 <b>KOÇ ÜNİVERSİTESİ</b>	<b>KOÇ UNIVERSITY STUDENT HOUSING DIRECTIVE</b>  Y20-YM-001	<b>Date : 24.07.2019</b>  <b>Update No: 21</b>  <b>Department in Charge: HD</b>  <b>Page : 1/44</b>
---	---	---

## 1. AIM

The aim of this Directive is to set out rules and procedures with regard to eligibility of students to stay in Koç University's dormitories as well as management, inspection, operating and disciplinary rules for the dormitories affiliated with the University.

## 2. SCOPE

This directive covers Koç University Housing Directorate's staff and all students residing in the dormitory buildings.

## 3. REFERENCES

ISO 9001:2000 Article 5.5.3

Regulation on Foundation and Organization of Koç University

Student Discipline Regulations for Higher Education Institutions

Special Regulation on Student Accommodation Services


Law No. 4207 on Prevention and Control of Hazards of Tobacco Products

P20-YM-001 Student Applications for Dormitories, Planning and Check-in Procedure

P20-YM-004 Dormitory Check-out Procedure for Students

## 4. DEFINITIONS

- 4.1. **Disciplinary Board:** The board which consists of an Assistant Director or administrative officer and a student representative to be elected as original and associate members under the presidency of the Housing and Accommodation Director.
- 4.2. **Academic Calendar:** The calendar that specifies all exams and activities planned for an academic year.
- 4.3. **Two Semesters:** The time period covering consecutive Fall and Spring semesters identified in the academic calendar.
- 4.4. **Fall Semester:** 4 months (October-November-December-January)
- 4.5. **Spring Semester:** 4 months (February-March-April-May)
- 4.6. **Summer Semester:** 4 months (June-July-August-September)
- 4.7. **Board of Trustees:** The highest decision-making body representing the University's legal personality.
- 4.8. **Directorate of Financial Affairs:** The Directorate, which implements resolutions of the University Management with regard to Accounting and Financial practices in accordance with the financial regulations and the Higher Education Council's (YÖK) legislations.
- 4.9. **Online Student Information System:** The electronic media for course registrations, entering grades, saving course notes, syllabus, class reservation, dormitory settlements and storing personal data of students.
- 4.10. **Visitors:** All individuals other than the room resident/residents.
- 4.11. **Dormitory Officer:** The staff acting to provide a comfortable and peaceful accommodation environment to students who are entitled to stay in dormitories in line with Koç University's Student Housing Directive.
- 4.12. **Resident Assistant (RA):** Students who help the Dormitory Officers with management of the dormitory buildings.

 <b>KOÇ ÜNİVERSİTESİ</b>	<b>KOÇ UNIVERSITY STUDENT HOUSING DIRECTIVE</b>  Y20-YM-001	<b>Date : 24.07.2019</b>  <b>Update No: 21</b>  <b>Department in Charge: HD</b>  <b>Page : 2/44</b>
---	---	---

- 4.13. Office of International Programs (OIP):** The department which manages miscellaneous works and projects such as Student Exchange Programs, exchange of students and lecturers with foreign universities and holding joint seminars, conferences, joint courses and multidisciplinary events.
- 4.14. Exchange Program:** The program which offers Koç University students the opportunity of studying abroad without paying any additional school fee, or even by non-refundable grants within the scope of EU countries (Erasmus) and which also provides students from contracted foreign universities with the opportunity to study at Koç University.
- 4.15. Dormitory Application Announcement:** Information provided to students through the website, e-mails or brochures at building entrances before the planning period for dormitory allocation.
- 4.16. Objects Prohibited in Dorm Rooms:** All objects that may pose threat to safety and health and such objects are seized with a report in case they are spotted in the dormitory rooms, and any person in possession of such objects may be subject to disciplinary procedure, if deemed necessary.
- 4.17. E-accommodation Module:** The computer software managed by the Ministry to electronically archive institutional information as per principles of usage.

## 5. RESPONSIBILITIES

- Office Management Specialist and Housing Director are responsible for preparation of this directive.
- Secretary General is responsible for implementation of this directive.
- Housing Director is responsible for implementation and coordination of the method.


## 6. BASIC PRINCIPLES

None.

## 7. METHOD

### 7.1. Dormitory Management

- 7.1.1.** Each year, students are accepted and placed in dormitories in compliance with available dormitory capacity in the relevant academic year and the principles determined.
- 7.1.2.** At the beginning of each academic year, Koç University's dormitory buildings are separately classified as for male and female students depending on needs. When necessary, floors of a dormitory building can be separately allocated for male and female students.
- 7.1.3.** The Disciplinary Board determines the check in and check out dates for dormitories each year according to the academic calendar. In case students wish to decline the rooms allotted to them, they can complete the declining process through Online Student Information System by the due date to be specified by the Housing Directorate. Students who do not complete the declining process are deemed to have accepted their rooms and shall fulfill their financial obligations. Students can check-in the dormitories by signing the Dormitory Contract and the Dormitory Covenant within 2 days following the beginning of the semester.
- 7.1.3.1.** In case students with Dormitory Scholarship are detected not to use their rooms even though they completed the check-in procedures, their rooms are annulled

 <b>KOÇ ÜNİVERSİTESİ</b>	<p style="text-align: center;"><b>KOÇ UNIVERSITY STUDENT HOUSING DIRECTIVE</b></p> <p style="text-align: center;">Y20-YM-001</p>	<p><b>Date : 24.07.2019</b></p> <p><b>Update No: 21</b></p> <p><b>Department in Charge: HD</b></p> <p><b>Page : 3/44</b></p>
---	--	--

and such students' right to stay in the dormitory is transferred to other students in the reserve list by the Housing Directorate.

- 7.1.4.** The Housing Directorate can change the rooms of residents for room consolidation or any other reason, if deemed necessary.
- 7.1.5.** During semester holidays, spring breaks and official holidays, there may be limitations in heating and hot water service hours in the dormitory buildings.
- 7.1.6.** Attitudes in violation of the rules and/or practices in this directive that students are obliged to comply with during their stay in the dormitories are penalized by warning, condemnation and dismissal from dormitories consecutively.
- 7.1.7.** Students who reside in the West Campus dormitories and have an HGS (Fast Pass System) sticker will use the parking garage at the West Campus, and their vehicles will not be authorized to enter Rumeli Feneri Campus.

Students who reside in the dormitories at Rumeli Feneri Campus will not be authorized to enter Rumeli Feneri Campus by car and/or will not be given an HGS sticker.

Students who do not reside in Rumeli Feneri Campus will not be able to enter the parking garage of the West Campus with their HGS sticker.

HGS authorization for Rumeli Feneri Campus and the West Campus will not be given simultaneously.


Entrance/exit by HGS stickers will not be implemented from 06.00 pm to 08.30 am every weekday, at weekends (Saturday and Sunday) until 08.30 am on Monday and until 08.30 am following the end of official and religious holidays.

Vehicles without HGS sticker / authorization will only be permitted entry in accordance with the 06.00 pm – 08.30 am rule upon leaving their identity card at the main entrance (Excluding West Campus).

Students who violate these rules will initially be given a warning by the Security Management and in the event of recurrence, they will be banned from entry to the campus by vehicle.

## **7.2. Admission to Dormitories**

- 7.2.1.** Koç University's student dormitories are available only for students who take courses in the relevant academic year.
- 7.2.2.** Students who are subject to suspension from the University for more than a month for any reason will be discharged from dormitories during the suspension term. Dormitory room will not be planned to be allotted to students who are subject to suspension penalty during the dormitory planning period.
- 7.2.3.** Students who are discharged from the University will also be discharged from the dormitories.

 <b>KOÇ ÜNİVERSİTESİ</b>	<b>KOÇ UNIVERSITY STUDENT HOUSING DIRECTIVE</b>  Y20-YM-001	<b>Date : 24.07.2019</b> <b>Update No: 21</b> <b>Department in Charge: HD</b> <b>Page : 4/44</b>
---	---	---

**7.2.4.** Dormitory rooms will not be allotted to students who do not take any courses during the planning period. Students who are allotted a room but determined by the Registration and Admission Directorate not to take any courses will be discharged from dormitories. Dormitory fee refunds are made in accordance with 7.6.2. The follow-up of students' course registration is entirely at their own responsibility.

**7.2.5.** During planning, dormitory rooms will not be allotted to students who have not paid the Dormitory Pre-registration Fee or who are in debt due to failing to pay the education and dormitory fees in previous semesters.

**7.2.6.** Students who accept the rooms allotted for them cannot check-in, if they do not pay the price difference between two-semester/one-semester fee and the Dormitory Pre-registration Fee, and the total amount of the dormitory deposit fee. Such students are obliged to make the abovementioned payments between the dates specified in announcements.

### **7.3. Dormitory Fees**

**7.3.1.** Students (except for Students with Full Dormitory Scholarship and Anatolian Scholarship Holders) reside in dormitories for a fee. Dormitory fees include only accommodation. Transportation, food and other expenses of students are not included in this amount.

**7.3.2.** Dormitory Fees are each year determined by the Board of Trustees.

**7.3.3.** All scholarship/non-scholarship students applying for dormitory are obliged to pay the dormitory deposit fee (except for Anatolian Scholarship Holders).

### **7.4. Dormitory Application and Check-in Procedures**

Dormitory applications are made for two semesters. Two semesters cover consecutive Fall and Spring semesters. Students who do not stay in dormitories in Fall can apply for dormitories in Spring semester.


**7.4.1.** Applications for dormitory rooms are made through the Online Student Information System.

**7.4.2.** All documents specified in the dormitory application announcements shall be submitted to the Office of Housing Directorate.

**7.4.3.** The Dormitory Pre-registration Fee determined by the Dormitory Administrative Committee and TL 400 as dormitory deposit is paid as specified in announcements. Students who have paid the deposit fee in previous years, but whose deposits have been subject to deductions due to Article 7.5. and 7.7.5. shall round up their deposit fees to TL 400.

**7.4.4.** Dormitory room planning results are announced through the Online Student Information System on dates to be specified in the dormitory application announcements.

**7.4.5.** If students do not want to stay in the dormitory rooms allotted to them, they are obliged to decline the room through the Online Student Information System by the due date to be specified in the dormitory application announcements. Students, who fail to complete the

 <b>KOÇ ÜNİVERSİTESİ</b>	<b>KOÇ UNIVERSITY STUDENT HOUSING DIRECTIVE</b>  Y20-YM-001	<b>Date : 24.07.2019</b>  <b>Update No: 21</b>  <b>Department in Charge: HD</b>  <b>Page : 5/44</b>
---	---	---

declining process, will be deemed to have accepted their rooms and thus, the dormitory room fee will be invoiced to them.

- 7.4.6.** Students shall pay the price difference between two-semester/one-semester fee and the Dormitory Pre-registration Fee for the rooms allotted as due and until the date to be notified when dormitory placement results are announced.
- 7.4.7.** Students shall obtain and sign the printouts of the Dormitory Contract and Dormitory Covenant from the Online Student Information System, and submit these documents to the Housing Directorate during check-in.
- 7.4.8.** Exchange students shall pay the dormitory fee and the deposit for one semester before they check-in.
- 7.4.9.** Students who receive their room cards shall inform the Housing Directorate of any deficiency or damage in the room inventories within 24 (twenty-four) hours. Otherwise, all deficiencies and damages to be determined in the room will be charged to students and such amounts will be deducted from the deposits they paid.
- 7.4.10.** All students other than those who wish to check in a dormitory room for academic reasons approved by the related faculties / units and to work in the orientation period can check-in dormitories 2 days before the first day of the academic year. Those who have to enter dormitories on Saturday, Sunday or official holidays can check-in by making dormitory payments ahead as specified above and completing dormitory check-in procedures.
- 7.4.11.** Issues specified above with respect to dormitory check-in procedures apply for all semesters of stay in dormitory.
- 7.4.12.** It is necessary to obtain medical certificates that may affect dormitory planning as "physicians' committee reports from full-fledged public and university hospitals". Other forms of certificates will absolutely not be accepted. It is also necessary to update medical certificates each year and submit them to the Housing Directorate as specified in announcements.

## **7.5. Dormitory Check-out Procedures:**

The Housing Directorate shall check the rooms that students are checking out from. In case of detecting any damage on materials or inventories, the relevant amount shall be notified to students by e-mail and also submitted to the Directorate of Financial Affairs to be deducted from student's deposit.


**7.5.1.** During check-out from dormitory, students shall:

**7.5.1.1.** Leave the room clean by taking all personal stuff,

**7.5.1.2.** Fill in the dormitory check-out form in the Housing Directorate Office,

**7.5.1.3.** Return textile materials and cupboard keys that they receive during check-in,

**7.5.1.4.** Return the room card.

 <b>KOÇ ÜNİVERSİTESİ</b>	<b>KOÇ UNIVERSITY STUDENT HOUSING DIRECTIVE</b>  Y20-YM-001	<b>Date : 24.07.2019</b>  <b>Update No: 21</b>  <b>Department in Charge: HD</b>  <b>Page : 6/44</b>
---	---	---

**7.5.1.5.** For students who do not carry out the above check out procedures, half of dormitory deposits they paid will be deducted, and such students will be given “2” as test score.

**7.5.2.** After students complete their check-out from dormitory as specified above, personal stuff left in the room is deemed to be waste. Students are deemed to have lost property rights on such personal stuff they leave in rooms.

**7.5.3.** Students must check out from their dormitory until the last date to be specified in announcements. After this last date, only such demands with academic reasons are approved.

Students who may be refunded the room fee for the Spring semester in the event they check out from the dormitory at the end of the Fall semester are as follows:

**7.5.3.1.** Students who graduate in between semesters and whose graduation is approved by the Registration and Admission Directorate,

**7.5.3.2.** Students whose admission to an exchange program is confirmed by OIP,

**7.5.3.3.** Students who are approved by the University Administrative Committee to take a break due to health problems,


**7.5.3.4.** Students whose disengagement with the university is notified by the Admission Directorate.

## **7.6. Financial Requirements:**

**7.6.1.** The housing service fee to be applied in the next academic year is determined by the university administration and announced by the Housing and Accommodation Directorate until the end of May. The service delivery contract together with the housing service fee is notified to the Provincial or District National Education Directorate, saved in the e-Housing module and announced on the website. The cost of the accommodation service is determined annually (Fall and Spring semesters).


**7.6.2.** Among the registered scholarship / non-scholarship students, those who leave the dormitory until September 15 will pay 10% of the annual accommodation service fee specified in the service delivery contract; while those who leave the dormitory on and after September 15 will pay the full amount of the accommodation service they received in preceding months as well as the current month they stay and 30% of the rest of the contracted months. In cases where such students have paid the deposit fee in advance, the amount to be calculated as per this article will be deducted from their deposits and the rest of the amount will be returned in one month, and their service delivery contract will be terminated. Monthly housing service fee is determined by dividing the annual housing service fee specified in the service delivery contract by the number of months designated for service. When changing the room, the fee to be paid is calculated on a daily basis as of the date the student changes the room.

**7.6.3.** The amount which equals to the accommodation service for a month may be collected as deposit. In case students do not cover the damages in their dorm rooms or leave the dormitory without paying the accommodation service, the relevant damages and the

 <b>KOÇ ÜNİVERSİTESİ</b>	<b>KOÇ UNIVERSITY STUDENT HOUSING DIRECTIVE</b>  Y20-YM-001	<b>Date : 24.07.2019</b>  <b>Update No: 21</b>  <b>Department in Charge: HD</b>  <b>Page : 7/44</b>
---	---	---

accommodation service fee will be deducted from the deposit. The deposit will be paid in the amount of accommodation fee for a month until the date of refunding.

- 7.6.4.** Scholarship / non-scholarship students, who decline the rooms allotted to them for the summer semester for non-academic reasons after the due date for DECLINING, will be invoiced the semester fee for their room.
- 7.6.5.** All scholarship students who are approved by the in-house physician to stay in single or in a room with bathroom pursuant to personal request and/or a medical certificate have to pay the price difference based on the room planned for them as part of scholarship. The same procedure applies for RA (Resident Assistant) students with scholarship. It is necessary to obtain medical certificates that may affect dormitory planning as "physician committee's reports from full-fledged public and university hospitals". Such medical certificates must be updated each year and submitted to the Housing Directorate as specified in announcements.
- 7.6.6.** Student requests to check out with a medical certificate are accepted provided that students cannot continue to study due to the same health problem in the certificate. Students who complete dormitory check-out procedures for any health reason but continue to study are not refunded the dormitory fee for non-stay semester.
- 7.6.7.** In case a student is allotted with a room on a date after the opening date of dormitories, the room fee is calculated on the basis of the date when the room is allotted to the student.
- 7.6.8.** In case of damage/loss in inventories in dormitory rooms and/or common areas, the damage/cost of lost item is deducted from students' deposits. If a damage is caused by more than one student, the material damage is collected from students on an equal basis.
- 7.6.9.** In the event that any student loses the room card, TL 40 is deducted from his/her deposit, and a new room card is provided.
- 7.6.10.** TL 40 (Forty Turkish Liras) is deducted from deposits of such students who do not return the replacement card in due time.
- 7.6.11.** TL 120 (One Hundred Turkish Liras) is deducted from deposit of students for cleaning requirements arising pursuant.
- 7.6.12.** Any cleaning fee informed by the Operation Directorate Cleaning Services unit is collected from deposits students have paid if they do not leave their room orderly and tidy.
- 7.7. Room Card and Room Safety**
- 7.7.1.** It is obligatory to keep room doors closed and locked. Students are fully responsible for safety of inventories and personal belongings in their rooms.
- 7.7.2.** It is advised to insure valuable articles against theft and other damages. Students are responsible for any loss or damage to inventories and personal belongings due to non-compliance with the provisions of Article 7.7.1. The University cannot be held responsible for any such damage or loss.
- 7.7.3.** The students report lost goods to the Dormitory and Accommodation Directorate via the track-it system or through direct petition.

 <b>KOÇ ÜNİVERSİTESİ</b>	<b>KOÇ UNIVERSITY STUDENT HOUSING DIRECTIVE</b>  Y20-YM-001	<b>Date : 24.07.2019</b> <b>Update No: 21</b> <b>Department in Charge: HD</b> <b>Page : 8/44</b>
---	---	---

**7.7.3.1.** If there is lost property in common areas; a general information e-mail is sent to all students in that building. It is confirmed by the student with missing goods. If there is no missing property, the student is directed to the Security Directorate.

**7.7.3.2.** If the lost property is present in the rooms; students are directed to the Security Directorate. Security Directorate carries out the related process. Any requests submitted by the Security Directorate during the process shall be met by the Housing Directorate.

**7.7.4.** Only immediate relatives of students can stay in students' rooms for 1 (one) night in case of a health issue or other emergencies based on approval of other students in the room and permission of the Housing Directorate.

**7.7.5.** When necessary, the Dormitory Director and/or all Dormitory Officers are authorized to check rooms and personal belongings of students staying in dormitories for compliance with the principles of safety, cleanliness and general dormitory rules specified in this directive.

**7.7.6.** Procedures for students who lose room cards or forget them in their rooms;


**7.7.6.1.** Students who lose their room card shall receive a new card from the Housing Directorate's Office. In the event that students cannot not find and return their card within 10 (Ten) days, TL 40 (Fourty Turkish Liras) is deducted from their deposit.

**7.7.6.2.** Students who do not have their room card available at any time receive a 24-hour (Twenty-Four) replacement card from the Housing Directorate Office. TL 40 (Forty Turkish Liras) is deducted from their deposit in the event they do not return the replacement card in due time.

**7.7.6.3.** Students who do not have their room card available shall call the Housing Directorate's Office from the phones in the building in case they cannot go to the Office personally. Such students' identity cards will be checked as necessary, and for 1 (One) hour, a replacement card will be given to another student whose ID they share. TL 40 (Forty Turkish Liras) is deducted from their deposit in the event that they do not return the replacement card in due time. Dormitory Officers never open room doors except in situations specified in the Housing Directive.

**7.7.6.4.** Students who cannot go to the Housing Directorate's Office to request removing stuff from their room shall send an e-mail to [housing@ku.edu.tr](mailto:housing@ku.edu.tr) by attaching their roommate's e-mails as CC, if any. This e-mail should include the ID information of the person who is going to get stuff from the room. Necessary checks are carried out on the system. The person whose ID information is shared will be given a 15-minute (Fifteen) replacement card. TL 40 (Forty Turkish Liras) will be deducted from the deposit of room holders in case they fail to return the replacement card in due time. Students who make such a request shall be liable for any unfavorable situation.



 <b>KOÇ ÜNİVERSİTESİ</b>	<p style="text-align: center;"><b>KOÇ UNIVERSITY STUDENT HOUSING DIRECTIVE</b></p> <p style="text-align: center;">Y20-YM-001</p>	<p><b>Date : 24.07.2019</b></p> <p><b>Update No: 21</b></p> <p><b>Department in Charge: HD</b></p> <p><b>Page : 9/44</b></p>
---	--	--

## 7.8. Disciplinary Procedures

The following disciplinary punishments will be inflicted to secondary school and higher education institutions' students who do not comply with the provisions of this Directive, violate rules or exhibit disturbing attitudes and behaviors in and out of the dormitories.

- a) Warning,
- b) Condemnation,
- c) Dismissal.

**7.8.1.** Disciplinary Regulation for Higher Education Institutions published in Official Gazette Number 18634 dated 13.01.1985, its annexes and amendments as well as regulations that will replace the aforementioned are valid for all places/individuals under this Directive.

**7.8.2. Uncalculated Disciplinary Actions:** Students who do acts similar in quality and weight to those that require disciplinary penalties as per the Directive will be imposed similar penalties.

**7.8.3. Authority to Penalize:** Warning and Condemnation penalties are given by the Housing and Accommodation Director, whereas the Disciplinary Board is authorized to permanently dismiss students from dormitories.


**7.8.4. Notice of Penalty:** For notifications by the University's academic and administrative units, e-mail addresses with ku.edu.tr extension assigned by the University to students will be used. E-mails sent to relevant addresses are binding for students.

**7.8.5. Dismissal from dormitories:** Dismissal means disengaging students from dormitories. Students who are dismissed shall check out and depart from rooms within 5 (five) days at the latest from the date of dismissal notification. However, students who do an act that requires dismissal penalty and thereby pose near threat to other students' safety of life and property, are dismissed from dormitories without waiting the 5 (five) – day period. Students who are dismissed from dormitories will not be included in dorm planning for the next periods.

**7.8.6. Objection to Penalty:** Students or personnel affected by the act of a student who receives disciplinary penalty or students, who receive disciplinary penalty, or their parents may object to warning and condemnation penalties via the Disciplinary Board; and they can object to dismissal penalty via the Provincial Directorate for National Education within 5 (five) days after notification of the penalty.


Objections to the Disciplinary Board are resolved within 7 (seven) business days. The Disciplinary Board may revoke, reduce or approve the relevant penalty.

The Provincial Directorate for National Education reaches its final decision with regard to objections to dismissal penalty within 15 (fifteen) business days. The Provincial Directorate for National Education may revoke, reduce or approve the relevant penalty.

 <b>KOÇ ÜNİVERSİTESİ</b>	<b>KOÇ UNIVERSITY STUDENT HOUSING DIRECTIVE</b>  Y20-YM-001	<b>Date : 24.07.2019</b> <b>Update No: 21</b> <b>Department in Charge: HD</b> <b>Page : 10/44</b>
---	---	--

#### **7.8.7. The Disciplinary Board**

- 7.8.7.1.** The Disciplinary Board consists of a Vice Director or administrative official to be elected by the Director as original or associate member and a student representative under the presidency of the Dormitory and Accommodation Director.
- 7.8.7.2.** In case original members do not attend to meetings, associate members will participate in meetings of the Disciplinary Board.
- 7.8.7.3.** At the beginning of each academic year, one original and one associate student representative are elected by students by secret voting from among students who are never penalized.
- 7.8.7.4.** The Disciplinary Board finalizes duties assigned to them by the Director within 7 (seven) business days at the latest. In case any act that may require penalty of dismissal poses a near threat to students' safety of life and property, students responsible for that act are dismissed from the dormitory within 24 (twenty-four) hours.
- 7.8.7.5.** The Disciplinary Board convenes at the beginning of every semester to analyze and take decisions about the order and discipline of the dormitories.
- 7.8.7.6.** The Housing and Accommodation Director holds necessary examinations prior to referral of students to the Disciplinary Board.
- 7.8.7.7.** The Disciplinary Board receives student pleas in written or verbally on condition that verbal pleas are written in minutes. In case any student who does not show up to the board despite being called or does not bear testimony or understood not to be in the institution without permission, this situation is written in a minute and the Disciplinary Board takes the decision in this student's absence. In case multiple acts requiring disciplinary penalty are done, every act is evaluated individually by the Disciplinary Board.
- 7.8.7.8.** When penalizing, the Director or the Disciplinary Board considers the nature of the act, its importance, general situation of the student in and out of the dormitories, the conditions under which the act is done, the student's state of mind when doing the act, and extenuating or aggravating circumstances for the act.
- 7.8.7.9.** The Disciplinary Board may extend inquiry when deems necessary by assigning the entire board or an individual member.
- 7.8.7.10.** Decisions of the Disciplinary Board are written in the Minute Book of the Board.
- 7.8.7.11.** Any incidents that occur in the dormitories and require a judicial investigation are notified to the relevant authorities as soon as possible by the administration. In case of arrest of any student staying in institutions, disciplinary proceedings are carried out according to the results of judicial proceedings.


 <b>KOÇ ÜNİVERSİTESİ</b>	<b>KOÇ UNIVERSITY STUDENT HOUSING DIRECTIVE</b>  Y20-YM-001	<b>Date : 24.07.2019</b>  <b>Update No: 21</b>  <b>Department in Charge: HD</b>  <b>Page : 11/44</b>
---	---	--

### **7.8.8. Warning**

Warning is written notification to students about their misconduct.

Acts requiring warning penalty are as follows:

- 7.8.8.1.** Making noise and disturbing friends,
- 7.8.8.2.** Entering the university campus drunk and/or coming to the dormitory drunk and disturbing the order/polluting the dormitories,
- 7.8.8.3.** Not paying attention to cleanliness and being disorderly all the time. Not keeping the dormitory room clean, and not leaving the room orderly on cleaning days,
- 7.8.8.4.** Not complying with enter-exit time sheets of dorm rooms, dining hall, bathroom, study room and other study and recreational areas and gym,
- 7.8.8.5.** Accepting visitors and/or visiting dorm rooms since it is strictly forbidden for visitors to go into rooms,
- 7.8.8.6.** Accepting visitors and/or visiting areas outside common areas of dormitory buildings at times except 12:00 – 23:00.
- 7.8.8.7.** Not complying with the rules given in the working order of the dormitories,
- 7.8.8.8.** Changing rooms or staying at different rooms without informing the Housing and Accommodation Directorate,
- 7.8.8.9.** Having extra beds or inflatable beds in dorm rooms without informing the Housing and Accommodation Directorate,
- 7.8.8.10.** Allowing another student other than the inhabitant, who is allocated the room, to use and/or stay in the room without informing the Housing and Accommodation Directorate,
- 7.8.8.11.** Ill-treating the dormitory personnel,
- 7.8.8.12.** Failing in personal preservation of the room key, and giving it to another student staying/not staying in the dormitories,
- 7.8.8.13.** Having and/or using spirituous/gaseous/electrical tools or devices such as gas oven, electric stove, iron, sandwich toaster, etc.
- 7.8.8.14.** Intentionally harming the physical structure of the dormitory,
- 7.8.8.15.** Feeding or keeping pets such as cat, dog, bird, etc. in dormitory buildings or campus area,
- 7.8.8.16.** Allocating fixtures in common areas to personal use or carrying them to rooms or other areas,
- 7.8.8.17.** Pounding nails or damaging the walls in common areas of dormitory buildings or dorm rooms, using stickers that will damage the paint on the walls,

 <b>KOÇ ÜNİVERSİTESİ</b>	<b>KOÇ UNIVERSITY STUDENT HOUSING DIRECTIVE</b>  Y20-YM-001	<b>Date : 24.07.2019</b> <b>Update No: 21</b> <b>Department in Charge: HD</b> <b>Page : 12/44</b>
---	---	--

**7.8.8.18.** Using stuff belonging to others without permission,

**7.8.8.19.** Behaving in a way that will imperil safety or assisting in such behaviors,

**7.8.8.20.** Not checking out from dorm rooms by the due date specified and/or in compliance with provisions of Article 7.5, checking out from the rooms late or by leaving personal belongings in the room,

**7.8.8.21.** Leaving personal belongings to the room before the check-in date, assisting in or condoning bringing personal belongings to rooms,

**7.8.8.22.** Using fixtures more than specified in the Room Check-in Deed signed during checking in the rooms, using/allowing use of fixtures allocated to other students in rooms for 2 (two), 3 (three) or 4 (four) students, and causing situations that may hinder other students from settling in the rooms,

**7.8.8.23.** Misinforming the housing management. Engaging the staff unnecessarily,

**7.8.8.24.** Using areas (resting rooms, students rooms etc.) for cooking outside that kitchens,

### **7.8.9. Condemnation**

Condemning is written notification to students about their behaviors requiring disciplinary penalty and the need for avoiding repetition of such behaviors.

Acts requiring condemning penalty are as follows:

**7.8.9.1.** Making a habit out of lying,

**7.8.9.2.** Making a habit out of behaviors violating the rules of collective housing,

**7.8.9.3.** Tampering/turning off smoke and fire detectors as well as cameras,

**7.8.9.4.** Tampering or misusing fire extinguishers, fire alarms or any other fire safety material, causing fire alarm to go off unnecessarily,


**7.8.9.5.** Making a habit out of being late or not coming at all to the dormitories without excuse,

**7.8.9.6.** Swearing or bullying,

**7.8.9.7.** Smoking in the dormitories or using tobacco/tobacco products, electronic cigarette, hookah, etc. in dormitory buildings, student rooms and terraces, in front of windows, lounges, corridors, kitchen and kitchen balconies, laundries, bathrooms and all other common areas,

**7.8.9.8.** Having cigarette stubs in rooms including front of windows,

**7.8.9.9.** Smoking, allowing or condoning others smoking in rooms (In case smokers who violate the smoking rules in dormitory rooms are not possible to detect, inhabitants and all other students in the room will be held responsible.),

 <b>KOÇ ÜNİVERSİTESİ</b>	<b>KOÇ UNIVERSITY STUDENT HOUSING DIRECTIVE</b>  Y20-YM-001	<b>Date : 24.07.2019</b> <b>Update No: 21</b> <b>Department in Charge: HD</b> <b>Page : 13/44</b>
---	---	--

**7.8.9.10.** Insulting the dormitory personnel,

**7.8.9.11.** Pulling off, tearing or changing notices put up by the housing administration,

**7.8.9.12.** Damaging personal belongings of the dormitory personnel or other students,

**7.8.9.13.** Having alcoholic beverages (in any way)/alcoholic beverage bottles (for any purpose) in the area of dormitories, common areas of dormitory buildings and dorm rooms,

**7.8.9.14.** Allowing or conniving at visitors use the wet areas in the dormitory rooms,

**7.8.9.15.** Preventing housing managers and personnel from serving,

**7.8.9.16.** Organizing meetings or ceremonies in the dormitories without the administration's permission,

**7.8.9.17.** Receiving two warning penalty for the same act in the same academic year.

#### **7.8.10. Dismissal from the Dormitories**

Dismissal is discharging students from the dormitories. Students are obliged to leave their dorm room within 5 (five) days at the latest after the notification of this penalty. However, students are dismissed from their dorm rooms without waiting for 5 (five) days in case their act that causes the dismissal penalty results in a near threat to other students' safety of life and property.

Acts requiring the penalty of dismissal are as follows:

**7.8.10.1.** Violating the 2893 number Turkish Flag Law dated 22/9/1983 and the Turkish Flag Statute dated 25/1/1985 entering into force with the Council of Ministers' Decision number 85/9034,

**7.8.10.2.** Organizing or encouraging organization of individual or collective actions violating the constitutional provisions of the State of the Republic of Turkey such as demonstrations, forums, resistance movements, manifestation, boycott, invasion, etc. and joining or forcing other to join such acts,

**7.8.10.3.** Committing or being convicted of disgraceful offenses subject to penalty by law,


**7.8.10.4.** Being members to unlawful organizations, being in service to or propagating for such organizations,

**7.8.10.5.** Committing theft,

**7.8.10.6.** Threatening or assaulting (trespassing to the person) the housing management, personnel or students,

**7.8.10.7.** Possessing sharp, perforating objects or explosive weapons in the dormitories or violating the relevant law by injuring anyone,

**7.8.10.8.** Drinking alcoholic beverages, gambling, possessing or using and making a habit out of using drugs or pleasure-inducing substances,

 <b>KOÇ ÜNİVERSİTESİ</b>	<b>KOÇ UNIVERSITY STUDENT HOUSING DIRECTIVE</b>  Y20-YM-001	<b>Date : 24.07.2019</b> <b>Update No: 21</b> <b>Department in Charge: HD</b> <b>Page : 14/44</b>
---	---	--

**7.8.10.9.** Receiving three condemning penalties.

## **7.9. Miscellaneous Provisions**

**7.9.1.** Visitors from outside the campus must leave campus at 11.00 pm at the latest. Students who they visit shall be responsible for compliance of visitors with this rule and for any damages they may cause.

**7.9.2.** Students wishing to change their dormitory room;

**7.9.2.1.** Can apply to the Housing Directorate only once in each semester and within the first month of the semester. Requests for room change are assessed by the Housing Directorate within the bounds of availability. It is not guaranteed to satisfy such requests. Students whose requests for room change are accepted cannot decline the new room and return to their previous room.

**7.9.3.** Students can only have a computer, mini fridge, hair-dryer or hair straightener, and kettle in rooms.

**7.9.4.** When objects which are prohibited to use in rooms are detected as violation during room checks, all such objects shall be taken under the control of the Housing Directorate and placed in the storehouse to be returned at the end of the relevant semester or when the investigation process is completed. Such objects may be returned upon request, provided that students take them out of the campus.

In case such a violation is repeated, the objects shall be returned at the end of the semester or when investigation is completed. Students are obliged to take delivery of their objects within the first fifteen (15) days following the end of the relevant semester. In case such objects are not received in due time without any excuse, students are deemed to have waived from their property rights over the relevant objects.

**7.9.5.** The Housing Directorate defines programs for cleaning rooms and room users may postpone cleaning services for a maximum of one week by filling in the relevant form.

**7.9.6.** Students can use the iron, washing and drying machines in the laundry free of charge.


**7.9.7.** Students are responsible for materials left in common areas such as kitchen, WC, shower, recreation room or laundry. It is compulsory to preserve valuable articles personally. The University cannot be held responsible for any loss or damage.

**7.9.8.** Dirty dishes left in kitchen counters or vanity tops will be disposed of by the dormitory staff as per hygiene regulations. The University cannot be held responsible for materials that are disposed of.

**7.9.9.** Students shall procure cleaning materials they need for personal use.

**7.9.10.** Full/empty alcohol bottles detected in rooms will be taken and destroyed by the Housing Directorate.

**7.9.11.** Disciplinary proceeding shall be initiated for students who commit an alcohol-related violation.

 <b>KOÇ ÜNİVERSİTESİ</b>	<b>KOÇ UNIVERSITY STUDENT HOUSING DIRECTIVE</b>  Y20-YM-001	<b>Date : 24.07.2019</b> <b>Update No: 21</b> <b>Department in Charge: HD</b> <b>Page : 15/44</b>
---	---	--


- 7.9.12.** Objects students leave in rooms with or without name when they check out from dormitory will be deemed as waste and students will be deemed to lose their property rights on any object they leave in rooms.
- 7.9.13.** Personal belongings of students who have not officially checked out or left the dormitory without completing the procedures referred to in Article 7.5. shall be temporarily taken to the Housing Directorate's warehouse. The provisions specified in Article 7.9.12. shall apply for students concerned.
- 7.9.14.** Dustbins available in dormitory rooms are evacuated during the planned cleaning days. The dustbins in rooms cannot be left in corridors as there are common dustbins in corridors in dormitory buildings.
- 7.9.15.** All students are responsible for the latest version of this directive published on our website (<http://dorm.ku.edu.tr/tr#yonerge>).

## **8. REGISTRATIONS**

F20-YM-P01-02 Dormitory Contract  
F20-YM-P01-01 Room Check-in Contract  
Koç University Student Dormitory Covenant

## **9. REVIEW**

The Bureau Management Specialist and the Housing Director are responsible for review and update of this directive. Review is carried out every year in July.

 <b>KOÇ ÜNİVERSİTESİ</b>	<b>KOÇ UNIVERSITY STUDENT HOUSING DIRECTIVE</b>  Y20-YM-001	<b>Date : 24.07.2019</b>  <b>Update No: 21</b>  <b>Department in Charge: HD</b>  <b>Page : 16/44</b>
---	---	--

#### 10. AMENDMENT/DISTRIBUTION/APPROVAL SCHEDULE

Amended Page	Date	Amendment	Amended by
	02.09.2010	New Publication	
1	04.01.2011	Article 4.1 of the Housing Directive that follows as “Dormitory Commission composes the Secretary General of the University, Dean of Students, the Housing Director, Dormitory Officers, and Coordinator for Student Exchange Support,” is amended as “4.1. Dormitory Commission composes the Secretary General and Deputy Secretary General of the University, Dean of Students, the Housing Director and Deputy Housing Director, and Coordinator for Student Exchange Support”.	Dormitory Commission
2	04.01.2011	The provision “The Dormitory Commission can make resolutions by convening by least 4 members on condition of absolute participation of the Housing Director and/or Deputy Housing director” is added to Article 6.1.1. of the Housing Directive that follows as “Koç University Dormitories are managed by the Housing Director in line with resolutions of the Dormitory Administrative Committee, convening under the presidency of the Secretary General of the University.”	Dormitory Commission
2	04.01.2011	Article 6.1.9. “The Housing Directorate reserves the right to change rooms of dormitory residents, if deemed necessary,” is added to the Housing Directive.	Dormitory Commission
4	04.01.2011	Article 6.4.1.6. of the Housing directorate that follows as “Students with scholarship who are approved by the in-house physician to stay in a single room or a room with bathroom and are allotted such types of rooms have to pay the price difference based on the fee of a double room.” is amended as “All students with scholarship who are approved by the in-house physician to stay in a single or a room with bathroom pursuant to personal request and/or medical certificate have to pay the price difference based on the fee of a double room.”	Dormitory Commission
1	04.01.2011	Article 6.10.5.8. of the Housing Directorate that	Dormitory Commission





2	03.02.2011	follows as “Receiving more than two reprimands” is amended as Article “6.10.5.8. Receiving two/more than two reprimands”.	Housing Director
2	03.02.2011	Article 4.1. of the Housing Directive that follows as “The Dormitory Commission composes the Secretary General and Deputy Secretary General of the University, Dean of Students, the Housing Director and Deputy Housing Director, and Coordinator for Student Exchange Support,” is amended as follows “4.1. The Dormitory Commission composes the Secretary General and Deputy Secretary General of the University, Dean of Students, Deputy Dean of Students, the Housing Director and Deputy Housing Director”.	Housing Director
3	01.04.2011	Article <b>6.1.10.</b> “In semester holidays and Spring breaks, heating and hot water maybe limited as the number of students in the dormitory buildings is low,” is added to the Housing Directive.	Deputy Secretary General
2	01.04.2011	Article <b>7. BASIC PRINCIPLES</b> is added.	Process Development Unit
4	22.11.2011	Article “ <b>7.3.1.11.</b> that follows as “The above provisions regarding dormitory check-in procedures apply for all semesters of stay in dormitories.” Is added to the Housing Directive.	Housing Director
13	22.11.2011	Article “ <b>7.2.2.</b> Students who do not pay the dormitory fee for each academic year by the deadline are discharged from dormitories,” is excluded from the Housing Directive.	Housing Director
2	04.12.2011	Article <b>7.1.4.</b> in Housing Directive that follows as “Dormitory check-in and check-out dates are each year determined by the Dormitory Commission according to the academic calendar. Students who are allotted rooms must sign the dormitory contract and check-in by fulfilling their financial obligations within 5 days at the latest in Fall semester and within 2 days in Spring Semester as of the dormitory opening date. Students who do not complete check-in procedures are deemed to have waived from their rights, and their rights to stay in dormitory are transferred to other students in the reserve list by the Housing Directorate,” is amended as follows: <b>7.1.4.</b> “Dormitory check-in	Housing Director



		<p>and check-out dates are each year determined by the Dormitory Commission according to the academic calendar. Students who are allotted rooms must fulfill their financial obligations by due dates to be specified and sign the dormitory contract and check-in by the end of Add/drop term at the latest. Students who do not complete check-in procedures within this term are deemed to have waived from their rights and their rights to stay in dormitory are transferred to other students in the reserve list by the Housing Directorate.”</p>	
2	04.12.2011	<p>Article <b>7.1.6.</b> of the Housing Directive that follows as “Students given warning and/or reprimand for not obeying the dormitory rules may be discharged from dormitories and/or not admitted to dormitories in following years based on the resolution of the Dormitory Commission. Written/verbal warnings and reprimands received by students due to violations shall remain in force throughout their education at Koç University,” is amended as follows: <b>7.1.6.</b> “Students given warning and/or reprimand for not obeying the dormitory rules may be discharged from dormitories based on the resolution of the Dormitory Commission and/or not placed in dormitories in following years. Written/verbal warnings and reprimands received by students due to violations shall remain in force throughout their education at Koç University.”</p>	Housing Director
2	04.12.2011	<p>Article <b>7.1.7.</b> of the Housing Directorate that follows as “Students who are subject to suspension from the University for any reason may be discharged from dormitories as well,” is amended as “<b>7.1.7.</b> Students who are subject to suspension from the University for any reason are discharged from dormitories as well.”</p>	Housing Director
3	04.12.2011	<p>Article <b>7.1.11.</b> “Students with medical certificates must renew their medical certificates every year. They must deliver by hand actual committee reports from full-fledged public hospitals and a petition with their requests as per the report to the Housing Directorate. Certificates without committee report and/or a request petition will not be taken into consideration by in-house physicians,” is added to the Housing Directive.</p>	Housing Director



3	04.12.2011	The following Article <b>7.3.1.1.</b> is added to the Housing Directive: “The Dormitory Preregistration Fee and dormitory deposit specified by the Dormitory Commission must be paid so that the dormitory application can be taken in to evaluation. Students who have paid the deposit fee in previous years but whose deposits have been subject to deductions as per Article <b>7.4.2.</b> , Article <b>7.7.1.</b> , Article <b>7.9.3.2</b> or Article <b>7.9.3.3.1</b> must round up their deposit fees to the necessary amount. Applications of students who do not complete these procedures within due time are not taken into consideration.”	Housing Director
3	04.12.2011	Article “ <b>7.3.1.2.</b> All scholarship/non-scholarship students staying in dormitories must pay the dormitory deposit,” is added to the Housing Directive.	Housing Director
3	04.12.2011	Article <b>7.3.1.5.</b> in the Housing Directive that follows as: “Dormitory fee shall be paid in cash for all semesters. Dormitory fee and room deposit of TL 400 shall be deposited into TL account No. TR55 0006 7010 0000 0000 3862 35 of Yapı Kredi Bank Koç University Branch before check-in. All scholarship/non-scholarship students staying in dormitories must pay TL 400 as room deposit. Students, who do not pay the deposit, are not allowed in dormitories,” is amended as follows: “ <b>7.3.1.5.</b> The price difference between one-semester fee and the Dormitory Pre-registration Fee of rooms allotted to students shall be in cash for all semesters by due date to be specified when dormitory placement results are announced. Dormitory fee payments shall be deposited into TL account No. TR02 0006 7010 0000 0088 6010 26 of Yapı Kredi Bank Koç University Branch. Dormitory deposit payments are deposited into TL account No. TR55 0006 7010 0000 0088 6010 42 of Yapı Kredi Bank Koç University Branch. Students, who do not pay the dormitory fee and deposit are not allowed in dormitories.”	Housing Director
3	04.12.2011	Article <b>7.3.1.7.</b> of the Housing Directive that follows as “Dormitory fee is paid by exchange students for one semester and in cash. Exchange students are always allotted double room types. Double room fee and TL 400,00 as room deposit are deposited into \$ account No. TR50 0006 7010	Housing Director



4	04.12.2011	<p>0000 0000 5407 49 or EURO account No. TR29 0006 7010 0000 0005 4371 05 of Yapı Kredi Bank Koç University Branch before check-in” is amended as follows: <b>7.3.1.7.</b> “Dormitory fee and dormitory deposit are paid by exchange students for one semester and in cash. Room fee and room deposit are deposited into \$ account No. TR50 0006 7010 0000 0000 5407 49 or EURO account No. TR29 0006 7010 0000 0005 4371 05 of Yapı Kredi Bank Koç University Branch before check-in.”</p> <p>Article “<b>7.4.1.1.</b> of the Housing Directorate that follows as: “Those who want to check out from the dormitory within the first month can do so by informing the Housing Directorate thereof within the last week of the month and leaving by the end of the month. Three fourth of one-semester dormitory fee and the room deposit are refunded during check-out pursuant to the provisions of Article <b>7.4.2.</b>” is amended as follows “<b>7.4.1.1.</b> Room fee of students who decline the room allotted to them by the end of Add/Drop term and within knowledge of the Housing Directorate is refunded pursuant to the provisions of Article <b>7.4.2.</b>”</p>	Housing Director
4	04.12.2011	<p>Article “<b>7.4.1.2.</b> of the Housing Directorate that follows as: “Those who want to check out from the dormitory within the second month can do so by informing the Housing Directorate thereof within the last week of the second month and leaving by the end of the month. Half of one-semester dormitory fee is refunded during check-out. The room deposit is not refunded.” is amended as follows: “<b>7.4.1.2.</b> Room fee of students checking-out after the expiry of Add/Drop term is not refunded. Dormitory deposit is refunded pursuant to the provisions of Article <b>7.4.2.</b>”</p>	Housing Director
4	04.12.2011	<p>Article <b>7.4.1.3.</b> that follows as “Those who want to check out from dormitory within the third and fourth month can do so by informing the Housing Directorate thereof. However, the said 4-semester dormitory fee is not refunded at all. Room deposit is refunded pursuant to the provisions of Article <b>7.4.2.</b>” is removed.</p>	Housing Director
4	04.12.2011	<p>Article <b>7.4.1.4.</b> of the Housing Directorate that follows as “In case of room change, or check-out</p>	Housing Director



4	04.12.2011	performed out of due dates, half of the relevant month pursuant to the date of room change or check-out will be charged” is amended as follows: “ <b>7.4.1.3.</b> In case of room change, charging is calculated daily as of the date of room change.”	Housing Director
4	04.12.2011	Article <b>7.4.1.5.</b> “In case of early check-out in Summer Semester, students shall be subject to daily fee deduction for each day they reside in rooms according to room type.” is removed from the Housing Directive.	Housing Director
4	04.12.2011	Article <b>7.4.1.6.</b> of the Housing Directorate that follows as: “All students with scholarship who are approved by the in-house physician to stay in a single room or a room with bathroom pursuant to personal request and/or medical certificate have to pay the price difference based on the double room fee” is amended as follows: “ <b>7.4.1.4.</b> All students with scholarship who are approved by the in-house physician to stay in a single room or a room with bathroom pursuant to personal request and/or medical certificate have to pay the price difference based on the double room fee. The same procedure applies for RA (Resident Assistant) students with scholarship as well.”	Housing Director
5	04.12.2011	Article " <b>7.4.1.7.</b> Students with scholarship acting as RA (Resident Assistant) students do not pay any price difference in case they are allotted a single room” is removed from the Housing Directive.	Housing Director
4	04.12.2011	Article <b>7.4.1.5.</b> that follows as: “In case any room is allotted to a student on a date after the opening date of dormitories, the dormitory fee is calculated based on the date when the dormitory room is allotted.”	Housing Director
7	04.12.2011	Article <b>7.5.2.</b> of the Housing Directive that follows as, “Dormitory payments for Spring shall be made 7 days before the first day of the semester. Paying the dormitory fee does not mean that students can stay in the dormitory. Students shall take delivery of their room by submitting a certificate of payment of lease to the Housing Directorate” is amended as follows: “ <b>7.5.2.</b> Students who stay in the dormitory in Fall semester and will continue to stay in Spring must pay the dormitory fee for Spring semester in due time as specified in dormitory application	Housing Director



5	04.12.2011	process for Spring semester. Students who do not pay the dormitory fee for Spring semester by the end of this term will not be allotted a room for Spring and their rooms will instead be given to newly enrolled students who apply for dormitory.”  Article <b>7.6. of the Housing Directive that follows “Procedures for Those Who Pay the Dormitory Fee with Delay or Fail to Pay:”</b> is amended as follows <b>“7.6. Procedures for Students Who Do Not Fulfill Financial Obligations in Due Time and/or In Whole:”</b>	Housing Director
5	04.12.2011	Article <b>7.6.1.</b> of the Housing Directive that follows “Those who pay the dormitory fee with delay are informed by the Housing Directorate that legal interest rate and delay interest will be accrued.” is amended as follows: <b>“7.6.1</b> Office of Financial Affairs will announce to students and parents that legal interest rate and delay interest will be accrued.”	Housing Director
5	04.12.2011	Article <b>7.6.2.</b> as “Those who do not pay the dormitory fee and full deposit within the first 15 days of each academic year are discharged from dormitories. These students must check out from dormitories within a maximum of 3 days. If they do not vacate their room, the Housing Directorate will take students’ personal belongings to the warehouse. The Housing Directorate is not responsible for any material taken to the warehouse.” is amended as follows: <b>“7.6.2.</b> Students may be discharged from dormitories and asked to check out from dormitory room within 24 hours. Room key may be cancelled via the system. In case rooms are not vacated, personal belongings in room are taken to the storehouse by the Housing Directorate. The Housing Directorate cannot be held responsible for materials taken to the warehouse.”	Housing Director
5	04.12.2011	Article <b>7.6.3.</b> of the Housing Directorate that follows as “Students’ rights to borrow books from the library, student certificate, “transcript” and access to KUAIS are suspended in case they do not pay the dormitory fee.” is amended as follows <b>“7.6.3.</b> The Department of Financial Affairs and Office of Admission may suspend the right to access KUAIS.”	Housing Director



5	04.12.2011	Article “ <b>7.6.4.</b> of the Housing Directorate that follows as “Students who are warned for 2 times due to delaying the payment of lease fee may not be admitted to dormitories in the next academic years.” is amended as follows “ <b>7.6.4.</b> “Students may not be admitted to dormitories in the next academic years.”	Housing Director
5	04.12.2011	Article <b>7.9.2.3.</b> of the Housing Directorate that follows as “Students who want to change rooms for various reasons can submit their requests for room change to the Housing Directorate by sending an e-mail to <a href="mailto:yurt@ku.edu.tr">yurt@ku.edu.tr</a> by the end of the first month of each semester. The Housing Directorate decides on room changes by conferring with the Dormitory Commission.” is amended as follows “ <b>7.9.2.3.</b> Students who want to change dormitory room allotted to them can apply to the Housing Directorate only once in each semester and within the first month of the semester. Their requests are assessed by the Housing Directorate within the bounds of possibility. It is not guaranteed to satisfy such requests.”	Housing Director
12	04.12.2011	Article <b>7.11.</b> of the Housing Directorate that follows as “Students who reside in Assistant Lodgements are also responsible for complying with the Assistant Lodgements Directive. All students residing in dormitories and Assistant Lodgements are responsible for the last version of this directive published on the website.” is amended as follows “ <b>7.11.</b> All students are responsible for the last version of this directive published on the website.”	Housing Director
11	07.12.2011	Article <b>7.10.3.12.1.</b> that follows as: “In any case of cigarette related violation in any dormitory room, all students present/residing in the room are responsible for the violation. All students are given warnings.”	Housing Director
1	18.04.2012	Article <b>4.1.</b> of the Housing Directive that follows as “ <b>Dormitory Commission</b> the Secretary General and Deputy Secretary General of the University, Dean of Students, Deputy Dean of Students, the Housing Director and Deputy Housing Director.” is amended as follows “ <b>4.1. Dormitory Commission</b> composes the Secretary General of the University,	Housing Director



**KOÇ  
ÜNİVERSİTESİ**

**KOÇ UNIVERSITY  
STUDENT HOUSING  
DIRECTIVE**

Y20-YM-001

**Date : 24.07.2019**

**Update No: 21**

**Department in Charge: HD**

**Page : 24/44**

		Dean of Students, Deputy Dean of Students, the Housing Director and Deputy Housing Director.”	
1	18.04.2012	The clause “Department of Financial Affairs” in Article 4.7. of the Housing Directive is amended as “Directorate of Financial Affairs”.	Housing Director
2	18.04.2012	Article 7.1.5. of the Housing Directive that follows as “In case Koç University’s students of the same gender request to stay together in dormitory rooms for one day during exam periods, in case of poor weather conditions and on special days, their requests may be fulfilled depending on available bed, approval of other students in the room, and approval by the Housing Directorate.” is amended as follows “7.1.10. In case Koç University’s students request to stay together in dormitory rooms for one day during exam periods, in case of poor weather conditions and on special days, their requests may be fulfilled depending on available bed, and approval by the Housing Directorate.”	Housing Director
3	18.04.2012	Article 7.3.1.4. of the Housing Directive that follows as “After room plans are announced on the KUAIS system, students shall accept their room on the system and print out the Dormitory Contract for submittal.” is amended as follows: “7.3.1.4. After room plans are announced on the KUAIS system, students shall accept their rooms on the system and print out the Dormitory Contract and Dormitory Covenant for submittal.”	Housing Director
2	18.04.2012	Article 7.3.1.7. of the Housing Directive that follows as: “Exchange students shall pay the dormitory fee and dormitory deposit for one semester and in cash. The room fee and the room deposit are deposited into \$ account No. TR50 0006 7010 0000 0000 5407 49 or EURO account No. TR29 0006 7010 0000 0005 4371 05 of Yapı Kredi Bank Koç University Branch, before check-in.” is amended as follows “7.3.1.7. Exchange students shall pay the dormitory fee and dormitory deposit for one semester before they check-in. The dormitory fee and the dormitory deposit are deposited into \$ account No. TR50 0006 7010 0000 0000 5407 49 or EURO account No. TR29 0006 7010 0000 0005 4371 05 of Yapı Kredi Bank Koç University Branch before check-in.”	Housing Director





3	18.04.2012	<p>Article <b>7.3.1.9.</b> of the housing Directive that follows as “After the Dormitory Contract is signed, the Housing Directorate officers take stock of fixtures in the room according to the fixtures list attached to the Room Check-in Contract. Room keys are delivered to students after authorized Housing Directorate officers and students mutually sign the Room Check-in Contract. Then, students are placed in dormitory rooms. Students are obliged to notify any deficiency or damage in room inventories on the same day of delivery of the room. Otherwise, students shall be responsible for any deficiency or damage. Cost of missing fixtures or damages to fixtures are deducted from deposit.” is amended as follows: “<b>7.3.1.9.</b> Before students check in, all dormitory rooms are checked by the Housing Directorate staff. Malfunctions, missing fixtures &amp; materials in the room are notified to the relevant departments of the University. Students are obliged to notify any missing fixture or damage and in room inventories within 1 week after delivery of the room. Otherwise, students shall be responsible for all missing fixtures or damages and their costs will be deducted from deposits students have paid.</p>	Housing Director
5	18.04.2012	<p>The definition, “Department of Financial Affairs” in Article <b>7.6.3.</b> of the Housing Directive is amended as “Directorate of Financial Affairs”, while “Admission Desk” is amended as “Directorate of Admission”.</p>	Housing Director
6	18.04.2012	<p>Article “<b>7.7.3.</b> If it is not determined by whom damage in common areas of a floor or a building is caused, that damage will equally be covered by residents of that floor or building on the payment day or deducted from students’ deposits” is removed from the Housing Directive.</p>	Housing Director
6	18.04.2012	<p>Article <b>7.8.3.</b> of the Housing Directive that follows as “The Housing Director or Dormitory Officers may check rooms and belongings of students when necessary in order to determine whether they comply with principles of safety, cleanliness and dormitory rules.” is amended as follows: “<b>7.8.3.</b> The Housing Director, Deputy Housing Director or Dormitory Officer may check rooms and belongings of students when necessary in order to</p>	Housing Director



6	18.04.2012	<p>determine whether they comply with principles of safety, cleanliness and dormitory rules in compliance with the principle of privacy.”</p> <p>Article <b>7.9.1.1.</b> of the Housing Directive that follows as “<b>Visitors: a)</b> Dormitories may be visited from 02.00 pm to 11.00 pm. <b>B)</b> Visitors of students may use recreation halls specified by the Housing Directorate between 02.00 pm to 11.00 pm as visiting hours. <b>C)</b> It is strictly forbidden for visitors to go in dormitory rooms, and no visitor can be present in student rooms. <b>D)</b> Visitors from outside the campus must leave the campus by 11.00 pm at the latest. Students who they visit shall be responsible for compliance of visitors with this rule and for any damage they may cause. <b>E)</b> In case visiting rules are determined to be violated by students, their rooms will be checked during that day/night.” is amended as follows: <b>7.9.1.1. Visitors: a)</b> Dormitories may be visited from 12.00 pm to 11.00 pm. <b>B)</b> Visitors of students may use recreation halls specified by the Housing Directorate between 12.00 pm to 11.00 pm as visiting hours. <b>C)</b> It is strictly forbidden for visitors to go in dormitory rooms, and no visitor can be present in student rooms. <b>D)</b> Visitors from outside the campus must leave the campus by 11.00 pm at the latest. Students who they visit shall be responsible for compliance of visitors with this rule and for any damage they may cause. <b>E)</b> In case visiting rules are determined to be violated by students, their rooms will be checked during that day/night.”</p>	Housing Director
6	18.04.2012	<p>Article <b>7.9.1.2.</b> of the Housing Directive that follows as, “<b>Hosting visitors in rooms:</b> Students can host Koç University’s students of the same gender in their rooms only during exam periods, in case of poor weather conditions or on special days only for one night based on approval of other students in the room and permission of the Housing Directorate. It is a disciplinary action to host other students in rooms without the permission of the Housing Directorate.” is amended as follows: “<b>7.9.1.2. Hosting visitors in rooms:</b> “It is a disciplinary action to host students in rooms without the permission of the Housing Directorate.”</p>	Housing Director
6	18.04.2012	<p>Article <b>7.9.1.3.</b> of the Housing Directorate that</p>	Housing Director



7	18.04.2012	follows as, “In case of disease or an emergency, immediate relatives of students can stay in their room for 1 (one) night only on condition that there is no vacant room in the guesthouse and other students in the room approve following confirmation by the Housing Directorate.” is amended as follows “ <b>7.9.1.3.</b> In case of disease or an emergency, immediate relatives of students can stay in their room for 1 (one) night only provided that other students in rooms approve and the Housing Directorate confirms.”	Housing Director
7	18.04.2012	Article <b>7.9.3.1.</b> of the Housing Directorate that follows as, “It is strictly forbidden to give room cards to other students residing/not residing in the dormitory.” is amended as follows “ <b>7.9.3.1.</b> It is compulsory to preserve rooms card personally, and it is strictly forbidden to give room cards to other students residing/not residing in the dormitory.”	Housing Director
7	18.04.2012	Article <b>7.9.3.2.</b> of the Housing Directive that follows as: “In exceptional cases, the Housing Directorate’s staff may go and open doors of dormitories for students who do not have room cards available due to the reasons specified in Article <b>7.9.3.3</b> after carrying out necessary checks. Room doors will not be opened by the Housing Directorate in any case after a total of five times of opening doors within an academic year.” is amended as follows: “ <b>7.9.3.3.2.</b> In exceptional cases, the Housing Directorate’s staff may go and open doors of dormitories for students who do not have room cards available due to the reasons specified in Article <b>7.9.3.3</b> after carrying out necessary checks.	Housing Director
7	18.04.2012	Article <b>7.9.4.2.</b> of the Housing Directive that follows as: “Students can have only low-voltage household appliances such as a computer, mini fridge, hair-dryer and kettle in rooms.” is amended as follows: “ <b>7.9.4.2.</b> Students can only have household appliances such as a computer, mini fridge, hair-dryer and kettle in rooms.”	Housing Director
7	18.04.2012	Article <b>7.9.4.3.</b> of the Housing Directive that follows as: “If forbidden electrical tools and devices are detected in rooms, they are taken from rooms and put into the storehouse to be returned at the end of semester by the Housing Directorate.	Housing Director



		<p>Students are obliged to take delivery of their electrical tools and devices from the storehouse within the first fifteen (15) days following the end of semester. In case such belongings are not retrieved within the first 15 days without any excuse, students will be deemed to have left their property rights for such belongings. Electrical tools and devices not taken from the storehouse at the end of semester will be deemed as waste. The Housing Directorate cannot be held responsible for electrical tools and devices at the storehouse not taken at the end of the relevant semester. In case owners of such electrical tools or devices do not come out, all students in relevant rooms will be given warning penalty without taking any defense.” is amended as follows: “<b>7.9.4.3.</b> If forbidden electrical tools and devices are detected in rooms, they are taken from rooms and put into the storehouse to be returned at the end of semester by the Housing Directorate. Such electrical tools and devices can be delivered upon student request on the condition of taking them out of the campus. If such a violation is repeated, electrical tools and devices are returned at the end of semester. Students are obliged to take delivery of their electrical tools and devices within the first fifteen (15) days following the end of the relevant semester. In case such electrical tools or devices are not retrieved within the specified time period without any excuse, students are deemed to have left their property rights for such belongings.</p>	
8	18.04.2012	<p>Article <b>7.9.8.</b> of the Housing Directive that follows as: “<b>Personal cleaning materials:</b> In dormitories, students shall provide cleaning materials (soap, toilet paper, etc.) for their personal use.” is amended as follows: “<b>7.9.8. Personal cleaning materials:</b> In dormitories, students shall provide cleaning materials for their personal use.”</p>	Housing Director
9	18.04.2012	<p>Article <b>7.9.13. Non-smoking Areas:</b> It is strictly forbidden to smoke in any dormitory building, student room, and common area such as recreation room, corridor, kitchen, laundry, etc.” is amended as follows: “<b>7.9.13. Non-smoking Areas:</b> As per the Law No. 4207, it is strictly forbidden to smoke in any dormitory building, student room, and room terrace, at windows, and in common area such as recreation room, corridor, kitchen and kitchen</p>	Housing Director



9	18.04.2012	balcony, laundry, etc.” Article <b>7.9.14.</b> of the Housing Directive specified as: “ <b>To Possess/Use Empty or Full Alcohol Bottles 7.9.14.1.</b> It is strictly forbidden to: Drink and possess alcoholic drinks in dormitory areas, dormitory buildings and common areas; <b>7.9.14.2.</b> Enter the university campus drunk; <b>7.9.14.3.</b> Disturb the dormitory order by coming drunk, pollute dormitory room and occupy the Health Center for this reason. <b>7.9.14.4.</b> It is strictly forbidden to possess full and/or empty bottles for the reason of collection, etc. <b>7.9.14.5.</b> Alcohol bottles detected in rooms are removed from the room and destroyed by the Housing Directorate. Student cannot make any claims. All students in rooms are given warning penalty.” is amended as follows: “ <b>7.9.14. To Possess/Use Alcohol Bottles 7.9.14.1.</b> It is strictly forbidden to: Drink and possess alcoholic drinks in dormitory areas, dormitory buildings and common areas; <b>7.9.14.2.</b> Enter the university campus drunk; <b>7.9.14.3.</b> Disturb the dormitory order by coming drunk, pollute dormitory and occupy the Health Center for this reason. <b>7.9.14.4.</b> Alcohol bottles detected in rooms are removed from rooms by the Housing Directorate and delivered to the Security Directorate. <b>7.9.14.5.</b> In detection of alcohol related violations, disciplinary procedures are initiated for relevant students.”	Housing Director
9	18.04.2012	Article <b>7.9.16.</b> “ <b>To leave belongings in rooms:</b> Students’ personal belongings left in rooms with or without name when they check out from dormitory will be deemed as waste by the Housing Directorate.” in the Housing Directive is amended as follows: “ <b>7.9.16. To leave belongings in rooms:</b> Students’ personal belongings left in rooms with or without names when they check out from dormitory rooms are temporarily put into the Housing Directorate’s storehouse. Students are notified by e-mail that they must take delivery of their belongings within 15 days at the latest. In case such belongings are not retrieved within the specified term without any excuse; students are deemed to have left their property rights over their belongings.”	Housing Director
9	18.04.2012	Article <b>7.9.17.</b> of the Housing Directive, “ <b>To</b>	Housing Director



		<p><b>Check-out from Dormitory after Due Date:</b> Students must check out from dormitory rooms by due dates to be specified by the Housing Directorate. The Housing Directorate evacuates belongings of students who do not check-out without permission or check-out without completing P21-YM-004 Student Dormitory Check-Out Procedure. Students cannot hold the Housing Directorate responsible for any possible damage or loss in their belongings.” is amended as follows: <b>“7.9.17. Check-out from Dormitory after Due Date:</b> Students must check out from dormitory rooms by due date for check out to be specified by the Housing Directorate. The Housing Directorate evacuates belongings of students who do not check out without permission or check out without completing P21-YM-004 Student Dormitory Check-Out Procedure. Students are notified by e-mail that they must take delivery of their belongings within 15 days at the latest. In case belongings are not retrieved within the specified term without any excuse; students are deemed to have left their property rights over the such belongings.”</p>	
10	18.04.2012	<p>Article <b>7.10.1.</b> of the Housing Directive, <b>“Verbal Warnings by Dormitory Officers:</b> Dormitory Officers can warn students verbally in cases they deem necessary such as when they listen to music and speak loudly, talk to and behave Dormitory Officers disrespectfully, hurtle in corridors, cause visual pollution by leaving shoes messy in front of doors, etc. Students who are verbally warned three times will be given a written warning penalty.” is amended as follows <b>“7.10.1. Verbal Warnings by Dormitory Officers:</b> Dormitory Officers can warn students verbally in cases they deem necessary such as when they listen to music and speak loudly, hurtle in corridors, cause visual pollution by leaving shoes messy in front of doors, etc. Students who are verbally warned three times will be given a written warning penalty.”</p>	Housing Director
10	18.04.2012	<p>Article <b>“7.10.3.1.</b> To enter the university campus after 01.00 am in weekdays, and 02.30 am in weekends. Depending on the frequency of this act, student’s parents are notified that the student misconducts and maybe discharged from dormitory.” is removed from the Housing</p>	Housing Director



		Directive.	
12	18.04.2012	Article “ <b>7.10.3.21.</b> Two warning penalties are transformed into reprimand for students.” is removed from the Housing Directive.	Housing Director
12	18.04.2012	In the Housing Directive, Article “ <b>7.10.4.3.</b> To deliberately damage dormitory buildings and fixtures deliberately.” is amended as “ <b>7.10.4.3.</b> To deliberately damage dormitory buildings, common areas and inventories in rooms.”	Housing Director
12	18.04.2012	In the Housing Directive, Article “ <b>7.10.4.4.</b> To keep or host pets in common areas of dormitories and rooms.” is amended as “ <b>7.10.4.4.</b> To keep or host animals in common areas of dormitories and rooms.”	Housing Director
13	18.04.2012	In the Housing Directive, Article “ <b>7.10.5.6.</b> Being rude with, swearing at and assaulting dormitory management and/or staff.” is amended as “ <b>7.10.5.6.</b> Threatening or insulting dormitory management and/or staff physically or verbally.”	Housing Director
13	18.04.2012	In the Housing Directive, Article “ <b>7.10.5.7.</b> Threatening, insulting, assaulting and wounding dormitory residents.” is amended as “ <b>7.10.5.7.</b> Threatening or insulting dormitory residents physically or verbally.”	Housing Director
4	18.04.2012	In the Housing Directive, Article “ <b>7.4. Check out from Dormitory:</b> Students can check out from dormitory rooms within a semester by notifying the Housing Directorate. Belongings of students who do not complete dormitory check-out procedures by due dates and pursuant to the relevant provisions are collected by the Housing Directorate and sent to the waste center or charity funds via the Student Council. The Housing Directorate is not responsible for the objects left by students. Half of deposits of the said students are deducted, and they are given warning penalties.” is amended as follows: “ <b>7.4. Check out from Dormitory:</b> Students can check out from dormitory rooms within a semester by notifying the Housing Directorate. Belongings of students who do not complete dormitory check-out procedures by due dates and pursuant to the relevant provisions are temporarily stored in the Housing Directorate’s	Housing Director



		<p>storehouse by the Housing Directorate. Students are notified by e-mail that they must take delivery of their belongings within 15 days at the latest. In case such belongings are not retrieved by the specified date without any excuse; students are deemed to have left their property rights over the relevant objects. Half of deposits of the said students are deducted, and they are given warning penalties.”</p>	
12	18.04.2012	<p>Article “<b>7.10.3.14.</b> To check out from the dormitory without completing the dormitory check-out procedure, check out from the dormitory at a late time, leave belongings in rooms.” is added to the Housing Directive.</p>	Housing Director
5	18.04.2012	<p>In the Housing Directive, Article “<b>7.5.1.</b> Students who wish to check out from the dormitory at the end of Fall semester shall fill in the dormitory check-out form and deliver it to the Housing Directorate; and vacate dormitory rooms at the end of the semester. Other students are deemed to have extended dormitory contracts for the Spring semester.” is amended as “<b>7.5.1.</b> Students who wish to check out from the dormitory at the end of Fall semester are obliged to vacate dormitory rooms by the date notified in check-out announcements. They shall complete check-out procedures by delivering the dormitory check-out form and room card to the Housing Directorate. Students who do not complete this procedure are deemed to have extended their dormitory contracts for Spring semester.”</p>	Housing Director
5	18.04.2012	<p>Article <b>7.5.2.</b> of the Housing Directive, “Students who stay in the dormitory in Fall and will continue to stay in Spring must pay the dormitory fee for Spring semester in due time as specified in dormitory application announcement for Spring semester. Students who do not pay the dormitory fee for Spring semester by the end of this term are not allotted a room for Spring, and their room is allocated to newly enrolled students who apply for dormitory.” is amended as follows “<b>7.5.2.</b> Students who stay in the dormitory in Fall and will continue to stay in Spring must pay the dormitory fee for Spring semester in the due time as specified in dormitory application announcement for Spring semester. Students who do not pay the dormitory fee for Spring semester by the end of this term</p>	Housing Director





**KOÇ  
ÜNİVERSİTESİ**

**KOÇ UNIVERSITY  
STUDENT HOUSING  
DIRECTIVE**

Y20-YM-001

**Date : 24.07.2019**

**Update No: 21**

**Department in Charge: HD**

**Page : 33/44**

12	18.04.2012	cannot be allotted a room for Spring. The rooms they stayed in Fall semester will be allocated to students who apply for dormitory.”  Article <b>“7.10.6.</b> Unanticipated Disciplinary Actions: Similar disciplinary penalties shall be given to students who act and behave in a way that is similar in weight and quality to the acts specified above.” is added to the Housing Directive.	Housing Director
8	18.04.2012	Article <b>7.9.5.</b> of the Housing Directive that follows as <b>“Use of Kitchens:</b> In compliance with rules of safety and hygiene, students must leave electrical appliances safe and the kitchen clean when using kitchens. Cooking is not allowed out of kitchens (room, recreation room, etc.) in the dormitories. Dirty dishes left in kitchens are thrown away to ensure hygiene by relevant officers.” is amended as follows: <b>“7.9.5. Use of Kitchens:</b> In compliance with rules of safety and hygiene, students must leave electrical appliances safe and the kitchen clean when using kitchens. Cooking is not allowed out of kitchens (room, recreation room, etc.) in the dormitories. Dirty dishes left in kitchens are thrown away to ensure hygiene conditions by relevant officers.”	Housing Director
12	18.04.2012	Article <b>“7.11.</b> All students are responsible for the latest version of this directive published on the website.” is removed from the Housing Directive.	Housing Director
3	18.04.2012	Article <b>7.3.1.5.</b> of the Housing Directive that follows as: “The amount between one-semester fee and the Dormitory Pre-registration Fee of a room allotted to a student shall be paid in cash for a semester by the date specified when dormitory placement results are announced. Dormitory fee payments shall be deposited into TL account No. TR02 0006 7010 0000 0088 6010 26 of Yapı Kredi Bank Koç University Branch. Dormitory deposit payments are deposited into TL account No. TR55 0006 7010 0000 0088 6010 42 of Yapı Kredi Bank Koç University Branch. Students who do not pay the dormitory fee and deposit are not allowed in dormitories.” is amended as follows <b>“7.3.1.5.</b> The price difference between one-semester fee and the Dormitory Pre-registration Fee of a room allotted to a student shall be paid in cash for a semester by the date specified when dormitory placement results	Housing Director



3	18.04.2012	are announced. Dormitory fee payments are deposited into TL account No. TR02 0006 7010 0000 0088 6010 26 of Yapı Kredi Bank Koç University Branch. Dormitory deposit payments are deposited into TL account No. TR55 0006 7010 0000 0088 6010 42 of Yapı Kredi Bank Koç University Branch. Students who do not pay the dormitory fee and deposit are not allowed in dormitories.” Article <b>7.3.1.6.</b> of the Housing Directive that follows as: “The Dormitory Contract is signed with the Housing Directorate.” is amended as follows: “ <b>7.3.1.6.</b> The Dormitory Contract and Dormitory Covenant are signed with the Housing Directorate.”	Housing Director
2	18.04.2012	Article <b>7.1.4.</b> of the Housing directive that follows as: “Dormitory check-in and check-out dates are each year determined by the Dormitory Commission according to the academic calendar. Students who are allotted rooms must fulfill their financial obligations in due dates and sign the dormitory contract and check-in by the end of Add/drop term at the latest. Students who do not complete check-in procedures in due date are deemed to have waived from their rights and their dormitory rights are transferred to other students in the reserve list by the Housing Directorate.” is amended as follows “ <b>7.1.4.</b> Dormitory check-in and check-out dates are each year determined by the Dormitory Commission according to the academic calendar. Students who are allotted rooms must accept their rooms through KUAIS system and fulfill their financial obligations in due dates specified by the Housing Directorate. Students must check-in dormitory rooms by signing the dormitory contract within 2 days following the beginning of the semester. Students who do not complete check-in procedures in due date are deemed to have waived from their rights and their dormitory rights are transferred to other students in the reserve list by the Housing Directorate.”	Housing Director
4	18.04.2012	Article <b>7.4.1.1.</b> of the Housing Directive that follows as: “Students will be refunded their room fee if they decline the room allotted by the end of the Add/Drop term and within knowledge of the Housing Directorate. Room deposit is refunded pursuant to the provisions of Article <b>7.4.2.</b> ” is	Housing Director



4	18.04.2012	amended as “ <b>7.4.1.1.</b> Students will be refunded their room fee if they decline the room allotted to them by the end of the ACCEPTANCE/DECLINING term through KUAIS system and within knowledge of the Housing Directorate. Room deposit is refunded pursuant to the provisions of Article <b>7.4.2.</b> ”  Article <b>7.4.1.2.</b> of the Housing Directive that follows as: “Students will not be refunded any room fee if they check out from dormitory rooms after the expiry of the Add/Drop term. Dormitory deposit is refunded pursuant to the provisions of Article <b>7.4.2.</b> ” is amended as follows: “ <b>7.4.1.2.</b> Students will not be refunded any room fee if they check out from dormitory rooms after the expiry of ACCEPTANCE/DECLINING term. Dormitory deposit is refunded pursuant to the provisions of Article <b>7.4.2.</b> ”	Housing Director
11	07.08.2012	Article “ <b>7.10.3.11.</b> To smoke in non-smoking areas (the same procedure applies to such persons in whose rooms cigarette stubs are detected.) <b>7.10.3.11.1.</b> In any case of cigarette related violation in any dormitory room, all students present/residing in rooms are held responsible for the violation. All students are given warnings.” is removed from the Housing Directive.	Housing Director
11	07.08.2012	Article “ <b>7.10.4.1.</b> To smoke in non-smoking areas. (The same procedure applies to such persons in whose rooms – including windows – cigarette studs are detected.) <b>7.10.4.1.1.</b> To allow or connive at smoking in their room. <b>7.10.4.1.2.</b> In the event that smokers cannot be identified in any case of cigarette related violation in any dormitory room, residents of rooms are held responsible for the violation.” is added to the Housing Directive.	Housing Director
1	07.08.2012	Article <b>4.8.</b> of the Housing Directive that follows as: “ <b>KUAIS:</b> The name of the software program that includes all information about students.” is amended as follows: “ <b>4.8. KUAIS:</b> The electronic medium for course registration, entering grades, storing course notes, syllabus, class reservation, dormitory settlements and storing personal information of students.”	Housing Director
7	07.08.2012	In the Housing Directive, Article “ <b>7.9.4.1.</b> Students	Housing Director



8	07.08.2012	cannot possess and use gas stoves, electric cookers, irons and similar electrical and gas tools or devices that may cause fire or similar dangers.” is amended as follows: “ <b>7.9.4.1.</b> Students cannot possess and use gas stoves, electric cookers, irons, toasters and similar electrical and gas tools or devices that may cause fire or similar dangers.”	Housing Director
9	07.08.2012	In the Housing Directive, Article “ <b>7.9.7.5.</b> It is forbidden to feed or shelter pets such as cats, dogs, birds, etc. in dormitory buildings and common areas.” is amended as follows: “ <b>7.9.7.5.</b> It is forbidden to feed or shelter animals such as cats, dogs, birds, etc. in dormitory buildings and common areas.”	Housing Director
3	07.08.2012	In the Housing Directive, Article “ <b>7.3.1.</b> Dormitory applications are made to the University’s Housing Directorate.” is amended as follows: “ <b>7.3.1.</b> Dormitory applications are made to the University’s Housing Directorate. Dormitory applications are made for an academic year. An academic year consists of Fall and Spring semesters. In case students check out from dormitories at the end of Fall semester or in between semesters for non-academic reasons, their dormitory applications will be assessed in the reserve list.”	Housing Director
7	07.08.2012	Article “ <b>7.9.3.3.</b> In case students lose or forget their room cards, their requests to ‘open room doors’ will be accepted as per the provisions of Article <b>7.9.3.3.1</b> or <b>7.9.3.3.2.</b> <b>7.9.3.3.1.</b> After necessary checks are completed by the Housing Directorate, students who do not have the room card with them due to the reasons specified in Article <b>7.9.3.3</b> shall go to the Housing Directorate and receive 1-hour (one) replacement card. TL 30 (Thirty) is deducted from deposit of students who do not return the replacement card in one hour. <b>7.9.3.3.2.</b> After necessary checks are completed by the Housing	Housing Director



		<p>Directorate, room doors of students who do not have their room card with them due to the reasons specified in Article <b>7.9.3.3</b> can be opened by the Housing Directorate in exceptional cases.” is amended as follows: “<b>7.9.3.3.</b> ‘In case students lose or forget their room cards, their requests to ‘open room doors’ will be accepted as per the provisions of Article <b>7.9.3.3.1</b> or <b>7.9.3.3.2.</b> <b>7.9.3.3.1.</b> After necessary checks are completed by the Housing Directorate, students who do not have the room card with them due to the reasons specified in Article <b>7.9.3.3</b> shall go to the Housing Directorate and receive 10-day (ten) replacement card. TL 30 (Thirty) is deducted from deposit of students who do not return the replacement card in ten days. <b>7.9.3.3.2.</b> After necessary checks are completed, room doors of students who do not have the room card with them can be opened by the Housing Directorate’s staff in exceptional cases.”</p>	
9	07.08.2012	<p>In the Housing Directive, Article “<b>7.9.14.2.</b> To enter the university campus drunk.” is amended as follows: “<b>7.9.14.2.</b> To enter the university campus drunk, and/or disturb dormitory’s order, cause pollution by coming to dormitories drunk.”</p>	Secretary General
9	07.08.2012	<p>Article “<b>7.9.14.3.</b> Disturbing dormitory’s order by coming drunk, polluting dormitory and occupying the Health Center for this reason.” is removed from the Housing Directive.</p>	Secretary General
6	07.08.2012	<p>Article “<b>Room Safety 7.8.1.</b> Students are fully responsible for room safety. They must keep the room doors closed and locked. <b>7.8.2.</b> Students are strongly advised to insure their valuable articles against theft and other damages. The University cannot be held responsible for any loss or damage. However, the University helps students with performance of the administrative and judicial procedures. <b>7.8.3.</b> The Housing Director, Deputy Housing Director or Dormitory Officer checks rooms and belongings of students to assess compliance with safety rules, cleanliness and dormitory rules when necessary and as per the principle of privacy.” is amended as follows: “<b>Room Safety 7.8.1.</b> Students must absolutely keep room doors closed and locked. They must have valuable articles with them. Students are fully responsible for the safety of inventories and</p>	Housing Director



		<p>personal belongings in their rooms. <b>7.8.2.</b> Students are responsible for any possible loss or damage to personal belongings that may arise from non-compliance with provisions specified in Article <b>7.8.1.</b> In case of damage/loss to the inventories, the damage/object fee is deducted from deposits students have paid. <b>7.8.3.</b> Students are strongly advised to insure their valuable articles against theft and other damages. The University cannot be held responsible for any loss or damage. However, the University helps students with performance of the administrative and judicial procedures. <b>7.8.4.</b> The Housing Director, Deputy Housing Director or Dormitory Officer checks rooms and belongings of students to assess compliance with safety rules, cleanliness and dormitory rules when necessary and as per the principle of privacy.”</p>	
2	28.09.2012	<p>Article “<b>7.1.6.</b> Students who are subject to suspension from the University for any reason are discharged from dormitories as well.” in the Housing Directive is amended as follows: “<b>7.1.6.</b> Students who are subject to suspension from the University for any reason for more than 1 month are discharged from dormitories as well.”</p>	Housing Director
13	30.10.2012	<p>Article “<b>7.10.8. Objection to Penalty:</b> Students can object to the higher authority within 7 days after the notification of disciplinary penalty. Objections do not cease practice of penalty.” in the Housing Directive is amended as follows: “<b>7.10.8. Objection to Penalty:</b> Students can object to the higher authority within 15 days after the notification of disciplinary penalty. Objections do not cease practice of penalty.”</p>	Bureau Management Specialist
12	30.10.2012	<p>Article “<b>7.10.7. Authority to Give Penalty:</b> The Housing Directorate is authorized to give Warning and Reprimand penalties, while the Dormitory Commission is authorized to give final penalty to discharge from dormitory rooms.” In the Housing Directive is amended as follows: <b>7.10.7. Authority to Give Penalty:</b> The Housing Directorate is authorized to give Warning and Reprimand penalties, while the Dormitory Commission is authorized to give final penalty to discharge from dormitory rooms. Academic and administrative units of the University use e-mail addresses with ku.edu.tr extension for notification of penalties.</p>	Dormitory Commission



2	07.12.2012	Article “ <b>7.1.6.</b> Students who are subject to suspension from the University for any reason for more than 1 month are discharged from dormitories as well.” in the Housing Directive is amended as follows: “ <b>7.1.6.</b> Students who are subject to suspension from the University for any reason are discharged from dormitories as well as long as the period of suspension.”	Dormitory Commission
12	07.12.2012	Article “ <b>7.10.7. Authority to Give Penalty:</b> The Housing Directorate is authorized to give Warning and Reprimand penalties, while the Dormitory Commission is authorized to give final penalty to discharge from dormitory rooms. Academic and administrative units of the University use e-mail addresses with ku.edu.tr extension for notification of penalties.” In the Housing Directive is amended as follows: “ <b>7.10.7. Authority to punish:</b> Warning and Reprimand penalties in the name of the Housing Directorate are given by the Deputy Housing Director, while the Dormitory Commission is authorized to give final penalty to discharge from dormitory rooms. Academic and administrative units of the University use e-mail addresses with ku.edu.tr extension for notification of penalties.”	Dormitory Commission
13	07.12.2012	Article “ <b>7.10.8. Objection to Penalty:</b> Students can object to the higher authority within 15 days after the notification of disciplinary penalty. Objections do not cease practice of penalty.” in the Housing Directive is amended as follows: “ <b>7.10.8. Objection to Penalty:</b> Students can object to the Housing Director, the higher authority, within 15 days after the notification of disciplinary penalty. Objections do not cease practice of penalty.”	Dormitory Commission
8	07.12.2012	Article “ <b>7.9.7. Cleanliness:</b> It is compulsory that rooms are cleaned by the staff once a week according to schedule prepared by the Housing Directorate. Rooms must be kept appropriate for cleaning on the said dates.” in the Housing Directive is amended as follows “ <b>7.9.7. Cleanliness:</b> Rooms are cleaned according to schedules prepared by the Housing Directorate. Rooms must be kept appropriate for cleaning on the said dates.”	Housing Director



7	14.01.2013	Article “7.9.2.5. It is forbidden to hang flags, pennants, etc. on windows and glasses of dormitory rooms.” is added to the Housing Directive.	General Secretary
	05.06.2013	All articles of the Housing Directive are revised.	Bureau Management Specialist
9	29.08.2013	Article “7.8.9.3.8. To be respectful to dormitory executives and staff.” is added to the Housing Directive.	Bureau Management Specialist
9	26.09.2013	Article “7.8.9.3.9. To damage inventories available in dormitory rooms and/or common areas.” is added to the Housing Directive.	Housing Directorate
6	05.12.2013	The phrase “are informed” in Article “7.8. Disciplinary Procedures” of the Housing Directive is amended as “are warned for the last time.”	Housing Directorate
2	21.01.2014	Article “4.9.” in the Housing Directive is updated due to operation in the Housing Directorate.	Housing Directorate
3	21.01.2014	Article “7.1.4.1.” is added to the Housing Directive due to the operation in the Housing Directorate.	Housing Directorate
4	21.01.2014	Article “7.2.3.” is added to the Housing Directive due to operation in the Housing Directorate.	Housing Directorate
	21.01.2014	In the Housing Directive, the phrase “KUAIS system” is amended as “Online Student Information System”.	Housing Directorate
6	21.01.2014	Article “7.8.” in the Housing Directive is updated due to operation in the Discipline System of the Housing Directorate.	Housing Directorate
7	21.01.2014	Article “7.8.9.2.1.” in the Housing Directive is updated due to operation in the Discipline System of the Housing Directorate.	Housing Directorate
7	21.01.2014	Article “7.8.9.2.2.” is removed from the Housing Directive due to operation in the Discipline System of the Housing Directorate.	Housing Directorate
7	21.01.2014	Article “7.8.9.2.6.” in the Housing Directive is updated due to operation in the Discipline System of the Housing Directorate.	Housing Directorate





8	21.01.2014	Article “7.8.9.2.22.” is removed from the Housing Directive due to operation in the Discipline System of the Housing Directorate.	Housing Directorate
9	21.01.2014	Article “7.8.9.3.10.” is added to the Housing Directive due to operation in the Discipline System of the Housing Directorate.	Housing Directorate
9	21.01.2014	Article “7.8.9.4.2.” is added to the Housing Directive due to operation in the Discipline System of the Housing Directorate.	Housing Directorate
9	21.01.2014	Article “7.9.5.” in the Housing Directive is updated due to operation in the Discipline System of the Housing Directorate.	Housing Directorate
10	21.01.2014	Article “7.9.17.” is added to the Housing Directive due to operation in the Discipline System of the Housing Directorate.	Housing Directorate
3	17.07.2014	Articles “7.2.5.”, “7.4.3.” and “7.4.6.” in the Housing Directive are updated due to the amendment in the planning system of the Housing Directorate.	Housing Directorate
6	17.07.2014	Articles “7.7.5.2.” and “7.7.5.3.” in the Housing Directive are updated due to the amendment in the lost/replacement card practice.	Housing Directorate
	17.07.2014	Articles “7.8.9.2.2.” and “7.8.9.4.3” are added to the Housing Directive due to amendment in the practice of the discipline system.	Housing Directorate
	17.07.2014	Articles “7.8.9.2.5.”, “7.8.9.3.1.”, “7.9.9.” and “7.9.14” in the Housing Directive are updated due to the amendment in the discipline system of the Housing Directorate.	Housing Directorate
4	28.08.2014	Article “7.4.10.” in the Housing Directive is updated due to the amendment of practice in the Housing Directorate.	Housing Directorate
4	28.08.2014	Articles “7.4.13.” and “7.5.2.4.” are added to the Housing Directive due to amendment of the related practice by the Housing Directorate.	Housing Directorate
1	03.09.2014	Article “4.7.” in the Housing Directive is amended due to amendment in the definition of Financial Affairs.	Housing Directorate



3	03.09.2014	Articles “7.2.6.”, “7.3.1”, “7.3.3.” in the Housing Directive are amended due to amendments in Financial Affairs.	Housing Directorate
5	04.09.2014	Article “7.6.2.” in the Housing Directive is amended due to amendments in Financial Affairs.	Housing Directorate
6	04.09.2014	Article “7.7.5.4.” is added to the Housing Directive due to amendments in the lost/replacement card practice.	Housing Directorate
8	04.09.2014	Article “7.8.9.2.5.” in the Housing Directive is updated due to practices in the discipline system of the Housing Directorate.	Housing Directorate
	23.06.2015	All articles in Koç University’s Housing Directive are reviewed and updated.	Housing Directorate
	28.07.2016	Articles “7.1.4.”, “7.4.5.”, “7.4.13.”, “7.5.1.3.”, “7.6.1.”, “7.6.1.1.”, “7.6.1.4.”, “7.6.2.”, “7.6.4.”, “7.7.4.”, “7.7.5.4.”, “7.8.”, “7.8.9.2.2.” and “7.8.9.2.10.” are updated due to amendments in Koç University’s Housing Directive.	Housing Directorate
	02.09.2016	Article “7.8.1.” is added to Koç University’s Housing Directive due to amendment in HGS authorization.	Housing Directorate
10	18.11.2016	Article “7.8.9.3.3.” in Koç University’s Housing Directive is updated.	Housing Directorate
	12.04.2017	Articles “4.3.”, “4.13.”, “4.14” and “4.17.” are added to Koç University’s Housing Directive due to amendments in practice.	Housing Directorate
	12.04.2017	Articles “7.1.8.”, “7.2.1.”, “7.2.6.”, “7.4.”, “7.4.5.”, “7.4.6.”, “7.4.12.”, “7.4.13.”, “7.5.”, “7.7.1.2.”, “7.7.1.3.”, “7.7.1.4.”, “7.7.4.” and “7.7.5.” are added to Koç University’s Housing Directive due to amendments in practice.	Housing Directorate
	12.04.2017	Articles “7.2.7.”, “7.6.3.” and “7.10.2.2.” are added to Koç University’s Housing Directive due to amendments in practice.	Housing Directorate
10	20.06.2017	Articles “7.1.7.”, “7.6.2.”, “7.9.”, “7.10.4.”, “7.10.5.” and “7.10.12” in Koç University’s Housing Directive are updated due to amendments	Housing Directorate



		in processes.	
12	30.11.2017	Articles “7.9.” and “7.9.9.4.” in Koç University’s Housing Directive are updated.	Housing Directorate
	06.02.2018	Articles “7.9.10.2.23”, “7.9.10.4.4.”, “7.9.10.4.5.”, “7.9.10.4.6.” and “7.9.10.4.7.” are added to Koç University’s Housing Directive.	Housing Directorate
	06.02.2018	Articles “7.4.12.”, “7.4.13.”, “7.5.” and “7.7.4.” in Koç University’s Housing Directive are updated.	Housing Directorate
	06.02.2018	Articles “7.1.7.” and “7.9.” Disciplinary Procedures” in Koç University’s Housing Directive are updated due to determination of readmission conditions for students who are discharged from dormitories.	Housing Directorate
10	25.04.2018	Article “7.9.10.2.2.” in Koç University’s Housing Directive is updated.	Housing Directorate
12	25.04.2018	Article “7.9.10.3.11.” is added to Koç University’s Housing Directive.	Housing Directorate
	10.07.2018	In the Housing Directive, the phrase “Dormitory Management”, “Dormitory Manager”, “Facilities Management” are amended as “Housing Directorate”, “Housing Director”, “Campus Operations and Facilities Directorate”.	Housing Directorate
	10.07.2018	All articles in the Koç University’s Student Housing Directive are reviewed and updated as per the Specific Directive on Student Accommodation Services.	Housing and Accommodation Directorate
	24.07.2019	Article “7.2.4.” in Koç University’s Housing Directive is updated.	Housing Directorate



**KOÇ  
ÜNİVERSİTESİ**

**KOÇ UNIVERSITY  
STUDENT HOUSING  
DIRECTIVE**

Y20-YM-001

**Date : 24.07.2019**

**Update No: 21**

**Department in Charge: HD**

**Page : 44/44**

**Distribution (Related Departments)**

Rectorate Office

Office of Secretary General

Housing Directorate

Security Directorate

Approval (Housing Director):

Approval of Enforcement (Rector):

Approval (Secretary General):