

FMV Işık University Lodging Allocation and Utilization Directive

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Article 1- The purpose of this directive is to regulate the procedures and principles regarding the allocation, duration, conditions, management, maintenance-repair, etc. of FMV Işık University's lodgings.

Scope:

Article 2- The scope of this directive is to determine the procedures and principles regarding the allocation of the lodgings within FMV Işık University to the academic and administrative staff of the University.

Basis

Article 3- This directive has been prepared based on the principles set forth in Article 14 of The Higher Education Law No. 2547 and The Public Housing Directive published in the Official Gazette dated 23.09.1984 and numbered 18524.

Definitions:

Article 4- University lodgings are divided into the following types based on allocation:

- a) Special Allocated Lodgings: These are special housing units allocated to office holders with representation of authority (Chairman of the Board of Trustees, Rector, Vice Rector, Secretary General).
- b) Lodgings Allocated by Position: These are the lodgings allocated to the academic and administrative executive staff on the university campus, whose services are needed due to their duties and responsibilities.
- c) Lodgings Allocated by Service: These are the lodgings allocated to the personnel whose services are needed 24 hours a day and who are required to be on duty permanently on the campus, considering the nature of their duties, tasks, and responsibilities.
- d) Lodgings Allocated in Sequential Order: These are the lodgings allocated for a period of 5 (five) years, considering the social/economic conditions of academic and administrative staff and the order of application.
- e) Guest House: It is reserved for the daily use of academic or administrative staff who will stay overnight at the university on days when their duties significantly exceed working hours, or for guests coming from outside Istanbul.

Procedures and Principles for the Allocation of University Lodgings:

Article 5- FMV Işık University lodgings are allocated in the following ways:

- a) Special Allocated Lodging Houses are allocated to the office holders specified in Article 4-(a) of this directive. To benefit from these lodgings, it is sufficient to be elected or appointed to the specified office/position without the need for a separate allocation decision.

b) Lodgings Allocated by Position are allocated to the academic and administrative executive staff specified in Article 4-(b) upon their request, upon the proposal of the "Lodging Allocation Commission" and with the approval of the Rector. If there are not enough applicants for such lodgings, they may be allocated to other academic and administrative staff under the same conditions. Provided that the new position of the personnel whose job title changes while residing in the duty-allocated lodging is in accordance with Article 4-(b), no re-allocation decision is taken about them.

Evocated lodgings allocated by position may be allocated to other personnel in the same category if applied.

c) Lodgings Allocated in Sequential Order are allocated for 5 (five) years with the recommendation of the "Lodging Allocation Commission" and the approval of the Rector, considering the social and economic conditions of academic and administrative staff and the order of application.

The extension of the duration of the term of a temporary allocation of lodgings shall be made in accordance with Articles 9-(b) and 15-(b).

d) Lodgings Allocated by Service are allocated to the personnel who are required to be on duty as specified in Article 4-(d) with the proposal of the "Lodging Allocation Commission" and the approval of the Rector.

Personnel not to be Allocated Lodging:

Article 6- According to the principles of this directive, another university personnel who is married to a university personnel to whom a lodging house is already allocated cannot benefit from any other lodging house other than the lodging house in which he/she resides.

Lodging Allocation Request and Evaluation:

Article 7- The personnel who want to be allocated a lodging house apply to the Rectorate of FMV Işık University by filling out the "Lodging Allocation Request Form" to be submitted to the "Lodging Allocation Commission".

Notification of Lodging Allocation:

Article 8- The decision on the allocation of lodging shall be notified to the personnel to whom the lodging is allocated by a letter from the responsible unit within 10 days at the latest from the date of allocation.

Allocation Procedure:

Article 9-

a) For existing vacant lodgings and lodgings that are subsequently vacated for any reason, the allocation process is initiated to new beneficiaries as soon as possible.

b) Allocations may be made to those who have previously occupied the lodgings for the duration of occupancy specified in this Directive or longer, in accordance with Article 15 of this Directive, provided that there are no vacant lodgings left after the existing demands are met.

c) The vacant lodgings allocated in sequential order shall be announced to the applicants in the waiting list, considering the principles in Article 4-(c). The applications of the candidates who do not apply within the deadline given by the "Housing Allocation Commission" shall not be taken into consideration.

Delivery of Lodgings and Access to Lodgings:

Article 10-

a) The housing units are delivered to the member of the university for whom the allocation decision has been taken by issuing a "Lodging Entry Record", "Entry Commitment Form" and "Information Form". The Entry Commitment Form is issued in two copies and is kept in the "Lodging Allocation File" and a copy is given to the person to whom the lodging is allocated.

b) A list of the fixtures and furnishings in the lodging is attached to the Lodging Entry Record. In the report, it is stated that the lodging, fixtures, and furnishings are clean and in working condition, and deficiencies, should there be any. The report shall be signed on behalf of the personnel allocated housing and the university by the authorized person assigned by the Department of Support and Services. The personnel allocated lodging shall be deemed to have accepted the provisions of the "FMV Işık University Lodging Allocation and Utilization Directive" without objection and to have taken the fixtures and furnishings specified in the list into his/her possession.

c) Newly purchased fixtures and other items shall be added to the aforementioned list. Without prejudice to Article 18-(a), fixtures and other items removed from the lodging house due to deterioration or other reasons shall be removed from the list and deducted from the possession of the occupant.

d) Before the lodging is allocated, the allocation decision is notified, and the necessary forms are submitted and signed, the key to the lodging is not handed over.

e) If the person to whom the housing is allocated fails to sign the "tenancy commitment letter" and enter the housing within 15 days at the latest after the notification of the allocation decision, the housing allocation decision shall be canceled.

This provision does not apply if the person concerned has a valid excuse.

Establishment of the Lodging Allocation Committee and its Terms of Reference:

Article 11- FMV Işık University Lodging Allocation Commission consists of 5 members to be elected by the Rector. The Rector appoints the Chairman of the Commission. The term of office of the Commission Chairman and members is 4 (four) years. The member or chairman whose term of office expires may be reappointed.

Meeting and Working Principles of the Lodging Allocation Committee

Article 12- FMV Işık University Housing Allocation Commission convenes on the day, place and time specified upon the call of the Commission Chairman, with the majority. The Commission shall convene on the request for lodging allocation, examines the situation and makes a reasoned allocation decision in accordance with the principles set forth in this directive.

Article 13- Housing allocation decisions are taken by the majority of votes. In case of equality of votes, the chairman's vote shall prevail. The commission member who requests a housing allocation does not participate in the commission during the discussion of his/her own request. The commission's decision comes into effect after it is approved by the Rector's Office.

Article 14- The decisions of the FMV Işık University Housing Allocation Commission regarding the allocation and use of housing shall be implemented by the Support and Services Department.

Duration of Accommodation in Lodging:

Article 15-

- a) Special, Lodgings Allocated by Position and Lodgings Allocated by Service may be occupied for the duration of the duty or service that is the basis of the allocation. Upon the termination of the assignment, the occupants must vacate these lodgings within a maximum of two months.
- b) The residence period in the Lodgings Allocated in Sequential Order is 5 (five) years. At the end of the period, the allocation ends without the need for any further action. After the completion of this period, provided that there is no application to benefit from the lodging, the lodging allocation can be extended with the request of the person concerned, upon the recommendation of the Lodging Allocation Commission and the approval of the Rector.

Determination and Collection of Monthly Rent:

Article 16- The monthly rent that the residents of the lodging house are obliged to pay is redetermined every year by the Board of Trustees. Otherwise, the increase to be applied is the rate determined by considering the increase realized in the Producer Price Index (compared to the same month in the previous year) and the Consumer Price Index (compared to the same month in the previous year) of TÜİK (Turkish Statistical Institute) in force in the relevant calendar year $(PPI+TUFİE)/2$.

- a) *Special Allocated Lodgings:* The beneficiaries of these lodgings are exempt from the monthly rent, but pay the water, electricity, heating, and similar expenses used in the lodging.
- b) *Lodgings Allocated by Position:* The individuals benefiting from these lodgings are exempt from the monthly rent, but pay the water, electricity, heating, and similar expenses used in the lodging.
- c) *Lodgings Allocated by Service:* The individuals benefiting from these lodgings are exempt from rent and other expenses.
- d) *Lodgings Allocated in Sequential Order:* The individuals benefiting from these lodgings pay the rent determined in the relevant year and the expenses such as water, electricity, heating, and similar expenses used in the lodging.

The amounts determined above are deducted from the salary of the relevant person. The Support and Services Department notifies the Human Resources Department of the amount subject to deduction on the 24th of each month. The deduction process is accrued by the Human Resources Department.

Expenses to be Covered by the University:

Article 17- In cases not caused by the intentional behavior or negligence of the residents of the lodging houses, the necessary repair and maintenance expenses are covered by the university.

Evacuating the Lodging

Article 18-

- a) Those who reside in specially allocated lodgings, lodgings allocated by position or lodgings allocated by service are obliged to vacate the lodgings within two months from the date of termination of the duty based on the allocation. They shall hand over the lodging, fixtures, and outbuildings with a report as they received them. The cost of repairing any malfunction of the fixtures or outbuildings, and if the malfunction cannot be repaired, the cost of replacement shall be borne by the person using the lodging.

b) Those who reside in Lodgings Allocated in Sequential Order with a tenure of 5 (five) years or those who are reallocated within one month following the end of the allocation period; those who retire, resign, transfer to another place and those who are dismissed from the university on any reason shall evacuate the lodging within one month from the date of dismissal,

c) The families of those who die while living in lodgings shall evacuate the lodging within two months from the date of death,

d) After the allocation, those who are found to be not qualified to live in the lodging shall vacate the lodging within one month following the notice to vacate the lodging or those who are to occupy the lodging without being allocated to them shall immediately vacate the lodging. The Department of Support and Services shall file a criminal complaint to the Rector's Office against the occupants.

e) Families of those who are on long-term assignments in or out of the country or who are temporarily absent from their duties for medical treatment shall complete the normal residence period.

Article 19-

a) For those who leave the lodging house, a "Lodging Exit Report" is issued. The report is signed by the relevant personnel. If there is any loss and damage determined by the exit report, the amount is determined and deducted from the salary of the personnel.

b) Those who wish to leave the lodging house before the expiration of the term shall notify "Lodging House Allocation Commission" in writing at least one month before the date they wish to leave. Otherwise, they shall pay the rent and general expenses for one month after the departure date. However, these expenses are not charged for those who leave the university through termination of employment.

Exit from Lodging:

Article 20- In case the lodgings are not emptied by the end of the designated periods stated in Article 18, the allocation authority will proceed to notify the appropriate local authorities. Those who have made untrue statements during the allocation process shall be ordered to vacate the lodging and disciplinary proceedings shall be initiated.

Principles to be complied with by those residing in lodgings:

Article 21- Those who benefit from the lodging house must comply with the following principles during the period of use:

a) Necessary care is taken to ensure the good use, protection, and prevention of damages in the lodgings and the fixtures and outbuildings identified in the minutes.

b) The lodging house is used only as a dwelling, not for other purposes.

c) Without prejudice to Article 4-(a); the lodgings are allocated for full-time use. It cannot be kept empty, even partially.

d) The lodging is used by the person to whom it has been allocated to. It cannot be exchanged, rented out even partially, transferred or allocated to a third party.

e) Unless there is written permission from the authorized unit of the university, repair, modifications or changes in the lodging are not permitted.

f) No animals, even pets, may be kept in the lodging house.

g) The resident of the lodging house cannot engage in attitudes and behaviors that undermine morals and values, disturb the peace and tranquility of the residents of the neighborhood.

h) The residents of the lodging shall comply with all decisions taken and announced by the “Lodging Allocation Commission”.

Those who do not comply with the above-mentioned principles are warned. The personnel who insist on not changing their contrary attitude and behavior despite the warning shall be recorded, the lodging allocation decision shall be canceled, and the relevant personnel shall be removed from the lodging.

Provisional Article 1- With the entry into force of this Directive, those who have been allocated a lodging in sequential order shall evacuate the allocated lodging within one month in accordance with Article 18/b, subject to the condition that they have completed the 5 (five) year period.

Provisional Article 2- Article 18/b of the Directive enters into force on 01.07.2018.

Enforcement

Article 22- This Directive enters into force on the date of the approval of the FMV Işık University Senate, subject to the approval of the FMV Işık University Board of Trustees and without prejudice to the Provisional Article 2.

Execution

Article 23- This Directive is executed by the Rector of FMV Işık University.