



STUDENT DISCIPLINARY REGULATION

(Regulation issued pursuant to Articles 10(2)(3) and 16(2) of the Arkin University of Creative Arts and Design Establishment and Operation Bylaw, and Article 62 of the Arkin University of Creative Arts and Design Associate and Undergraduate Registration, Instruction, Examination and Achievement Bylaw)

1. Purpose

This Regulation sets forth the procedures and principles governing disciplinary investigations to be conducted against students of Arkin University of Creative Arts and Design (ARUCAD) who engage, whether within or outside the University, in attitudes and behaviors incompatible with student status; who commit acts and deeds prohibited under the legislation in force in the Turkish Republic of Northern Cyprus; and/or who act in violation of the provisions of this Regulation. It also regulates the disciplinary penalties to be imposed, the authority competent to impose such penalties, and the procedures for exercising the right to objection and defense regarding disciplinary penalties.

2. Scope

This Regulation applies to all students enrolled at Arkin University of Creative Arts and Design (ARUCAD), which operates within the Turkish Republic of Northern Cyprus.

3. Legal Basis

The legal basis of this Regulation is constituted by Article 3 of the Cooperation Protocol on Higher Education signed on 26 May 1998 between the Council of Higher Education of the Republic of Turkey and the Ministry of National Education, Culture, Youth, and Sports of the Turkish Republic of Northern Cyprus, as well as Article 25 of the Higher Education Accreditation and Coordination Council (YÖDAK) Law No. 65-2005.

4. Definitions

In this Regulation,

- a) **Institution of Higher Education:** Refers to the University, Faculties, Institutes, Schools, the English Preparatory School, and Application and Research Centers,
- b) **University:** Refers to Arkin University of Creative Arts and Design,
- c) **Student:** Refers to individuals enrolled in English preparatory, associate, undergraduate, or postgraduate programs at Arkin University of Creative Arts and Design, as well as those who benefit from other student rights,

- d) **Suspension from the University:** Refers to the prohibition imposed on a student from entering the buildings, grounds, dormitories, and annex facilities of Arkin University of Creative Arts and Design for a specified period,
- e) **YÖDAK:** Refers to the Higher Education Planning, Supervision, Accreditation and Coordination Council established pursuant to Article 7 of Law No. 65/2005.

5. Disciplinary Penalties and Acts and Behaviors Requiring Disciplinary Penalties

a) **Reprimand:** A written notification to the student stating that they are reprimanded due to conduct incompatible with student status. A reprimand is recorded in the student's file and is indicated on documents issued by the University. Acts and behaviors requiring a reprimand are as follows:

- 1) Providing incomplete or incorrect information to the authorities of the institution of higher education with the intent to mislead,
- 2) Disrupting the order of classes, seminars, examinations, practical sessions, laboratory work, workshops, academic meetings, and conferences; organizing or contributing to the organization of any meeting, conference, performance, panel discussion, or similar event inside or outside the University that gives the impression that it is held by the University by using the University's name without the written permission of the Rectorate,
- 3) Tearing down, destroying, altering, defacing, or soiling current announcements, schedules, or similar notices posted by the institution of higher education or posted with its permission,
- 4) Attempting to cheat in examinations,
- 5) Smoking or using other tobacco products, including electronic cigarettes, on the University campus in areas other than those designated by the University Senate.

b) **Suspension from the University for a Period of 1 Week to 1 Month:** This sanction consists of notifying the student in writing that they are suspended from the university for a period ranging from one week to one month, during which they are deprived of participation in classes, examinations, laboratory work, and workshop activities. This sanction is recorded in the student's disciplinary file and is indicated on documents to be issued. The actions and behaviors requiring short-term suspension from the university are as follows:

- 1) Engaging in acts that hinder the freedom of learning and teaching, or that disrupt the functioning and order of higher education institutions,
- 2) Obstructing the proper conduct of disciplinary investigations,
- 3) Allowing another person to use a document obtained from the higher education institution that grants a right or privilege, or using a document belonging to another person,
- 4) Engaging in verbal or written actions that damage the honor and dignity of the higher education institution or of individuals employed therein,
- 5) Engaging in verbal or written actions, whether on or off campus, that damage the honor and dignity of the personnel of the higher education institution,

- 6) Consuming alcoholic beverages within the higher education institution; behaving disruptively on campus while under the influence of alcohol; selling alcoholic beverages; gambling or enabling gambling,
- 7) Threatening personnel or students of the higher education institution,

c) Suspension from the University for One Semester: This sanction consists of notifying the student in writing that they are suspended from the university for the duration of one semester, during which they are deprived of participation in classes, examinations, laboratory work, and workshop activities. This sanction is recorded in the student's disciplinary file and is indicated on documents issued by the university. The actions and behaviors requiring medium-term suspension from the university are as follows:

- 1) Engaging in acts such as occupation of university premises or similar actions that obstruct the services of the higher education institution,
- 2) Physically assaulting institution personnel or students, or attempting to break or obtain the password(s) of the information and communication devices or systems belonging to individuals or the institution,
- 3) Committing theft and/or an act regarded as a disgraceful offense within higher education institutions.
- 4) Damaging buildings, permanent fixtures, or similar materials belonging to the higher education institution, or causing harm to its information systems (Individuals who cause material damage in this way are additionally required to compensate for all financial losses resulting from such damage),
- 5) Cheating in examinations or enabling others to cheat,
- 6) Committing plagiarism in seminars, theses, or publications, or—except for contributions that do not involve academic evaluation such as administering surveys or collecting data—having such work written in whole or in part by others instead of producing it through one's own personal effort and academic competence; or using lecture notes and other course-related materials belonging to academic staff for commercial gain without authorization,
- 7) Failing to comply with a suspension decision issued by the higher education institution.
- 8) Committing, within a higher education institution, any of the acts listed under Articles 377, 378, 379, and 380 of Chapter 154 of the Criminal Code in force in the TRNC, under the heading "Offenses Against Animals."

ç) Suspension from the University for Two Semesters: This sanction consists of notifying the student in writing that they are suspended from the university for a period of two semesters, during which they are deprived of participation in classes, examinations, laboratory work, and workshop activities. This sanction is recorded in the student's disciplinary file; during this period the student may not benefit from student rights, and the sanction is indicated on documents issued by the university. The actions and behaviors requiring long-term suspension from the university are as follows:

- 1) Obstructing the execution of duties by using force or violence against higher education institution personnel; threatening university authorities, academic or administrative staff,

- and other officials verbally, in writing, or through social media; and/or battering them and/or committing a physical assault,
- 2) Using force or violence against students or any persons not affiliated with the university, thereby preventing them from benefiting from higher education services and/or battering them,
 - 3) Using, carrying, or possessing narcotic or stimulant substances within higher education institutions,
 - 4) Cheating in examinations through threats; preventing the removal of students caught cheating from the examination hall; sending another person to sit an examination in one's place or sitting an examination on behalf of another; having assignments, theses, projects, etc., completed by others in one's place or completing such work on behalf of another; committing forgery with respect to any document belonging to the university,
 - 5) Engaging in sexual harassment within higher education institutions,
 - 6) Carrying or possessing firearms, their ammunition, knives, or other instruments specially designed for attack or defense, or explosive materials in violation of Chapter 57 (Firearms Law) and Chapter 154 (Criminal Code); possessing or attempting to use weapons or injurious instruments on or off university premises; or participating in, or encouraging other students to participate in, illegal acts deemed criminal under the Criminal Code—organized by associations, unions, or similar organizations and/or individuals—in matters related to students, whether on or off campus,
 - 7) Accessing the higher education institution's information system to obtain an unlawful benefit for oneself or another person or to cause harm to individuals; attempting to obtain or obtaining examination questions prior to the examination; entering an instructor's office or the information network to secure an unlawful benefit for oneself or for another,
 - 8) Threatening individuals assigned to carry out an investigation,
 - 9) KKTC'de yürürlükte bulunan Fasıl 154 Ceza Yasası'nın Hayvanlara Karşı İşlenen Suçlar başlığı altında belirtilen 375. Ve 376. Maddelerinde sayılan fiillerden birini yükseköğretim kurumlarında işlemek, Committing, within a higher education institution, any of the acts listed under Articles 375 and 376 of Chapter 154 of the Criminal Code in force in the TRNC, under the heading "Offenses Against Animals."

d) Permanent Dismissal from the University: This sanction consists of the student's expulsion from the University through the definitive termination of all relations with the institution. It is recorded in the student's disciplinary file and indicated on documents issued by the University. Students whose affiliation with the University is terminated in this manner shall under no circumstances be readmitted. The actions and behaviors requiring permanent dismissal from the University are as follows:

- 1) Provided that the judgment has been finalized by a court decision, establishing an organization for the purpose of committing a crime, directing such an organization, or being a member of an organization established for this purpose; or being convicted of one or more of the following offenses: crimes against the State; extortion; bribery; theft; fraud; fraudulent bankruptcy; offenses of a sexual nature contained in "Part Four, Section Three" of the Criminal Code of the TRNC; "Unlawful Assembly, Insurrection, and Other

Offenses Against Public Order” under “Part Two, Section Four”; “Premeditated Murder and Manslaughter” under “Part Five, Section One”; or “Offenses Against Personal Liberty” under “Section Seven”; or being convicted by a competent court in the Turkish Republic of Northern Cyprus and sentenced to imprisonment for a period of 30 (thirty) days or more,

- 2) Selling narcotic or stimulant substances, giving them to others, or engaging in their trade,
- 3) Bringing into the university firearms, their ammunition, knives, or other instruments specially designed for attack or defense, or explosive materials, in violation of the legislation in force in the Turkish Republic of Northern Cyprus,
- 4) Possessing, attempting to use, or using such weapons or instruments within the university.
- 5) Violating individuals’ sexual inviolability by engaging in sexual acts upon their bodies.

6. Felony Offenses

In cases where a student is under investigation and charged with any felony, if it is deemed detrimental to the general order of the university or considered objectionable by the Disciplinary Board for the student to continue their education until a court decision is reached, a “suspension” penalty may be imposed by the University Administrative Board until the court renders its judgment.

7. Unforeseen Disciplinary Offenses

Disciplinary sanctions of the same type shall be imposed on individuals who engage in acts similar in nature and severity to those listed above and requiring disciplinary penalties, even if such acts are not explicitly specified.

8. Recurrence of a Disciplinary Offense

If an act or condition that previously warranted a disciplinary penalty is repeated during the student’s period of study, a penalty one degree more severe shall be applied. A penalty of permanent dismissal from the higher education institution may not be imposed solely on the grounds of recurrence of a disciplinary offense.

9. Authorities Empowered to Initiate Investigations

(1) If it is observed that a student has engaged in conduct that is not in conformity with the provisions of this Regulation and/or violates these provisions, or has behaved in a manner unbecoming of a student and/or inappropriate for student status, and/or if a complaint is submitted in this regard, the competent authorities listed below shall, when deemed necessary, appoint an investigator to conduct a disciplinary investigation concerning the student.

The authorities empowered to initiate disciplinary investigations are as follows:

- (a) The University Rector, in cases of collective incidents involving students, incidents of a continuous nature, and/or incidents occurring in common areas or shared spaces.
- (b) The Dean of the relevant Faculty, with respect to disciplinary offenses committed by students of that Faculty.

- (c) The Director of the Institute, with respect to disciplinary offenses committed by students of that Institute.
 - (d) The Director of the Vocational School, with respect to disciplinary offenses committed by students of the Vocational School.
 - (e) The Director of the Preparatory School, with respect to disciplinary offenses committed by students of the Preparatory School.
- (2) The individuals listed above shall be authorized subject to the approval of the Rector.
- (3) The authorities empowered to initiate investigations may conduct the investigation personally or may appoint one or more investigators to carry it out.

10. Duration of Investigation and Statute of Limitations

- (1) A disciplinary investigation shall commence immediately upon learning of the incident. The investigation shall be concluded within thirty (30) days from the date of approval. If the investigation cannot be completed within this period, the investigator shall submit a reasoned request for an extension. The disciplinary authority empowered to initiate the investigation may grant an extension of up to sixty (60) days, not exceeding thirty (30) days at a time, taking into account the submitted justification and statute of limitations periods; in cases of collectively committed offenses, an extension of up to ninety (90) days may be granted.
- (2) For students who commit acts classified as disciplinary offenses under this Regulation, if the disciplinary authority empowered to initiate the investigation learns of the act:
- (a) In the case of warnings or suspension from the higher education institution for a period of one week to one month, the disciplinary investigation must be initiated within one (1) month;
 - (b) In the case of suspension from the higher education institution for one or two semesters or permanent dismissal, the disciplinary investigation must be initiated within three (3) months. If the investigation is not initiated within these periods, the authority to impose a disciplinary penalty shall lapse due to statute of limitations.
- (3) If a disciplinary penalty is not imposed within two (2) years from the date on which the act requiring the penalty was committed, the authority to impose the penalty shall lapse due to statute of limitations. However, if the disciplinary authority or board requires a judicial decision, the statute of limitations period shall commence from the date the judicial decision becomes final. This necessity shall be determined by a decision of the competent disciplinary authority or board.

11. Conduct of the Investigation

- (1) Confidentiality is fundamental in the conduct of the investigation.
- (2) The investigator may hear witnesses, conduct inspections, and consult experts. All investigative procedures shall be documented in a written report. The report shall specify where and when the procedure took place, the nature of the procedure, the participants, and, if statements were taken, the questions and answers. The report shall be signed by the investigator, the clerk, the person giving the statement, and, if applicable, those present during inspections. During the taking of statements, witnesses shall be sworn in, and in cases where an expert is appointed, the expert shall also be sworn in. The identity, address, and other relevant information of the witness shall be recorded.

- (3) ARUCAD personnel shall provide the investigators with any requested information, files, or other documents without delay and shall fulfill any requested assistance.
- (4) The investigator conducts and completes the investigation solely with respect to the individual under investigation and the acts for which the investigation was initiated. If, during the investigation, the investigator determines that other disciplinary offenses have been committed or that other individuals should be included in the investigation for the same offense, the investigator shall notify the competent authority.
- (5) A student's transfer within the university, transfer to another university, or departure from the university for any reason after committing a disciplinary offense shall not prevent the initiation or continuation of the investigation, nor the taking of necessary decisions.
- (6) If a student commits an offense requiring a disciplinary penalty while enrolled in another higher education institution, the authority to conduct the investigation and impose the disciplinary penalty belongs to that institution. The decision taken regarding the student shall be communicated without delay to the higher education institution in which the student is enrolled for implementation.
- (7) In the event that a disciplinary penalty is annulled by a judicial decision, a new disciplinary penalty may be imposed in accordance with the requirements of the decision within the remaining statute of limitations period. If less than three months remain until the expiration of the statute of limitations, the new penalty shall be imposed within a maximum of three months from the date the judicial decision is received by the administration.

12. Right to Defense

- (1) A student subject to a disciplinary investigation shall be informed in writing, at least seven (7) days prior to the date on which they will present their defense, of the specific allegations against them. This notice may also be delivered through the student information system, email, or text message. The notice shall specify the date, time, and location at which the student is required to be present to provide their defense.
- (2) The student may present their defense either orally or in writing. After the submission of a written defense, the investigator may pose additional questions to the student.
- (3) The invitation shall specify that if the student fails to attend without a valid excuse, or fails to notify their excuse in a timely manner, they shall be deemed to have waived their right to present a defense, and a decision shall be made based on the available evidence.
- (4) Students who submit a valid excuse or are unable to attend due to force majeure shall be granted an appropriate period to present their defense. Detained students shall be informed that they may submit their defense in writing.
- (5) The investigation shall be conducted in a manner that allows the student to adequately defend themselves.
- (6) Until the investigation report is completed, students involved in the investigation shall not be considered to have committed the alleged offense.

13. Investigation Report

When the investigation is concluded, a report shall be prepared. The report shall summarize the authorization of the investigation, the date on which the investigation commenced, the identity of the

person being investigated, the subject matters of the alleged offenses, the stages of the investigation, the evidence, and the defense submissions obtained. Each alleged offense shall be analyzed separately, and based on the evidence, it shall be discussed whether the offense has been substantiated; the appropriate disciplinary sanction shall be proposed. If any, original documents or their copies shall be attached to the report by being listed on an index slip. The investigation report shall be submitted, together with the file, to the authority that initiated the investigation.

14. Concurrent Conduct of Criminal Prosecution and Disciplinary Proceedings

- (1) The initiation of criminal prosecution against a student for the same incident shall not delay the disciplinary proceedings.
- (2) The initiation of criminal prosecution against a student for the same incident shall not delay the disciplinary investigation. The fact that criminal prosecution has been initiated against the student, or whether the student is convicted or not, shall not preclude the imposition of a disciplinary sanction.

15. Precautionary Measure During the Investigation

- (1) After the Rectorate has decided to conduct a disciplinary investigation against the student and has appointed a disciplinary officer, it may, at any stage of the process, decide to temporarily suspend the student from the university for a specified period, and to prohibit the student from attending classes, laboratories, workshops, and examinations.
- (2) Students who have received a short-term suspension (ranging from 1 week to 1 month) shall not be expelled from university dormitories. However, in cases where a student who has been sanctioned or against whom a disciplinary investigation or disciplinary action has been initiated is deemed likely to disrupt the security or order of the dormitories, the Rectorate may also decide to remove such students from the dormitories.

16. Conclusion of the Investigation

- (1) Reprimands and medium-term suspension penalties (one semester) shall be imposed, with the approval of the Rector, directly by the relevant Faculty Dean or the Director of the Institute or School.
- (2) The authority to impose reprimands and medium-term suspension penalties (one semester) for disciplinary offenses committed in shared/common areas belongs to the Rector. If a reprimand is imposed on the student by the Rectorate, there is no need to refer the disciplinary matter to the disciplinary board.
- (3) Long-term suspension penalties and expulsion from the university shall be imposed by the competent disciplinary board, subject to the approval of the Rector.
- (4) The Rector, Dean, Director, or disciplinary board reviewing the investigation file may, if deemed necessary, request that specific investigative procedures they consider incomplete be carried out either by the same investigator or by a member of the disciplinary board.

17. Composition of the Disciplinary Board

- (1) In investigations conducted by faculties, institutes, schools, and vocational schools, the administrative boards of these units shall serve as the disciplinary board; in investigations conducted by the Rectorate, the disciplinary board shall be the board appointed by the Rectorate.
- (2) It is essential that members of the Disciplinary Board have not received any disciplinary sanction. A member who receives a disciplinary sanction, or against whom a disciplinary investigation and/or disciplinary proceeding is initiated while serving as a board member, shall lose their membership on the Board. A new member shall be appointed in the same manner to replace the member whose membership has been terminated. A member against whom an investigation and/or disciplinary proceeding has been initiated, or who has received a disciplinary sanction, may not participate in board meetings. In such cases, until a new member is appointed, the alternate member shall perform the duties.
- (3) If deemed necessary, the Disciplinary Board may seek a legal opinion from any legal expert before rendering its decision.

18. Duties of the Disciplinary Board

- (1) On the basis of the information, documents, and statements prepared by the investigation officer and transmitted to it by the Rectorate, and after obtaining the defense of the accused student, to acquit the student or find the student guilty as appropriate. However, if the person who filed the complaint against the student and/or who provided testimony to the investigation officer against the student is a member of the disciplinary board, that member may not participate in the disciplinary proceedings; in such cases, the alternate member shall serve in their place,
- (2) To report the decisions taken to the Rectorate in writing,
- (3) To review Disciplinary Board decisions returned for reconsideration by the Rectorate or the Senate and, by deciding either in the same direction or otherwise, to transmit the decision to the Rectorate,
- (4) To make proposals for amendments to the Disciplinary Regulation to address deficiencies observed in practice, and, when necessary, to provide opinions regarding university discipline,

19. Meetings and Voting Procedures of the Disciplinary Board

- (1) The Disciplinary Board shall convene, upon the call of the Chair or the Chair's Deputy, at the place, date, and time determined, with an absolute majority of its members, and shall render decisions by an absolute majority. Abstentions are not permitted. In the event of a tie vote, the decision shall be deemed to have been made in accordance with the vote of the Chair.
- (2) The preparation of the meeting agenda, its notification to the relevant parties, and the orderly conduct of the board's work shall be ensured by the Chair.
- (3) The quorum for meetings of the administrative board acting as the disciplinary board shall be the absolute majority of the total number of its members.

20. Rapporteurship and Procedure for Deliberation

- (1) The duty of rapporteur within the Disciplinary Boards shall be carried out by the member appointed by the Chair. The rapporteur shall complete the examination of the assigned file within two days at the latest and shall submit the report prepared to the Chair.

- (2) In the Board meeting, the statements of the rapporteur are heard first. If deemed necessary, the Board may also hear the investigators. At the conclusion of the deliberations, a vote is taken, and the decision is announced by the Chair.

21. Decision

- (1) The authority empowered to impose disciplinary sanctions, or the disciplinary board, is free to accept or reject the penalty proposed in the investigation report; provided that reasons are stated, it may also impose a different disciplinary penalty.
- (2) If the investigator is a member of the disciplinary board, they may not attend the meetings or vote on the file for which they conducted the investigation.

22. Time Limit for Decisions

- (1) The authorities empowered to impose disciplinary sanctions must issue decisions regarding reprimands and medium-term suspension from the university within no later than ten (10) days from the date on which the investigation is concluded.
- (2) In cases requiring the imposition of other disciplinary sanctions, the file shall be immediately referred to the disciplinary board. The disciplinary board must issue its decision within no later than ten days from the date on which it receives the file.

23. Considerations in Imposing Disciplinary Sanctions

- (1) When determining and assessing any of the disciplinary sanctions, the authorities empowered to impose such sanctions and the disciplinary boards shall take into account the seriousness of the acts and conduct constituting the disciplinary offense, the intent and purpose with which the accused student acted, whether the student has previously received any disciplinary sanction, the student's behavior, attitude, and conduct, and whether the student demonstrates remorse for the act committed.
- (2) In cases where a disciplinary offense is committed at Arkin University of Creative Arts and Design together with students from another institution of higher education, a disciplinary sanction one degree higher shall be imposed.
- (3) In disciplinary offenses committed collectively, when individual offenders cannot be identified, each student forming part of the group shall be given sanctions deemed appropriate by the competent boards.
- (4) The Disciplinary Board shall conclude and decide on matters referred to it within no later than 45 working days. However, disciplinary files referred to the Disciplinary Board within two weeks before the end-of-term classes, or during or after the final examination period, may be postponed to the following term by decision of the Disciplinary Board. Disciplinary matters postponed in this manner shall be reviewed and decided within no later than 45 working days from the start date of classes in the term to which they are deferred.
- (5) If a criminal investigation has been initiated by the police and/or the Public Prosecutor's Office, or a criminal case has been filed against the student due to the act(s) constituting the disciplinary matter, the Disciplinary Board may decide to defer the disciplinary proceedings. In the event of such a deferral, the time limits specified above shall be considered suspended.

- (6) Whether the student is convicted or not in the criminal case shall not prevent the initiation of disciplinary proceedings and/or the imposition of a disciplinary sanction.
- (7) If the student who is subject to disciplinary proceedings has a prior record for the same act(s) (i.e., the student has previously been sanctioned for the same offense), the Disciplinary Board shall impose a higher-level sanction than that specified in the relevant charge sheet.

24. Finalization of Disciplinary Sanctions

Disciplinary Board decisions are finalized as follows:

- (1) All sanctions, except for the “Permanent Expulsion from the University” penalty, shall be finalized within no later than ten (10) working days from the date of the Disciplinary Board decision, through approval by the Rector.
- (2) The “Permanent Expulsion from the University” penalty shall be finalized upon approval by the Rector and subsequently by the Senate. These procedures shall be completed within no later than thirty (30) working days from the date the Disciplinary Board decision is issued.
- (3) If the Rector and/or Senate finds a Disciplinary Board decision or the imposed sanction inappropriate or procedurally defective, they shall return it to the Disciplinary Board for reconsideration, stating their reasons. In the case of permanent expulsion from the university, the decision of the Senate, whether in favor or against, is final.

25. Notification of Disciplinary Sanctions

- (1) Disciplinary matters shall be communicated to the relevant student in accordance with the notification rules set forth in this Regulation. Once the procedure has been carried out accordingly, the student may not claim ignorance of the matter.
- (2) The decision resulting from disciplinary proceedings must be communicated in writing, with justification, to the relevant individual by the Disciplinary Board or the competent authority.
- (3) The rationale for the decision must be clear and include the factual basis and the evaluation of the matter by the Disciplinary Board or the competent authority in a manner that facilitates judicial review. The decision should specify the facts on which it is based and the assessment made regarding the substance of the matter.
- (4) The finalized sanctions shall be announced and communicated to the student by the Directorate of Student Affairs within five (5) working days following the transmission of the Disciplinary Board decision to the Rectorate, after Rectorate approval. A copy of the sanction shall be added to the student’s file.
- (5) All sanctions imposed shall be notified to the student by the Directorate of Student Affairs and/or to the address provided by the student at the time of registration. Notification of the relevant sanction to public or private institutions or individuals providing scholarships or loans to the student shall be made by the Rectorate.
- (6) The Rectorate shall;
 - (a) Provide information to YÖDAK regarding students who have received short-term, medium-term, long-term, or permanent suspension (expulsion) sanctions from the university Disciplinary Board.
 - (b) Notify all universities in the Turkish Republic of Northern Cyprus, law enforcement authorities, and, if the sanctioned student is male, the relevant military registration office;

if the student is a citizen of the Republic of Turkey, the Turkish Embassy, the Higher Education Council, and the ÖSYM Presidency; and if the student is of foreign nationality, the relevant embassy, regarding expulsion from the university.

26. Implementation

Unless otherwise specified in the decisions of the competent authority or board, disciplinary sanctions shall be enforced as of the date they are imposed. However, the Rector may decide that short-term and medium-term suspensions from the university be implemented outside the examination periods specified in the academic calendar. In the application of disciplinary sanctions, working days shall be taken as the basis. If the disciplinary sanction results in a suspension of a scholarship, the student's course registration shall be renewed in the first semester following the sanction at the reduced scholarship rate corresponding to the sanction.

27. Time Limit for Appeal and Judicial Review

- (2) Warnings and reprimands imposed by disciplinary boards, based on the investigation file, are final and may not be challenged through administrative judicial review. No appeal may be made to a higher administrative authority against medium-term or long-term suspensions imposed by disciplinary boards. However, these sanctions may be challenged through administrative judicial proceedings.
- (3) Decisions of expulsion from Arkin University of Creative Arts and Design imposed by disciplinary boards may be appealed to the University Executive Board within fifteen (15) days.
- (4) In the event of an appeal, the University Executive Board, as the appellate authority, shall review the decision and either uphold or reject the imposed sanction within fifteen (15) days. In the case of rejection, the disciplinary board or the competent disciplinary authority shall finalize the appeal by taking into account the reasons for rejection. Decisions of the University Executive Board that result unfavorably for the student may be challenged through administrative judicial review.

28. Notification and Address Declaration

- (1) Any notifications related to disciplinary investigations shall be delivered either by hand against signature and/or in writing to the address provided by the student at the time of registration, and/or to the student's electronic mail address assigned by the university at the time of registration, and/or to any electronic mail address suitable for notification.
 - a. Students who have changed the address they provided during registration at ARUCAD but have not notified the university to update it, or who have provided an incorrect or incomplete address, shall be deemed to have been duly notified if the notification has been sent to the address recorded in the ARUCAD system.

29. Pardon of Disciplinary Sanctions

- (1) At least one year after serving a sanction recorded in the student's disciplinary record, or if less than one year remains until the student's graduation, provided that the student has not received a second disciplinary sanction during this period and has voluntarily participated in Social Responsibility Projects designated and announced by the university, the sanction may be pardoned upon the student's application:
 - (a) Reprimand sanctions may be pardoned by the Rectorate that imposed the sanction,

- (b) Sanctions more severe than a reprimand may be pardoned by the Senate upon the recommendation of the relevant Dean or Director. In such cases, the pardoned sanction shall not be recorded on the documents issued to the student. However, any losses incurred as a result of the sanction served shall not be compensated.

30. File Submission

Files related to disciplinary investigations shall be submitted and received together with an index slip. The signatures of the person delivering and the person receiving the file shall appear at the bottom of the index slip.

31. Correspondence Procedure

Correspondence with individuals shall be conducted via registered mail with return receipt requested. If the document is delivered by hand, the signed receipt shall be kept in the file.

32. Publication of the Regulation

This Regulation shall be communicated to students in accordance with the notification and/or announcement rules set forth herein and/or in compliance with the university's notification and/or announcement procedures and/or practices. A claim of ignorance of the Regulation shall not be accepted as an excuse in disciplinary proceedings.

33. Prohibitions

Confidentiality is essential at every stage of the investigation. Administrative measures shall be taken against those who fail to comply, and, depending on the circumstances, the provisions of this Regulation or the Regulation on Disciplinary Procedures for Administrators, Academic Staff, and Officers of Higher Education Institutions shall apply.

34. Other Matters

In cases where there are gaps or missing provisions in this Regulation regarding disciplinary procedures, the principles of administrative law applicable to disciplinary proceedings shall be taken into account.

35. Entry into Force

This Regulation shall enter into force as of the date it is approved by the Senate of Arkin University of Creative Arts and Design.

36. Executive Authority

The provisions of this Regulation shall be executed by the Rector of Arkin University of Creative Arts and Design.