

## Koç University Dormitories Frequently Asked Questions Booklet 2019-2020

### **FREQUENTLY ASKED QUESTIONS ABOUT KOÇ UNIVERSITY DORMITORIES**

*The dormitory applications by all students will be considered to cover both semesters –Fall 2019 and Spring 2020. Dormitory applications for a single semester will not be accepted.*

*There are two payment plans for dorm fees, which can be paid either in advance, or in installments. Payments in installments can be performed via Yapı Kredi Bank and Koçfinans.*

**QUESTION: I am granted admission to Koç University. I will be moving in from another province. When and how can I get registered for the dormitories?**

**ANSWER:** *The dormitory applications for our new students will be received during their registration for the school, at the Dormitories and Accommodation Directorate's desk. Registrations via the e-Government site will be accepted on 19-21 August, 2019.*

*The students who will register via the e-Government site can check the relevant notes by clicking on the following link.*

*Information package link: <https://registrar.ku.edu.tr/kayit-icin-gerekli-belgeler/>*

**QUESTION: Can I apply for a dorm room with the same documents I will be submitting for my school registration?**

**ANSWER:** *Even though both processes may require the same documents, separate copies should be provided and submitted for each application. For instance, it is impossible to use a single civil registration ID card photocopy for both school and dormitory registrations.*

**QUESTION: What is the order of priority for dormitory admissions?**

**ANSWER:** *Any new students who are granted admission just this year shall be provided a dorm room, should he/she submit an application for one. Students in their subsequent years will be granted admission in a system where the students who are granted scholarship for dormitories, and who otherwise reside outside Istanbul are prioritized. In case there are rooms available, students residing in Istanbul will also be granted admission, based on their residence's distance to the campus.*

**QUESTION: Will all students be offered the rooms they requested on the application form?**

**ANSWER:** *Dormitory planning is based on placement criteria specified by the Board of Directors of the Dormitories, with reference to the address and year details of the students.*

**QUESTION: I was granted admission to Koç University, and my brother/sister was granted admission to another university in Istanbul. Can we stay together at Koç University dormitories?**

**ANSWER:** *Koç University Dormitories are reserved exclusively for Koç University students. Other students / guests who are not Koç University students are not allowed to stay at our dormitories.*

**QUESTION:** **Can I choose my roommate at the time of making an application for the dormitories?**

**ANSWER:** *In case you note the name of your preferred roommate at the time of submitting an application over our website, your request will be fulfilled based on availability and our placement priorities. The roommate you name on your form should also name you as his/her preferred roommate in the respective application form.*

**QUESTION:** **In case I am granted a room which is different from my stated preference, what can I do to switch to another room? Can I move to another room in case I don't get along well with my roommate?**

**ANSWER:** *The students who wish to change their room can submit their request via KUSIS, using the Main Menu > Dormitory > Requests tabs. The requests to change rooms are fulfilled based on availability; no guarantees are given regarding the availability of the rooms.*

**QUESTION:** **Should I submit a renewed application for the Spring semester, as I stay at the dorm during the Fall semester?**

**ANSWER:** *Dormitory applications are submitted for a whole academic year. The students who stay at the dorm during the Fall semester need not submit a new application for the Spring semester.*

**QUESTION:** **What do the dorm fees we pay cover?**

**ANSWER:** *The dorm fees paid cover accommodation in the assigned room, cleaning services, heating, lighting, hot water, the use of shared spaces (laundry, kitchen, computers at the study rooms etc.), and unlimited internet connection services. They do not cover transportation, food etc.*

**QUESTION:** **What should I do to have my dorm application to be taken into consideration, other than the application I will submit through KUSIS?**

**ANSWER:** *For the dorm applications to be taken into consideration, the Preliminary Dorm Registration Fee set by the Board of Directors of the Dormitories, as well as the TRY 400 security deposit should be deposited. The students who had previously deposited security deposit, from which some deductions were made, should deposit the applicable amount to increase the security figure back to TRY 400. Failure to make the deposit within the specified time frame shall lead to the dismissal of the application.*

**QUESTION:** **Are there any specific procedures I have to complete once my dorm room is announced?**

**ANSWER:** *Once the room assignments are announced, you can check the KUSIS system, using the*

Main Menu > Self Service > Student Center screen, to see your room. Should you refuse to stay in the specified dorm room, you will be required to note your refusal in the to-do list screen accessible through the menu specified above, on the Online Student Information System (KUSIS), by the date specified in dorm application announcements. The students who fail to submit such notice on KUSIS shall be deemed to have accepted the assigned room, and shall be billed for the annual fee applicable to the specified dorm room. Any discrepancy between the annual fee of the room assigned to the student, and the Preliminary Dorm Registration Fee shall be paid in advance for the whole year, as specified in the dorm placement announcements, by the date specified in the applicable announcements. The dorm agreement and the letter of commitment for the dormitory should be downloaded from the Online Student Information System, printed out, and signed, to be submitted to the Dormitories and Accommodation Directorate during the check-in process.

**QUESTION:** I am granted a 50% scholarship for the school. Will I be paying also the half of the dorm fee, if I stay there?

**ANSWER:** You can get all details regarding the scholarships by sending an e-mail to the Dean of Students, at the address [kudeb@ku.edu.tr](mailto:kudeb@ku.edu.tr).

**QUESTION:** Where should I deposit the advance payment, security deposit, and the dorm fee required?

**ANSWER:** You can deposit the dorm fee and the security deposit via any payment channel you prefer as offered by the contracted banks specified below, using your Turkish ID number and the student ID number. The payments can be made only via the systems offered by the contracted banks. The bank details and the payment channels are specified below.

| Anlaşmalı Bankalar | İnternet                            | Vezne                               | ATM                                 |
|--------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 1- Yapı ve Kredi   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2- Garanti         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3- İş Bankası      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4- Akbank          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5- TEB             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Non-compliance with these requirements will make it impossible to determine whether any amount was deposited or not, and thus will prevent the completion of the dorm registration.

**QUESTION:** If the room assigned to me in the planning stage is not acceptable to me, should I reject the assigned room?

**ANSWER:** In case the students reject the assigned rooms, they will be deemed to waive the dorm assignment, and shall not be able to stay at the dorm. The students can reject the assigned room only in case they decide to forfeit any dorm accommodation. To maintain dorm accommodation, but to have a room change, the students can submit their request via KUSIS, using the Main

*Menu > Dormitory > Requests tabs. The room change requests will be met according to availability.*

**QUESTION:** Do the students who are provided scholarship for the dorm also need to submit security deposit?

**ANSWER:** *Any student, with or without scholarship, staying at or submitting an application stay at the dormitories should submit security deposit. Only the recipients of Anadolu Scholarships are exempted from the security deposit requirement.*

**QUESTION:** Can I collect my security deposit back, at the time of vacating the dorm?

**ANSWER:** *The students who had submitted dorm accommodation applications for the next semester shall not be allowed to collect their security deposit back. Once a student vacates the dorm and is completely de-registered, he/she can submit a security deposit refund request, by entering his/her IBAN details in the Security Deposit Deduction Query and Refund Request section under the Financial Matters part of the website <https://h-trackit.ku.edu.tr>. The security deposit refunds are transferred by the Financial Affairs Directorate, to the student's account, within 10 to 15 days depending on the number of applications being processed.*

**QUESTION:** Is there any document I should bring with me, as I arrive to settle at the dormitory.

**ANSWER:** *The students who arrive to settle in their dormitories should have the printed and signed copy of the dormitory agreement they download from KUSIS, the printed copy of the letter of undertaking for the dormitory, and the dorm fee payment confirmation received from the Financial Affairs Directorate, as they go to the Dormitories and Accommodation Directorate's offices. They should then sign and submit the room fixtures delivery receipt for the room, the dormitory agreement and the letter of undertaking, and submit the payment confirmation by the Financial Affairs Directorate. After these procedures, they will be provided room keys and access to the dorm.*

**QUESTION:** Can I check into the room without the payment confirmation regarding the dorm fee, issued by the Financial Affairs Directorate?

**ANSWER:** *The students who made the payment but do not yet have the payment confirmation issued by the Financial Affairs Directorate shall be issued entry cards valid for a maximum of one day, and required to submit the payment confirmation by the Financial Affairs Directorate within the said time frame.*

**QUESTION:** What should I do if I have to check into the dormitory on a weekend?

**ANSWER:** *The students who will check into their rooms on a weekend must have made their*

*payments in advance, and have the payment confirmation issued by the Financial Affairs Directorate attesting the payment of the dorm fee.*

**QUESTION:** I was granted dormitory scholarship. Can I stay in single rooms and/or single rooms with bathroom?

**ANSWER:** *You can get all details regarding the scholarships by sending an e-mail to the Dean of Students, at the address [kudeb@ku.edu.tr](mailto:kudeb@ku.edu.tr).*

**QUESTION:** Should I perform some specific procedure as I check in to my room for the first time?

**ANSWER:** *Upon checking into their room for the first time, the students should check the fixtures in the room, and report any broken, damaged or missing materials to the Dormitories and Accommodation Directorate. The cost of any damaged / missing materials identified after the student's check out shall be deducted off the student's security deposit.*

**QUESTION:** Can you provide some information about the Western Campus?

**ANSWER:** *The Western Campus is located at a distance of 2.5 km to Rumelifeneri Campus. During the academic year, free shuttle services connect the both campuses on a 7/24 basis. There are a total of seven dormitory buildings in the Western Campus. There are a total of 204 double rooms, 116 single rooms, and 240 triple rooms. The Western Campus also contains an indoors semi-olympic swimming pool, cafeteria, cafe and the student center, billiard / game hall, study hall, fitness and dance hall. Moreover, there is a 7/24 operational Medical Center and ambulance services.*

**QUESTION:** Once I am settled in the dormitory in my first year, can I continue staying there till my graduation?

**ANSWER:** *At the end of each academic year, the students completely vacate their rooms and leave the dormitories, or move on to a new room assigned to them for the summer school. They are then assigned to a room assigned to them each year by the system, based on the dormitory placement criteria.*

**QUESTION:** Why do I need to vacate my room completely at the end of each year? Can't I leave my stuff in my room and continue staying at the same room after the summer, or move to my new room upon my return from the summer vacation?

**ANSWER:** *As our students stay at the dormitories through the academic year, detailed and large-scale repair/renovation works cannot be implemented at that time. In order to ensure that our dormitories serve our students in a well-maintained, orderly and refreshed state, renovation*

programs are implemented during the summer months, when the occupancy rates are lowest. Paint, basic maintenance, cleaning, pest control and renovation activities are performed during that time of the year. Moreover, some dorm rooms are used during the summer, for summer school purposes. In addition, the dormitory planning for our students is made by the system on an annual basis, in line with the dormitory placement criteria, and the student's YKS address.

**QUESTION:** Should I completely vacate my room as I leave for the semester break?

**ANSWER:** Our students are not required to vacate their rooms during the semester break. Their stuff can be left in their rooms, provided that they leave no valuables, and that they leave the room in an orderly manner. In case the student requests a change of rooms, he/she should leave his/her stuff in a state ready for move to the new room immediately on the specified date of move, and should carry out the move within the specified time frame. The university does not assume any liability regarding the belongings left in the room.

**QUESTION:** Can I stay at the dormitories during the summer vacation?

**ANSWER:** The students who wish to stay at the dormitories during the summer, on the grounds noted below, should submit a dormitory assignment application by the time frame announced by the Dormitories and Accommodation Directorate. During the summer period, the students attending summer school, having internships, or engaging in specific work within the framework of the university may stay at the rooms assigned to them by the Dormitories and Accommodation Directorate, based on the confirmation to be provided by the faculties they are enrolled in.

**QUESTION:** I completely vacated my room. I have no more stuff there. But as I was in a hurry, I left my card to my roommate and left without signing the check out form. Would that be a problem?

**ANSWER:** Every student is required to perform due check out procedures personally, even if he/she vacated the room. This obligation cannot be transferred to another person.

**QUESTION:** I am not a resident of Istanbul. And I have a lot of stuff with me. Is there a storage space where I can leave my stuff during the summer?

**ANSWER:** All students from outside Istanbul can leave one 60x60x40 box in storage as they leave the dormitory for summer, provided that they submitted a dormitory application for the next year. There are no other storage services provided. Each student can leave only one box.

**QUESTION:** Is there some facility I can contact in case I have a medical problem?

**ANSWER:** Both campuses have Health Centers, where physicians and nurses provide services 24 hours a day. Students who are registered with Koç University can call 1100 ext. at the main campus, and 7000 ext. at the Western Campus, to contact the Health Center for any medical emergency they have. The ambulance at the Health Center is used for transfers to general

*hospitals where required.*

**QUESTION:** Will my family be notified when I utilize the services of the Health Center for any medical problem?

**ANSWER:** *The decisions on health-related matters are completely at the discretion of the on-call physician. The families will not be notified unless the physician deems it necessary. Either the physician on-call or the office of the Dean of Students. In some rare cases, the Dormitories and Accommodation Directorate will notify the family, upon the request and instructions of the physician.*

**QUESTION:** What does KURES mean?

**ANSWER:** *KURES is the abbreviation for Koç University Counseling Service (Koç Üniversitesi Rehberlik Servisi). It is a unit employing specialist psychologists, offering free counseling services for any issues or problems the students may have in their school or private life.*

**QUESTION:** Can anyone get access to private details I disclose to KURES?

**ANSWER:** *Confidentiality principle applies.*

**QUESTION:** I am having psychological / private problems, and the Dormitory Officer learned about them. I am worried that others can also learn about my condition. Is there such a risk?

**ANSWER:** *The Dormitory Officers do not share details about the private conditions of the students with anyone but the relevant persons and authorities, and do so only in case it is deemed necessary. They would cooperate with you with respect to your problems, and guide you towards KURES and/or Dean of Students and/or the Health Center. Information regarding a student will not be shared with other students.*

**QUESTION:** I am having some issues regarding the building / floor I am staying in. With whom should I contact for solutions to these problems?

**ANSWER:** *We have a Resident Assistant (RA) assigned to each dormitory. The RAs are the students who provide a channel for the communications between the students and the Dormitories and Accommodation Directorate. First of all, you can ask assistance from the RA assigned to your building. You can also consult with the Dormitory Officer assigned to your building, for any problems you wouldn't be disclosing to RA, given the subject matter. At times your Dormitory Officer is not available on campus, you can call the Dormitories and Accommodation Directorate and ask for help, create a h-trackit ticket, or communicate your problem by sending an e-mail to the address [housing@ku.edu.tr](mailto:housing@ku.edu.tr).*

**QUESTION:** I have some complaints about my roommates. But I am worried about them being aware of my complaints if I send an e-mail to you. Is there such a risk?

**ANSWER:** *The matters shared by our students are not disclosed to third parties other than the relevant officials, and no information about such matters is provided to others. The problems reported by our students are not discussed or handled in the presence of other students.*

**QUESTION:** **The Dormitory Officer came to my room and told me that my guest should leave, even though it was not 23:00 yet. Is it possible to intervene as such, against the student and his/her guest?**

**ANSWER:** *The guests of the students can be present at the recreational areas specified by the Dormitories and Accommodation Directorate, between 12:00-23:00 designated as visiting hours. The guests are not allowed to go to the dorm rooms under any circumstances, and no guests can be hosted at students' rooms.*

**QUESTION:** **A friend of mine stays at a double room, and the other bed in his/her room is not occupied. As I too am a dorm resident, can I stay on that unoccupied bed at my friend's room?**

**ANSWER:** *The students are required to stay at the rooms they are assigned to by the Dormitories and Accommodation Directorate. They are not allowed to change rooms on any grounds, without notifying the Dormitories and Accommodation Directorate, and they cannot stay at another room.*

**QUESTION:** **As I was studying at the library, I gave the keys to my room to a friend of mine, to let him/her get an hour's rest there. The Dormitory Officer apparently saw my friend entering my room, and took my card. Can you tell me why?**

**ANSWER:** *It is prohibited to give the key card for your room to another student who may or may not be a dorm resident. The rooms cannot be made available to another student who may or may not be a dorm resident, for short as well as long time frames.*

**QUESTION:** **I am a parent of a student. I am unable to reach my son / daughter. I don't know his / her room's phone number. Can you tell me the number?**

**ANSWER:** *We can patch your call to our student's room, but we are unable to disclose any details regarding our students, taking into account the security concerns and the fact that they are adults. Information disclosure on this matter can occur only upon the initiative of the student, the Dean of Students, and the physicians at the Health Center.*

**QUESTION:** **Can you provide information about the mail and h-trackit system of the Dormitories and Accommodation Directorate?**

**ANSWER:** *You can create a h-trackit ticket by logging into the TRACKIT system provided on the web site (<https://h-trackit.ku.edu.tr>) for any questions or requests you may have about the*

Dormitories and Accommodation Directorate, or send an e-mail to the address [housing@ku.edu.tr](mailto:housing@ku.edu.tr) for issues which are not covered by the h-trackit system.

**QUESTION: Will my dorm accommodation be affected by any temporary suspension I get?**

**ANSWER:** Any dorm resident who received more than 1 month of suspension from the school will not be allowed to stay at the dorm during the suspension period.

**QUESTION: What kind of sanctions apply in the case of failure to meet the rules of the dorm?**

**ANSWER:** The students who do not comply with the rules specified in the Dormitory Directive will be subjected to warnings and sanctions applicable, by the Dormitories and Accommodation Directorate, and the Board of Directors of Dormitories.

**QUESTION: If I get an expulsion from dormitory, will I be allowed to be return in subsequent semesters?**

**ANSWER:** The students who are expelled from dormitories, or who are observed to act in violation of dormitory rules may be barred from returning to the dorms.

**QUESTION: What is KUSIS (Koç University Student Information System)?**

**ANSWER:** KUSIS is the Academic Information System of Koç University. The students, academic staff and employees are able to use the system in various capacities. The students can use the system to see their grades, courses, course schedules, course requirements, professors and payment details. Moreover, they can also perform various procedures such as dorm applications, course registration, and petition creation via the system.

**QUESTION: Is there wireless internet connection at the dorms?**

**ANSWER:** All dorm buildings offer unlimited wireless internet connection. You need to configure your laptops and smart phones to access the wireless internet connection. You can get assistance from the IT unit (ext.: 1111) regarding this matter.

**QUESTION: Are there events / social activities organized for the students at dorms?**

**ANSWER:** At the beginning of each year, the RA (Resident Assistant) and Dorm Officers jointly organize 'happy hour' meetings offering various snacks, to serve as a ground for getting acquainted and having some conversation. Moreover, the Dorm Officer and the RA for the dorm building can also organize other events such as movie nights through the semester. The events can be organized in line with the requests of the students.

**QUESTION: Can we order food from outside the campus, from providers other than the catering firms at the school?**

**ANSWER:** *Our students can order food from outside the campus, on a 7 / 24 basis. However, the delivery personnel bringing the food in is not allowed to get into the buildings or access the dorm floors. The students are required to collect their orders at the main entrance of the building. During the ordering procedures, the students should provide the firm with their room's phone number as well as their mobile phone numbers. The student who orders food should also notify the main entrance gate security.*

**QUESTION:** **What should I bring in, aside from my personal belongings, as I arrive to settle in my dorm room?**

**ANSWER:** *The dorm rooms are equipped with beds, undersheet and bed furniture, wardrobe, desk and chair, refrigerator, phone, and reading light. Should they wish so, our students can get pillows and blankets from the storage unit, by filling out the fixtures delivery form.*

**QUESTION:** **Can I get some help with carrying my stuff?**

**ANSWER:** *The Dormitories and Accommodation Directorate does not have any staff to help moving personal belongings. Thus, each student is responsible with carrying his/her stuff.*

**QUESTION:** **Can I use the extension phone in my room to make and receive calls from outside?**

**ANSWER:** *The telephones in the rooms are free to use within the campus system. When called from outside, at Rumelifeneri Campus, your extension number should be used as a suffix to 0212 338. In other words, assuming your extension is XXXX, for you to get a call from outside the campus, the number should be dialed as 0212 338XXXX. For the Western Campus, the callers from outside the campus should first call the campus switchboard at the number 3381000, and then dial the extension of the room. You can call the Dormitories and Accommodation Directorate to learn your extension.*

**QUESTION:** **How can I use the washing machines at the dormitories?**

**ANSWER:** *All dorm buildings located in both campuses have laundries. The washing machines / driers as well as the irons provided in the laundries are available freely for the use of the students residing in that building. The students supply their own detergent.*

**QUESTION:** **Are there kitchens in the dorm buildings?**

**ANSWER:** *Kitchens are provided in all buildings in the Rumelifeneri Campus, save for the HF - SM - U buildings. In the Western Campus, a very large kitchen available for all students, allowing simultaneous use by a large number of students, is provided in the ground floor of the B1 building.*

**QUESTION:** **Which utensils are provided for use by the students?**

**ANSWER:** *Our kitchens are equipped with cooktops with four hot plates, toasters and microwave ovens, as well as cooker hoods to provide ventilation. The student is expected to provide the remaining materials (e.g. pots, plates, forks, spoons). From a safety and hygiene perspective, the students who use the kitchens are required to leave the electrical devices they used in a safe state, and the overall kitchen clean. At the dormitories, cooking is not allowed outside the kitchens (in rooms, study halls etc.). The students should not leave dirty dishes in the kitchens. Any dirty dishes left in the kitchens will be thrown away by the dormitory personnel, to ensure compliance with the hygiene rules.*

**QUESTION:** **Are there refrigerators in dorm rooms?**

**ANSWER:** *All dorm rooms are equipped with refrigerators.*

**QUESTION:** **What can I do when I have an electronic or technical problem at the dorms?**

**ANSWER:** *You can create work orders yourself, for any problem you noticed in your rooms, using the link <https://trackit.ku.edu.tr/>. You should choose C-trackit for any mechanical, electrical or construction-related problems, and IT-Trackit for problems such as internet connection, phone or printer failures. When you report the failure, writing the location details to allow easy access would help reduce the time frame required for a response. Another important point to note in the work orders you issue is to direct it to the correct department, with reference to the type of the failure. In this context; Choosing Mechanical for failures affecting washing machines, toilet flush systems, clogged drain, or refrigerator failure, Electrical for electric failures, and Carpentry for furniture, door or bed problems, is crucial to ensure that the correct team responds to the failure. In case of any problem, you can contact the Dormitories and Accommodation Directorate for the Rumelifeneri Campus by calling the extension 3377, or the Western Campus Supervisor at the extension 7021, on a 7/24 basis.*

**QUESTION:** **What should I do when I lose or forget the key to my room?**

**ANSWER:** *Whenever you lose or forget the key to your room, all you need to do is to come to the Dormitories and Accommodation Directorate and fill out the key loss form, to get the replacement key. In case you do not return the lost key within 10 days, a TRY 40 key fee will be deducted off your security deposit at the end of the relevant month.*

**QUESTION:** **Can I watch TV and listen music in my room?**

**ANSWER:** *The dorm residents are allowed to listen music and watch TV, provided that the sound levels do not cause discomfort for others.*

**QUESTION:** **Can I place posters, announcements, drawings etc. on the panels or in the shared areas in the dorms?**

**ANSWER:** *The placement of announcements or posters which have not been pre-approved by the Dormitories and Accommodation Directorate and which have not received the stamp of the Dean of Students is not allowed.*

**QUESTION:** **Can I have keep a pet in the dorm?**

**ANSWER:** *We are unable to allow the keeping of pets in our dormitories.*

**QUESTION:** **Who should I contact regarding the internet speed / failure issues?**

**ANSWER:** *The IT unit handles the internet problems at the dormitories. For any problem you may have, you can create an IT-TRACKIT using the TRACKIT section of KU's web site. You can also call the IT help desk by calling the extension 1111 during work hours.*

**QUESTION:** **Are there shuttle services to the city? If yes, how can I use them?**

**ANSWER:** *You can get detailed information on [www.ku.edu.tr](http://www.ku.edu.tr), using the tabs Campus > Transportation Services > Shuttle Schedules. Paid shuttles operate between Haciosman Metro Station and the Campus. Furthermore, there are private minibus services running between Haciosman Metro Station and the Campus, as well as municipal city buses the schedules of which are again shown on the Shuttle Schedules page. There are free shuttles running between the Western Campus and Rumelifeneri Campus 7 days a week, 24 hours a day.*

## **HIGHER EDUCATION INSTITUTIONS DISCIPLINARY REGULATION FOR STUDENTS**

### **PART ONE**

#### **Purpose, Scope, Legal Basis and Definitions**

##### **Purpose and Scope**

###### **ARTICLE 1**

(1) The purpose of the present Regulation is to establish the methods and principles applicable to the disciplinary action and investigations regarding the students of higher education institutions.

(2) This regulation covers all students enrolled in higher education institutions.

##### **Legal Basis**

###### **ARTICLE 2**

(1) This Regulation is based on article 54 as well as article 65, paragraph (a), sub-paragraph (9) of the Higher Education Law dated 4.11.1981, no. 2547.

##### **Definitions**

###### **ARTICLE 3**

(1) For the purposes of this Regulation;

- a) Student refers to the persons receiving associate degree, undergraduate degree, master's degree, Ph.D., medical specialization, or proficiency in art education at higher education institutions,
- b) Reprimand refers to the notification of the student in writing, regarding the denouncement of his/her behavior which are not acceptable in the context of studentship,
- c) Warning refers to the written notice issued to the student, about the need to engage in more careful behavior regarding his student life,
- ç) Higher Education Institutions refer to the universities, advanced technology institutes, and the faculties, institutes, schools, conservatories, vocational schools and application and research centers operating under the umbrella thereof,
- d) One-Week to One-Month Suspension from the Higher Education Institution refers to the written notification of the student about his/her suspension from the higher education institution for a period of one week to one month, noting that he will not be allowed to attend the classes and the exams during the said time frame,
- e) One-Semester Suspension from the Higher Education Institution refers to the written notification of the student about his/her suspension from the higher education institution for one semester, noting that he will not be allowed to enjoy the rights granted to the students during the said time frame,
- f) Dismissal from the Higher Education Institution refers to the written notification of the student about his/her dismissal from studentship, with no means of return to the higher education institution he/she was dismissed from,
- g) Two-Semester Suspension from the Higher Education Institution refers to the written notification of the student about his/her suspension from the higher education institution for two semesters, noting that he will not be allowed to enjoy the rights granted to the students during the said time frame.

## **PART TWO**

### **Disciplinary Action and Disciplinary Offences Requiring Disciplinary Action**

#### ***Offences requiring warning action***

##### **ARTICLE 4**

(1) The following acts lead to warning action:

- a) Failing to provide timely answers in response to questions by the officers of the higher education institution, without valid justification,
- b) Placing announcements or ads at spaces other than those specified by the officers of the higher education institution,
- c) Ripping apart, tearing, altering, painting over, or fouling up any announcements, programs and similar elements put on display with the permission of the higher education institution.

#### ***Offences requiring reprimand action***

##### **ARTICLE 5**

(1) The following acts lead to reprimand action:

- a) Providing incomplete or inaccurate answers in response to the requests by the officers of the higher education institution,
- b) Disrupting order at activities such as classes, seminars, practices, laboratories, workshops, scientific

meetings and conferences,

c) (Amended:OG-7.11.2013-28814)<sup>2</sup> Distributing unauthorized leaflets or placing unauthorized posters or banners inside the higher education institution,

ç) Ripping apart, tearing, altering, painting over, or fouling up any announcements, programs and similar elements put on display by the higher education institution,

d) Attempting cheating in the exams.

### ***Offences requiring one-week to one-month suspension from the higher education institution***

#### **ARTICLE 6**

(1) The following acts lead to one-week to one-month suspension from the higher education institution:

a) (Amended:OG-23.12.2016-29927) Engaging in acts to obstruct the freedom to learn and teach, or to disrupt the operation of and peace at higher education institutions,

b) Obstructing reliable implementation of disciplinary investigations,

c) Providing a third party with a document to use, granting certain rights and issued by the higher education institution, or using such a document issued for someone else,

ç) Engaging in verbal or written acts to cause damage on the honor and dignity of persons in the higher education institution,

d) Engaging in verbal or written acts to cause damage on the honor and dignity of higher education institution staff, inside or outside the institution,

e) Consuming alcohol in the higher education institution,

f) Organizing unauthorized meetings in indoors or outdoors spaces of the higher education institution.

### ***Offences requiring one-semester suspension from the higher education institution***

#### **ARTICLE 7**

(1) The following acts lead to one-semester suspension from the higher education institution:

a) Issuing threats against the staff and students of the higher education institution,

b) Engaging in action to disrupt the services of the higher education institution through acts of occupation and similar activities at higher education institutions,

c) Committing physical attacks against the staff and students of the institution,

ç) Committing theft in higher education institutions,

d) Causing destruction on the buildings, fixtures and similar materials in the higher education institution, or damaging the IT system,

e) Cheating or facilitating cheating in exams,

f) Engaging in plagiarism in seminars, dissertations, and publications.

g) (Added: OG-23.12.2016-29927) Refusing to comply with a previously issued sentence of suspension from the higher education institution.

### ***Offences requiring two-semester suspension from the higher education institution***

#### **ARTICLE 8**

(1) The following acts lead to two-semester suspension from the higher education institution:

a) Obstructing the performance of the duties of the officers of the higher education institution, by using force and violence,

b) Preventing students from enjoying higher education services, by using force and violence,

c) (Amended: OG-7.11.2013-28814)<sup>1</sup> Committing acts considered crime, or forcing, through the use of

- force or threats, a person or group to committing or participating in an act considered crime,<sup>1</sup>
- ç) Using, carrying, bearing drugs and stimulants in higher education institutions,
  - d) Using threats to engage in cheating in exams; preventing the dismissal of cheating students from the exam room; having another person to take an exam on his/her behalf; or taking an exam for someone else,
  - e) Committing sexual harassment at higher education institutions,
  - f) Carrying and keeping firearms and bullets thereof, knives, other equipment specifically designed for attack and defense purposes, and explosives at higher education institutions, in violation of the Law dated 10.7.1953 no. 6136 on Firearms, Knives and Other Equipment,
  - g) Hacking into the IT system of the higher education institution, to achieve undue benefits for himself/herself or another person,
  - ğ) (Added: OG-23.12.2016-29927) Making threats against those assigned to an investigation.

### ***Offences requiring dismissal from the higher education institution***

#### **ARTICLE 9**

(1) The following acts lead to dismissal from the higher education institution:

- a) Setting up, managing or becoming a member of a criminal organization, or acting on behalf of or assisting such an organization without becoming a member, provided that such acts are determined through a court ruling,
- b) Selling, buying, supplying others with, or trading in drugs and stimulants in higher education institutions,
- c) Using firearms and bullets thereof, knives, other equipment specifically designed for attack and defense purposes, and explosives, in violation of the Law no. 6136 on Firearms, Knives and Other Equipment,
- ç) Violating the sexual inviolability of persons through sexual acts committed on their bodies.

### ***Unspecified offences***

#### **ARTICLE 10**

(1) Alongside the offences requiring suspension or dismissal from the higher education institution, persons engaging in other acts comparable to the ones requiring warning or reprimand action in terms of their quality or scale shall also be subjected to the same kind of disciplinary action.

### ***Repetition of the offence***

#### **ARTICLE 11**

(1) In case an act which led to a disciplinary action is repeated, the next higher action in the severity scale shall be applied.

(2) No dismissal action shall be applied due to repetition of any offence.

## **PART THREE**

### **Disciplinary Investigation**

### ***Officers authorized to initiate investigation***

#### **ARTICLE 12**

(1) The following officers are authorized to initiate disciplinary investigations:

- a) Dean, for the disciplinary offences committed by students enrolled in the faculty,
- b) Director, for the disciplinary offences committed by students enrolled in the institutes,
- c) Director, for the disciplinary offences committed by students enrolled in the schools and vocational schools,
- ç) Director, for the disciplinary offences committed by students enrolled in the conservatories,
- d) University president, for collective student action in shared spaces.

(2) (Amended: OG-23.12.2016-29927) The officers authorized to initiate investigation can carry out the investigation either personally, or appoint investigator(s) to carry it out. If they deem it necessary, they can request the appointment of an investigator from another higher education institution.

### ***Length of investigation and statute of limitations***

#### ***ARTICLE 13***

(1) The disciplinary investigation commences immediately upon learning about the incident. The investigation should be concluded within fifteen days of the approval date. In case of failure to complete the investigation within the said time frame, the investigator may submit a request for an extension, providing justification. The disciplinary officer authorized to initiate investigation may provide an extension for the investigation, should he/she deem it appropriate.<sup>3</sup>

(2) Unless the disciplinary investigation is initiated;

- a) Within one month in cases involving warning, reprimand or one-week to one-month of suspension from the higher education institution,
- b) Within three months in cases involving one- or two-semester suspension or dismissal from the higher education institution,

From the date on which the officer authorized to initiate investigation became aware of the acts committed by the students, the statute of limitations shall apply for the disciplinary action authority.

(3) In case no disciplinary action is issued within a maximum of two years to follow the date on which the acts requiring disciplinary action were committed, the statute of limitations shall apply for the disciplinary action authority. However, in cases where the disciplinary officer or board requires a judicial ruling, the statute of limitations shall apply only with reference to the time frame to follow the date on which such judicial ruling became final. Such requirement shall be established through a decision by the authorized disciplinary officer or board.

### ***Investigation procedure***

#### ***ARTICLE 14***

(1) As a rule, the investigation should be confidential.

(2) The investigator can hear witnesses, perform discovery proceedings, or consult an expert. The investigation proceedings are noted in official minutes. The official minutes should specify the time and place of the proceeding, its nature, the attendants, the questions and answers involved in case a statement is received, and should be signed by the investigator, the clerk, the person who provided the statement, and the witnesses, if any, who were there during the discovery proceedings. The witness at the time of receiving the statement, and the expert at the time of providing consultation, shall be

required to provide a sworn statement. Moreover, the ID details, address, and similar explanatory details will be noted.

(3) The staff of higher education institutions shall supply without any delay any information, files or other documents requested by the investigators, and shall provide any assistance required.

(4) The investigator would then carry out and complete the investigation, covering only the persons and actions which are subject to the investigation. In case the investigator determines that other disciplinary offences were also committed in addition to the investigated acts, or that other persons should also be included in the investigation, he/she shall notify the relevant authority.

(5) The fact that the student in question had, after committing the disciplinary offence, moved to another part of the higher education institution, or switched to another higher education institution, or had left the higher education institution on any grounds, shall not prevent the commencement or continuation of an investigation, or the issuance of required decisions.

(6) (Added: OG-7.11.2013-28814)<sup>2</sup> Should they deem necessary, the investigators may ask the officers authorized to initiate disciplinary investigation to prevent the investigated students from access to the buildings of the higher education institution, during the investigation period.

### ***Right to defense***

#### **ARTICLE 15**

(1) The student regarding whom a disciplinary investigation is initiated, shall be notified at least seven days in advance of the date he/she is required to submit his/her defense, about the nature of the alleged offence. The notification letter shall request the student to be available for submitting his/her defense on the date and time, and at the place specified.

(2) (Amended: OG-23.12.2016-29927) The person that shows up for a defense may submit a verbal as well as a written defense statement. Upon the submittal of a written defense statement, the student may be subjected to additional questions by the investigator.

(3) The writ to be sent to the student shall state that failure to comply with the summons without an excuse, or the failure to submit such excuse in a timely manner will be considered a waiver for the right to defense, and will lead to a ruling based on other evidence.

(4) The student who submits a valid excuse, or who is understood to be unable to comply with the summons due to a case of force majeure shall be granted an appropriate respite. Students who are under arrest shall be notified that they can submit their defense in writing.

(5) The investigation shall be carried out in a manner to allow the student to provide due defense.

### ***Investigation report***

#### **ARTICLE 16**

(1) A report shall be issued in the conclusion of the investigation. The report shall note the authorization for the investigation, the date on which the investigation is to commence, the identities of the persons

being investigated, as well as a summary of the alleged offences, the stages of the investigation, the evidence, and the defense submitted. Then will follow a discussion of whether the alleged offences are proven or not, leading to a proposal for the required disciplinary action. The original versions or copies of the relevant documents will be specified in a list and attached to the report. The investigation report shall be submitted to the authority which initiated the investigation, along with the investigation file.

***Simultaneous execution of criminal prosecution and disciplinary investigation***

**ARTICLE 17**

(1) The fact that a criminal prosecution process of the student began with respect to a specific event shall not delay the disciplinary investigation regarding that same event. The fact that the student is subjected to criminal prosecution, or legal conviction he/she may get or not, shall not preclude disciplinary action.

***Conclusion of the investigation***

**ARTICLE 18**

(1) The warning, reprimand, and one-week to one-month of suspension from the higher education institution shall be issued by the dean of the relevant faculty, or the director of the relevant institute, conservatory, school or vocational school.

(2) The president has the authority to issue warning, reprimand, and one-week to one-month of suspension due to disciplinary offences committed in shared areas.

(3) The decisions for one- or two-semester suspension or dismissal from the higher education institution will be issued by the relevant disciplinary committee.

(4) The board of directors of the relevant bodies will serve as the disciplinary committee in the case of investigations executed by the faculties, institutes, conservatories, schools or vocational schools, whereas the board of directors of the university shall serve in that capacity in the case of investigations by the president's office.

(5) Upon reviewing the investigation file, the president, dean, director or the disciplinary committee may, if deemed necessary, ask the same investigator or a member of the disciplinary committee to perform specific investigation procedures it may find missing.

***Modus operandi of the disciplinary committee***

**ARTICLE 19**

(1) The disciplinary committee shall convene through a call by the chairman, at the place, and on the date and time to be specified.

(2) The chairman shall ensure that the agenda for the meeting is specified and announced to the relevant persons, and that the committee's activities are handled in an orderly manner.

(3) The quorum for meeting of the board of directors acting as a disciplinary committee shall be the absolute majority of the full membership count.

### ***Rapporteur and the deliberation procedure***

#### **ARTICLE 20**

(1) The rapporteur function for the disciplinary committee shall be performed by a member to be appointed by the chairman. Within a maximum of two days, the rapporteur member shall complete the review of the file to be presented, and submit his/her report to the chairman.

(2) The committee shall first hear the statements provided by the rapporteur. The board may also hear the investigators, should it deem necessary. In conclusion of the deliberations, a vote shall be taken and the decision shall be announced by the chairman.

### ***Voting and decision***

#### **ARTICLE 21**

(1) The officer or the disciplinary committee authorized to issue the disciplinary sanction shall be free to accept or not the proposed view in the investigation report. It is possible for them to issue another disciplinary sanction, providing justification to do so.

(2) The disciplinary committees shall decide with the absolute majority of the attending members. In case the number of votes in favor and against are equal, the chairman will decide the casting vote.

(3) In case the investigator is a member of the disciplinary committee, he/she shall not attend the committee meetings and vote on the case he/she has been investigating.

### ***Decision period***

#### **ARTICLE 22**

(1) The officers authorized to issue the disciplinary sanctions should issue the decision within a maximum of ten days to follow the completion of the investigation, in the case of warning, reprimand, and one-week to one-month of suspension from the higher education institution.

(2) In the cases where other disciplinary sanctions are applicable, the case shall immediately be referred to the disciplinary committee. The disciplinary committee shall be required to issue its decision within a maximum of ten days to follow the receipt of the case.

### ***Matters to be taken into consideration with respect to disciplinary sanction decisions***

#### **ARTICLE 23**

(1) At the time of issuing their decisions, the officers authorized to issue disciplinary sanctions and the applicable disciplinary committees shall take into consideration the gravity of the acts subject to the disciplinary action, whether the investigated student had been subjected to disciplinary sanctions previously or not, the attitude and behavior of the student, and whether he/she feels regret regarding her action.

## **PART FOUR**

### **Implementation and appeals**

#### ***Notification about sanctions***

#### **ARTICLE 24**

(1) The officer authorized to initiate investigation shall notify the following regarding the disciplinary sanction issued in conclusion of the disciplinary investigation:

- a) The student who is the subject of the disciplinary investigation,
- b) The entity and the higher education institution that provides scholarship or loan to the student,
- c) All higher education institutions, the Higher Education Council, OSYM, police authorities, and the relevant conscription offices in addition to those noted above, in the case of dismissal from the university.

#### ***Implementation of the disciplinary sanction***

#### **ARTICLE 25**

(1) Unless the decision by the officer or the disciplinary committee authorized to issue the disciplinary sanction specifies the date on which the decision shall become applicable, the disciplinary sanctions shall apply from the date of decision on.

#### ***Appeal procedures against disciplinary sanctions***

#### **ARTICLE 26**

(1) It is possible to file appeals before the board of directors of the university, within fifteen days, against the disciplinary sanctions issued by the disciplinary officers or committees.

(2) In case of any appeals, the university board of directors, which serves as the appeal authority, shall reach to a final decision regarding the appeal, within fifteen days. In case of appeals, the university board of directors, which serves as the appeal authority, shall review the existing decision, and shall either affirm or overturn the decision, as is. If the decision is overturned, the disciplinary committee or the authorized disciplinary officer shall then decide on the appeal, taking into account the justification for overturning.

(3) It is possible to seek administrative justice proceedings against the sanctions issued under the present Regulation, without exercising the right to appeal.

### **PART FIVE**

#### **Miscellaneous and Final Provisions**

#### ***Notices and address specification***

#### **ARTICLE 27**

(1) Any notices to be served with reference to the disciplinary investigation shall be served either in person, in consideration of signed receipt, or in written form to the address the student had submitted to the higher education institution, or via electronic notice should the student request so by submitting an electronic notice address to receive such notices. In cases where it is impossible to serve notice via the said means, the notice documents shall be announced at the relevant higher education institution, so as to effectively perform the notice process.

(2) The students who have failed to report completely and accurately any address change which had occurred after their registration with the higher education institution, or the students who have

submitted incomplete or inaccurate addresses, shall be deemed served notice upon the delivery of the notice to the address known to the higher education institution.

***File delivery***

**ARTICLE 28**

(1) The files regarding the disciplinary investigation shall be delivered and received in the company of a table of contents. The table of contents shall be signed by the persons which deliver and receive the file.

***Form of correspondence***

**ARTICLE 29**

(1) Without prejudice to the form of notices stipulated in article 28 regarding correspondence with persons, the provisions of the Notifications Law no. 7201 shall apply.

(2) In case the document is delivered in person, the signed document shall be kept in the investigation file.

***Ongoing disciplinary investigations***

**PROVISIONAL ARTICLE 1**

(1) The provisions of the present Regulation shall apply in the case of ongoing disciplinary investigations which had commenced but were not completed by the date on which the present Regulation entered into force.

***Ongoing disciplinary investigations***

**PROVISIONAL ARTICLE 2 (Added: OG-23.12.2016-29927)**

(1) In the case of ongoing disciplinary investigations which had commenced but were not completed by the date on which the present Regulation entered into force, the amended article 15, paragraph two of the present Regulation shall apply in its form prior to the amendment.

***Abrogated Regulation***

**ARTICLE 30**

(1) The Higher Education Institutions Disciplinary Regulation For Students published in the Official Gazette no. 18634 dated 13.1.1985 is abrogated.

***Effect***

**ARTICLE 31**

(1) This Regulation shall enter into force on the date of its publication.

***Execution***

**ARTICLE 32**

(1) The President of the Higher Education Council shall execute the provisions of this Regulation.

---

<sup>1</sup> The phrase "...Committing actions considered offences..." as provided in this sub-paragraph is subjected to a stay of execution through the Council of State, Council of Administrative Cases Chambers ruling dated 3.11.2014 with YD Appeal No.: 2014/843.

<sup>2</sup> The Eighth Chamber of the Council of State issued a Stay of Execution through its ruling dated 30.4.2014 and no. E.: 2013/11920 for these amendments. Thereafter, through the ruling dated 3.11.2014 with YD Appeal No.: 2014/843, by the Council of State, Council of Administrative Cases Chambers, the appeal against the said ruling was dismissed.

<sup>3</sup> The ruling no. E.:2012/9483, K.:2016/4594 by the Eighth Chamber of the Council of State revoked the last sentence of article 13, paragraph one of the Regulation.

| <b>Yönetmeliğin Yayınlandığı Resmî Gazete'nin</b>                                   |               |
|---|---------------|
| <b>Tarihi</b>   | <b>Sayısı</b> |
| 18/8/2012   | 28388         |
| <b>Yönetmelikte Değişiklik Yapan Yönetmeliklerin Yayınlandığı Resmî Gazetelerin</b> |               |
| <b>Tarihi</b>   | <b>Sayısı</b> |
| 1. 7/11/2013  | 28814         |
| 2. 23/12/2016   | 29927         |
| 3.  |               |

RFC Dormitories and Accommodation Directorate: 33 77

RFC Security: 35 35

RFC Health Center: 11 00

WEST Campus Supervisor: 70 21

WEST Security: 70 07

WEST Health Center: 70 00. The numbers provided can be called 7/24.

-----  
The list of emergency contact numbers is provided in every room.  
-----

\* The students can create a h-trackit over the TRACKIT page on [www.ku.edu.tr](http://www.ku.edu.tr), for any questions and problems they wish to report with respect to the dormitories. They can communicate any requests which are not covered by the subjects specified there, by sending an e-mail to the address [housing@ku.edu.tr](mailto:housing@ku.edu.tr).  
-----

**Dormitories and Accommodation Directorate**

S Building, Phone: 0212 338 33 77

Ext. Phone: 33 77

E-mail: [housing@ku.edu.tr](mailto:housing@ku.edu.tr)

Web: [www.ku.edu.tr](http://www.ku.edu.tr)