**FINAL INTERNATIONAL UNIVERSITY**

# RULES AND REGULATIONS OF STUDENT DORMITORIES AND RESIDENCE HALLS

**Aim**  1. The aim is to run, administer and inspect the dormitories, meet the needs of the resident students and provide a comfortable, well organized and secure living environment for the student.

**Definitions** 2. Dormitories and Residential Halls refers to Final International University

 dormitories and Residential Halls,

 Dormitory and Residential Hall Director refers to Dormitory and Residential Halls Director of Final International University,

 Dormitory Supervisor: Person/people who stay in dormitories and residence halls and work to provide students with accommodation in a comfortable and peaceful environment in accordance with the Final International University student dormitories and Residence hall regulations,

 University: refers to Final International University University,

 Rectorate: refers to Final International University Rector's Office,

 Student: refers to Final International University students,

 Resident: refers to other individuals apart from FIU students.

### **3. Duties of Directors of Dormitories and Dormitory Supervisor**

The director of the dormitories is appointed by the FIU General Secretariat from among the Deputy General Secretaries. The director of the dormitories determines the path to be followed in the management and development of dormitories and implements the decisions of the general secretariat of FIU. The dormitory supervisor assists the dormitory director and is responsible to the dormitory director. The Dormitory Directorate accepts students, determines and supervises the rules regarding the condition of eligibility to the dormitories and keeps track of their records. The Dormitory Directorate helps with the social & cultural development of the student residing at the dormitories, and takes all measures when deemed necessary to maintain discipline in the dormitories. The directorate also maintains that all dormitory properties are used properly and are well protected.

**4. The Right To Register**

(1) Students who wish to stay at the FIU dormitories and Residential Halls should be registered students of the university; and they should apply to the Directorate of Dormitories according to the procedures, time and rules as announced by the Directorate. New students are given the priorities in registering with the dormitories.

(2) Only in cases where there are vacancies during the relevant semester, accommodation can be accepted to the FIU dormitories and Residential Halls with the approval of the director of dormitories.

**5. Dorm Residency in Cases of an Offense, Sickness and Other Cases**

(1) In cases where students / residents are sentenced, convicted or alleged, and even if they are acquitted, the General Secretariat and the Rectorate will decide whether they will be accepted back to the dormitories.

(2) Students / residents who are found unsuitable to live in the dormitory for health reasons by the director of dormitories and/or dorm authorities, can be banned from entering the dormitory, until they certify that they have recovered.

(3) On the condition that there is a valid reason, the Rectorate holds the right to prevent the student from registering to the dormitory, or dismiss from the dormitory.

**6. Cancelling the Registration of a Student not yet Lodged in**

Students / residents who are not staying in the dormitories despite their registration to the dormitory within a month after the commencement of the term stated in the academic calendar, will have their registration cancelled and no fee is refunded.

**7. Objection to Dismissal from the Dormitory**

A student dismissed from the dormitory can write a letter to a higher authority objecting to the situation within 5 days. However, this objection does not stop the processing of the dismissal decision.

### **8. Returning the Property Assigned upon Dismissal from Dormitory**

Students / residents, who are dismissed from the dormitory, should return all property assigned to them undamaged back to the Dormitory Administration.

 **9. Rules that are applied**

1. The Director of the Dormitory sends a letter of warning, and if necessary, a letter of reprimand to students whose conducts are found to be inappropriate and/or are in a position of infraction of the rules. If necessary, the director of dormitories presents to the rectorate the minutes and evidence concerning the students whose misconduct has been detected. When deemed necessary, the Rectorate has the right to send the students to the Disciplinary Committee for reasons of misconduct.

### **10. Warning Letters**

1. Students/Residents receive a letter of warning if they commit one of the acts specified below. The student is notified by a warning letter in writing. If deemed necessary, dormitory officials have the right to change the student's room or their dormitory/residence. The Dormitory Directorate can also convey the issue to the Rectorate.

(2) The following acts receive the warning letter:

1. To behave in a manner that will undermine the sense of dignity and trust required by living together and common social moral principles.
2. To behave rudely and impolitely to others.
3. To treat the dormitory personnel in a demeaning way.
4. To not keep the dormitory environment clean.
5. To make a lot of noise, disturb the others by listening to audio/visual equipment loud.
6. Not to respond to/explain the required information from the dormitory management on time, to avoid getting the warning letters, to prevent the dormitory administrators doing their job.
7. Utilization of all electrical appliances other than computer, kettle electric shaver, hair dryer.

(h) Possession and use of alcoholic beverages and drugs in dormitories and residential halls, around dormitories and on campus.

(i) Using tobacco products in closed areas (cigarette, electronic cigarette, cigar, hookah, etc.),

(j) To write on walls, doors, fixtures, to draw signs and similar figures, to stick things on the wall, to damage them, to hang any announcement or poster anywhere other than their own room, without the approval of the Rectorate or the director of dormitories, defiling the environment,

(k) To rip, tear, change, write or paint the announcements posted or allowed to be hung by the dormitory director

(i) Giving incomplete or inaccurate information or not providing any information requested by the director of the dormitories,

(m) Failing to comply with the provisions specified in the student dormitories and residential halls agreement.

**Letter of reprimand:**

11. A letter of reprimand is given to students / residents who repeat the attitudes and behaviors requiring the receipt of a warning letter. Dormitory supervisor may change the student's room or dormitory with the approval of the dormitory director, if necessary. The Dormitory Directorate can also convey the issue to the Rectorate.

**Referral to university disciplinary board:**

12. (1) Evidences about students who act within the scope of the following items are presented to the Rector's Office by the director of the dormitories. The Rector's Office evaluates the minutes and evidence and, if deemed necessary, sends those concerned to the disciplinary board.

a) Possessing and using weapons, explosive, flammable, injurious, piercing or damaging tools and equipment in the dormitories.

b) gambling, using any tools and equipment related to gambling.

c) Using drugs and stimulants or bringing them into dormitories,

d) Fighting,

e) Stealing,

f) Drinking alcoholic beverages in the dormitories and Residential halls, around and inside the campus

g) To commit acts to disturb the peace and quiet of dormitories and Residential halls,

h) breaking into or damaging the computers of other students and persons through any kind of computer,

i) Damaging property and facilities of dormitories,

j) Providing false information to the director and responsible persons, making false statements,

k) Accommodation in dormitories and Residential halls for persons other than those who have been placed by the director of the dormitories or staying outside the place they are placed,

l) Not to comply with the general rules and prohibitions set by the director of dormitories and other authorized bodies, listed in the appendix.

m) Giving or selling his room, bed or any other property belonging to the dormitory to another person.

n)To give permission of the use of the room to person(s) who are not registered in the room, registered and / or not registered in the dormitory.

**Suspension and** Dismissal

**Expulsion Penalties**

13. (1) Students who have received a 'Suspension Penalty' from the University cannot stay in the dormitories within the term of the penalty, unless the Rectorate decides otherwise.

 (2) Those who repeat the misconduct stated in the letter of reprimand will be removed from the dormitory without a refund.

**Loss of Property or Reimbursement of loss/damage**

14. All students staying in the dormitories are obliged to pay for the damage they have done in the dormitory or the missing materials in their responsibility. Damages caused in dormitories are paid by the person who gives damage over the cost on the day of payment. In the event of the destruction or loss of the dormitory furniture offered for common use, the fee is collected equally from all users, unless the responsible person is determined. Payment is paid by the student / resident within 10 working days following the notification of the financial cost of the damage assessment to the student / resident. If the student does not pay this fee, an investigation is opened and the fee is added to their account as debt. No applications are processed by the Registrar's Office and the Dormitories. No documentation is issued.

### **Fees and Deposit**

15. Fees and deposit of FIU Dormitories and Resident Halls are determined by the Executive board every year according to the current conditions.

**Registration in FIU Dormitories and Resident Halls**

16. (1) FIU Registration to dormitories and Residential halls is made during the fall and spring semesters.

(2) Students who enroll before the start of classes in the academic calendar pay all annual dormitory fees (excluding summer term).

(3) Room change can be done with approval of the dormitory director. If the student wants to change to a room with a higher cost. The price difference is paid upfront by the student, no refund is given for room changes.

**Summer Semester Fees**

17. The fees and borders for the dormitories during the summer period are determined by the Executive Board.

### **Dormitory Fee for Students Leaving the Dormitory**

18. Students/residents who wish to drop out of the dormitory/residential hall after they have completed the registration procedures, cannot demand any refunds and have to pay the full annual fee for the dormitory.

**Room Control**

19. The rooms and belongings of the students staying in the dormitories can be checked unannounced by the dormitory supervisor or staff in order to determine whether the principles and rules of the dormitories are complied with.

**Closing Down the Dormitories**

20. The Rectorate has the authority to close down or merge the dormitories in cases of natural disasters, war and other extraordinary situations.

**Responsibility of Forgotten Personal Items**

21**.** Students are expected to take their personal belongings with them when going on holiday or upon moving out of the dormitory for one reason or the other. The dormitory cannot be held responsible for any left / forgotten property.

 **Accompanying a Student in the Dormitory**

22. Resident students can not be accompanied even in cases when they are sick. In such situations, the student must go to a medical institution.

**Dismissal of Regulation**

23. Hereby the FIU dormitory and residential halls regulation, which was in force before this regulation, has been removed.

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| **Executive Power** | 24. These regulations are executed by the deputy general secretary responsible for dormitories. |  |
| **Coming into Force** | 25. These regulations come into force following the approval of the Senate and the Board of Trustees. |  |