

DIRECTORATE OF DORMITORIES

yurtlar.metu.edu.tr



Directorate of Dormitories

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DIRECTORATE OF DORMITORIES

FREQUENTLY ASKED QUESTIONS, RULES AND REGULATIONS



**ORTA DOĞU TEKNİK ÜNİVERSİTESİ
MIDDLE EAST TECHNICAL UNIVERSITY**

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Frequently Asked Questions

How can I register to the dormitories?

You need to apply during the time period notified to you by the International Cooperations Office. During the registration you are required to fill the dormitory application forms, and pay the dormitory, deposit, and fixed cost fees. The deposit and fixed cost fees are paid one time only while you register, and the deposit will be returned when you are leaving the dorm. Also, you are expected to provide 3 passport-size photographs, and the photocopy of the first page of your passport which your identification information are on. Finally, the administration will finalize your registration by giving you the room you will be staying, and directing you to the storage unit where you will receive your bed clothing and room keys.

What is the procedure when leaving the dormitory?

When you are leaving the dormitory, be sure that you have no unpaid dormitory fee from the previous months, and pay the fee of the days you stayed until the day you leave by taking a payment directive from the reception to the bank. Later, give back the provided bed clothing and room keys to the storage unit where you will receive a note to be given to the reception. The administration will complete the leaving procedure by writing the refund form of the deposit which you paid when registering.

How can I get my deposit back?

You are required to apply to the Dormitory Administration in the 2nd dormitory with the deposit refund document that you received when leaving the dormitory. Then, the office will direct you to another unit in the rectorate building. After the procedure here, you can receive your deposit by going to the bank defined.

When and how can I pay the dormitory fees?

The last day for the payment of dormitory fees is 25th of each month. Until this date, you can pay to one of the banks inside the campus, and leave the document you will receive from the bank to the reception of the dormitory by writing your name, surname, room number, and bed number.

How can I get the document that states I stay in the dormitory for the residence permit?

You can receive the document stating that you stay in the dormitory by applying to the dormitory administration and giving them your room and bed numbers.

What should I do to access the Internet from my room?

After you complete your registration and your information is uploaded to the system, you should enter the website <https://netregister.metu.edu.tr> with the user name and password given to you, and define the device to the system.

How do I change my bed clothing?

The bed clothings are changed once in every 15 days periodically except for the weekends and official holidays. You can change your bed clothings by following the announcements and notices during the work hours in the storage unit.

What should I do in case of a malfunction?

You should write the malfunction you encounter in your room or floor to the malfunction file in the reception in order for them to be fixed.

How can I use the laundry room and iron services?

You should write your name to the available hours in the laundry room file in the reception to use the laundry room. In the beginning of the hour you wrote your name to, you will receive the keys of the laundry room in exchange of your student ID card from the reception. When you want to use the iron, you can receive an iron from the reception in exchange of your student ID card as well. (P.s.: The iron can only be used in the laundry room in order to prevent possible accidents.)

What should I do if I lose my room or closet keys?

After notifying the storage supervisor about the lost keys, you can receive a master key by paying the fee for lost keys, and have them multiplied in the locksmith downstairs of 1st dormitory. (The master keys must be returned to the storage as soon as possible.)

How can I travel within the campus?

Inside the campus there is available transportation by METU busses. The bus hours, the meanings of colors on the busses for each route, and the locations of the busses that are on the move you can visit <http://tim.metu.edu.tr/>.



Rules To Be Followed By The Students Residing In Dormitories

The students who reside in dormitories are liable to behave in a way that is appropriate for a university student and to abide by the Rules and Regulations Governing the Dormitories and the Decisions taken by the Executive Board of Dormitories both of which have been announced on the dormitory notice boards as well as the following rules. Otherwise, action will be taken against students in line with the concerned rules and principles.

- 1.** Attendance is taken by the dormitory personnel every day latest by 7:30 a.m. Students who leave the dormitory before attendance is taken must inform the dormitory information desk personnel and have their name written. Otherwise, they will be considered absent and procedures will be initiated accordingly. Students must sleep in the dormitory, room and bed allocated for them.
- 2.** Students can take a leave of absence for 20 weekdays every semester (excluding official holidays). Students who will spend the night out must obtain permission by filling out the “Notification Form for Students Who Will Spend the Night Out” which can be found at dormitory information desks. Students who wish to take a leave for more than 3 weekdays must apply to the Director of their dormitory



by submitting a relevant petition and must additionally fill out the abovementioned form. In cases of emergency when a student cannot return to the dormitory, s/he must call the Director of the dormitory or the dormitory information desk. (Permissions obtained to stay at home are valid from Friday to Sunday evening.)

3. Students who come to/leave their dormitory after midnight must fill out and sign “The List of Students Who Came to/Left the Dormitory after Midnight” found at the information desk. Students who will spend the night in the computer lab must write their names on the “List of Students Going to/Coming from the Computer Lab”. They receive a “Laboratory Study Form” at the information desk of their own dormitory and submit it to the information desk in the dormitory where the computer lab is. The dormitory personnel writes the entry time of the students, and then the personnel in the computer lab writes the entry and exit times and signs the form. Students must request the dormitory personnel to write and sign the exit time before going to their own dormitory. They submit the “Laboratory Study Form” to the information desk at their own dormitory.

4. Students must present their student ID card bearing the dormitory barcode if the personnel asks for it when they are entering or leaving the dormitory.

5. Failures in services such as electricity, water, etc. noticed by students are recorded on “..... Dormitory Daily Failure Report Form” found at the information desks.

6. Only one electronic kettle can be kept in the rooms.

7. Irons can be obtained from the information desk in return for a student ID card. Students are not allowed to use irons of their own to avoid electric leakage etc.

8. Students residing in the dormitories can visit their friends staying in other dormitories between 2 p.m. and 11:30 p.m. Once a visitor arrives, the information desk personnel announces the name of the student being visited. The visiting student and the student jointly fill out the “Visitor Registration Form”. The visiting student gives his/her student ID card bearing a dormitory barcode to the information desk. The student who leaves the dormitory after paying the visit writes the exit time on the “Visitor Registration Form”, signs the form and gets his/her ID card back. Other visitors are not allowed to enter the rooms. The location for such visits has been specified as the dormitory canteen until 11:30 p.m. Requests for a special-case visits are evaluated by the dormitory director, who is authorized to grant permission.

9. It is forbidden to smoke in all closed areas in accordance with Turkish Code numbered 5727 and 5326 which the former refers to.

10. Each student staying in a room is liable to keep the rooms and beds clean and neat, not to leave food out, and damage the fixtures, walls and doors by writing or hanging pictures on them. In case of damage, the dormitory administration is informed and the student/students who caused the damage is/are made to compensate all the damage.

11. Dormitory fees are deposited in the specified bank account by the 25th of each month without need for any warning and the receipts are submitted to the information desk.

12. The dormitory administration must be informed about any problem related to dormitories on time.

13. It is necessary to keep the kitchens clean, not to leave any food remains and dirty kitchenware in the sinks, counters and dinner tables, and to keep the shower trays and sinks clean after use for your health and in accordance with the rules of living together.

14. Noise should not be made in the corridors and rooms and music and musical instruments should not be played in a manner that will disturb others; the lights should be turned off in the rooms after 12 p.m, demands of fellow students must be taken into consideration when they are disturbed by the noise caused by the computer keys, and study rooms should be used as much as possible after 12 p.m.

* It is necessary to protect the environment and the green areas.

Respect for yourself and your friends entails compliance with the above-written rules. Sensitivity regarding these issues is of great significance.



Rules and Regulations Governing the Dormitories

Scope:

Article 1 — Middle East Technical University (METU) student dormitories are managed, operated and supervised according to the following regulations.

Aim:

Article 2 — The aim of these regulations is to specify the procedures and principles which will ensure that, within bounds of possibility, METU students reside in METU dormitories in favorable, sanitary and peaceful conditions.

Administrative Bodies:

Article 3 — The Executive Board of Dormitories is comprised of seven members: four faculty members to be elected by the University Administrative Board among the faculty members teaching at the University, one Dormitory Manager elected among all the Dormitory Managers, the Director of the Health, Culture and Sports Directorate, and the Director of Dormitories. The President appoints a chairperson and an assistant chairperson among the four faculty members in the Board. The Executive Board of Dormitories meets, if deemed necessary by the chairperson or if requested by




Board members, with a quorum. If the Chairperson does not attend the meeting, s/he is represented by the Assistant Chairperson.

The Executive Board of Dormitories takes decisions regarding the management, improvement and organization of the dormitories. The Board identifies the general regulations and principles to be implemented in the dormitories. It also discusses and decides on all objections and suggestions made to the Board, and performs all the other duties stipulated herein.

The Executive Board of Dormitories is elected for one year. This term can be extended if necessary.

Article 4 — The Directorate of Dormitories ensures the operation of the Dormitories in coordination. The Directorate solves the problems concerning the dormitories brought up by the Dormitory Managers, or forwards these problems to the Executive Board of Dormitories. It conducts the secretarial work of the Executive Board of Dormitories. It implements the decisions taken by the Board and fulfils the other duties defined herein.

Article 5 — The Dormitory Managers take the necessary precautions to ensure the orderly and hygienic operation of the dormitories and the fulfillment of the aim specified in Article 2. They



present their suggestions to the Director of Dormitories when they feel necessary. They fulfil the duties assigned by the Director of Dormitories regarding the general management and the other duties within the scope of these rules and regulations.

Article 6 — *** Middle East Technical University undergraduate students who are not over 30 years of age and who would like to be placed in the dormitories must apply to the Directorate of Dormitories within the specified time and according to the procedures specified by the Executive Board of Dormitories and approved by the Presidency.

Article 7 — All the applications are scored according to the criteria specified by the Executive Board of Dormitories and approved by the Presidency, and a total score list consisting of all the applications is finalized. Students who are accepted to the dormitories according to the list must apply to the Directorate of Dormitories with the required documents and within the specified period.

Article 8 — In case of any discrepancies between the information provided by a student and the information gained through investigation, the Executive Board of Dormitories examines the issue. If it is understood that a student has provided false information, he/she is not accepted to the dormitories.

Article 9 — Students whose families reside in Ankara and special students cannot benefit from the dormitories during periods when other students are waiting to be placed in the dormitories. Students who are protected by the Turkish government, who were raised in orphanages, and who verify their 45% physical disability with a valid health report are admitted to the dormitories without being included in the total score list.

Article 10 — *** On condition that they are not over 30 years of age, the duration of accommodation at the dormitories

is 6 years for Department of Basic English students and 5 years for the other students. Students who have not completed their studies within this period are dismissed from the dormitories. For students who enter the dormitories in later years, the duration of accommodation in dormitories is one year longer than the period of study remaining from the normal duration of study, which is 4 years. Students who are admitted to the dormitories within the scope of Article 9 herein can reside in the dormitories until they complete their studies. No matter what the registration/admission date is in an academic year, students are considered to have spent one year of their accommodation period in the dormitories at the end of that academic year. Students who turn 30 years old during the period of accommodation in the dormitory are dismissed from dormitories at the end of the semester.

If a student changes his/her department while staying in a dormitory, the academic year or years before the change are counted towards the duration of accommodation in the dormitory. Students who are registered with the dormitories must renew their registration in 10 days, starting from the date the classes begin. Those who do not renew their registration are dismissed from dormitories.

Article 11 — The Executive Board of Dormitories determines the number of foreign students to be admitted to the dormitories and the method to be followed for admission. The Board presents these decisions to the Presidency for approval.

Article 12 — The Executive Board of Dormitories determines the conditions for accommodation in the dormitories during the summer and semester breaks. For the students who are not registered with the dormitories and the students participating in activities such as festivals, sports, seminars and training courses which are organized by the University, accommodation in dormitories during the summer break is subject to the approval of the Presidency.

Article 13 — Students who have completed their undergraduate or graduate studies or who have been dismissed from the University



for any reason must leave the dormitory within a week. Students who will pursue their graduate studies must apply again to be included in the wait-list.

Article 14 — Students who are on a semester-leave and students who cannot attend classes due to medical reports extending 30 days may not stay in the dormitories during these periods. Students who are dismissed from the dormitories due to leave-of-absence or medical reports are admitted back into the dormitories as of the expiry date of their reports or leave-of-absence without having to be put in the wait-list.

Disciplinary Procedures and Enforcements:

Article 15 — The disciplinary punishments to be given to the students residing in the dormitories upon performance of actions inappropriate for a student, as well as actions and situations that require disciplinary punishment are as follows:

A. Warning

- a. Receiving visitors outside of the specified areas and time periods,
- b. Making noise enough to disturb others,
- c. Keeping the bed and personal belongings in a way to disturb others; walking around in nightclothes on the administrative floor,




- d.** Failing to preserve the fixtures in the dormitories and failing to keep them in order and clean,
- e.** Posting notices in the dormitory outside of the areas specified by the dormitory manager,
- f.** Coming late to the dormitory.

B. Reprehension

- a.** Spending the night outside the dormitory without permission,
- b.** Playing or enabling others to play games of luck and fortune with gambling tools in the dormitories,
- c.** Making commercial sales in the dormitories,
- d.** Giving misleading information or exhibiting misleading behavior towards the dormitory administration,
- e.** Failing to obey the rules specified and announced by the Executive Board of Dormitories.

C. Temporary Dismissal from the Dormitory

- a.** Treating other residents of the dormitory in a derogatory manner, using belittling language, swearing, threatening, attacking or beating,
- b.** Enabling other people or students who are not registered with the dormitory to accommodate in the dormitories, or offering help for such an accommodation,

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- c.** Taking the dormitory fixtures out of the dormitory; damaging dormitory fixtures or equipment (Students are made to pay for the damage),
 - d.** Possessing and using heaters in the rooms to heat up or cook, make tea etc.,
 - e.** Bringing alcoholic beverages to the dormitories, coming to the dormitories drunk, or consuming alcohol in the dormitories,
 - f.** Bringing banned publications into the dormitories,
 - g.** Failing to take the warnings or notifications of the dormitory managers into account; avoiding receipt of written notices,
 - h.** Holding and participating in any meeting in the dormitory without the approval of the dormitory administration,
 - i.** Having been suspended from the University (Such students cannot stay in the dormitories during the suspension period.)

D. Expulsion from the Dormitory

- a.** Theft in the dormitories,
- b.** Possessing, carrying or using guns, explosives, or any items that can wound and harm others as specified in related laws,
- c.** Holding any type of illegal or unauthorized meeting against a university administrator or the director and administrators of the dormitories, or participating in demonstrations or a boycott as a protest against a decision taken by the administration; provoking other students to participate in such acts,
- d.** Misusing dormitory buildings and facilities, and behaving in a way that hinders dormitory services,
- e.** Insulting, assaulting, revolting or using weapons against state security forces no matter what the reason is,
- f.** Singing anthems, carrying posters and publications, or engaging in similar activities to disrupt national solidarity and integrity,
- g.** Engaging in activities that can benefit illegal organizations in any way or participating in such activities,

- h. Writing, or hanging posters or banners on the walls of dormitory buildings,
- i. Possessing or using drugs in the dormitories,
- j. Having been convicted of a crime and having been imprisoned, or having been suspended from the University for 3 or more months.

Article 16 — Committing more than one offence and receiving the same punishment, or encouraging the commitment of a massive crime are considered aggravating factors in determining the disciplinary punishment. The punishment of a student who receives the same punishment for the second time turns into a punishment at the next higher level.

Those who force or encourage others to commit any of the crimes mentioned herein receive the punishment given to the offender.

Article 17 — Decisions concerning warning and reprehension are taken by the Director and Administrators of Dormitories. Decisions concerning temporary dismissal and expulsion are taken by the Executive Board of Dormitories Subcommittee which comprises two Dormitory Administrators delegated by the Executive Board of Dormitories. Decisions regarding temporary dismissal or expulsion exceeding 30 days are affirmed with the approval of the Executive Board of Dormitories. Each punishment received by students is registered on students' dormitory card. Punishments except for warnings are declared in writing to the student, to his / her family and to the Presidency. Students who are expelled from the dormitory for up to a month due to receiving a punishment are dismissed from the dormitories. Students must renew their registration within a week after the term of punishment expires. Students who do not renew their registration within a week and students who receive a temporary dismissal punishment exceeding a month must apply again and be included in the wait-list.

Article 18 — The provision of receipt of the notification by the family is not sought for the enforcement of an expulsion decision.



Yet, the decision regarding whether a dismissed student is to be granted extra time is given by the Executive Board of Dormitories.

Article 19 — The student may appeal to a higher administrative body within 7 days after the receipt of the notification of his/her disciplinary punishment. This appeal does not stop the enforcement of the punishment. Objections to the decisions of the Subcommittee are made to the Executive Board of Dormitories, and objections to the decisions of the Executive Board of Dormitories are made to the Presidency.

Article 20 — If a student violates the Disciplinary Regulations for Students in Institutions of Higher Education, a criminal complaint against that student is made to the Disciplinary Authority to which power is vested by law.

Article 21 — In cases for which there are no provisions herein, provisions in the Disciplinary Regulations for Students in Institutions of Higher Education are applied.

Article 22 — The amount of dormitory fees and deposits to be charged, and the payment method and time-frame are determined by the Executive Board of Dormitories and are finalized with the approval of the Presidency.




Article 23 — Students pay their dormitory fees when their registration is cancelled, yet their place in the dormitory is preserved due to situations such as leaves of absence, leaves due to medical reports or temporary dismissal.

Article 24 — ** The students who are registered with the dormitories pay the dormitory fee during semester breaks. During the summer break, only students and visitors who stay in the dormitories pay the dormitory fee. This fee is determined by the Executive Board of Dormitories.

Article 25 — Students who drop out of dormitories without informing the Dormitory Administration or who do not show up during the period of registration renewal must pay the dormitory fee up to the registration withdrawal date.

Article 26 — The fee to be paid by students who have registered with the dormitories, or the refund to be made to the students who withdraw their registration is calculated on a daily basis and paid based on the document prepared by the Director of Dormitories and Administrators.

Article 27 — Students who have not paid their dormitory fee or



who are in debt due to the damage they have caused to the dormitory property cannot get their deposits back, renew their registration and receive the document issued for withdrawal of registration.

Article 28 — Students pay the compensation for the damage they have caused on the dormitory property based on the estimated cost of the damage on the payment day.

Article 29 — Students are held responsible for all the items they have received from the dormitory administration and they have been using.

Article 30 — The University does not bear responsibility for the items and money that have not been handed in to the dormitory administration.

Article 31 — A student's belongings in the dormitory may be checked by the Director of Dormitories or Dormitory Manager and administrators when necessary. The situation is confirmed through an official report. The items brought in and taken out of the dormitory, or the items left in the storage in the dormitory for safekeeping may be checked by persons in charge.

Article 32 — Under extraordinary circumstances, the President may directly close the dormitories or do so upon the suggestion of the Executive Board of Dormitories.

Article 33 — The University Administrative Board may dismiss a student from the dormitory if his/her accommodation is justified as inappropriate, or can ban the admission of the student into the dormitories.

Article 34 — The decision as to whether students who have been convicted of a crime, excluding negligent crimes, or students who have been administratively and legally prosecuted can be accepted into the dormitories or permitted to remain in the dormitories is taken by the Executive Board of Dormitories and presented to the Presidency for approval even if they have been pardoned.

Article 35 — Middle East Technical University Rules and Regulations Governing Dormitories which was published in the Official Gazette, Issue 19457 on 5/11/1987, and the amendments made following that are no longer valid.

Provisional Article 1 — Article 10 herein, which specifies the duration of accommodation in the dormitories, was added before the 1987-1988 academic year, and will not be implemented for students who currently reside in the dormitories during the next four semesters.

Article 36 — * These rules and regulations are valid from their date of publication in the Official Gazette.

Article 37 — These rules and regulations are implemented by the President of Middle East Technical University.

* This Regulation was published in the Official Gazette, Issue 20602 on 8/11/1990

** The amendment made in the Official Gazette, Issue 22013 on 8/6/1994

*** The amendment made in the Official Gazette, Issue 26773 on 1/31/2008

