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1. PURPOSE

The purpose of this directive is to determine the conditions required for students who will stay in Koç University dormitories; the management, supervision and operation principles of dormitories associated with the university, and the disciplinary rules.

2. SCOPE


It shall cover the staff of Housing Directorate of Koç University and all students staying in dormitory buildings.

3. REFERENCES

ISO 9001:2000, Article 5.5.3
Regulation of Koç University on Foundation and Organization
Student Disciplinary Regulation for Higher Education Institutions
Regulation on Special Housing Services for Higher Education
Law No. 4207 on the Prevention and Control of Damages on Tobacco Products
P20-YM-001 Applications for Dormitories by Students, Planning and Entry Procedures
P20-YM-004 Checkout Procedures for Student Dormitory

4. DEFINITIONS

- 4.1. Disciplinary board:** A board consisting of a Deputy Manager or administrative officer and a student representative, chaired by the Dorm Manager, to be selected by the Manager as the main and reserve.
- 4.2. Academic Calendar:** Calendar of exams and organizations scheduled during the academic year.
- 4.3. Two Terms:** Covers the Fall and subsequent Spring semesters specified 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 Visitors:** The highest decision-making body representing the legal entity of the University.
- 4.8. Directorate of Financial Affairs:** A unit that implements accounting and financial decisions taken by the University administration in accordance with financial and YÖK legislation.
- 4.9. Online Student Information System (KUSIS):** Electronic media that stores personal information on course registration, entering grades, saving course notes, curriculum, class reservation, dormitory layouts and students.
- 4.10. Visitors:** All persons except the owner/owners of the room.
- 4.11. Dormitory Officer:** Staff working to provide accommodation, to students who are eligible to stay in the dormitories, in a comfortable and peaceful environment in accordance with the Koç University Student Dormitory Directive.
- 4.12. Resident Assistant (RA):** A student who helps Dormitory Officers in the management of dormitory buildings.
- 4.13. Office of International Programs (OIP):** A unit that conducts various activities and projects, such as Student Exchange Programs, exchanging students and faculty members with universities abroad, joint seminars and conferences, organizing joint courses and multidisciplinary events.
- 4.14. Exchange Program:** A program that offers Koç University students the opportunity to study abroad without paying tuition, even by receiving a non-refundable grant in the case of EU countries (Erasmus), and also allows students from contracted universities abroad to study at Koç University.

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- 4.15. Announcement of Dormitory Applications:** Information made to students by posting on the web page, sending e-mails and hanging posters at the entrance of the building before the dormitory planning periods.
- 4.16. Items Prohibited In Rooms:** All items that may threaten safety and health, that are confiscated with an official report if detected in dorm rooms, and for which a disciplinary investigation is initiated if deemed necessary.
- 4.17. Request System for Students:** An online system where students submit their requests monitored by the Housing Directorate.
- 4.18. Ministry:** Ministry of Youth and Sports.
- 4.19. Ministry information system:** To carry out the transactions within the scope of this Regulation in a fast, secure and transparent manner, to follow up the duties, authorities and responsibilities, to provide service via e-Government, to establish an effective management, internal control and audit system, to reduce bureaucracy, to ensure that data is stored securely. The system that works over the internet in order to ensure that it is stored properly and reported according to the needs,
- 4.20. Provincial directorate:** Provincial directorate of youth and sports in the province where the institutions are located.

5. RESPONSIBILITIES

- 5.1.** Housing Legislation Senior Specialist and Housing Director shall be responsible for the preparation of this directive.
- 5.2.** The Secretary-General shall be responsible for the implementation of this directive.
- 5.3.** The Housing Director shall be responsible for the implementation and coordination of the method.
- 5.4.** In accordance with this Directive, the Occupational Health and Safety Unit shall be responsible for taking measures in accordance with the provisions of the Occupational Health and Safety Law No. 6331 of 20/6/2012.
- 5.5.** In accordance with the provisions of this directive, the Housing Directorate shall be responsible for informing the Directorate of Financial Affairs of refunds to be made to students; the Directorate of Financial Affairs shall be responsible for providing information to the Housing Directorate by making a refund of fees.
- 5.6.** The Emergency, Fire Brigade and Security Directorate is responsible for the entrance of the students staying in the dormitory to the campus by vehicle and the HGS label application, emergency processes, exercise planning and applications.


6. BASIC PRINCIPLES

None.

7. METHOD

7.1. Dormitory Management

- 7.1.1.** Each year, the admission and placement of students to dormitories is carried out in accordance with the existing dormitory capacity and established principles in the relevant academic year.
- 7.1.2.** The dates of check-ins and check-outs in the dormitories shall be determined each year by the Disciplinary Board according to the academic calendar. If students accepted to the dorm request to give up their dorm rights, they can perform rejection procedures through the Online Student Information System on the dates specified by the Housing Directorate. Students who do not complete room rejection procedures shall be considered to have accepted their room and fulfill their financial obligations. Within 2 days after the

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beginning of the semester, the Dormitory Contract and the Dormitory Commitment shall be signed and check-in shall be made for the dormitory.

7.1.2.1. If it is determined that students with a Dormitory Scholarship do not use their rooms, even if they have completed the check-in procedures, the dormitory rights of these students shall be cancelled by the Housing Directorate to be transferred to other students on the reserve list. As of the date of the determination, the room fee is invoiced in accordance with the 7.6.2. article.

7.1.3. In cases of force majeure that threaten human health and safety such as epidemics, natural disasters etc., practices can be temporarily arranged by the Housing Directorate according to the necessary needs. The Housing Directorate may change the rooms of the residents of the dormitory for room consolidation or different reasons if it deems necessary.

7.1.4. Service hours for heating and hot water may be limited in dormitory buildings Semester holidays, Spring breaks and public holidays.

7.1.5. Behaviour that are contrary to the rules and/or practices specified in the directive and which students are obliged to follow throughout their dorm life shall be monitored by imposing penalties such as warning, reprimand and expulsion from the dormitory.

Once they reach 10 (ten) points, students who perform the actions stated below in the directive but not defined in the disciplinary actions section of the Higher Education Private Housing Services Regulation; will lose all their privileges and rights, except for the compulsory dormitory implementations required for the following semesters (eg students whose health reports have been evaluated by the institution doctor, and who are deemed obligatory to stay in the dormitory). Students who perform the following actions will be notified of the point corresponding to the relevant action, via the student's university e-mail address. Students can raise an objection to the Housing Directorate within 3 (three) working days, regarding their points in effect.

7.1.5.1. Students who perform the following actions are given 2 (two) points.

7.1.5.1.1. In the buildings and facilities of the institution, to speak loudly in such a way as to disturb others, to shout, to sing, to use audio and video instruments in a disturbing way, and to perform similar actions.


7.1.5.1.2. Not paying attention to cleanliness, being constantly untidy. Not keeping the dorm room clean, not leaving it tidy so that the room can be cleaned on cleaning days,

7.1.5.1.3. Visitors are strictly prohibited from entering the dormitory buildings and entering the dormitory rooms. Accepting and/or being visitors to the dorm rooms.


7.1.5.1.4. Changing rooms without the knowledge of the Housing Directorate, staying in a different room,

7.1.5.1.5. Having extra beds or inflatable beds in the room without the knowledge of the Housing Directorate,

7.1.5.1.6. Allowing another student to use the room allocated to the owner, unaware of the Housing Directorate, and/or allowing another student to stay in the room other than the room owners.

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- 7.1.5.1.7.** Not preserving the room card and student ID card personally, handing it over to a dormitory resident/nonresident student.
- 7.1.5.1.8.** Having and/or using gas oven, electric oven, iron, toaster and similar spirituous/gas/electric equipment in the dormitory rooms,
- 7.1.5.1.9.** Feeding or keeping animals such as cats, dogs, birds etc.in the dormitory buildings.
- 7.1.5.1.10.** Allocating fixtures in common areas for personal use, moving them to rooms or other areas,
- 7.1.5.1.11.** Nailing or performing damaging acts on the common area walls of dorm rooms and dormitory buildings, using glue to distort the paint of the walls,
- 7.1.5.1.12.** Engaging in or assisting in conduct that may endanger safety,
- 7.1.5.1.13.** Failure to perform dorm check-out procedures within the specified date range and/or in accordance with the provisions of Article 7.5. checking out late, leaving items in the room.
- 7.1.5.1.14.** Leaving, helping to leave or allowing to leave items in the room without performing dormitory check-in procedures.
- 7.1.5.1.15.** Using more than the fixtures specified in the Room Entry Document signed during the entrance to the dorm rooms. Using/letting other room owners in the room use owner-defined unused fixtures in shared rooms. Causing situations that will prevent incoming students from settling in the room.
- 7.1.5.1.16.** Giving false information to the management of the institution. Engaging staff unnecessarily. To take actions that hinder the practices and operations carried out within the framework of the Institution's decisions.
- 7.1.5.1.17.** Using areas other than kitchens (rest room, student room, etc.) to prepare/cook food,
- 7.1.5.1.18.** Entering the building without using turnstiles and card access systems / without having a card read.
- 7.1.5.2.** Students who perform the following actions are given 4 (four) points.
- 7.1.5.2.1.** Tampering with/turning off smoke and fire detectors and cameras,
- 7.1.5.2.2.** Tampering with fire extinguishing devices, fire and emergency alarms and all other fire and emergency safety materials and using them outside its purpose, causing the fire and emergency alarm to sound unnecessarily,
- 7.1.5.2.3.** Smoking tobacco/tobacco products, electronic cigarette, hookah etc. in all dormitory buildings, student rooms and room terraces, in front of

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windows as well as in common areas such as rest rooms, corridor, kitchen and kitchen balconies, laundry-bathrooms,

7.1.5.2.4. Possession of cigarette butts in the room, including the front of the windows,

7.1.5.2.5. Smoking in the room, allowing to or letting smoke. (If smokers cannot be detected in a violation of the smoking rule that occurs in the dorm room, the room owners and all students in the room shall be responsible for the violation.)

7.1.5.2.6. Ripping, tearing or modifying corporate ads.

7.1.5.2.7. Blocking the work of corporate managers and staff.

7.1.6. The students who stay in the dormitories of the West campus and receive the HGS for West campus label shall use the parking area of the West campus, and these vehicles shall not be authorized to enter the Rumeli Feneri campus.

The students staying in the dormitories of the Rumeli Fener campus shall not be granted a HGS label enter the Rumeli Fener campus by car.

The students who do not stay in the dormitories of the Rumeli Fener campus shall not be able to enter the parking area of the West Campus with the HGS label owned.

HGS authorization shall not be given for Rumeli Fener Campus and West Campus at the same time.

HGS procedures shall be performed every weekday from 18:00 to the next day at 08:30, including weekends Saturday - Sunday until Monday at 08:30, the day after the end of official and religious holidays until 08:30.

For vehicles without an HGS label/authorization, an identification card must be presented at the main entrance doors to make use of the 18:00-08:30 procedures. (excluding West Campus.)

Those who do not comply with the rules shall warned once by the The Emergency, Fire Brigade and Security Directorate, and if they violate the rules a second time, they shall not be allowed to enter the campus by vehicle.

7.1.7. Entry and exit rules shall be determined by the management. Students who do not comply with the rules shall be subject to the necessary sanctions in accordance with the directive.


7.1.8. Students shall be deemed to be on leave provided that they inform the management of their place and duration of stay in writing.

7.1.9. Students who harm themselves or someone else shall be dismissed from the dormitories.

7.2. Admission to Dormitories

7.2.1. Koç University student dormitories can accommodate only the university students who take courses during their study period.

7.2.2. Students who are suspended from the University for more than 1 month for any reason shall be dismissed from the dormitories during the suspension period. During the

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dormitory planning period, under graduated, master or doctoral students who are suspended shall not be scheduled for the dormitory.

- 7.2.3.** A student who has been dismissed from the university shall also be dismissed from dormitories.
- 7.2.4.** Dormitory planning shall not be carried out for students who do not have course registration. Students for whom dormitory planning is performed, but who are confirmed by the Office of Admissions that they do not have a course registration, shall be dismissed from the dormitories. Dormitory fee refunds shall be made according to the Article 7.6.2. Students shall be entirely responsible for monitoring their course registration statuses.
- 7.2.5.** Dormitory planning shall not be carried out for students who do not pay the Dormitory Pre-Registration Fee on the dates specified for dormitory applications or who have education and dormitory debt for past semesters.
- 7.2.6.** Students who accept the room assigned to them may not complete the dormitory check-in procedures if they do not pay the difference in fees between the two-semester/one semester fee of their room and the Pre-Registration Fee of the Dormitory, and the deposit fee for the dormitory is missing. These students shall be required to make the above-mentioned payments between the dates specified in the announcements.


7.3. Dormitory Fees

- 7.3.1.** One can only stay in dormitories for a fee (except for students with a full dormitory scholarship, Anatolian Scholarships and graduate and doctoral students with a dormitory scholarship) Dormitory fees shall only include accommodation. Travel, food and other student expenses are included in this amount.
- 7.3.2.** Dormitory fees shall be determined annually by the University Governance.
- 7.3.3.** All scholarship/non-scholarship students applying for the dormitory shall be required to pay the dormitory deposit fee (except Anadolu Scholarships).

7.4. Application to Dormitories and Check-in Procedures

Applications for dormitories shall be made for two semesters. Two terms covers the Fall and subsequent Spring semesters. Students who do not stay in the dormitory during the Fall semester can apply for the dormitory for the Spring semester.

- 7.4.1.** Applications shall be made to the dormitory via the Online Student Information System. In order to complete the dormitory application through the Online Student Information System, students must read and approve the dormitory application form with the financial information text.
- 7.4.2.** All documents specified in the dormitory application announcements shall be delivered to the Office of the Housing Directorate.
- 7.4.3.** They can receive a deposit of the amount corresponding to one month of the accommodation service fee with the pre-registration fee of the dormitory determined by the dormitory management. If the student does not cover the damage caused to the institution or leaves the institution without paying the accommodation service fee, this damage and the accommodation service fee shall be deducted from the deposit. The students who paid the dormitory deposits in the previous years but got a deduction from

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the deposit in line with Article 7.5., 7.6.9., 7.6.10. and 7.6.11. shall complete their dormitory deposits.


- 7.4.4.** Dormitory room planning results shall be announced via the Online Student Information System on the date specified in the dormitory application announcements.
- 7.4.5.** If all dorm scholarship / non-scholarship students do not want to stay in the dorm rooms defined for them, they are required to refuse the room identified through the Online Student Information System until the date specified in the dorm application announcements. Students who do not perform this procedure shall be considered to have accepted their rooms and the dormitory room fee shall be billed to them.
- 7.4.6.** The difference between the two-semester fee of the room defined for the student and the Pre-Registration Fee of the Dormitory shall be paid until the date announced when the results of the dormitory placement are announced, as indicated in the announcements.
- 7.4.7.** The Dormitory Contract and the Dormitory Commitment shall be signed by printing through the Online Student Information System and delivered to the Housing Directorate during the check-in procedures.
- 7.4.8.** Dormitory fee and dormitory deposit shall be paid by exchange students for the semester before checking in for the room.
- 7.4.9.** Students who receive the room card shall be required to notify the Housing Directorate within 24 (twenty-four) hours of missing items and damage to the room fixtures. Otherwise, the student shall be responsible for all missing items and damage to be determined in the room. Related amounts shall be deducted from the student's deposit.
- 7.4.10.** All students except those who wish to earliest enter the dormitories for academic reasons approved by the relevant faculties/units and who work during the orientation period can enter the dormitories 2 (two) days before the start of the academic year. Those who have to enter the dormitories on Saturday, Sunday and public holidays can settle in their rooms by making their dormitory payments in advance and completing the dormitory check-in procedures as described in the above articles.
- 7.4.11.** The above-mentioned points regarding dormitory check-in procedures shall apply to all periods of stay in the dormitory.
- 7.4.12.** Reports on health problems that will affect dormitory planning shall be obtained as "Delegation report from full-fledged state and university hospitals". Reports other than those shall certainly not be accepted. Health reports shall be updated every year and forwarded to the Housing Directorate as indicated in the announcements.

7.5. Dormitory Check-out Procedures:

The room of the student who leaves the dormitory shall be checked by the Housing Directorate. In case of damage to materials and fixtures, the relevant amount shall be notified to the student by mail and forwarded to the Directorate of Financial Affairs for deduction from the student's deposit.

- 7.5.1.** Procedures that students must perform when leaving the dormitory:

7.5.1.1. Empty the room cleanly by taking all their items from the dorm room,

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7.5.1.2. Fill out the dormitory check-out form by going to the Office of Housing Directorate,

7.5.1.3. Deliver textile materials and cabinet keys that they received during the entrance to the dormitory,

7.5.1.4. Hand over the room card.

7.5.1.5. Half of the dormitory deposits of students who do not perform the above check-out procedures shall be deducted and “2” points shall be given.

7.5.2. After students complete their dormitory check out as stated above, food, cleaning/hygiene items left or forgotten in the rooms are considered as waste. All other type of items are classified and they are either considered as waste or get donated to people in need/charitable organizations, at the discretion of Housing Directorate. Housing Directorate and the university do not bear any responsibility to students or third parties for their classifications or decisions regarding the related items.

7.5.3. Students must perform their dormitory check-out procedures according to the last check-out date specified in the announcements. After the said date, only requests for stays for academic reasons shall be approved.

the students to whom the Spring semester room fee can be refunded without any deduction if they leave the dorm at the end of the Fall semester:

7.5.3.1. Students who graduate between semesters and whose graduation is approved by the Office of Admissions,

7.5.3.2. Students approved by OIP that they have participated in the exchange program in which they have been admitted,

7.5.3.3. Students approved by the University Board to suspend their education due to health problems,

7.5.3.4. Students who have been notified by the Office of Admissions that they have been dismissed from the University.


7.6. Financial Aspects:

7.6.1. The University shall determine the accommodation service fee that it will apply in the next academic year by the end of July each year and inform the Provincial Directorate of the Ministry of Youth and Sports. The specified fee shall also be announced to students.

7.6.2. Among the students registered to the institution;

7.6.2.1. Those who leave the institution until September 15, will be charged one-month accommodation service fee determined in the service delivery contract.


7.6.2.2. Those who left the institution after September 15, will be charged the months they received accommodation service and the full amount of the current month and 50% of the remaining months of the accommodation service fee, 40% if these students certify that they are registered in one of the student dormitories operated by the Ministry.

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7.6.2.3. Students who receive a penalty of expulsion from the institution are charged for the months they receive accommodation service, the entire fee of the current month, and a 60% of the accommodation service fee for the remaining months.

In cases where students make payment in advance and their deposit payment, the remaining amount is refunded within one month after the deduction of the fee to be calculated according to this paragraph and the service provision commitment is terminated. In the calculations to be made within the scope of this article, the monthly fee determined specifically for the student in the service provision commitment is taken as a basis.

- 7.6.3.** If the student does not cover the damage caused to the dormitories or leaves the institution without paying the accommodation service fee, this damage and the accommodation service fee shall be deducted from the deposit. The rights of the University regarding the surplus are reserved.
- 7.6.4.** All scholarship/non-scholarship students who reject the room assigned to them in the summer periods after the rejection dates specified in the announcements, except for academic reasons, shall be billed for the semester fee of the corresponding room.
- 7.6.5.** All scholarship students who are approved by the institution's doctor to stay in a single or en suite room based on their own request and/or medical report shall pay the difference in fees on the condition that they are based on the room fee that can be planned for them within the scope of their scholarships. The same procedure shall be applied to RA scholarship students. Reports on health problems that will affect dormitory planning shall be obtained as "Delegation report from full-fledged state and university hospitals". Health reports shall be updated every year and forwarded to the Housing Directorate as indicated in the announcements.
- 7.6.6.** Requests of students who want to leave the dormitory due to a health report shall be accepted if they cannot continue their education due to the same health problem. Students who complete their check-out from the dorm due to health problems, but continue their education, shall not be refunded the dorm fee for the period in which they do not stay.
- 7.6.7.** If the student's room planning is made on a date after the opening date of the dormitories, the room fee shall be calculated based on the date when the dorm room is designated to the student.
- 7.6.8.** In case of damage/loss of fixtures located in dorm rooms and/or common areas, the cost of damage/items shall be deducted from the students' deposits. If more than one student has caused damage, the resulting financial damage shall be divided equally among the students and collected.
- 7.6.9.** If the student loses his/her room card, a deposit of on to the fee specified in the Lost/Backup Key List shall be deducted and a new room card shall be issued.
- 7.6.10.** On to the fee specified in the Lost/Backup Key List shall be deducted from the deposits of students who do not return in due time the spare card they have received.
- 7.6.11.** 500 TL (five hundred Turkish lira) shall be deducted from the relevant student for the cleaning requirements caused within the campus and dormitories area due to arriving at the campus under the influence of alcohol.

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7.6.12. A student who does not leave his/her room tidy and clean during his/her dorm check-out shall be charged a cleaning fee reported by the Cleaning Services unit of the Campus Operations and Management Directorate.

7.6.13. Regarding refunds to be made in accordance with the provisions of this directive, the Housing Directorate shall notify the Financial Affairs Directorate in writing (or through the request system) within 3 (three) working days of the request for a refund of the room fee to be created by the student.

7.6.14. The Financial Affairs Directorate shall notify the Housing Directorate in writing (or through the request system) by performing the refund process within 1 month from the date of the request generated by the student on the request system.

7.7. Room Card and Room Security

7.7.1. Room doors must be kept closed and locked. Responsibility for the security of fixtures and personal belongings in the rooms shall belong entirely to the students in the dormitory.

7.7.2. It is recommended to insure valuables against theft and other damage. Due to non-compliance with the points given in Article 7.7.1, losses and damages that may occur in fixtures and personal belongings shall be the responsibility of the students. The University cannot be held responsible for the related damages and losses.

7.7.3. Students shall report lost and found items to the Housing Directorate through the request system or directly with a petition.

7.7.3.1. If lost items are present in common areas, a general information letter shall be sent to all students staying in that building. The fact that the missing item was found shall be confirmed by the student.

7.7.4. Only immediate relatives of students can stay 1 (one) night in the student's room in case of illness period and similar emergencies with the consent of other students in the room and the permission of the Housing Directorate.


7.7.5. The rooms and belongings of the students staying in the dormitory may be checked by the Housing Director and/or all Dormitory Officers in any case deemed necessary for the purpose of checking whether the security, cleanliness and dormitory rules specified in this directive are being followed.

7.7.6. In the framework of the dormitory decisions by the Housing Directorate, students' accommodation may be terminated in cases that threaten human health and safety such as epidemics and natural disasters.

7.7.7. If stinking and leaking food, beverages etc. that may pose a threat to human health are found in dorm rooms during long holiday periods, they shall be thrown in the trash.

7.7.8. Conditions to apply to students who lose or forget their room card;

7.7.8.1. A student who loses / who does not have a room card shall apply to the Office of the Housing Directorate and receive a new card. If he/she does not find the lost card and return it within 10 (ten) days, on to the fee specified in the Lost/Backup Key List shall be deducted from his/her deposit.

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7.7.8.2. A student who does not have a room card shall call the Office of the Housing Directorate from internal phones located in the building where he/she is staying, if he/she is not able to come to the Office of the Housing Directorate. This student shall be given the necessary ID check and another student whose ID is submitted by this student shall be given a 1 (one) hour spare card. On to the fee specified in the Lost/Backup Key List shall be deducted from the deposits of students who do not return in due time the spare card they have received. Except as specified in the Dormitory Directive, the doors of the room shall not be opened by the Dormitory Officers.

7.8. Disciplinary Procedures

The following disciplinary penalties shall be applied against students who do not comply with the issues set out in this Regulation, do not comply with the rules, engage in attitudes and behaviour that are not appropriate for students inside and outside the institution:

- a) Warning.
- b) Reprimand.
- c) Dismissal from the institution.

7.8.1. Student Disciplinary Regulation for Higher Education Institutions published on Official Gazette No. 18634 of 13.01.1985, Regulation on Special Housing Services for Higher Education published on Official Gazette No. 31948 of 09.09.2022, the annexes and modifications thereof as well as regulations to replace them shall also apply to all places/all persons under this Directive.


7.8.2. Unforeseen Disciplinary Offences: The same kind of penalties shall be imposed on those who commit similar actions, in terms of quality and degree, with acts and situations specified in the Directive and requiring disciplinary action.

7.8.3. Infliction authority: Penalties of warning, reprimand and dismissal from the institution shall be inflicted by the Disciplinary Board.

When inflicting disciplinary punishment, one degree higher or lower punishment may be imposed considering the student's acts and behaviour in and outside the institution, his/her attitude towards the management and his/her friends, under what conditions the acts or behaviour have been committed, his/her psychological state and other reasons. However, if one degree higher punishment has been prescribed due to the repetition of the disciplinary offence, no further aggravation can be made according to the provision of this article.

7.8.4. Notification of punishment: The penalty shall be communicated in writing or by sending the scanned copy of the penalty to the e-mail address allocated to the student by the university with ku.edu.tr extension. The fact that the penalty was emailed or not communicated shall not prevent the execution of the penalty.

7.8.5. Dismissal from the institution: Dismissal from the institution is the severance of the student from the institution. The student must leave the institution no later than 5 (five) days from the date of notification of this penalty. However, if one of the acts requiring the penalty of dismissal is committed and this act poses an imminent threat to the safety of life and property of other students, the student shall be made to leave the institution

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without waiting for a period of 5 (five) days. Dormitory planning shall not be carried out in the following periods for students who are dismissed from the institution.

- 7.8.6. Appeal against penalty:** An appeal can be made to the provincial directorate against the penalties of the penalty against warning, reprimand or dismissal from the institution to the provincial directorate to which the institution is affiliated against the penalty of dismissal, within 5 (five) working days from the date of notification of the penalty. The student who does not make an objection within this period shall be deemed to have waived his right to object.

The provincial directorate gives its final decision on the objection against disciplinary penalties within 15 (fifteen) working days. The provincial directorate may lift the objectionable penalty, impose a sub-penalty or reject the objection.

7.8.7. Disciplinary board

7.8.7.1. Consists of a Deputy Manager or administrative officer and a student representative, chaired by the Housing Manager, to be selected by the Manager as the main and reserve. Decisions are taken by majority of votes.

7.8.7.2. If members fail to attend the meeting, reserve members participate in the Disciplinary Board.

7.8.7.3. The student representative, one of whom is the permanent and the other is the reserve, shall be elected at the beginning of each academic year by the students by secret vote among the students who have never been sentenced.

7.8.7.4. The disciplinary committee meets at the beginning of each term and determines the institution-specific rules regarding the organization and discipline of the institution and together with these rules, the disciplinary items are notified to the students in writing.


7.8.7.5. The working procedures and principles of the disciplinary committee are as follows:

7.8.7.5.1. The necessary examination and research is carried out by the personnel to be appointed by the director of the institution before the student is referred to the disciplinary committee.

7.8.7.5.2. The assigned personnel takes the written statement of the student and, if any, the relevant persons. The student has to give his statement within three days when the student is in the dormitory, and within seven days if the student is not in the dormitory. If the student does not testify within the stipulated time, the student is deemed to have given up on giving a statement.

7.8.7.5.3. The assigned staff presents the result to the disciplinary committee in a report by adding the written statement of the student and all kinds of information and documents related to the subject.

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

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7.8.7.5.5. The student is not punished without being defended by the disciplinary committee.

7.8.7.5.6. The disciplinary committee meets within three business days from the date the defense is submitted to the board and makes a decision within seven business days. If the works are not completed within this period, an interim decision may be taken and the period may be extended, not exceeding seven working days.

7.8.7.5.7. If the event to be decided is related to the head of the disciplinary board, a staff member to be determined by the founder instead of the head of the disciplinary board, if it is related to one of the disciplinary board members, the substitute member designated for that member takes charge in the disciplinary board.

7.8.7.5.8. Approved disciplinary punishments are recorded in the decision book of the disciplinary board and the information system of the Ministry.

7.8.7.6. Any incident that occurs in dormitories and requires a judicial investigation shall be notified to the relevant authorities as soon as possible by the management of the institution. If any of the students staying in the dormitories are arrested, disciplinary proceedings shall be carried out according to the result of judicial proceedings.

7.8.8. Warning

Warning is the written notification to the student that their behaviour is foul.

Acts requiring the imposition of the warning penalty include:

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

7.8.8.2. Not paying attention to cleanliness.

7.8.8.3. Damage to the institution's buildings and facilities or fixtures.

7.8.8.4. Using someone else's property without permission.

7.8.9. Reprimand


A reprimand is a written notification to the student that he or she has engaged in conduct that requires disciplinary action and should avoid repetition.

Acts requiring the imposition of the reprimand penalty include:

7.8.9.1. Make a habit of behaviour that is contrary to the rules of collective life.

7.8.9.2. Make a habit of arriving late to the institution without apologies or not coming to the institution.

7.8.9.3. Having knives and similar cutting and piercing tools specially made for use only in attack or defence in the institution.

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7.8.9.4. Verbally insulting or taunting institution staff or students.

7.8.9.5. Damage to the property of institution staff and students.

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

7.8.9.7. Playing or causing to play illegal games with a profit.

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

7.8.10. Dismissal from the institution

Dismissal from the institution is the severance of the student from the institution. The student must leave the institution no later than five days from the date of notification of this penalty. However, if one of the acts requiring the penalty of dismissal is committed and this act poses an imminent threat to the safety of life and property of other students, the student shall be made to leave the institution within twenty-four hours without waiting for a period of five days.

Acts requiring the penalty of dismissal from the institution include:

7.8.10.1. Acting in violation of the Law on Turkish Flag No. 2893 of 22/9/1983.

7.8.10.2. Organizing, inciting into the organization of, participating in or forcing participation in such individual or organized actions as rallies, forums, resistance, marches, boycotts, invasions that are contrary to the qualities of the state of the Republic of Turkey stated in the Constitution.

7.8.10.3. Being a member of illegal organizations, operating in these organizations, propagating such organizations.

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

7.8.10.5. Threatening or assaulting the institution's management staff and students.


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

7.8.10.7. Using, attempting to use knives and similar cutting and piercing tools specially made for use only in attack or defence.

7.8.10.8. Drinking or possession of alcoholic beverages in the institution, engaging in behaviour disturbing the residents of the institution due to drunkenness.

7.8.10.9. Using, carrying, possessing or trading natural or synthetic drugs, volatile or pleasure-inducing substances.

7.8.10.10. Three reprimands in the same academic year.

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7.8.10.11.Committing thievery.

7.8.10.12.Sexual harassment or sexual assault in reasonable suspicion.

7.9. Miscellaneous Provisions

7.9.1. Visitors from outside the campus must leave the campus no later than 23:00. The visited student shall be responsible for the visitors' compliance with this rule and for any damages they may cause. In cases of force majeure such as epidemics, natural disasters that threaten human health and safety, the institution may not allow visitors to the campus and dormitory buildings.

7.9.2. Students who request to change dorm room;

7.9.2.1. They can apply to the Housing Directorate only 1 time each semester and within the first month of the semester. Room change requests shall be evaluated by the Housing Directorate within the scope of the bounds of possibility. There is no guarantee that requests will be met. A student whose request for a room change results positively cannot cancel the room given to him/her or return to the previous room.

7.9.3. Dorm rooms can only have a computer, mini cooler, hair dryer or straightening machine.


7.9.4. Items that are forbidden to keep or use in the rooms are taken under control of the Housing Directorate; when they are encountered during controls, cleaning operations, technical service operations, emergencies, and during detection of a rule violation. Items that will not pose a legal risk due to delivery are delivered upon student's request, provided that they are taken out of campus. Items that are not allowed to keep or use in the rooms remain under control of the Housing Directorate or the Security, Fire Brigade and Emergency Management, until the related investigation is concluded. If necessary, the items are delivered to law enforcement authorities.

The student is obliged to collect his/her belongings from the storage within the first 15 (fifteen) days subsequent to the end of relevant semester. In case the items are not collected within the specified time without an excuse; the related students are deemed to have abandoned their property rights on the related items. Such items are classified by the Housing Directorate and at their own discretion, they are either considered as waste or get donated to people in need/charitable organizations. Housing Directorate and the university do not bear any responsibility to students or third parties for their classifications or decisions regarding the related items.


7.9.5. Room cleaning shall be carried out according to the program organized by the Housing Directorate and can be postponed by room users by filling out the relevant form for a maximum of one week.

7.9.6. Students can make free use of the ironing, washing and drying machines in the laundry facilities.

7.9.7. Students shall be responsible for following all specified instructions in common areas such as kitchen, wc, shower, rest room and laundry.

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- 7.9.8.** Students shall be responsible for the items left in common areas such as kitchen, wc, shower, rest room and laundry. Personal storage of valuables is mandatory. The university cannot be held responsible for any loss and damage.
- 7.9.9.** Dirty dishes and food supplies left in kitchens, in kitchen cabinets and bathroom counters shall be thrown into the trash by officials according to hygiene rules. The university cannot be held responsible for these discarded materials.
- 7.9.10.** Students shall supply themselves cleaning materials required for their personal use.
- 7.9.11.** Full/empty alcohol bottles detected in the rooms shall be taken and destroyed by the Housing Directorate.
- 7.9.12.** For violations of the rules on alcohol, a disciplinary investigation shall also be opened against the students involved.
- 7.9.13.** Any item, whether having a name tag or not, that students leave behind in their dorm rooms while checking out, are sorted either to be considered as waste or get donated to people in need/charitable organizations, at the discretion of Housing Directorate. Housing Directorate and the university do not bear any responsibility to students or third parties for their classifications and decisions regarding the related items. Leaving the items behind means that the related students abandon their ownership rights over them.
- 7.9.14.** The belongings of the students who do not officially check out or leave the dormitory without completing the procedures specified in Article 7.5 are taken to the Housing Directorate's storage for 15 days. Items that are not claimed until the end of this period are considered as abandoned items and the procedures specified in article 7.9.13 is applied regarding them.
- 7.9.15.** Garbage bins found in dorm rooms shall be emptied on scheduled room cleaning days. Since there are common garbage bins in the hallways of the dormitory building, garbage bins in the rooms cannot be left in the hallways.
- 7.9.16.** Dormitory buildings shall be introduced to students enrolled in the institution by the institution's management, information shall be given on evacuation routes and gathering places to be used in emergency situations.
- 7.9.17.** Emergency evacuation procedures, which are attended by the staff and students of the institution, shall be carried out in the institution twice a year, during the first weeks of the Spring and Fall Semesters of the academic year and shall be documented with an official report. Eviction application shall be organized by The Emergency, Fire Brigade and Security Directorate every year upon request of the Housing Directorate.
- 7.9.18.** A student checking in for the dormitory shall be considered to have agreed that notifications regarding the dormitories will be sent by the academic and administrative units of the University to the e-mail address (with ku.edu.tr extension) allocated to them by the University. The notification shall be deemed to have been made at the end of the fifth day following the date on which the notification reaches the specified e-mail address of the student.
- 7.9.19.** All our students shall be responsible for the latest current version of this directive published on the website (<https://dorms.ku.edu.tr/genel-bilgiler/yurt-kurallari-ve-yonergesi/>).

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8. RECORDS


F20-YM-P01-02 Dormitory Contract
F20-YM-P01-01 Room Entry Document
Koç University Dormitory Commitment

9. REVIEW


The responsibility for reviewing and updating this directive shall rest with the Office Management Specialist and the Housing Director. The review shall be held in July each year.

10. AMENDMENT/DISTRIBUTION/APPROVAL SCHEDULE


Amended Page	Date	Amendment	Amended by
1	02.09.2010 04.01.2011	New Publication 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	Dormitory Commission

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		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.”	
1	04.01.2011	Article 6.10.5.8. of the Housing Directorate that follows as “Receiving more than two reprimands” is amended as Article ‘6.10.5.8. Receiving two/more than two reprimands”.	Dormitory Commission
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 6.1.10. “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 7. BASIC PRINCIPLES is added.	Process Development Unit
4	22.11.2011	Article “ 7.3.1.11. 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 “ 7.2.2. 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 7.1.4. 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	Housing Director

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		stay in dormitory are transferred to other students in the reserve list by the Housing Directorate,” is amended as follows: 7.1.4. “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 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.”	
2	04.12.2011	Article 7.1.6. 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: 7.1.6. “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.”	Housing Director
2	04.12.2011	Article 7.1.7. 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 “ 7.1.7. Students who are subject to suspension from the University for any reason are discharged from dormitories as well.”	Housing Director
3	04.12.2011	Article 7.1.11. “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.	Housing Director
3	04.12.2011	The following Article 7.3.1.1. is added to the Housing Directive: “The Dormitory Preregistration Fee and dormitory deposit specified by the Dormitory	Housing Director

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		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 7.4.2, Article 7.7.1, Article 7.9.3.2 or Article 7.9.3.3.1 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.”	
3	04.12.2011	Article “7.3.1.2. 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 7.3.1.5. 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: “7.3.1.5. 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 7.3.1.7. 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 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. “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	Housing Director

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		University Branch before check-in.”	
4	04.12.2011	Article “ 7.4.1.1. 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 7.4.2. ” is amended as follows “ 7.4.1.1. 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 7.4.2. ”	Housing Director
4	04.12.2011	Article “ 7.4.1.2. 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: “ 7.4.1.2. 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 7.4.2. ”	Housing Director
4	04.12.2011	Article 7.4.1.3. 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 7.4.2. ” is removed.	Housing Director
4	04.12.2011	Article 7.4.1.4. of the Housing Directorate that follows as “In case of room change, or check-out 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: “ 7.4.1.3. In case of room change, charging is calculated daily as of the date of room change.”	Housing Director
4	04.12.2011	Article 7.4.1.5. “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 7.4.1.6. 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	Housing Director

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		and/or medical certificate have to pay the price difference based on the double room fee” is amended as follows: “7.4.1.4. 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.”	
5	04.12.2011	Article “7.4.1.7. 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 7.4.1.5. 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 7.5.2. 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: “7.5.2. 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 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.”	Housing Director
5	04.12.2011	Article 7.6. of the Housing Directive that follows “Procedures for Those Who Pay the Dormitory Fee with Delay or Fail to Pay:” is amended as follows “7.6. Procedures for Students Who Do Not Fulfill Financial Obligations in Due Time and/or In Whole:”	Housing Director
5	04.12.2011	Article 7.6.1. 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: “7.6.1 Office of Financial Affairs will announce to students and parents that legal interest rate and delay interest will be accrued.”	Housing Director

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5	04.12.2011	Article 7.6.2. 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: “ 7.6.2. 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 7.6.3. 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 “ 7.6.3. The Department of Financial Affairs and Office of Admission may suspend the right to access KUAIS.”	Housing Director
5	04.12.2011	Article “ 7.6.4. 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 “ 7.6.4. “Students may not be admitted to dormitories in the next academic years.”	Housing Director
5	04.12.2011	Article 7.9.2.3. 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 yurt@ku.edu.tr 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 “ 7.9.2.3. 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 7.11. of the Housing Directorate that follows as “Students who reside in Assistant Lodgements are also responsible for complying with the Assistant	Housing Director

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		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 “ 7.11. All students are responsible for the last version of this directive published on the website.”	
11	07.12.2011	Article 7.10.3.12.1. 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 4.1. of the Housing Directive that follows as “ Dormitory Commission 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 “ 4.1. Dormitory Commission composes the Secretary General of the University, Dean of Students, Deputy Dean of Students, the Housing Director and Deputy Housing Director.”	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	Housing Director

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		<p>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.”</p>	
3	18.04.2012	<p>Article 7.3.1.9. 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: “7.3.1.9. Before students check in, all dormitory rooms are checked by the Housing Directorate staff. Malfunctions, missing fixtures & 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 7.6.3. 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 “7.7.3. 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

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6	18.04.2012	Article 7.8.3. 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: “ 7.8.3. The Housing Director, Deputy Housing Director or Dormitory Officer may check rooms and belongings of students when necessary in order to determine whether they comply with principles of safety, cleanliness and dormitory rules in compliance with the principle of privacy.”	Housing Director
6	18.04.2012	Article 7.9.1.1. of the Housing Directive that follows as “ Visitors: a) Dormitories may be visited from 02.00 pm to 11.00 pm. B) Visitors of students may use recreation halls specified by the Housing Directorate between 02.00 pm to 11.00 pm as visiting hours. C) It is strictly forbidden for visitors to go in dormitory rooms, and no visitor can be present in student rooms. D) 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. E) In case visiting rules are determined to be violated by students, their rooms will be checked during that day/night.” is amended as follows: 7.9.1.1. Visitors: a) Dormitories may be visited from 12.00 pm to 11.00 pm. B) Visitors of students may use recreation halls specified by the Housing Directorate between 12.00 pm to 11.00 pm as visiting hours. C) It is strictly forbidden for visitors to go in dormitory rooms, and no visitor can be present in student rooms. D) 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. E) In case visiting rules are determined to be violated by students, their rooms will be checked during that day/night.”	Housing Director
6	18.04.2012	Article 7.9.1.2. of the Housing Directive that follows as, “ Hosting visitors in rooms: 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	Housing Director

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6	18.04.2012	<p>amended as follows: “7.9.1.2. Hosting visitors in rooms: “It is a disciplinary action to host students in rooms without the permission of the Housing Directorate.”</p> <p>Article 7.9.1.3. of the Housing Directorate that 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 “7.9.1.3. 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.”</p>	Housing Director
7	18.04.2012	<p>Article 7.9.3.1. 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 “7.9.3.1. 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.”</p>	Housing Director
7	18.04.2012	<p>Article 7.9.3.3.2. 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 7.9.3.3 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: “7.9.3.3.2. 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 7.9.3.3 after carrying out necessary checks.</p>	Housing Director
7	18.04.2012	<p>Article 7.9.4.2. 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: “7.9.4.2. Students can only have household appliances such as a computer, mini fridge, hair-dryer and kettle in rooms.”</p>	Housing Director
7	18.04.2012	<p>Article 7.9.4.3. 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. Students are</p>	Housing Director




		<p>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: “7.9.4.3. 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 7.9.8. of the Housing Directive that follows as: “Personal cleaning materials: In dormitories, students shall provide cleaning materials (soap, toilet paper, etc.) for their personal use.” is amended as follows: “7.9.8. Personal cleaning materials: In dormitories, students shall provide cleaning materials for their personal use.”</p>	Housing Director
9	18.04.2012	<p>Article 7.9.13. Non-smoking Areas: 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: “7.9.13. Non-smoking Areas: 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 balcony, laundry, etc.”</p>	Housing Director
9	18.04.2012	<p>Article 7.9.14. of the Housing Directive specified as: “To Possess/Use Empty or Full Alcohol Bottles 7.9.14.1. It is strictly forbidden to: Drink and possess</p>	Housing Director

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9	18.04.2012	<p>alcoholic drinks in dormitory areas, dormitory buildings and common areas; 7.9.14.2. Enter the university campus drunk; 7.9.14.3. Disturb the dormitory order by coming drunk, pollute dormitory room and occupy the Health Center for this reason. 7.9.14.4. It is strictly forbidden to possess full and/or empty bottles for the reason of collection, etc. 7.9.14.5. 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: “7.9.14. To Possess/Use Alcohol Bottles 7.9.14.1. It is strictly forbidden to: Drink and possess alcoholic drinks in dormitory areas, dormitory buildings and common areas; 7.9.14.2. Enter the university campus drunk; 7.9.14.3. Disturb the dormitory order by coming drunk, pollute dormitory and occupy the Health Center for this reason. 7.9.14.4. Alcohol bottles detected in rooms are removed from rooms by the Housing Directorate and delivered to the Security Directorate. 7.9.14.5. In detection of alcohol related violations, disciplinary procedures are initiated for relevant students.”</p>	Housing Director
9	18.04.2012	<p>Article 7.9.16. “To leave belongings in rooms: 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: “7.9.16. To leave belongings in rooms: 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.”</p>	Housing Director
9	18.04.2012	<p>Article 7.9.17. of the Housing Directive, “To Check-out from Dormitory after Due Date: 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: “7.9.17. Check-out from Dormitory after Due Date:</p>	Housing Director




10	18.04.2012	<p>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> <p>Article 7.10.1. of the Housing Directive, “Verbal Warnings by Dormitory Officers: 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 “7.10.1. Verbal Warnings by Dormitory Officers: 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 “7.10.3.1. 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 Directive.</p>	Housing Director
12	18.04.2012	<p>Article “7.10.3.21. Two warning penalties are transformed into reprimand for students.” is removed from the Housing Directive.</p>	Housing Director
12	18.04.2012	<p>In the Housing Directive, Article “7.10.4.3. To deliberately damage dormitory buildings and fixtures deliberately.” is amended as “7.10.4.3. To deliberately damage dormitory buildings, common areas and inventories in rooms.”</p>	Housing Director
12	18.04.2012	<p>In the Housing Directive, Article “7.10.4.4. To keep or host pets in common areas of dormitories and rooms.” is amended as “7.10.4.4. To keep or host animals in</p>	Housing Director

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		common areas of dormitories and rooms.”	
13	18.04.2012	In the Housing Directive, Article “ 7.10.5.6. Being rude with, swearing at and assaulting dormitory management and/or staff.” is amended as “ 7.10.5.6. Threatening or insulting dormitory management and/or staff physically or verbally.”	Housing Director
13	18.04.2012	In the Housing Directive, Article “ 7.10.5.7. Threatening, insulting, assaulting and wounding dormitory residents.” is amended as “ 7.10.5.7. Threatening or insulting dormitory residents physically or verbally.”	Housing Director
4	18.04.2012	In the Housing Directive, Article “ 7.4. Check out from Dormitory: 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: “ 7.4. Check out from Dormitory: 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 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.”	Housing Director
12	18.04.2012	Article “ 7.10.3.14. 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.	Housing Director
5	18.04.2012	In the Housing Directive, Article “ 7.5.1. 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	Housing Director

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		<p>dormitory rooms at the end of the semester. Other students are deemed to have extended dormitory contracts for the Spring semester.” is amended as “7.5.1. 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>	
5	18.04.2012	<p>Article 7.5.2. 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 “7.5.2. 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 cannot be allotted a room for Spring. The rooms they stayed in Fall semester will be allocated to students who apply for dormitory.”</p>	Housing Director
12	18.04.2012	<p>Article “7.10.6. 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.</p>	Housing Director
8	18.04.2012	<p>Article 7.9.5. of the Housing Directive that follows as “Use of Kitchens: 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: “7.9.5. Use of Kitchens: 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</p>	Housing Director

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		are thrown away to ensure hygiene conditions by relevant officers.”	
12	18.04.2012	Article “ 7.11. 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 7.3.1.5. 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 “ 7.3.1.5. 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 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.”	Housing Director
3	18.04.2012	Article 7.3.1.6. of the Housing Directive that follows as: “The Dormitory Contract is signed with the Housing Directorate.” is amended as follows: “ 7.3.1.6. The Dormitory Contract and Dormitory Covenant are signed with the Housing Directorate.”	Housing Director
2	18.04.2012	Article 7.1.4. 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 “ 7.1.4. Dormitory check-in and check-out	Housing Director

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		<p>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.”</p>	
4	18.04.2012	<p>Article 7.4.1.1. 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 7.4.2.” is amended as “7.4.1.1. 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 7.4.2.”</p>	Housing Director
4	18.04.2012	<p>Article 7.4.1.2. 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 7.4.2.” is amended as follows: “7.4.1.2. 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 7.4.2.”</p>	Housing Director
11	07.08.2012	<p>Article “7.10.3.11. To smoke in non-smoking areas (the same procedure applies to such persons in whose rooms cigarette stubs are detected.) 7.10.3.11.1. 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.</p>	Housing Director
11	07.08.2012	<p>Article “7.10.4.1. To smoke in non-smoking areas. (The same procedure applies to such persons in whose rooms – including windows – cigarette studs are detected.) 7.10.4.1.1. To allow or connive at smoking in their room. 7.10.4.1.2. In the event that smokers cannot be identified in any case of cigarette related</p>	Housing Director

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		violation in any dormitory room, residents of rooms are held responsible for the violation.” is added to the Housing Directive.	
1	07.08.2012	Article 4.8. of the Housing Directive that follows as: “ KUAIS: The name of the software program that includes all information about students.” is amended as follows: “ 4.8. KUAIS: 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 “ 7.9.4.1. Students 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: “ 7.9.4.1. 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
8	07.08.2012	In the Housing Directive, Article “ 7.9.7.5. It is forbidden to feed or shelter pets such as cats, dogs, birds, etc. in dormitory buildings and common areas.” is amended as follows: “ 7.9.7.5. It is forbidden to feed or shelter animals such as cats, dogs, birds, etc. in dormitory buildings and common areas.”	Housing Director
9	07.08.2012	In the Housing Directive, Article “ 7.9.14.1. To drink and possess alcoholic drinks in the dormitories area, dormitory buildings and common areas.” is amended as follows: “ 7.9.14.1. To drink or possess (in any way) alcoholic drinks in the dormitories area, dormitory buildings and common areas.”	Housing Director
3	07.08.2012	In the Housing Directive, Article “ 7.3.1. Dormitory applications are made to the University’s Housing Directorate.” is amended as follows: “ 7.3.1. 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 “ 7.9.3.3. In case students lose or forget their room cards, their requests to ‘open room doors’ will be accepted as per the provisions of Article 7.9.3.3.1 or 7.9.3.3.2. 7.9.3.3.1. After necessary checks are completed by the Housing Directorate, students who	Housing Director



		<p>do not have the room card with them due to the reasons specified in Article 7.9.3.3 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. 7.9.3.3.2. After necessary checks are completed by the Housing Directorate, room doors of students who do not have their room card with them due to the reasons specified in Article 7.9.3.3 can be opened by the Housing Directorate in exceptional cases.” is amended as follows: “7.9.3.3. ‘In case students lose or forget their room cards, their requests to ‘open room doors’ will be accepted as per the provisions of Article 7.9.3.3.1 or 7.9.3.3.2. 7.9.3.3.1. 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 7.9.3.3 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. 7.9.3.3.2. 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 “7.9.14.2. To enter the university campus drunk.” is amended as follows: “7.9.14.2. 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 “7.9.14.3. 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 “Room Safety 7.8.1. Students are fully responsible for room safety. They must keep the room doors closed and locked. 7.8.2. 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. 7.8.3. 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: “Room Safety 7.8.1. Students must absolutely keep</p>	Housing Director

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		<p>room doors closed and locked. They must have valuable articles with them. Students are fully responsible for the safety of inventories and personal belongings in their rooms. 7.8.2. Students are responsible for any possible loss or damage to personal belongings that may arise from non-compliance with provisions specified in Article 7.8.1. In case of damage/loss to the inventories, the damage/object fee is deducted from deposits students have paid. 7.8.3. 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. 7.8.4. 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 “7.1.6. 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: “7.1.6. 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 “7.10.8. Objection to Penalty: 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: “7.10.8. Objection to Penalty: 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 “7.10.7. Authority to Give Penalty: 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: 7.10.7. Authority to Give Penalty: 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

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2	07.12.2012	Article “ 7.1.6. 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: “ 7.1.6. 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 “ 7.10.7. Authority to Give Penalty: 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: “ 7.10.7. Authority to punish: 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 “ 7.10.8. Objection to Penalty: 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: “ 7.10.8. Objection to Penalty: 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 “ 7.9.7. Cleanliness: 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 “ 7.9.7. Cleanliness: 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

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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 in processes.	Housing Directorate
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
4	24.07.2019	Article “7.2.4.” in Koç University’s Housing Directive is updated.	Housing Directorate
	23.06.2021	All articles in the Directive for Koç University Student Dorms have been reviewed and updated within the scope of the Regulation on Special Housing Services for Higher Education	Housing Directorate
	30.09.2021	Article “7.9.3.” in Koç University’s Housing Directive is updated.	Housing Directorate
13	14.02.2022	Article “7.8.8.22.” in Koç University’s Housing Directive is added.	Housing Directorate
	14.02.2022	Article “4.1.”, “7.2.2.”, “7.6.9.”, “7.6.10.”, “7.7.8.1.”, “7.7.8.2.”, “7.7.8.3.”, “7.7.8.4.”, “7.8.3.”, “7.8.7.1.”, “7.8.7.4.”, “7.8.7.6.”, “7.8.8.9.”, “7.8.9.4.”, “7.8.10.7.” in Koç University’s Housing Directive is updated.	Housing Directorate
	10.10.2022	Article “7.1.3.1.”, “7.1.6.”, “7.5.1.5.”, “7.6.1.”, “7.6.2.”, “7.6.3.”, “7.7.3.1.”, “7.7.3.2.”, “7.8.1.”, “7.8.3.”, “7.8.6.”, “7.8.7.4.”, “7.8.7.5.”, “7.8.8.”, “7.8.9.”, “7.8.10.”, “7.9.13.” in Koç University’s Housing Directive is updated.	Housing Directorate
2	10.10.2022	Article “4.18.”, “4.19.”, “4.20.” in Koç University’s Housing Directive is added.	Housing Directorate
	14.04.2023	Article “7.5.2.”, “7.9.4.”, “7.9.13.”, “7.9.14” in Koç University’s Housing Directive is updated.	Housing Directorate
	04.09.2023	Article “7.1.2”, “7.7.8.2.”, “7.7.8.3.” in Koç University’s Housing Directive is removed.	Housing Directorate

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04.09.2023	Article “5.6.” in Koç University’s Housing Directive is added.	Housing Directorate

Distribution (Related Departments)		
Rectorate Office	Office of Secretary General	Housing Directorate
Security Directorate		

Approval (Housing Director):	Approval of Enforcement (Rector):
Approval (Secretary General):	