



**İSTANBUL OKAN UNIVERSITY
HOUSING
ADMINISTRATION AND
MANAGEMENT INSTRUCTION**

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**SECTION ONE
Aim, Scope, Grounds and Definitions**

Aim

ARTICLE 1 – (1) The aim of these instruction is to facilitate the students’ education and training and aid their social and cultural development by regulating the administration, management and accommodation rules and principles in İstanbul Okan University Housing managed by the Operator.

Scope

ARTICLE 2 – (1) These instruction cover the conditions to be met by the students to be accommodated in the University Housing run by the Operator, the administration and management of the Housing, students’ disciplinary procedures, social, cultural and sports activities, and special services.

Grounds

ARTICLE 3 – (1) These Regulations are based on the instruction of Housing Administration and Management of the Higher Education Loan and Housing Institution.

Operational authority

ARTICLE 4– (1) Due to the agreement signed between İstanbul Okan University and Turkap Turizm Organizasyon İşletmecilik A.Ş., Turkap Tourism Organization Business Co. has the authority to manage İstanbul Okan University Housing.

Definitions

ARTICLE 5 – (1) The terms contained in the present Regulations denote the following definitions:

- a. First day: The first work day of each month,
- b. Security deposit: The amount of money charged in advance against the students’ belated payments or the damage caused by the students,
- c. Disciplinary Committee: The Committee comprised of the Vice-Rector, Secretary General, Dean of Students, Housing Director, Counselor and members,
- d. Operator: Turkap Tourism Organization Business Co., which runs Housing according to the conditions of the agreement,
- e. Small Business: The businesses operating in the Housing as canteens, cafeterias, tailors, dry cleaners, and the like,
- f. Bachelor’s: The tertiary education that follows secondary education and that is comprised of an at least eight-semester program,

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- g.** Guest: The temporary visitors accommodating in the Housing apart from those defined in the present instruction,
- h.** Board of Trustees: The Board of Trustees of İstanbul Okan University,
- i.** Normal duration of instruction: The duration of the program in which the student is enrolled (including the Prep Class, academic preparatory, additional language support unit, and the like),
- j.** Student: The students of temporary or permanent registration in İstanbul Okan University and accommodating in university housing,
- k.** Educational year: The time span between the opening and closing dates of university housing as determined in İstanbul Okan University academic calendar,
- l.** Associate's: The tertiary education following the secondary education that covers at least a two-year program aiming to train qualified human labor, thus forming the first stage of the Bachelor's Degree,
- m.** Formal education: The type of instruction in which the students have to attend the classes and practicum during their education,
- n.** University: İstanbul Okan University,
- o.** Housing: İstanbul Okan University Housing run by the Operator,
- p.** Housing Administration: The Housing Director and subsequent units under that office,
- q.** Housing fee: The fee charged for the accommodation and other services provided by the Housing.

SECTION TWO

Application, Registration and Admission

Specification of housing needs and priorities and coordination

ARTICLE 6 – (1) The needs of physical space and materials for students' accommodation are determined by the Operator and submitted to the Secretary General.

Conditions of application and accommodation at university housing

ARTICLE 7 – (1) Being a student of İstanbul Okan University who have completed the financial registration for the current period of education,

(2) Being cleared of criminal record excluding involuntary crimes,

(3) Not having been permanently expelled as a penalty,

(4) Not having been diagnosed with a mental disease that prevents the student from living in a community.

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Principles of registration, admission and evaluation

ARTICLE 8 – (1) The rules and principles of application, registration, admission, evaluation and placement are determined by the Operation following the conditions laid by **ARTICLE 7** and approved by the Rectorate.

**SECTION THREE
Housing Fee and Security Deposit**

Housing fees

ARTICLE 9 – (1) Different rates apply according to the physical condition of the building and accommodation type.

(2) In every Spring Semester, Financial Affairs Coordinator recommends the next academic year's rates and payment types to the Board of Trustees; and, they are announced after the approval by the Board.

(3) Housing registration covers the whole academic year.

(4) The housing fees include week-day suppers, free use of sports center and free use of parking lot along the academic year (excluding the national/religious holidays). These rights are not transferrable.

ARTICLE 10 – (1) Upon failure to pay the housing fee, the student's access to Student Affairs Online System is blocked. If failure persists for a consecutive month, the student's housing registration is cancelled and the accommodation is terminated.

Security Deposit

ARTICLE 11 – (1) The amount of the security deposit is recommended by the Financial Affairs Coordinator to the Board of Trustees and becomes certain after the approval of the Board of Trustees.

(2) In case a student damages housing property, the damage is charged from the security deposit if it costs less than the deposit. If the cost is more than the deposit, the extra amount is charged from the student.

(3) In case a student does not fill the security deposit for any reason for a period of a semester, the student's accommodation in the housing is terminated.

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**SECTION FOUR
Accommodation Period in University Housing**

Right and period of accommodation

ARTICLE 12 – (1) Students can reside in University Housing for the duration of the length of their Department programs.

(2) The length of residence of those students who have not completed their education during the normal period of their Department programs can be extended by the Secretary General upon observation of their good conduct in University Housing.

**SECTION FIVE
Disciplinary Procedures**

The rules the students are expected to abide by

ARTICLE 13 – (1) The University Housing resident students are expected to abide by the rules set by the University. Disciplinary penalties apply to those who do not abide by those rules, who do not display good conduct expected of a university student, who take part directly or indirectly in the actions that disrupts the peace and order of the public or of the University, or who support and provoke such actions

Caution

ARTICLE 14 – (1) A caution is a written notification that warns the student to be more careful with his/her behavior in the University Housing. The types of misconduct that requires a caution are the following:

- a) Making a mess of the room.
- b) Rude and disrespectful behavior in interpersonal relations; habitual neglect in keeping the environment clean; and making a noise, talking too loudly, yelling and shouting, singing and using audio and video devices to the degree that disturbs the others in the dormitories, canteens, reading rooms, corridors and the like.
- c) Neglect in keeping the rooms, places and property for common use clean and in order. The penalty is applied to all the students who share that room.
- d) Keeping perishable foods in the rooms.
- e) Changing the place of the housing properties and materials without a permission.
- f) Wasting water and electricity with excessive use.
- g) Failure to notify the Housing Administration the change in the permanent address within a period of maximum 30 days.
- h) Consuming food in the places not designated by the housing administration, cooking or preparing food in the housing area.

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- i) Keeping and/or using electrical, gas, propane, etc. appliances that are not allowed (If the owner is not found, the disciplinary penalty is applied to all the students residing in that room).
- j) Smoking and using electronic cigarettes in all the closed areas.
- k) Residing in a room other than that designated by the housing administration.

Reprimand

ARTICLE 15 – (1) The reprimand penalty is the notification to the students of his/her faulty behavior in the University Housing. Reprimand is imposed in the following cases:

- a) Not making available the cupboard, luggage and such personal property for the Housing Administration to inspect when needed.
- b) Collecting donation for any purposes without the permission from the Housing Administration.
- c) Causing damage to the property of the Housing buildings and facilities.
- d) Giving one’s own student ID card to a third-party person to let him/her use the right of meals and sports center.
- e) Not abiding by the rules set by the Housing Administration for the health, peace and discipline in the Housing and hindering the work of administration.
- f) Causing disturbance to the Housing residents because of intoxication.
- g) Not obeying the notifications from the Housing Administration and/or Housing Disciplinary Committee, avoiding receiving written notifications, or hindering the disciplinary investigative procedures.
- h) Behaving in a way against general moral codes or provoking persons or the community.
- i) Giving false statements against the Housing and/or University in mass and social media.
- j) Insulting and humiliating friends or other persons in speech or writing.

Temporary exclusion from housing

ARTICLE 16 – (1) The temporary exclusion penalty is imposed for a period of minimum 3 and maximum 30 days.

(2) The acts that require the exclusion penalty are the following:

- a) Insulting and threatening in speech or writing or assaulting friends or other persons.
- b) Bringing illegal publications to the Housing or illegally collecting donations.
- c) Bringing alcoholic drinks to or drinking alcoholic drinks in the Housing.
- ç) Taking the property that belongs to the Housing outside.
- d) Providing entrance access to the Housing buildings for those who are not registered Housing students, aiding them with accommodation, allowing them to use the student ID card (If violated all the students in the room are imposed the penalty).

Permanent exclusion from the Housing

ARTICLE 17 – (1) The permanent exclusion penalty is imposed to exclude a student from University Housing during the entire period of his/her education.

(2) The acts requiring the permanent exclusion penalty as the following:

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a) Theft.

b) Threatening the Housing administrators, making humiliating statements against the Housing Administration or administrators in speech or writing, encouraging such statements, provoking, assault.

c) Bringing any kind of weapons for defensive or offensive purposes to the Housing, making such weapons, having such weapons with himself/herself.

ç) For the purpose of damaging the sense of national unity, hanging and/or using flags or symbols, singing marches, going on hunger strike, going on sit down strike, hanging and/or having banners, organizing and/or making speeches in ideological and/or political meetings and/or demonstrations.

d) In any place or on any wall of the University Housing buildings and facilities writing, drawing, sticking something for ideological purposes.

e) Being a member of illegal organizations and involving in activities that support such organizations.

f) Using, having or trading narcotics.

Authorities to approve disciplinary penalties

ARTICLE 18 – (1) Disciplinary penalties are approved by the following authorities:

a) Caution by the Housing Director or Disciplinary Committee.

b) Reprimand by Disciplinary Committee.

c) Temporary exclusion by Disciplinary Committee.

ç) Permanent exclusion by Disciplinary Committee.

ARTICLE 19 – (1) In case of the repetition of the same misconduct that have caused a disciplinary penalty, the penalty on a higher level is applied.

In case of the third action of a misconduct that is different but still requiring the same penalty, the penalty on a higher level is applied.

Appeals

ARTICLE 20 – (1) Appeals can be made to an upper authority within 7 days following the day in which the disciplinary penalty is notified to the student. The appeals, however, do not prevent the application of the penalty. The ruling given upon the appeal is final.

Organization of the Disciplinary Committee

ARTICLE 21 – (1) The University Housing Disciplinary Committee is formed in every September by the nomination of the Housing Director and assignment of the Vice-Rector.

The Disciplinary Committee is comprised of the Vice-Rector as the chairperson, Secretary General, Housing Director and Psychological Counselor.

The Disciplinary Committee meets upon majority of presence and decisions are made upon majority. In case of a draw, the chairperson’s vote counts as two.

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Order of the Disciplinary Committee and its procedures

ARTICLE 22 – (1) The Disciplinary Committee gives rulings on the actions regarding the disciplinary issues of the University Housing. The procedures are carried out as in the following according to the Student Disciplinary Regulations of Higher Education.

a) The investigation and search that need to be done prior to the submission of the case to the Disciplinary Committee are carried out by the Housing Director or by the personnel assigned by the Director swiftly.

b) Upon the completion of the investigation or search by the Housing Director or by the personnel assigned by the Director, the Housing Director submits the disciplinary issue to the Dean of Students within two days.

c) The Dean of Students receives the student’s written statement via the Housing Administration. The Dean of Students can expand the investigation or search with all the members of the Dean’s Office or a member assigned, can hear the charged person with his/her witnesses, and can submit the resulting report to the Disciplinary Committee.

ç) The Responding Student is informed in writing of the allegations at least 7 days before the date of defense. The student is notified in this writing to be present at the specified place and time for his defense.

d) If the student does not submit his/her oral/written defense within the seven days, the student is accepted to have waived his/her right to defense. Apart from the cases in which the student waives his/her right to defense or the student avoids making a defense, disciplinary penalties cannot be imposed without a defense.

e) The Disciplinary Committee meets within three days following the day the student’s defense is submitted to the Committee. The committee reaches a decision within seven work days. If the decision cannot be reached within this time period, a preliminary decision is taken to extend the judgment period. The Dean of Students makes the preparations to submit the Committee’s decision to the approval authorities.

f) The student’s general conduct inside and outside the Housing, behavior toward the Housing Administration and friends, the conditions under which the misconduct was committed, the psychological conditions and other causes are taken into consideration while a decision is taken. Consequently, a penalty of a one level below or above can be imposed. If there are more than one act of misconduct of the same type or encouragement for the collective misconduct can be counted for a heavier penalty. In case more than one penalty be imposed, the heaviest penalty is imposed.

g) The same types of penalties are imposed to the persons who force or encourage others to commit the misconduct described in the present regulations.

h) The disciplinary penalties that are approved are registered in the Disciplinary Committee Decision Log by the Dean of Students. The decision number is assigned starting over with the educational year by the month in which the Housing is opened along with the year.

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Notification of disciplinary penalties and right of appeal

ARTICLE 23 – (1) The notification of disciplinary penalties are done by the Dean of Students according to the following procedure:

a) All the notifications related to the disciplinary issues are delivered to the student in person upon authorized signature or posted to the students permanent address registered in the University records.

b) The student is expected to vacate the Housing premises immediately after the notification of the permanent exclusion penalty. The student, nonetheless, can be allowed a period of up to 5 days if necessary.

c) The appeals can be made within 7 days to Disciplinary Committee for the penalties imposed by the Housing Director and to the University Administrative Board for the penalties imposed by the Disciplinary Committee.

Reporting of disciplinary penalties

ARTICLE 24 – (1) The penalties of temporary exclusion from the Housing and permanent exclusion from the Housing are reported to the Housing Administration by the Dean of Students in writing.

Misconduct which is also a criminal offence

ARTICLE 25 – (1) The disciplinary investigation is not adjourned if the misconduct is also a criminal offence.

Temporary or permanent exclusion from University Housing outside disciplinary penalties

ARTICLE 26 – (1) Those who are later found to be ineligible for admission to the University Housing, who later lose eligibility, and those who are convicted of a crime are permanently excluded from the University Housing.

(2) Those who are imposed the disciplinary penalty of exclusion from university for a period of three months or more by their Faculties or Higher-Schools are excluded from University Housing till the date they resume education.

**SECTION SIX
Miscellaneous**

Service provided outside normal work hours

ARTICLE 27 – (1) Special service can be provided in the University Housing according to the instructions of the Secretary General. Sufficient personnel are made available for such service.

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Inspection of Housing and businesses

ARTICLE 28 – (1) The University Housing and small businesses are inspected by the Secretary General, Dean of Students and Housing Director.

Permissions

ARTICLE 29 – (1) Entrance and exit hours and student permission issues are regulated by instructions issued by the Secretary General.

Temporary leave upon health and other issues

ARTICLE 30 – (1) The place of the student who wishes to temporarily leave the Housing for health and other issues can be held reserved for a period of 3 months in case of health issues and 1 month in case of other issues provided that the student has paid the Housing fees and informed the Housing Administration with proof of the issue. Those students who do not return at the end of the allowed period are excluded from the Housing and their security deposits are not refunded.

International students

ARTICLE 31 – (1) The international students are applied the procedures described in the present regulations as well as the principles or protocols issued by the Rectorate in compliance with bilateral agreements.

Daily entrance and exits

ARTICLE 32 – (1) All the Housing students of the age of 18 or above can enter and exit the Housing at their free will. Nonetheless, those who leave the Housing at night time or who stay outside for the night are expected to complete the information form and submit it to the Housing Administration.

Effect

ARTICLE 33 – (1) The present regulations are in effect as of the date they are approved by the İstanbul Okan University Senate.

Executive Office

ARTICLE 34 – (1) The executive power for the present regulations is the Rector of İstanbul Okan University.

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