

T.C. MARMARA UNIVERSITY
REGULATIONS ON DORMITORIES

First Chapter

GENERAL PROVISIONS

Article 1 - Purpose

The purpose of this regulation is to organize the procedures and principles regarding the management of dormitories within Marmara University.

Article 2 - Scope

This regulation covers the management of Marmara University dormitories, the determination of students to stay in the dormitories, and the principles of accommodation.

Article 3 - Basis

This regulation is based on Article 47 of the Higher Education Law No. 2547 and the Higher Education Institutions Medico-Social Health, Culture, and Sports Affairs Directorate Implementation Regulation published in the Official Gazette No. 18301 dated 03.02.1984.

Article 4 - Definitions

1. The following terms in this regulation are defined as:
 - a) University: Marmara University
 - b) Rectorate: Marmara University Rectorate
 - c) Rector: The Rector of Marmara University
 - d) Vice Rector: The vice rector responsible for the Directorate of Health, Culture, and Sports
 - e) General Secretary: The General Secretary of Marmara University
 - f) Commission: The Marmara University Dormitory Commission
 - g) Commission Chair: The Chair of the Marmara University Dormitory Commission
 - h) Directorate: The Directorate of Health, Culture, and Sports
 - i) Directorate Head: The Head of the Directorate of Health, Culture, and Sports
 - j) Dormitories: The dormitories within Marmara University
 - k) Dormitory Branch Manager: The Dormitory Branch Manager of Marmara University
 - l) Dormitory Director: The Dormitory Director of Marmara University
 - m) Dormitory Assistant Director: The Dormitory Assistant Director of Marmara University
 - n) Disciplinary Board: The Marmara University Dormitory Disciplinary Board

Second Chapter

DORMITORY COMMISSION

Article 5 - Formation and Operation of the Commission

1. The Marmara University Dormitory Commission is composed of the Vice Rector who oversees the Directorate, the Deputy General Secretary, the Director of Health,

Culture, and Sports, the Director of Student Affairs, and the Dormitory Branch Manager.

2. The Vice Rector is the chair of the commission, determines the agenda, meeting dates, and location, and presides over the meetings. The agenda is announced to the members in writing at least three business days before the meeting.
3. The commission meets at least twice a year with an agenda.
4. The commission is convened with the absolute majority of its members and makes decisions with the majority of those present.
5. The chair may invite relevant persons to meetings if necessary, gather information from them, but these persons cannot vote.
6. The secretarial duties of the commission are carried out by the Dormitory Branch Manager.

Article 6 - Duties of the Commission

1. The duties of the commission are as follows:
 - a) To make principle decisions regarding the general management and supervision of the dormitories.
 - b) To determine the general rules and principles to be applied in the dormitories.
 - c) To make decisions that increase the efficiency of the dormitories.
 - d) To oversee and monitor the operations of the dormitories.
 - e) To determine the criteria for accepting students into the dormitories.
 - f) To set the opening and closing dates of the dormitories.
 - g) To determine which students will be granted free accommodation in the dormitories.
 - h) To determine and submit to the university administrative board the deposit and fee amounts to be collected from students residing in the dormitories.
 - i) To evaluate and make decisions on complaints received about the dormitories.
 - j) To discuss other issues deemed appropriate by the commission chair.
 - k) To carry out tasks assigned by the Rector.

Third Chapter

DORMITORY BRANCH MANAGEMENT

Article 7 - Dormitory Branch Management

1. The dormitories within the university are managed by the Dormitory Branch Management under the Directorate. The Dormitory Branch Manager is appointed by the Rector and works under the Directorate. The organizational structure and staffing of the branch are established by the Directorate Head's decision and the Rector's approval.
2. The duties of the Dormitory Branch Manager are as follows:
 - a) To improve the efficiency of the dormitory staff and other employees.
 - b) To supervise and ensure regularity in student registration and attendance.

- c) To determine and submit the student quotas for each academic year to the commission for approval.
- d) To ensure that dormitory application processes, evaluations, and announcements are carried out smoothly.
- e) To ensure health, cleanliness, and security measures in the dormitories.
- f) To monitor the procurement, service, and maintenance needs of the dormitories.
- g) To ensure the implementation of decisions made by the dormitory commission regarding the operation of the dormitories.
- h) To suggest personnel changes between dormitories to the Directorate Head based on needs.
- i) To collaborate with Dormitory Directors on all dormitory-related transactions.
- j) To carry out the secretarial tasks of the dormitory commission.
- k) To perform other duties assigned by the Directorate Head.

Article 8 - Dormitory Director

1. The Dormitory Director is appointed by the Rector upon the recommendation of the Dormitory Branch Manager and Directorate Head. The Director is responsible to the Dormitory Branch Manager and Directorate Head.
2. The duties of the Dormitory Director are as follows:
 - a) To provide a clean, well-equipped, hygienic, and safe environment suitable for students' accommodation, rest, and study.
 - b) To implement rules ensuring order, operation, and security in the dormitory and propose improvements to the Dormitory Branch Manager.
 - c) To manage and supervise the distribution of tasks and performance of the dormitory staff.
 - d) To oversee maintenance, repairs, and protection of equipment and materials in the dormitory.
 - e) To take necessary measures to prevent unauthorized persons from entering the dormitory.
 - f) To monitor dormitory fees and deposits, issue warnings to students who fail to pay, and ensure proper payment.
 - g) To keep accurate records of students.
 - h) To ensure that data about resident students and staff are entered into the Ministry of Youth and Sports' Special Accommodation Services system.
 - i) To prepare and submit reports on the dormitory's condition to superiors.
 - j) To perform other duties assigned by the Dormitory Branch Manager.

Article 9 - Dormitory Assistant Director

1. The Dormitory Assistant Director is appointed by the Rector and works under the Directorate Head.
2. The duties of the Dormitory Assistant Director are as follows:
 - a) To oversee the task distribution and working conditions of dormitory staff.
 - b) To assist students with social and cultural activities and provide necessary support.
 - c) To receive and report students' complaints and requests to the Dormitory Director.

- d) To frequently check the areas used by students in the dormitory.
- e) To ensure compliance with regulations related to occupational safety and fire protection in the dormitory.
- f) To monitor maintenance and repair work and ensure the protection of fixed assets.
- g) To identify and report students who violate dormitory rules to the Dormitory Director.
- h) To perform other duties assigned by the Dormitory Director.

Article 10 - Opening and Closing Schedule of Dormitories

1. The regular opening and closing dates of the dormitories are determined based on the university's academic calendar, proposed by the Dormitory Branch Manager and decided by the commission.
2. During summer and semester breaks, the conditions under which registered students or temporary residents can use the dormitories are determined based on the proposal of the Dormitory Branch Manager and the commission's decision.

Article 11 - Dormitory Applications

1. Dormitory vacancies are determined by the Dormitory Branch Management and reported to the Directorate before applications.
2. Criteria and questions for dormitory applications are ranked based on importance and required documents are specified. These criteria and application questions are submitted to the commission for approval.
3. Dormitory applications are received electronically by the Directorate following the usual calendar, starting the week when ÖSYM announces university placement results.
4. The Rectorate may postpone the application calendar if deemed necessary.
5. Applications are scored electronically according to announced criteria, and results are evaluated by the commission. A primary list and a secondary list for available vacancies are published electronically. Students who are eligible for primary or secondary placement can learn their results from the Directorate's website or other electronic platforms. No individual notifications are sent.
6. Students who gain admission must check their application results, obtain the necessary document list, fee information, and registration address and complete their registration within the announced period. Students who do not complete their registration within the specified dates lose their right to admission.
7. Applications are accepted from those residing outside Istanbul Metropolitan Municipality; this rule does not apply to disabled students, victims of domestic violence, and those whose dignity is threatened.
8. For those residing within Istanbul Metropolitan Municipality, admission is based on limited vacancies determined by the commission, considering transportation and other issues.

Article 12 - Principles of Accommodation in Dormitories

1. Accommodation is only provided to Marmara University students.

2. The accommodation duration in the dormitories is: a) For preparatory students: one year.
b) For programs with a normal duration of four years:
1st-year students: four years,
2nd-year students: three years

Article 13 - Dormitory Fees and Deposit Charges

1. The dormitory fee and deposit amount are determined by a commission decision based on the proposal of the department head.
2. The deposit fee is collected as compensation for any damage the student might cause, either intentionally or unintentionally, to the dormitory. The deposit is not refunded as long as the student's connection to the dormitory is not terminated. To be eligible for a refund, the student must have no outstanding dormitory fees, return all dormitory belongings in complete and undamaged condition, and not be under any ongoing disciplinary investigation.
3. The deposit fee is collected in advance upon entering the dormitory. The dormitory fee is paid monthly, within the month it pertains to, into the bank account. If the dormitory fee is not paid within the specified time, the dormitory fee is deducted from the deposit, the remaining deposit is recorded as income, and the student's registration is canceled by a commission decision. Students whose registration is canceled due to unpaid dormitory fees will not be re-registered.
4. Free accommodation in the dormitory for students with insufficient financial means is determined by a commission decision based on the proposal of the department head.

Article 14 - Disciplinary Penalties

1. The disciplinary penalties that can be applied to students residing in the dormitory are as follows:
 - a) Warning: A written notice to the student to be more careful in their behavior within the dormitory.
 - b) Reprimand: A written notice to the student indicating that their behavior within the dormitory is faulty.
 - c) Expulsion: A written notice to the student that their connection with the dormitory is permanently terminated.

Article 15 - Warning Penalty

1. A warning penalty is a written notice to the student to be more careful in their behavior within the dormitory.
2. Actions and conditions that warrant a warning penalty are:
 - a) Speaking loudly, shouting, singing, using sound and video devices in a disruptive manner, and similar noise-making that disturbs others; behaving rudely and disrespectfully in personal interactions.

- b) Neglecting the cleanliness, order, and tidiness of dormitory rooms and common areas, making it a habit to keep their room or surroundings unclean.
 - c) Not making the bed.
 - d) Keeping spoiled or rotten food in dormitory rooms or refrigerators, neglecting cleanliness and proper use.
 - e) Changing the location of dormitory items and materials without permission. f) Accepting visitors outside of designated areas and times.
 - g) Causing waste in water and electricity consumption.
 - h) Failing to report changes in permanent residence address to the dormitory administration within 30 days.
 - i) Spending a night outside the dormitory without permission or without a valid excuse.
 - j) Not signing the student signature list on time.
 - k) Not adhering to dormitory entry-exit hours, leaving the dormitory without permission.
 - l) Keeping and using electrical and similar heating devices in unauthorized areas, preparing food/drinks using these devices.
 - m) Violating the smoking ban.
 - n) Engaging in behavior similar to the aforementioned actions or conditions.
3. If the rules mentioned in paragraph (b) of the second clause are not followed, or if items mentioned in paragraph (1) are used without permission and the owner cannot be determined, the penalty specified in this article is applied to all students in the relevant room/area.

Article 16 - Reprimand Penalty

1. A reprimand penalty is a written notice to the student indicating that their behavior within the dormitory is faulty.
2. Actions and conditions that warrant a reprimand penalty are:
 - a) Preventing the dormitory administration from conducting necessary searches of lockers, suitcases, and other personal belongings when leaving the dormitory or when deemed necessary by the dormitory administration.
 - b) Collecting donations or aid in any manner without permission from the dormitory administration.
 - c) Posting or distributing unauthorized announcements, posters, or flyers in dormitory buildings and facilities.
 - d) Damaging dormitory buildings, facilities, or furniture.
 - e) Removing, tearing, defacing, or altering announcements posted by the dormitory administration or with its permission.

- f) Not complying with the rules set by the dormitory administration for maintaining order and discipline, or hindering the administration's efforts.
- g) Not responding to calls from dormitory managers or the disciplinary committee, avoiding receipt of call notices, or obstructing disciplinary procedures and investigations.
- h) Playing or facilitating illegal games for profit.
- i) Engaging in actions and behaviors that violate general moral principles or provoke individuals or the community.
- j) Threatening dormitory mates or engaging in fights.
- k) Spending two consecutive nights outside the dormitory without permission or valid excuse.
- l) Using someone else's belongings without permission.
- m) Coming to the dormitory under the influence of alcohol.
- n) Engaging in behavior similar to the aforementioned actions or conditions.

Article 17 - Expulsion Penalty

1. Expulsion from the dormitory is the permanent termination of the student's connection with any Marmara University dormitory during their academic tenure.
2. Actions and conditions that warrant expulsion are:
 - a) Committing theft.
 - b) Insulting state officials inside or outside the dormitory or being subject to public prosecution for such offenses.
 - c) Threatening dormitory administrators, making derogatory statements against the administration and administrators collectively or individually, promoting, inciting, or physically attacking them.
 - d) Insulting dormitory students, affiliated institutions, or other public institutions and their administrators in the press, social, and visual media, or making false statements against them.
 - e) Bringing, making, carrying, possessing, or attempting to use firearms, explosives, ammunition, knives, or other specially made offensive or defensive tools and substances into the dormitory.
 - f) Defying or insulting state security forces, engaging in violent acts, or using weapons.
 - g) Displaying, using, or singing flags and symbols, conducting hunger strikes, sit-ins, carrying or displaying banners, organizing ideological or political demonstrations, meetings, or ceremonies, making statements with the intent to undermine national unity and integrity.
 - h) Writing ideological messages, drawing pictures, or posting, distributing flyers, posters, and similar items on any part of the dormitory building or its external walls.

- i) Being a member of or participating in activities benefiting illegal organizations and groups. j) Disturbing dormitory residents due to drunken behavior, using or possessing alcoholic beverages within the dormitory.
- k) Using, carrying, possessing, or trading in narcotic, synthetic, or intoxicating substances.
- l) Spending three consecutive nights outside the dormitory without permission or a valid excuse.
- m) Allowing or assisting non-students to enter or stay in the dormitory. n) Exerting political pressure on dormitory students.
- o) Participating in illegal organizational activities or pressuring others to participate.
- p) Participating in activities aimed at recruiting members for terrorist organizations.
- q) Applying physical force to pressurize, dominate, or intimidate dormitory students.
- r) Engaging in behavior similar to the aforementioned actions or conditions.

Article 18 - Disciplinary Committee

1. The Disciplinary Committee consists of the Department Head, the Dormitory Branch Manager, and the Dormitory Manager where the student is registered. The committee meets with the full number of members and makes decisions by simple majority. The Department Head chairs the meetings, sets the agenda, date, and location.
2. Before referring a student to the Disciplinary Committee, an examination must be conducted by a public staff member appointed by the Department Head. The student's statement is taken in writing, necessary research is conducted, and a report is prepared and presented to the Department Head. If deemed necessary, the Department Head will include the issue on the Disciplinary Committee's agenda. In this case, the student's written defense is requested. The student must prepare and submit their defense in writing within three days if residing in the dormitory or seven days if not residing, from the date the defense request notice is served. Failure to submit the defense within these periods is deemed a waiver of the right to defend.
3. The Disciplinary Committee meets and decides on the matter within ten business days from receiving the defense.
4. Warnings and reprimands are issued by the Disciplinary Committee's decision.
5. Expulsion penalties are issued based on the recommendation of the Disciplinary Committee and the approval of the Rector.
6. In case of repeated disciplinary offenses, a higher penalty is applied.
7. Disciplinary penalties are also notified to the student's family.

Article 19 - Appeal Against Disciplinary Penalty

1. An appeal against a disciplinary penalty can be made to the rectorate through the Dormitory Branch Office within five business days from the date the penalty is

notified to the student. The issue will be reviewed again by the Disciplinary Committee and decided upon. Disciplinary penalty decisions requiring the Rector's approval will be resubmitted for final approval.

2. An appeal against a disciplinary penalty does not prevent the enforcement of the decision.

Fourth Chapter

MISCELLANEOUS PROVISIONS

Article 20 - Cases Not Covered

In cases not covered by these regulations, decisions of the commission or university administrative board will be applied in accordance with relevant legislation.

Article 21 - Effective Date

These regulations come into effect on the date they are approved by the Senate of Marmara University.

Article 22 - Execution

The provisions of these regulations are executed by the Rector of Marmara University.