

KADIR HAS UNIVERSITY REGULATIONS FOR STUDENT DORMITORIES

Article 1 - Aim

The aim of these regulations is to answer the needs of the students staying at Kadir Has University Dormitories, ease their studies by supplying them a well-organized and safe accommodation and contribute to their social and cultural progress.

Article 2 - Content

These regulations apply to the students staying at Kadir Has University Dormitories and guests with special permission.

Article 3 - Definitons

Within the scope of these Regulations;

- 3.1. University: Kadir Has University;
- 3.2. Board of Trustees: Kadir Has University Board of Trustees;
- 3.3. Rector: Kadir Has University Rector;
- 3.4. Individuals who have the right to stay at dormitories: Students of Kadir Has University, academic staff whose stay is approved by the Rectorate, international guests, exchange students and other individuals who are permitted for a short-term stay;
- 3.5. Financial Affairs Office: Kadir Has University Financial Affairs Office;
- 3.6. Health, Culture and Sports Office: Kadir Has University Health, Culture and Sports Office;
- 3.7. Commission: Kadir Has University Dormitory Commission, members of which are appointed by the Rector;
- 3.8. Dormitory: Kadir Has University's dormitory buildings, their rooms and lounge areas;
- 3.9. Accommodation Scholarship: Free accommodation opportunity at Kadir Has University Dormitories for students who meet the criteria specified in the ÖSYM booklet;
- 3.10. Pre-registration fee: The fee to be paid during the dormitory pre-registration, date of which is specified by the Rectorate. This fee is a certain amount of the whole fee to be paid for a full Academic Year (9 months).
- 3.11. Deposit: A certain amount of fee taken from the student to be used in case he/she harms his/her room or the furniture of the dormitory.
- 3.12. Legislation: Higher Education Institutions Student Disciplinary Legislation of Higher Education Law numbered 2547.

Article 4 - General Conditions

- 4.1. Admissions and placements to the Kadir Has University Student Dormitories which are administered by the Health, Culture and Sports Office are carried out according to the dormitory capacity for that year.
- 4.2. At the beginning of each academic semester, Kadir Has University dormitory buildings are specified and announced as girls and/or boys dormitories by the Commission based on the needs of that year.
- 4.3 Dates of checking in the Dormitory are specified by the Commission annually with respect to the dates of registration and start of courses. Students who plan to stay at the Dormitory can check in there after they register at the University and sign the Dormitory Contract. Students must vacate their

Kadir Has University Student Dormitory Regulations (06.08.2015)

The latest amendment to these regulations became valid upon approval by the Kadir Has University Senate on 20.06.2016.

rooms within three days following the related Academic year (9 months). In special cases, this period of time may be extended by seven days with the decision of the Commission.

4.4 Students who are granted with Accommodation Scholarship lose their rights to use the dormitory, if it is ascertained that they do not use their dormitory rooms, even if they have completed their check-in procedure. Paying/non-paying students from the waiting list get placed by the Health, Culture and Sports Office in their places.

4.5 Health, Culture and Sports Office can change the rooms of the Dormitory residents in cases of necessity.

4.6 Students for whom a decision of expel from the dormitory is taken have to vacate their rooms within five days. These students are not accepted to the dormitory in the following years.

Article 5 - Dormitory Fees

5.1. Accommodation at Kadir Has University Dormitories is subject to fees. This fee covers the spring and fall semesters (9 months) when the studies continue at the University. Students with the accommodation scholarship do not need to pay this fee. Dormitory fees cover only accommodation; road, food and other expenses of students are not included in this fee.

5.2. Fees of the Dormitory are specified every year by the University Administrative Board.

5.3. All students, fee-paying and non-fee-paying, who apply to stay at the dormitory are obliged to pay the dormitory deposit.

5.4. Opening and closing times of the dormitories during the summer period as well as the accommodation fee for that period get specified by the Rectorate and announced by the Health, Culture and Sports Office.

Article 6 - Applications to the Dormitories and Acceptance

6.1. Students with accommodation scholarship and international students who are registering at the university for the first time are prioritized during the process of acceptance to the dormitories.

6.2. Applications to the dormitory are made collectively for an academic-year (9 months) covering the Fall and Spring semesters when the studies are continuing at the University. Having stayed at the Dormitory in the past does not create an advantage or a disadvantage in applications to stay at the dormitory.

6.3. Applications of students who have earlier received an expel from the dorm penalty for any reason, who have not paid the Dormitory Pre-Registration Fee within the announced dates, who have debt to the dormitory from previous semesters are not processed and these students cannot register to the dormitory.

6.4. Students who have not paid the fee (difference between the Dormitory Pre-Registration Fee and the fee of the designated room) and the Dormitory Deposit until the deadline announced during the Dormitory placement results cannot move in to their rooms.

6.5. Applications to the Dormitory have to be made to the Health, Culture and Sports Office with all the necessary documents within the dates and as announced on the University website.

6.6. The Dormitory Pre-Registration Fee has to be paid to the announced account of the University.

6.7 Room attainments of students who have received the right to be placed in the dormitories are made by the Health, Culture and Sports Office with consideration of the available facility, requests, Accommodation Scholarships and other principles, if there are any, specified by the Commission.

6.8. Students who have received the right to be placed in the dormitories sign the Dormitory Contract and submit it to the Health, Culture and Sports Office personnel during their entry procedure upon paying the designated Dormitory Deposit.

6.9. Students are obliged to notify the dormitory officer with any loss or damage on the day it happens with a letter or an e-mail. Otherwise, the related student will be deemed responsible of all the loss and damage, and the cost will be deducted from his/her deposit.

Article 7- Room Key and Room Security

7.1 Room doors must be kept shut and locked when the student is not in. Students have to keep their valuables with them. Students carry the sole responsibility of the security of valuables left in the room as well as the inventory and personal belongings in the rooms

7.2 Insuring valuables against stealing and other damages is recommended. Students are responsible of loss and damages in inventory and personal belongings for not following the rules described in 8.3. The University cannot be held responsible for related damages and loss.

7.3. Rooms and belongings of students can be controlled, in line with the right to privacy, for purposes of security, technics, maintenance and repair, and in obligatory situations.

7.4. Rooms get cleaned according to the routine cleaning program announced by the dormitory administration and posted on the notice boards. Students may request a change in the day of cleaning with a notification in advance.

7.5 Doors of the rooms of students who lose or forget the keys inside of their rooms may be opened by the Dormitory officer after the necessary controls.

Article 8 - Vacating the Dormitory

8.1. The room of a student who declares in three days advance that he/she will vacate the room get checked by the dormitory officer. Materials and inventory are checked for any damage. If any damage is specified, the related amount is recorded on the dormitory vacating form to be deducted from the student's deposit. The amount of the remaining deposit is reported to the Financial Affairs Office.

8.2. While vacating the dormitory, students must vacate their rooms taking all their belongings and see the Dormitory officer and submit him/her the key upon filling in the vacating form.

8.3. Students who vacate the dormitory without completing the vacating procedure are not paid their deposits back. Left belongings, identified/unidentified, are kept at the depot temporarily, with documentation. If belongings are not taken within 15 days without any excuse, the right of possession is deemed to have been renounced and no responsibility is accepted about them by the University.

8.4. Students who have received a temporary expel penalty from the University cannot stay at the dormitory during this period.

8.5 If a student's relationship with the University gets dissolved his/her relationship with the dormitories also gets dissolved.

Article 9 - Financial Issues

9.1. The dormitory fees cover the nine-month-long education period (fall and spring semesters). Depending on availability, dormitories can be open for use during the Summer Semester, the fees of which get specified and announced separately.

9.2. If a student decides to decline his/her application to the dormitory fifteen days prior to his/her check-in he/she is given a full refund of the Dormitory Pre-Registration Fee he/she had paid.

9.3. If a student decides to decline his/her application to the dormitory within less than fifteen days prior to his/her check-in he/she is given a fifty percent refund of the Dormitory Pre-Registration Fee he/she had paid.

9.4. If a student applies in writing to the Health, Culture and Sports Office with his/her request to vacate the dormitory in less than a month after his/her check-in, he/she is refunded the amount of fee which remains after the deduction of the Pre-Registration Fee.

9.5 If a student applies with his/her request to vacate the dormitory after a month of his/her check-in no refund is made.

9.6 Room deposits are refunded in line with principles specified in Articles 8.1 and 8.3. In case of any loss or damage of the inventory in the rooms or common areas of the Dormitory the cost of the damage or the loss is deducted from the deposit of the related student. If the damage is caused by more than one student than the cost gets divided equally between the related students and taken from them. In case the cost of the damage is higher than the deposit amount then additional measures are taken for its payment.

9.7. In case the student loses his/her room key he/she gets given a new key the amount of which is deducted from his/her deposit at the end of the year.

Article 10 - Disciplinary Issues

Action is taken, within the framework of herein Regulations, about students who do not follow the rules of the Dormitory and act in ways disturbing the order and discipline of the Dormitory.

10.1. Warning penalties students receive due to their breaching of rules remain valid during their studies at the University.

10.2 Articles and amendments of the Higher Education Institutions Student Disciplinary Regulations published in the Official Gazette dated 18.08.2012 and numbered 28388 and other related rules remain valid in all places and for all people which are within the scope of these Regulations.

10.3. In case students staying at the Dormitory do not follow any of the rules and/or implementations specified in the Dormitory Contract, they receive a written warning, for once only, within five days at the latest after the violation is acknowledged by the Health, Culture and Sports Office directly or upon complaint, if the violation is proved upon the necessary investigations. If the violation is not ended within a reasonable time by the related student upon this warning, his/her relationship with the Dormitory gets dissolved. If a student who has received a warning this way ended the related violation and did not get expelled from the Dormitory repeats the same violation once again, then his/her relationship with the Dormitory gets dissolved.

10.4. Notification: For notifications by the academic and administrative units of our University, students' University e-mail accounts with the url stu.khas.edu.tr are used. E-mails sent to these addresses are deemed as official notification.

10.5. Final excel from the dormitory: This means dissolving of a student's relationship with the Dormitory. The student has to vacate his/her room at the Dormitory within five days following the related decision. In case there are factors threatening the security of the Dormitory the student might be asked to vacate his/her room within twenty-four hours.

Article 11 - Other Provisions

11.1. Students wishing to change their dormitory room (provided that the sharers of the room are also consentaneous) can apply, for once only and within the first week of the semester, to the Health, Culture and Sports Office. Requests for room-changing are processed by the Health, Culture and Sports Office within the bounds of possibility. There is no guarantee of the fulfillment of the room-changing requests. Changing of the rooms without the approval of the Health, Culture and Sports Office is accepted as a reason for expel from the Dormitory.

11.2. If equipment the use of which is banned in dormitory rooms (equipment such as iron, kettle, coffee and tea machine, heater; all equipment which work with electricity, gas and gas canister, except for personal computers, printers, mini TV and radio) and inflammable materials are found in

the rooms, they get taken by the related building officer and put to the depot to be given back to its owner at the end of the semester. Upon the request of the student, the related goods can be given back to him/her on the condition that they will be taken outside of the Dormitory. Students are obliged to pick up their electrical and other goods within fifteen days following the related semester. If these belongings are not taken within 15 days without any excuse, the right of possession is deemed to have been renounced and no responsibility is accepted about them by the University.

11.3. Within dormitories it is forbidden to use cigarettes and tobacco products as well as alcohol and narcotics. If a student breaches these rules his/her relationship with the Dormitories get dissolved.

11.4. Students can use the irons and washing machines in the laundry rooms as well as the kettle, microwave oven and the fridge, free of charge.

11.5. Students are solely responsible for their goods left in common use areas such as the kitchen, toilets, showers, lounge areas, study rooms and the laundry. Students have to safeguard their valuables; the University does not accept any responsibility for loss or damage.

11.6. Unwashed dishes and left-over food in the kitchen and unhygienic materials in the bathrooms get thrown to the rubbish without any warning.

11.7. Students need to buy their own cleaning materials for their personal use.

11.8. Belongings of students who vacate the dormitory without completing the procedures in articles 8.1 and 8.2 get put to the depot by the personnel appointed by the Health, Culture and Sports Office. The procedures in the article 8.3 are valid for such students.

11.9. Students staying at the dormitories cannot have visitors at the dormitory. This rule applies to family members as well.

Article 12 - Amendments in Regulations

Rectorate has the authority to make amendments in these Regulations. Such amendments apply to all students staying at the dormitory including those who had been staying there before the date of amendments. Students staying at the dormitory are obliged to follow the latest version of these regulations published on the University website; no further notifications are needed.

Implementation

Article 13 - (1) These regulations certain articles of which were amended at the Senate meeting dated 20.06.2016 and numbered 2016/09 go into effect on the same date, and replace the regulations accepted by the Senate on 06.08.2015, and apply to all students staying at the dormitory.

Article 14 - Execution: The legal provisions of these regulations are executed by the Rector of Kadir Has University.

“This text is a translation of the original Turkish regulations, and is solely intended to provide information concerning those regulations. The terms, conditions and stipulations in the original Turkish-language regulations shall be legally binding if any disputes of meaning should arise.”