupt the peace of the dormitory,

iii. Acting in ways that exceed the rules of respect towards dormitory staff and other students staying in the dormitory,

iv. Not complying with the warnings and calls of the dormitory managers and refusing to receive written calls,

v. To refrain from changing rooms by Dormitory Manager when deemed necessary

is forbidden and a disciplinary investigation will be initiated against students who violate it.

y- Students will abide by the written rules in the kitchen when using the common kitchen, will pay attention to the hygiene rules, considering that the kitchen area is a common use area, will not damage the kitchen fixtures, will not remove any kitchen fixtures from the area for their personal use, and will ensure that other students using the kitchen can benefit from it as well. He accepts and undertakes that he will not engage in any restrictive or obstructive act.

Students using the kitchens must use the electrical devices safely and leave the kitchen clean for safety and hygiene reasons. Meals cannot be cooked outside the dormitory kitchens (rooms, recreation rooms, etc.). Dirty dishes left in the kitchens are thrown away by the relevant staff to ensure hygiene.

z- In dormitory rooms, it is prohibited to place any materials on the windowsills outside, to use emergency exit doors when there is no emergency, to use freight elevators and to operate room fire alarms when not necessary. In this context, if an act is detected, disciplinary provisions will be applied to the relevant students.

Order of settlement

Article 14- Students must stay in the rooms they are placed in by the Dormitory Management. Students who want to change their room for various reasons can apply to the Deputy Dormitory Manager within 15 days from the date of their placement with a petition explaining the reasons for the change. Requests are evaluated by the Dormitory Management. Replacement requests after 15 days will not be taken into consideration.

Entering and Exiting the Dormitory.

Article 15- Students will pass through the turnstiles by scanning their cards when entering and exiting the dormitory.

If they do not have their cards with them, they will be allowed to pass through the VIP turnstiles by writing their names with the help of the officers at the entrance of the dormitory. The right to pass through VIP turnstiles is 5 times a year. After the 5th time, the student is given a warning, after the 7th time, a reprimand, and after the 10th time, the student is given a punishment of expulsion from the dormitory.

Disciplinary Procedures and Penalties

Article 16- Students staying in the dormitory must comply with the dormitory rules specified in this directive. Students who do not comply with the rules are subject to penalties specified in the relevant legislation.

16.1. Disciplinary penalties in the Ministry of Youth and Sports Higher Education Private Accommodation Services Regulation are applied to students who do not comply with the issues specified in the Discipline section of the Ministry of Youth and Sports Higher Education Private Accommodation Services Regulation, do not comply with the rules, and exhibit attitudes and behaviors that do not suit being a student inside or outside the institution.

16.2. The following disciplinary penalties are imposed on students who do not comply with the issues specified in this Regulation, do not comply with the rules, and exhibit attitudes and behaviors that do not suit being a student inside or outside the institution.

16.3. Warning

A warning is a written notification to the student that his/her behavior is faulty.

Acts that require a warning penalty are as follows:

Engaging in acts that may disturb others in the institution's buildings and facilities.

Not paying attention to cleanliness.

Damaging the institution's buildings and facilities or fixtures.

Using someone else's property without permission.

16.4. Reprimand

Reprimand is a written notification to the student that he/she has committed a behavior that requires disciplinary punishment and that he/she should avoid repeating it.

Acts that require a reprimand are as follows:

To make behavior against the rules of social living a habit.

Making it a habit to come late or not come to the institution without permission.

Keeping knives and similar cutting and piercing tools specifically made for attack or defense use in the institution.

Insulting institution staff or students.

Damaging someone else's belongings.

Organizing a meeting or ceremony in the institution without permission from the management.

Playing or having others play illegal games with the intention of gaining profit.

Receiving a warning twice for the same act in the same academic year.

16.5. Dismissal from the Institution

Acts that require dismissal from the institution are as follows:

Acting contrary to the Turkish Flag Law No. 2893 dated 22/9/1983.

To organize individual or collective actions such as rallies, forums, resistance, marches, boycotts, occupations that are contrary to the characteristics expressed in the Constitution of the Republic of Turkey, to encourage their organization, to participate in such organized actions or to force them to participate.

Becoming a member of illegal organizations, operating in these organizations, and making propaganda for such organizations.

Insulting or making false statements against other students, institutions or other public institutions and organizations and their administrators in the press, social and visual media.

Threatening or actually raping the institution's management, staff and students.

Carrying, using or attempting to use tools and substances such as firearms, flammable and explosive substances, bullets.

Using or attempting to use knives and similar cutting and piercing tools specially made for attack or defense.

Drinking or possessing alcoholic beverages in the institution, or behaving in a disturbing manner to the residents of the institution due to drunkenness.

Using, carrying, possessing or trading natural or synthetic drugs, volatile or recreational substances.

Receiving reprimands three times in the same academic year.

16.6. Power to impose penalties:

Warning, reprimand and dismissal penalties are given by the Disciplinary Board.

16.7. Notification of the penalty:

The penalty decision is notified to the student in writing in person or by sending a scanned copy of the penalty decision to the student's e-mail address with the extension yeditepe.edu.tr allocated by the University.

16.8. Objection to penalty:

The student may appeal in writing to the Rectorate against warnings, reprimands, or dismissal from the institution within five business days from the date of notification of the penalty.

16.9. Working procedures and principles of the disciplinary board:

The necessary examination and research is carried out by the personnel assigned by the Dormitory Director before the student is referred to the disciplinary board.

The assigned staff takes written statements from the student and any relevant parties. The student must give his statement within three days when he is in the dormitory, and within seven days if he is not in the dormitory. If the student does not testify within the stipulated time, the student is deemed to have given up testifying.

The assigned staff submits the result to the disciplinary board in the form of a report, adding the student's written statement and all kinds of information and documents related to the subject.

The student's defense is taken by the disciplinary board. If the student does not submit a written defense within three days when he is in the dormitory, or within seven days if he is not in the dormitory, from the date of notification, he is deemed to have waived his right to defense.

The student will not be punished until his/her defense is heard by the disciplinary board.

The disciplinary board meets within three business days from the date the defense is submitted to the board and makes a decision within seven business days. If the quest is not completed within this period, the period may be extended for a period not exceeding seven working days by making an interim decision.

Approved disciplinary penalties are recorded in the disciplinary board decision book and the Ministry's information system.

When giving disciplinary punishment, a severe or light punishment may be given, taking into account the student's behavior and behavior inside and outside the institution, his attitude towards the institution administration and his friends, the conditions under which the act or situations were committed, his psychological state and other reasons. However, if a higher degree of punishment is given due to repetition of a disciplinary offense, further aggravation cannot be imposed.

If a disciplinary investigation is not initiated against those who commit acts and situations that require disciplinary punishment within fifteen days from the date on which it is learned that these acts and situations have been committed, the authority to impose disciplinary punishment expires. If disciplinary punishment is not imposed from the date on which the acts and situations requiring disciplinary punishment are committed until the end of the academic year, the authority to impose punishment expires.

Student Experiencing Health Problems and Their Treatment

Article 17

a- Students staying in the dormitory are sent to the Student Health Center when they have health problems. In case of not being sent to the center, the medical team is called.

b- If the doctor deems it necessary, he may refer the student to the hospital by ambulance. In this case, the student is asked to inform his friend, family or relatives so that he can be accompanied. If a companion cannot be found, dormitory staff may accompany the student until a relative arrives, depending on the Dormitory Management's working schedule.

c- Outpatient or inpatient treatment fees at the hospital are paid by the student.

d- When students living in the dormitory have a health problem, accompanying persons are not allowed to stay in the student's room.

e- With the determination of the Dormitory Management or the notification of the roommates, the student who is not in compliance with the dormitory collective living rules is directed to psychologists working at the Student Center. In psychopathological cases, the student's family is informed and directed to treatment.

f- Illnesses and similar emergencies encountered by students are monitored in coordination with the Student Health Center.

Working Conditions of Dormitory Staff

Article 18- 24-hour service is essential in dormitory operation. For this reason, there are enough officers on duty in the dormitory. These people carry out their services according to the instructions issued by the Dormitory Management. Night service is a continuation of the general duty.

Services in Dormitory

Article 19- Small businesses (barbers, hairdressers, stationery stores, canteens, tailors, etc.) can be opened or may be opened to meet the needs of students living in the dormitories, with the approval of the Board of Trustees and the approval of the Rectorate. These businesses are inspected by the Dormitory Directorate.

Public Network (Internet) Usage

Article 20- The use of public network (internet) in the dormitory depends on the principles stated below.

a- Network resources allocated for students' personal computers in dormitory rooms (network connection, IP-MAC address pair, on/off campus access, etc.) can be used within the framework of "Yeditepe University Information Resources Usage Policy", the full text of which can be found in the network policies section at the bottom of this page.

b- Personal uses on the network should never prevent other users from fulfilling their primary network access requirements (academic, education, research). In this regard, the rules and prohibited activities that must be followed when using network resources are stated below:

i. In addition to violating copyrights and licenses, "Peer-to-peer (P2P - point-to-point)" file sharing programs consume high bandwidth, leaving no resources available for network use for primary purposes. Therefore, the use of all "peer-to-peer" file sharing tools is prohibited.

ii. It is prohibited to use network resources for personal gain or profit.

iii. Sending mass e-mails (mass mailing, mail bombing, spam) and enabling third parties to send them using network resources is prohibited.

iv. It is forbidden to have server computers that provide services (web hosting service, e-mail service, DHCP, DNS, etc.) and the use of access points and wireless replicators in dormitory rooms.

v. Any activity (proxy, relay, IP sharer, NAT, Spotify; wireless sharing, Teamviewer, Ammy, etc.) that may cause university network resources to be used outside the university or allow people or computers outside the university to present themselves as if they are inside the university is prohibited.

vi. Engaging in activities that threaten network security (DoS attack, port-network scanning, etc.) is prohibited.

vii. An IP number is allocated for each computer/device accessing the network. Changing this IP number and/or the hardware address (MAC address) of the network interface is prohibited. If requested, MAC address (media access control address) information is reported to the Information Technology Coordinatorship. In cases where changes are necessary (purchasing a new computer, Ethernet card malfunction, etc.), approval must be obtained from the Dormitory Management before making any changes.

viii. It is forbidden to broadcast wireless networks through a single device or application using the networks provided by the dormitory or to use any software that provides hotspot service. The Student is solely responsible for any direct and indirect damages arising from violations within the scope of this article.

ix. Every student who has a computer registered to his name in his dormitory room is responsible for the use and security of the resources allocated to him by the university (network connection, IP-MAC address pair, on-campus/off-campus access, etc.) and in case these resources are used by third parties, consciously or unconsciously student is primarily responsible for any prohibited activities that may occur.

x. When necessary, the Information Technology Department may restrict or block network access temporarily or indefinitely for security reasons.

xi. All network users must ensure that their personal devices connected to the network are secure and do not infect the network with malware, and they are responsible for this. The device or devices that violate these terms will be banned from the network for an indefinite period of time.

xii. Students staying in dormitories accept, declare and undertake to install all kinds of systems and applications (Cloudpath and similar) required by the University within the scope of cyber security measures on their relevant devices in order to provide internet connection from their personal devices throughout the country, otherwise they will not be able to use the internet connection.

Students who violate Article 19-b of this Regulation will be subject to penalty within the scope of the provisions specified in the legislation.

c- Students and guests staying in Yeditepe University Student Dormitories, in addition to the above-mentioned rules, are deemed to have accepted the Internet usage terms and conditions of the Information Technology Authority (BTK) and any administrative and legal responsibilities that may arise within this scope belong to the individuals.

d- In case of non-compliance with the above-mentioned rules, one or more of the following penalties may be imposed:

-Limiting or closing on-campus and/or off-campus network access,

-Applying the disciplinary board mechanisms within the university,

-Applying the judicial justice mechanisms.

e- Students who are found not to comply with the rules are notified through the Dormitory Management.

Security and Processing of Personal Information

Article 21

i. The personal data shared by the student will be processed for the purpose of providing dormitory services. Student Personal Data is collected through this Agreement or electronically if deemed necessary.

ii. Within the scope of the Law, the Data Controller is the University and agrees to comply with all its responsibilities and obligations in the Law.

iii. The student's personal data is processed for the purposes of providing a better service, collecting and compiling statistical information, developing commercial activities, fulfilling the responsibilities imposed by the membership agreement and similar purposes.

iv. In accordance with the legislation, personal data of the student will be shared with TR Yeditepe University in a limited manner to the extent required by the legislation.

v. The student accepts and undertakes that the person to whom he/she provides the person to be contacted in case of emergency is aware of the situation and has received the necessary approval for the institution to call him/her in case of emergency.

vi. Student; By making a written statement to the Dormitory Directorate at any time, you can learn whether your personal data is being processed or not, request information about your personal data if any, learn the purpose of processing your personal data and whether these data are used in accordance with the purpose, know the third parties to whom your personal data is transferred, correct errors in your personal data, and If a transfer has been made, to request this correction from the relevant third party, to request that these data be deleted, destroyed or anonymized if the reasons requiring the processing of personal data are eliminated, and if a transfer has been made, to request that this request be forwarded to the transferred third party, as a result of the processed data, has the right to object to a negative result and to claim damages within the framework of the law in case of damage due to illegal data processing.

Force

Article 22

This directive comes into force from the date of publication on the official website of the university and it is deemed to have been notified to the students who will stay in the dormitory. Changes made in the directive is accepted as being came into force on the date of announcement on the official website of university. All students are responsible for the latest updated version of these guidelines published on the website.

Executive

Article 23- This Directive is implemented by the Rectorate of Yeditepe University.