

## METU NCC DORMITORY REGULATION

*In case of discrepancy, Turkish version of these regulations will apply*

### Scope

**ARTICLE 1** – The management, operation and inspection of the Middle East Technical University Northern Cyprus Campus student dormitories are subject to the following regulations.

### Aim

**ARTICLE 2** – The aim of this directory is to define the procedures and principles concerning the healthy, hygienic and peaceful accommodation of Middle East Technical University Northern Cyprus Campus students in the dormitories.

### Administrative Bodies

**ARTICLE 3** – The Executive Board of Dormitories is comprised of The Secretary General of the Campus, The Director of Student Affairs, Dormitory Officers, the Director of Dormitories (if exists) and a further two to

five instructors from the Campus assigned by the Campus President. Among these five instructors, a chairperson and an assistant chairperson are appointed by the Campus President. The Executive Board of

Dormitories meets if deemed necessary by the chairperson or suggested by any other Board member, subject to a quorum being present. If the Chairperson does not attend the meeting, s/he is represented by the Assistant Chairperson.

The Executive Board of Dormitories takes decisions regarding the management, improvement and organization of the dormitories. The Board also identifies the general regulations to be implemented on the premises, discusses and decides on all suggestions or objections submitted to the Board.

The Executive Board of Dormitories is elected for one year. This term can be extended if necessary.

**ARTICLE 4** – The Dormitory Officer takes the necessary precautions to ensure the hygienic and orderly operation of the dormitories and the fulfillment of the aim described in Article 2. The Dormitory Officer

also tries to solve the problems that are brought up by the students and, if s/he feels necessary, presents the Executive Board of Dormitories with his/her suggestions on the concerning issue. Moreover, the

Dormitory Officer fulfills the duties assigned by the Executive Board of Dormitories in the scope of this directory of regulations. In addition, s/he acts as the secretary of the Executive Board of Dormitories,

implementing the decisions taken by the Board and fulfilling the other duties defined in this directory.

**ARTICLE 5** – Middle East Technical University Northern Campus students who would like to be placed in the dormitories should apply within the specified time and according to the procedures defined by the Executive Board of Dormitories and approved by the Office of the Campus President.

### Admission and Placement of Students

**ARTICLE 6** – Students who would like to be placed or who would like to extend their accommodation in the dormitories should apply every year. All applications are scored according to the criteria specified by

the Executive Board of Dormitories and approved by the Office of the Campus President.

Students who are eligible for placement according to the scoring scheme must submit the required documents to the Executive Board of Dormitories within the set time.

**ARTICLE 7** – In case of any discrepancies between the information provided by a student and the information gained through investigation, the Executive Board of Dormitories examines the issue. Should it occur that a student has deliberately submitted misinformation, this student is not accepted into the dormitories and/or if the student is already an occupant, s/he is dismissed from the dormitory.

**ARTICLE 8** – Students who verify their 30% disability with a valid health report are admitted to the dormitories and are not subject to the scoring scheme. Disabled students may stay in the dormitories until the completion of their education. Other special conditions concerning the admission of the students to the dormitories are determined by the proposal of the Executive Board of Dormitories and the approval of the Campus President.

**ARTICLE 9** – The Executive Board of Dormitories determines the conditions for accommodation in the dormitories during the summer and semester breaks. Accommodation of the students who are not registered with the dormitories and the students participating in activities such as festivals, sports, seminars and training sessions which are either organized or permitted by the University is subject to the approval of the Office of the Campus President.

**ARTICLE 10** – Students who have completed their period of study at the University or who have been dismissed from the University for any reason must leave the dormitory within a week. The Office of the Campus President may amend this period when necessary.

**ARTICLE 11** – Students who are on “semester leave” and students cannot attend their courses due to medical reports extending 30 days may not stay in the dormitories during these periods. Students who are absent from the dormitories due to permitted absence or medical reports are admitted back into the dormitories as of the expiry date of their reports or permitted absence without having to rejoin the waiting list.

### **Disciplinary Procedures and Enforcements**

**ARTICLE 12** – The disciplinary punishments that may be given to the students accommodating in the dormitories and the conduct that require disciplinary punishments are as follows:

A – Warning:

- a) Making noise, talking loudly enough to disturb others, listening to loud music or smoking or using tobacco products outside the designated areas in spite of warnings,
- b) Failing to preserve the permanent dormitory fittings and failing to keep them clean,
- c) Posting notices outside the designated areas,
- d) Keeping the beds and/or personal belongings in a disruptive manner to the others,
- e) Coming to the premises late without permission,
- f) Receiving visitors outside the designated areas and except the stated times,
- g) Failing to abide by the rules stated and announced by the Executive Board of Dormitories or the Dormitory Officer.

B – Reprimand:

- a) Failing to take notice of warnings from the dormitory administration, avoiding receiving written notices,
- b) Providing misleading information or displaying misleading behavior to the dormitory administration,
- c) Displaying behavior which may prevent other occupants from benefiting from the dormitory facilities or jeopardize other occupants' security,
- d) Treating other students in an insulting or derogatory manner, using offending language towards others, swearing,

- e) Bearing and consuming alcoholic drinks on the premises,
- f) Gambling in the dormitories,
- g) Engaging in commercial activity in the dormitories without permission,
- h) Cooking outside the designated areas, using or possessing heaters in order to heat up and cook,
- i) Accommodating or helping accommodate persons or students who are not registered with the dormitory, occupying a room other than the one they are registered for,
- j) Holding meetings, protests and participating in actions without the approval of the dormitory administration,
- k) Spending the night outside the dormitory without permission.

C – Temporary Dismissal from the Dormitories:

- a) Threatening or harassing, physically assaulting or harming other occupants of the dormitories,
- b) Treating the dormitory personnel in an insulting or derogatory manner, using offending language towards them or swearing at them,
- c) Removing or damaging dormitory fixtures and fittings (Students pay for all the damage caused),
- d) Being involved in activities in connection with illegal organizations, bearing or distributing any illegal publications in the dormitory,
- e) Enabling others to gamble on the premises,
- f) Being suspended from the University (During the suspension period, students cannot stay in the dormitories).

D – Permanent Dismissal from the Dormitories:

- a) Threatening or physically attacking or causing harm to dormitory personnel,
- b) Stealing in dormitories,
- c) Possessing and / or using drugs in the dormitories,
- d) Possessing, carrying and / or using guns, explosives or any item that can wound others,
- e) Forcing, encouraging, threatening or provoking students to support illegal acts or organizations,
- f) Using the buildings, and facilities of the dormitories improperly and behaving in a manner which interrupts the smooth-running of the dormitories,
- g) Being imprisoned or convicted of a disgraceful crime,
- h) Being dismissed from the University for more than one semester.

**ARTICLE 13** – The duration of temporary dismissal from the dormitories is determined according to the severity of the act.

Committing more than one offence, receiving punishment for repeating the same offence or encouraging the commitment of a massive crime will result in a more serious punishment. The punishment of a student for a repeated offence will be a punishment at the next higher level.

Persons who encourage or force others to commit any of the crimes mentioned in this directory will receive identical punishments to those of the offender.

Those who commit offences similar to those listed in Article 12 in nature and gravity will receive the same form of disciplinary action.

The authorities who execute the disciplinary punishments and the Executive Board of Dormitories will take into consideration the severity of the criminal act, the motive and the purpose of the student involved,

whether s/he has ever before received or displayed behavior or attitude to receive any punishments or whether s/he feels remorse towards the act or not while determining and executing one of the punishments.

In case of not being able to identify the offenders individually, each student in the group is given the punishment in accordance with the regulation.

**ARTICLE 14** – Decisions concerning 14-A (Warning) are given by the Officer of the Dormitory. Decisions concerning 14-B (Reprimand) and 14-C and 14-D (Dismissal) are given by the Executive Board of Dormitories. If necessary, the higher administrative body can issue these punishments. The punishments of temporary dismissal exceeding 30 days and permanent dismissal can only be issued with the approval of the Office of the Campus President.

Punishment received by students is also registered on the student's dormitory card. Any disciplinary action, except for warnings and reprimands, are declared in writing to the student, to his / her family and to the Office of the Campus President.

**ARTICLE 15** – The student may appeal to a higher administrative body within 7 days after having been informed about the disciplinary punishment s/he has received. This appeal does not stop the execution of the punishment. For decisions taken by the Officer of the Dormitory, the student may appeal to the Executive Board of Dormitories, and for decisions taken by the Executive Board of Dormitories, the student may appeal to the Office of the Campus President.

**ARTICLE 16** – Dormitory fees, deposits and the payment procedures are determined and announced by the Office of the Campus President.

**ARTICLE 17** – Students pay their dormitory fees in cases of temporary departures such as permitted leave, absence due to medical reports or temporary dismissal.

**ARTICLE 18** – The annual fee received from students is for two academic semesters. Fees for visitors or students who stay in the dormitories during summer are determined by the Office of the Campus President.

**ARTICLE 19** – Students who have paid the dormitory fee for one semester are allowed to stay in the dormitories for the relevant semester, between the opening and closing dates of the dormitories.

Students staying in the dormitories can change their allocated rooms upon the approval by the dormitory management. Refunds and additional fees resulting from room change, late registration or early termination will be calculated based on the rate schedule determined by the METU Administrative Board, upon the recommendation of the Executive Board of Dormitories and the approval by the Chairperson of the Campus Executive Board.

Students who drop out of the dormitories without giving prior notice are required to pay the dormitory fee covering the period from the start of the relevant semester up to the date of deregistration.

**ARTICLE 20** – A student who does not pay his / her dormitory fee or who is in debt with the dormitory for damage they have caused to dormitory property will not be able to get their deposits back, renew or withdraw their registration.

**ARTICLE 21** – Students pay for damage caused to dormitory property at replacement value on the day of payment.

**ARTICLE 22** – Students are held responsible for all items they receive from the dormitory and use in the dormitory.

**ARTICLE 23** – The University takes the necessary precautions for the security of the dormitories. However, the University cannot be held responsible for loss of property. Similarly, during the summer months, the University will not be responsible for the property left in the dormitory, even if the permission of the Dormitory Administration has been received.

**ARTICLE 24** – Under certain circumstances, a student's possessions may be checked by a committee of minimum of three people including the Dormitory Officer and a security guard. This occasion is stated in a written record. Security personnel may also check the items brought in and out of the dormitory, or left behind in the dormitory during summer months. The Dormitory Administration may confiscate the items which are forbidden to be brought into and possessed in the premises. These items are received with a written record. The items in the nature food ingredients will not be returned. Food ingredients and items which are not claimed are either disposed of or exploited for charitable causes.

**ARTICLE 25** – The Campus President can close the dormitories directly or with the suggestion of the Executive Board of Dormitories in cases of emergency.

**ARTICLE 26** – The Office of the Campus President can avoid the admission of a student into the dormitories or dismiss a student from the dormitory if his/her accommodation is justified as inconvenient.

**ARTICLE 27** – In the case of an application by a student who has been on trial in a state court, or who has been convicted of a crime, except a disgraceful one, the Executive Board of Dormitories decides whether the student will be admitted to the dormitory or be allowed to occupy the dormitory and presents this issue to the Office of the Campus President for approval even if the student has received amnesty.

**ARTICLE 28** – In situations for which there is no arbitration in this directory, the related articles of the Directory of Dormitories of Middle East Technical University and the Disciplinary Regulations for Students of Higher Education Institutions are applied.

**ARTICLE 29** – This directive comes into force by the proposal made by the Executive Board of Dormitories and the approval of the Middle East Technical University Senate.

**ARTICLE 30** – This directive is executed by the President of Middle East Technical University Northern Cyprus Campus.