



REGULATION ON STUDENT DORMITORY ACCOMMODATION AND USE

(Issued pursuant to Articles 10(2)(3) and 16(2) of the Statute of Establishment and Operation of Arkin University of Creative Arts and Design)

SECTION ONE

Purpose, Scope, and Definitions

1. Purpose and Scope

This Regulation has been issued for the purpose of establishing the principles governing the operation, management, and supervision of student dormitories, meeting the needs of students residing in the dormitories, and ensuring that students are provided with a comfortable, orderly, and secure accommodation environment.

2. Definitions

For the purposes of this Regulation;

- a) Dormitories:** Shall mean the dormitories of Arkin University of Creative Arts and Design,
- b) University:** Shall mean Arkin University of Creative Arts and Design,
- c) Rectorate:** Shall mean the Rectorate of Arkin University of Creative Arts and Design,
- d) Student:** Shall mean students of Arkin University of Creative Arts and Design.

SECTION TWO

Registration to Dormitories

3. Dormitory Administration

The Director of Dormitories is the highest authority of the Dormitory Administration. The Director of Dormitories designs and determines the policies and principles to be followed in the management and development of the dormitories and the dormitory operational procedures, submits them to the Rectorate for approval, and implements the decisions of the Rectorate. The Director of Dormitories is appointed upon the recommendation of the Rector and with the approval of the Board of Trustees. Dormitory Supervisors assist the Director of Dormitories and are responsible to the Director. The Dormitory Administration admits students to the dormitories and keeps records related thereto. It supports the social and cultural development of students residing in the dormitories and takes all measures deemed

necessary to maintain dormitory discipline. It ensures the proper use, protection, maintenance, and record-keeping of dormitory fixtures and materials subject to inventory control. In carrying out these duties, Dormitory Supervisors assist the Director of Dormitories and are accountable to the Director in their activities.

4. Right to Register for Dormitories

Students who wish to benefit from dormitory services must have acquired the right to enroll at Arkin University of Creative Arts and Design and must apply to the Dormitory Administration in accordance with the form, duration, and rules determined by the Dormitory Administration. All students enrolling at Arkin University of Creative Arts and Design for the first time have the right and priority to register for dormitories. In the event that vacancies remain in the dormitories, registration rights shall be granted to students in higher academic years.

5. Decision on Residence in Case of Criminal or Disciplinary Status

- (a)** Whether students who have been convicted of any disciplinary offense or against whom disciplinary proceedings have been initiated shall be admitted to the dormitories shall be subject to the decision of the Rectorate.
- (b)** The Rectorate may prohibit the admission of students deemed by competent and relevant authorities to pose a risk to dormitory residence, or may terminate their relationship with the dormitories.

6. Deletion of Registration for Students Who Fail to Take Residence

The dormitory registration of students who apply to the dormitories but fail to take up residence as of the registration and commencement of classes date specified in the academic calendar shall be cancelled.

7. Objection to Expulsion from the Dormitory

A student who has been expelled from the dormitory may submit a written objection to the Rectorate within five days. The Rectorate shall decide on the objection within five days. A student whose expulsion decision becomes final shall vacate the dormitory within one day.

8. Return of Assigned Property upon Expulsion

Students who are subject to a decision of expulsion from the dormitory are obliged to return all items assigned to them to the Dormitory Administration.

SECTION THREE

Dormitory Rules and Sanctions

9. Applicable Rules

Students who are observed to engage in conduct that disrupts dormitory order and discipline, or who display attitudes and behaviors unbecoming of student status, shall be issued a First Warning letter by the Director of Dormitories, addressed to the student and/or their parent or guardian. If the offense is

repeated, the Dormitory Director shall refer the student to the Disciplinary Board. Where deemed necessary, the Dormitory Administration may directly refer students whose misconduct or behavior is identified to the Disciplinary Board without issuing a prior warning. In such cases, the provisions of the Arkin University of Creative Arts and Design Disciplinary Regulation shall apply.

10. Warning

Students who engage in behaviors falling within the scope of the provisions listed below shall be issued a First Warning letter. The First Warning letter shall be notified to the student in writing, and the student's room may be changed if deemed necessary.

Acts and behaviors requiring a First Warning are as follows:

- (a)** Engaging in attitudes and behaviors unbecoming of the dignity required by student status,
- (b)** Acting in a rude or disrespectful manner in interpersonal relations,
- (c)** Behaving in a manner that undermines the dignity of dormitory staff,
- (d)** Failing to maintain cleanliness of one's surroundings,
- (e)** Creating noise or using audio and visual devices in a manner that disturbs others,
- (f)** Failing, without a valid reason, to provide requested explanations in a timely manner to the Dormitory Administration or other authorized personnel; avoiding receipt of official notices; failing to respond in a timely manner; or obstructing the work of dormitory administrators,
- (g)** Engaging in conduct that undermines the reputation and trust associated with student status,
- (h)** Writing on, marking, drawing, affixing materials to, or otherwise damaging walls, doors, or fixed furnishings; posting any notice or poster in any location other than one's own room without the approval of the Rectorate or the Dormitory Administration; or polluting dormitory rooms, facilities, or surroundings,
- (i)** Removing, tearing down, altering, writing on, or drawing on notices posted by or with the permission of the Dormitory Administration,
- (j)** Providing incomplete or incorrect information, or failing to provide information, when requested by the Dormitory Administration,
- (k)** Failing to comply with the provisions set forth in the Student Dormitory Undertaking.

11. Referral to the Disciplinary Board

Students who engage in behaviors falling within the scope of the provisions listed below shall be immediately referred to the Disciplinary Board. The decision taken by the Disciplinary Board shall be notified to the student by the Director of Dormitories and/or the Student Affairs Office.

- (a)** Possessing or using weapons, explosives, flammable, injurious, piercing, or damaging instruments or materials in the dormitories,
- (b)** Gambling, or possessing instruments or materials used for gambling,
- (c)** Using or bringing narcotic or psychotropic substances into the dormitories,
- (d)** Engaging in fighting,
- (e)** Committing theft,
- (f)** Possessing or consuming alcoholic beverages in the dormitories, in the vicinity of the dormitories, or within the campus,
- (g)** Engaging in acts that disturb the peace and tranquility of the dormitories,
- (h)** Polluting the surroundings of the dormitories,

- (i) Damaging dormitory property and facilities,
- (j) Providing false information to the administration or making false statements,
- (k) Accommodating individuals who are not dormitory students within the dormitories,
- (l) Interfering with administrators or staff, or failing to comply with warnings,
- (m) Engaging in conduct contrary to morals and propriety, and incompatible with student status, other than those specified above,
- (n) Failing to comply with the rules and prohibitions imposed by the Dormitory Administration and other authorized bodies,
- (o) Giving, lending, or selling one's room, bed, or any dormitory property to another person,
- (p) Allowing use of one's room by persons not registered to that room, whether or not they are registered dormitory residents,
- (q) Accessing and/or damaging, by any means including computer systems, the computers of other students and/or individuals.

12. Suspension from Dormitory Residence

Students who are subject to a Suspension Penalty from the University shall reside in the dormitories during the period of suspension only if so decided by the Rectorate.

13. Compensation for Missing Inventory Items or Damages

- (1) All students residing in the dormitories are obliged to pay for any damage they cause in the dormitories and for the cost of any missing items assigned to them. Compensation for damages incurred in the dormitories shall be collected from the person responsible, based on the cost as of the date of payment, within no later than one month. In cases of damage to or loss of dormitory property designated for common use, if the responsible party cannot be identified, the relevant cost shall be collected equally from all users.
- (2) Students residing in the dormitories are responsible for all materials delivered to them by the dormitory administration and used by them. Upon leaving the dormitory, students are required to return in full all items delivered to them and all fixed furnishings used in their rooms. Otherwise, the items and materials recorded under their responsibility shall be identified by an official report, and the assessed value shall be collected from the student. If such payment is not made, an investigation shall be initiated against the student. No applications submitted by the student shall be processed by the Student Affairs Office or the Dormitory Administration, and no documents shall be issued or delivered to the student.

SECTION FOUR

Dormitory Fees

14. Fees and Operating Expenses

Dormitory fees, deposits, and operating expenses shall be redetermined annually by the Rectorate in accordance with prevailing conditions. Students residing in the dormitories shall bear the costs of water, electricity, heating, damage to fixtures, and similar expenses arising from their use.

15. Amount of Dormitory Fees

- (1) Dormitory fees shall be collected in advance at the time of dormitory registration for each semester, or may be paid in installments.
- (2) From students registered in the dormitories:
 - (a) Those who take residence in the dormitories as of the commencement date of education shall pay the full semester dormitory fee.
 - (b) The deposit shall be paid in full regardless of the date of entry to the dormitory,
 - (c) Students who wish to register after the semester has commenced, provided that vacancies are available in the dormitories, shall pay the fee for the remaining period, calculated from the beginning of the month in which they apply.

16. Fees for Holiday Periods

The fees to be charged to guests and students who will reside in the dormitories during summer and semester breaks shall be determined by the Board of Trustees and announced by the Rectorate.

17. Dormitory Fee Assessment for Students Leaving the Dormitory

- (1)
 - (a) A student who has been registered in the dormitories by signing the ARUCAD Dormitory Undertaking is obliged to pay the dormitory fee for the relevant semester, even if the student leaves the dormitory during that period.
 - (b) No refund of fees shall be made to students who leave the dormitory.
 - (c) The dormitory deposit shall not be refunded to students who leave the dormitory before completing one academic year.
- (2) A student who intends to leave the dormitory must submit a Clearance Certificate obtained from dormitory administrators to the Dormitory Accounting Unit.
- (3) Dormitory fees shall not be refunded to students who are subject to expulsion from the dormitories.

SECTION FIVE **Other Rules**

18. Room Inspection

The rooms and belongings of students residing in the dormitories may be inspected by the Director of Dormitories or authorized personnel for the purposes of security, cleanliness, and determining compliance with the rules and regulations of Arkin University of Creative Arts and Design.

19. Closure of Dormitories

In extraordinary circumstances, the Rectorate may directly close the dormitories following the approval of the Board of Trustees.

20. Responsibility for Personal Belongings Left Behind

Students who leave the dormitories during holiday periods or for any reason whatsoever are obliged to take their personal belongings with them. Responsibility for any personal belongings left in the dormitories rests solely with the student. Under no circumstances shall the Dormitory Administration be held liable.

21. Room Reassignment

Where deemed necessary, the dormitory supervisor may change a student's room and shall notify the Director of Dormitories in writing of the reason for such change.

22. Staying with an Attendant in the Dormitory

Students residing in the dormitories who are ill to an extent requiring an attendant may not stay in the dormitories with an attendant. In such cases, the student must go to a healthcare institution or to their home.

23. Guest Status

Provided that accommodation space is available and deemed appropriate, guests may stay in the dormitories upon approval of the Office of the Secretary General, on the condition that the applicable fee is paid.

24. Special Circumstances

In the event that the University enters into an agreement with a private dormitory, the provisions of this Regulation and undertaking shall apply together with the rules of the private dormitory agreement, which shall also be binding on the student.

SECTION SIX **Other Provisions**

25. Entry into Force

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

26. Authority for Enforcement

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

ANNEX-1

ARKIN UNIVERSITY OF CREATIVE ARTS AND DESIGN STUDENT DORMITORIES

UNDERTAKING

I, the undersigned, residing in the dormitories of Arkin University of Creative Arts and Design, hereby undertake and declare that:

- 1.** I shall not occupy or use any space or items other than the room, bunk bed, bed, wardrobe, desk, chair, and similar furnishings allocated to me by the dormitory administration,
- 2.** I shall not admit guests outside the areas designated by the dormitory administration, even if such guests are students of ARUCAD,
- 3.** I shall not accommodate any person overnight in my room,
- 4.** I shall not damage dormitory buildings by writing on walls, doors, or fixed furnishings, or by drawing signs or figures thereon, and in the event that I cause any damage, I shall compensate for such damage based on the cost as of the date of payment,
- 5.** I shall not possess or consume alcoholic beverages, narcotic, or psychotropic substances within dormitory buildings, in the vicinity of the dormitories, or on the campus,
- 6.** I shall not engage in gambling games as defined by law, nor shall I possess any tools or equipment used for gambling,
- 7.** I shall not display or post posters contrary to public morals in my room or within the dormitories,
- 8.** I shall not keep odorous, leaking, or perishable food items in wardrobes,
- 9.** I shall not act in a rude or disrespectful manner in my relations with others; I shall keep my surroundings clean; I shall not create noise; I shall not listen to music or watch television in a loud or disturbing manner; likewise, I shall not play any musical instruments or sing in a way that disturbs others,
- 10.** I shall comply with rules of etiquette and maintain my dormitory room and other dormitory areas in a clean and orderly manner,
- 11.** I shall not keep or feed animals in the dormitories, even if they are domestic pets,
- 12.** I shall refrain from all types of offenses that may be committed through the use of computers, and

I shall not attempt to access or damage anyone else's computer systems,

13. I shall not interfere with the duties of dormitory staff and shall treat them with respect,
14. I shall present my dormitory identification card to University personnel or security officers upon request,
15. Being aware that my dormitory registration shall be cancelled if I am absent without excuse for a total of 15 days within a semester, I shall not be absent without excuse and shall sign the daily attendance sheet each day,
16. Except for special permissions obtained through a written application, I shall comply with the latest entry hours to the dormitories (24:00 on weekdays; 02:00 on Fridays–Saturdays, public holidays, and vacation periods),
17. In the event that the dormitories are closed during semester breaks, other extended holidays, or for any reason whatsoever, I shall not remain in the allocated dormitory,
18. I shall enter the dormitory no earlier than three days prior to the start of the academic term and shall vacate the dormitory no later than three days after the end of the academic term,
19. I acknowledge that I shall not be entitled to any refund of dormitory fees if I am subject to expulsion from the dormitories,
20. I acknowledge that the costs of electricity, water, fuel, damage to fixtures, and similar expenses incurred in the dormitories shall be deducted from my deposit following the relevant calculations, and that if the deposit is insufficient, the remaining balance shall be claimed from me,
21. I accept and undertake that, should I fail to comply with the provisions stated above, as well as those set forth in the Arkin University of Creative Arts and Design Student Dormitories Accommodation and Use Regulation and any other decisions taken by the University regarding the dormitories, disciplinary proceedings may be initiated against me by the Dormitory Administration, and as a result of such proceedings I may be expelled from the dormitories and may also be subject to separate sanctions by the ARUCAD Student Disciplinary Board.

Student

Name/Surname : _____

Student Number : _____

Name of Dormitory : _____

Room No : _____

Signature : _____

1-

Witnesses

2-

APPROVAL

DIRECTOR OF DORMITORIES