

# FINAL INTERNATIONAL UNIVERSITY

## STUDENT DISCIPLINE REGULATION

(Regulations Under the Rules of Establishment and Operation of Final International University)

The Board of Trustees of Final International University makes the following regulation.

- Short Name**                      1. This regulation is named "**Final International University (FIU) Student Disciplinary Regulations**".
- Commentary**                      2. These phrases unless the context otherwise requires "Department, Head of Department, Dean, Institute, Faculty, Preparatory School, Director of Preparatory School, Rector, Rectorate, Senate, University, Board of Trustees, School, Director of School" and/or other related statements specified in this Regulation refer to the meanings stated in the statute. "Disciplinary Board" means the board elected by the FIU Senate and responsible for the student disciplinary affairs of the University, and "Student" refers to the person who is registered and studying at FIU.
- Purpose**                              3. This regulation UFU inside or outside law, statutes, regulations and other legislation and the decision-making task installed and/or practising to be done about the students that they have committed prohibited acts or disciplinary investigation, disciplinary action, and appeals against disciplinary action and penalties disciplinary penalties of the competent authorities is intended to determine the merits of the application.
- Scope**                              4. This regulation covers students studying at UFU.
- Definitions and Crimes of Disciplinary Penalties**                      5. Disciplinary penalties include:
- a) Warning:** it is the written warning of the student that his / her behaviour is incompatible with studentship and that he/she should avoid such behaviour. This article is put in the student's file. But it is not processed in any document that will be issued by the University. Actions and behaviours that require the punishment of excitation include:
- i.** Failure to enter courses or applications for a period of 7 (seven) days in accordance with the characteristics of the relevant training program without permission or without apology,
- ii.** Tear, defile, modify or, in any way disrupt written announcements or programs, etc. made by the university or with the permission of the University,
- iii.** Posting ads without permission anywhere on campus,
- iv.** Use and/or damage the University Information System contrary to the purpose of allocation
- v.** Concealing the incident from the authorities even though he witnessed any act or act requiring disciplinary action,
- vi.** Conduct an attitude and behaviour that is not appropriate for the occasion required by the student,

- vii. Engage in behaviours and actions that indirectly interfere with the activities of the University, freedom of teaching and learning,
- viii. In the University, writing on walls, doors, windows and fixtures, draw signs, paintings and similar shapes.

**b) Reprimand:** It is a written notification to the student that he or she has been condemned for misconduct incompatible with studenthood. The reprimand is recorded in the student's record, but it is not shown in the documents to be given by the university. Actions and behaviours that require a reprimand include:

- I. Continuing or repeating these behaviours despite being warned for not attending classes or practices without permission and excuse,
- ii. To report the information requested by the university authorities incompletely or incorrectly or not at all,
- iii. Disrupting the order of activities such as lectures, exams, seminars, applications, laboratories, studios, workshops and conferences,
- iv. Smoking in closed areas where smoking is prohibited,
- v. To rip, tear, smear or pollute the announcements, programs, and similar posts by the permission of the university authorities,
- vi. Using the name of the University without the written permission of the Rectorate, it will give the impression that it is made by the university in the public or the press, and any kind of meeting, conferences, performances, open sessions, etc. organizing or contributing to organizing events;
- vii. Participating in illegal activities organized by associations, unions, unions, organizations and/or persons on issues related to students inside or outside the university, encouraging other students to participate;
- viii. Attempting to cheat in exams;
- ix. Being in the casino and betting office (Bet office).
- x. Not obeying the warnings of traffic officers and traffic rules within the university.

**c) Suspension from the university for a short time:** It is the notification in writing that the student has been suspended from the university by denying them lectures, examinations, laboratories and workshops and library use within one day to 7 days. This penalty is recorded in the student's registry and shown in the documents to be given to the educational institutions. Students are prohibited from entering the university's buildings, extensions and facilities within the specified period, excluding the dormitories.

Actions and behaviours that require short-term suspension from the university include:

- I. Wandering around the university with alcohol and causing disturbance,
- ii. Not attending classes or practices from 15 (fifteen) days to 1 month without permission and excuse,
- iii. Not obeying the traffic rules, excessive speed and/or dangerous driving in the university, making it a habit,
- iv. Behaving in ceremonies or similar events that will disrupt order and violate the program,

v. To the Chairman and/or members of the Board of Trustees, any University official or staff or their relatives; behaving disrespectfully or insultingly or verbally or in writing, encouraging or participating in such behaviour, inside or outside the university, or deliberately attempting to damage their movable and immovable property,

vi. Preventing staff from performing their duties inside or outside the university,

vii. Attempting to batter students or university staff or any other person inside or outside the university,

viii. Deliberately damaging or attempting to damage a movable and/or an immovable property belonging to another student,

ix. Using the storage areas of the information system in a way that is not suitable for the educational purpose,

x. Conduct behaviour that will disrupt the conduct of the event at non-university events that it participates in representing the University,

xi. Attempting to damage all kinds of vehicles, equipment and similar movable property and materials belonging to the university or to the building, garden, annexe and facility,

xii. To annoy a person with verbal, written or social media insults, gossip about all kinds of issues, etc.

xiii. To annoy someone or a certain segment by using expressions that may cause anger and polarization among the masses based on language, religion, sect and race through verbal, written or social media,

xiv. Cheating(receiving or spreading) in an exam.

(Addendum; Senate No:ST-20-21/20, Date: 09/06/21)

**d) Medium-term suspension from the university:** It is the notification in writing that the student has been suspended from the university by deprivation of lessons, examinations, laboratories and workshops and library use within 8 to 30 days. This penalty is recorded in the student's registry and shown in the documents to be given by the university. The student is prohibited from entering the university buildings, extensions and facilities, except for the university dormitories, within the specified period.

Actions and behaviours that require a medium-term suspension from the university include:

**I.** Participating in events or kind of meetings that will give the impression that it is held by the university in public or in the media,

**ii.** Writing immoral texts, painting and pasting on university fixtures, doors, walls and similar places,

**iii.** To keep, duplicate, distribute all kinds of publications prohibited in accordance with the current legislation,

**iv.** Using, making use of and/or damaging all kinds of university buildings, tools and similar goods and materials contrary to the purpose of allocation,

**v.** Selling alcoholic beverages within the university,

**vi.** Although they are prohibited from entering university buildings, disobeying this decision or entering buildings that have been closed by the competent authorities, trying to prevent them from entering or attending classes in any way,

- vii.** Storing, sending and/or deliberately storing and/or storing materials that violate the personal rights of others and/or insult by using the university's computer and/or information network,
- viii.** Attempting to break or capture the password of the person, person or institution that owns the information and communication tool and/or tools (sniffer, keylogger, spyware, trojan and similar purposes),
- ix.** Carrying out activities to prevent the work of other users who have information and communication tools and/or tools;
- x.** Attempting to capture, monitor or change all packages related to the University on the internet network;
- xi.** Stealing or attempting to commit a disgraceful crime.
- xii.** Holding meetings in indoor and outdoor areas of the university without permission from the authorities, distributing leaflets within the university, hanging posters and banners,
- xiii.** To make declarations and to attend meetings and ceremonies by acting as a student representative to gain benefits even though they do not have the authority to represent students
- xiv.** In parallel with organizations and/or terrorist organizations, political movements and parties declared illegal in accordance with the legislation of the Republic of Northern Cyprus, alone or collectively within the university, to make propaganda or take actions that are out of the scientific debate.
- xv.** Damaging all kinds of buildings, gardens, extensions and facilities of the university with carelessness and imprudence;

**e) Suspension from the university for a long time:** It is the notification in writing that the student is suspended from the university by denying the lectures, exams, laboratory and workshop activities and the use of the library, not participating in collective cultural sports activities within a period of 31 days. This penalty is recorded in the student's registry and shown in the documents to be given by the university. The student is prohibited from entering the university buildings, extensions and facilities within the specified period, except for the university dormitories.

Actions and behaviours that require prolonged suspension from the university include:

- i.** Threatening, battering or attacking university officials, academic and administrative staff and other staff in writing or verbally or through social media,
- ii.** Threatening another student or students verbally or in writing or through social media,
- iii.** To gamble or to have tools and equipment used to gamble or play in or outside the university,
- iv.** Participating in lectures, seminars, conferences and practice activities held at the University by using and under the influence of alcohol or drugs and similar substances,
- v.** Trying to obtain or provide exam questions before the exam; For this purpose, gaining an unfair advantage for himself or someone else by entering the teaching staff room or the information technology network,
- vi.** To carry out activities that cause polarization in terms of language, religion, race and sect,
- vii.** In any way prevent students from entering or attending classes, force students to leave the course; engage in any encouragement and

- behaviour that leads to a boycott or occupation; interfere with any official meeting held within the University;
- viii.** Stealing or committing a disgraceful crime,
  - ix.** Using the informatics and communication tools of the university for commercial purposes, sales or advertising without the permission of the university,
  - x.** Battering or attacking students or anyone not affiliated with the university, inside or outside the university,
  - xi.** Chairman and/or members of the Board of Trustees, any University official or staff or their relatives; verbally or in writing threatening students inside or outside the university or deliberately damaging their movable or immovable property,
  - xii.** Possessing or attempting to use weapons or injurious devices inside or outside the university,
  - xiii.** Deliberately damaging all kinds of vehicles, equipment and similar movable property and materials belonging to the university,
  - xiv.** Having someone else do homework, thesis, project or do homework, thesis, or project for someone else,
  - xv.** Plagiarism in seminars, assignments, dissertations, projects, internship reports, publications and similar academic products by presenting the original ideas, methods, data or works of others as their own work in whole or in part without attribution in accordance with scientific rules,
- (Addendum; Senate No:ST-20-21/20, Date: 09/06/21)

**f) Permanent Suspension from the University:**

It is the penalty imposed for the expulsion of the student from the University by terminating all relations with the University. It is recorded in the student's registry and shown on the documents to be issued by the University. Students who are dismissed in this way are not re-admitted to the University under any circumstances. 20. regulation is reserved in terms of the rules of permanent suspension from the university. Actions and behaviours that require constant suspension from the university include:

- i.** Threatening cheating in exams, projects or other academic studies, preventing cheating students from being removed from the exam hall, having someone else take the exam for themselves or taking the exam on behalf of someone else,
- ii.** Not attending classes or practices for 2 (two) semesters without permission or excuse; However, if it is proven and/or documented that absenteeism is due to natural disasters, disasters, war and similar reasons, no penalty is imposed, the penalty may be revoked if the punishment was imposed by them before the said reasons came to the knowledge of the competent supervisor and/or disciplinary board,
- iii.** Changing all kinds of documents issued by the university or any official authority, using altered or forged documents,
- iv.** Threatening a person or a group, forcing them to organize or participate in a criminal act or to make false statements or to show false evidence or to commit the crime,
- v.** Preventing the procedures regarding the disciplinary investigation or the work of the disciplinary board by using force or threat,
- vi.** Attempting or forced sexual intercourse,

- vii.** A person or group for whatever reason is impaired or have lost the functions of their senses or organs, constant difficulty in speech, constant marks on the face or body, wounds that endanger their life, etc. suffering physical or spiritual torment and insisting that these acts be performed by others,
- viii.** Possession and use of drugs or similar substances inside or outside the University;
- ix.** Selling or promoting the use of drugs or similar substances inside or outside the University,
- x.** Use of information and communication tools in a way that constitutes a crime in accordance with the laws of the Republic of Northern Cyprus or international treaties to which the Republic of Northern Cyprus is a party or unilaterally accepts,
- xi.** Unauthorized examination, modification, damage and intentional spread of all types of viruses on the computers of units or persons connected to the University,
- xii.** Breaking or capturing the password of the person and/or any institution that owns the information and communication tool (s),
- xiii.** Using or changing information tools with someone else's username and password unauthorized and unauthorized,
- xiv.** Using the lecture notes of academic staff and other materials related to the course without permission for commercial gain,
- xv.** Making someone else use the document given to him by the University or any official authority or using the document given to someone else,
- xvi.** Sexually harassing anyone by threatening, blackmail or trying to control the behaviour of any person,
- xvii.** Violating a person's sexual immunity without his/her consent by hugging, handling and similar sexual behaviours,
- xviii.** Deliberately damaging all kinds of buildings, gardens, extensions and facilities of the university,
- xix.** To become a member of terrorist organizations, which are declared illegal organizations in accordance with the legislation of the Turkish Republic of Northern Cyprus without permission from the authorities in the closed and open areas of the university, to organize activities and/or to assist these organizations, and/or to organize meetings involving illegal activities, verbal and/or to make written ideological propaganda, to disturb the peace, tranquillity and working order and/or to participate in acts such as boycott, occupation, obstruction, slowing down the work of the personnel, and/or provoking actions for these purposes,
- xx.** The university buildings, fixtures and other objects, doors, walls and similar places include letters, pictures, emblems, clothing that include, symbolize, support, propagate, ideological and political purposes, the names of terrorist organizations declared illegal organizations within the borders of the Turkish Republic of Northern Cyprus. Preparing, keeping, reproducing, distributing, pasting, displaying papers, posters, banners, etc.,
- xxi.** Crimes against the State, extortion, bribery, theft, fraud, fraudulent bankruptcy, "Sexual Crimes" in the "Third Part" of the "Fourth Part" of the Penal Code, "Illegal Meeting" in the "Part 4" of the "Second Part" Being convicted of one or more of the "Crimes Against the Freedom of Person" in the "First Part" of the "Fifth Part", "Permanent Murderer and Murder" and "Crimes Against the Freedom of Person" in the Seventh Chapter, Riot and Other Crimes Against Public Order,
- xxii.** Having been convicted by the competent court in the Turkish Republic of Northern Cyprus and given a prison sentence of 30 (thirty) days or more,

**xxiii.** As contrary to the legislation in force in the Turkish Republic of Northern Cyprus, to carry and to take into the college, to attempt to use, or use, firearms and firearm bullets and knife, assault and other tools available made specifically for use in defence, and explosives,

**xxiv.** To establish open or secret societies, etc. without permission, in university buildings or additions,

**xxv.** To invite participants or speakers from outside the school to illegal activities carried out under the name of social activities.

- Authorized Investigation Officials**
- 6** (a) Officials authorized to start investigations are as follows:
- i.** In cases where the disciplinary offence has been committed by a Faculty student, the Dean of the relevant faculty,
  - ii.** In cases where the disciplinary offence has been committed by a postgraduate student, the Director of the Institute for Graduate Studies and Research,
  - iii.** In cases where the disciplinary offence has been committed by a student from one of the Schools, the Director of the relevant School,
  - iv.** In the cases where the disciplinary offence has been committed by a student from the conservatory students, the Director of the Conservatory School,
  - v.** In the cases where the disciplinary offence has been committed by multiple students mutually, the Rector is authorized to open an investigation.
- (b) Authorized officials conduct a disciplinary investigation by appointing an investigator or investigators.

- Investigation Period and Time Out**
- 7** (a) A disciplinary investigation has to be launched immediately after the offence has been reported. The investigation must be finalized within a maximum of 15 days from the official appointment of the investigator/s. If the investigation has not been concluded within the given time limit, the investigator may demand in writing an extension of an additional period of 15 days stating his/her reasons for it.
- (b) The authority to impose disciplinary punishment on students who have committed the acts that are considered as disciplinary offences listed in this regulation, from the date that these actions are learned by the superiors authorized to open an investigation, expire, as it follows;
- i)** Warning, reprimand, short-term suspension from the university, medium-term suspension from the university within one month,
  - ii)** In the case of long-term suspension from the university and permanent suspension from the university, the authority to impose disciplinary punishment expires within three months if a disciplinary investigation is not initiated.

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- iii) (C) The authority to impose disciplinary punishment is a statute of limitations if disciplinary action is not taken within two years at the latest from the date of committing disciplinary action. However, in cases where the disciplinary authority or committee needs a judicial judgment; The limitation period starts from the day the judicial judgment becomes final. The need mentioned is determined by the decision of the authorized disciplinary authority or board.

## **Conduct of the Investigation**

8. (a) Confidentiality of the investigation is essential.

(b) The investigator hears the witnesses, collects facts and consults experts; s/he is also entitled to do so by proxy, where necessary. A record of the proceedings must be kept at each stage, and it should include the following information: the time, place and nature of the investigation, the identity of those present, and the questions put and answers given if an affidavit has been made. The record is then signed by the investigator, the secretary and the party who made the affidavit or those that were present during the fact-finding process and those that provided certain documents. In the instructions for investigation by proxy, the witness' identity and address and other informative details are clearly stated. The witness is put under oath in the required manner.

(c) The personnel of FIU are obliged to promptly provide all the information, records, documents, and assistance that the investigator may require.

(d) The investigator conducts and completes the investigation, limited to the persons and acts investigated. The investigator, who determines that other disciplinary offences were committed other than the action investigated during the investigation or those other persons should be included in the investigation within the scope of the same crime, notifies the situation to the competent authority.

(e) In the event of students changing places within the higher education institution, changing the institution or leaving the higher education institution, regardless of the reason, the process of launching the investigation, its conduct and taking the necessary decisions is not impeded.



- Right of Defence**
9. (a) The student who is the subject of a disciplinary investigation is informed in writing of the offence imputed to him at least seven days before the date on which he is required to present his defence. In the letter sent to him/her, the student is instructed to appear to conduct his/her defence at the time, date and place specified.
- (b) If the person who comes to defend requests to present his/her defence in writing, he may be given a period of not less than three days. After the written defence has been presented, the investigator can direct additional questions to the student.
- (c) In the notification sent to the student, it is made clear that if s/he ignores the notification without a valid excuse or fails to inform the authorities of his/her excuse in time, s/he will lose the right to defend her/himself and a decision will be made about him/her based on other evidence.
- (d) If the student provides a valid excuse for his/her failure to appear or proves that s/he was prevented from appearing by conditions beyond his/her control, s/he is allowed a reasonable period in which s/he is required to send his/her defence in writing. Students who are under arrest are informed that they can send their defence in writing.
- (e) The conduct of the investigation should allow the student to use his/her right to defend fully.

- Investigation Report**
10. Upon completion of the investigation, the investigating officer prepares a report on the information, evidence and statements he has collected and transmits them to the disciplinary board. In the report, investigation confirmation, investigation commencement date, the identity of the investigated, criminal issues accused, stages of the investigation, evidence, and received defence have been summarized. Each accused crime item is analyzed separately; it is discussed whether the crime is fixed according to the evidence, and the disciplinary penalty to be applied is proposed. If available, the originals or copies of the documents are attached to a series of compasses and to the report. The investigation officer fulfils his duty with the principle of impartiality.

- Conducting criminal prosecution and disciplinary investigation at the same time**
11. The fact that a criminal prosecution has started against the student due to the same incident does not delay the disciplinary investigation. The fact that a criminal prosecution has been filed against the student, whether he/she is convicted or not according to the law, does not prevent disciplinary punishment.

- Possible Measures to Be Taken During Investigation**
12. During the investigation, upon the request of the investigating officer, the Rectorate may prohibit the accused student from entering the university buildings until the investigation is completed.

- Officials and Boards Authorized to Impose Disciplinary Penalties**
13. The relevant vice-rector, Dean of the faculty or the Director of an institute or school is authorized to issue a warning or a reprimand. Short, medium or long-term suspension or permanent suspension from the University penalties are imposed by the Disciplinary Committee.

**Formation  
of the  
Disciplinary  
Committee**

**14**

(a) FIU Disciplinary Committee consists of a member and a stand-by member from each Faculty, School and Institute, Foreign Languages and English Preparatory School as well as a student member and stand-by student member elected by the University Student Council.

(b) Institute Director, Faculty Deans and Directors of Schools and English Preparatory School propose in writing academic members (in Institute academic staff members teaching in postgraduate programs) from their unit to the Senate, and from the proposed names, the Senate elects the members of the Disciplinary Committee.

(c) Academic Staff members of the Disciplinary Committee are elected for a period of two years, and student members serve for a period of one year. Members whose period of service finishes may be re-elected.

(d) The proposed members must not have any disciplinary record in their files. If the member is found guilty of committing any disciplinary offences, has the case of going under the investigation of any disciplinary kind, s/he loses his/her membership. The replacement member is elected through the same method. If the member is a suspect or accused in any disciplinary investigation, s/he cannot attend the FIU Disciplinary Committee meetings. In such a case, the substitute member performs duty until a replacement is selected.

(e) The Disciplinary Board selects a president and a vice president among its members. The vice president acts at the meetings where the president cannot attend.

(f) If the Disciplinary Board deems it necessary, it may seek legal advice from any lawyer before making a decision.

**Duties of the  
Disciplinary  
Committee**

**15. Following are the duties of the FIU Disciplinary Committee**

(a) Acquitting the student or finding him/her guilty after getting the defence of the students and by checking the information, documents and statements which are prepared and provided by the Rectorate. If the complainant is a member of the Disciplinary Committee, such member will have no right to vote in the decision to be given; a substitute member acts instead.

(b) Informing the Rector's Office about the Committee's decisions in writing.

(c) Reconsidering previous Disciplinary Committee decisions that are forwarded by the Rector's office or the Senate. Reporting to the Rector's Office the Committee's reasons for changing or not changing any decisions.

(d) Producing proposals for the amendment of the Student Disciplinary Regulation with the consideration of difficulties experienced in application. If necessary, expressing opinions about student discipline in the University in general.

**Convening  
of the  
Disciplinary  
Committee**

**16. (a)** The Disciplinary Committee convenes upon the call of the Chairperson or Acting Chairperson by a simple majority. The Committee makes its decisions by the majority of the members present in the meeting. During voting, abstention is not allowed. In case of a tie, the vote of the Chairperson determines the decision (counts as two votes).

(b) Members are expected to regularly attend the meetings and inform their units accordingly. A member not attending a meeting due to a valid excuse ensures the attendance of the substitute member for his/her place.

**Decisions  
of the  
Disciplinary  
Committee**

17. (a) The Disciplinary Committee gives its decision on a case latest within 45 days of receiving the request. However, disciplinary files sent to the Disciplinary Committee within the last two weeks leading up to the last day of lectures, within the Final Examination period, or after this period may be postponed to the following semester upon the decision of the Disciplinary Committee. Decisions on postponed cases must be given within 45 days from the starting date of lectures of the following semester.
- (b) The Disciplinary Board may decide to postpone the disciplinary proceedings if a criminal investigation and/or a criminal case has been initiated against the student by the police and/or the Office of Attorney General due to the disciplinary action and/or acts. If a decision is made to postpone, the periods specified above are deemed to have been suspended.
- (c) The fact that the student is convicted or not by the court in the criminal case does not prevent disciplinary action and/or disciplinary punishment.
- (d) After the disciplinary committee completes the disciplinary procedure as stated above, it decides that the student is acquitted from or committed the disciplinary offence he has been charged with but does not take any disciplinary action. If the student is found guilty, the student is given the right to declare mitigating reasons in writing or by attending a new meeting to be determined by the disciplinary board. After receiving this declaration, the disciplinary committee gathers and determines the disciplinary punishment to be given to the student and notifies the student in writing or verbally by calling a new disciplinary committee meeting. The student is given a written decision of the disciplinary committee upon the application of this second state. In the decisions of the disciplinary board, the reasons for the disciplinary punishment of the student are stated together with the legal grounds.

**Recording the  
Decisions**

18. The decisions of the disciplinary board are written and signed by the members of the disciplinary committee who make the decision. The dissenting annotations of the members of the disciplinary board who gave against votes or did not agree with the majority decision are written in the decision of the disciplinary board with their justifications, and the members who put the dissenting annotation are also stated.

**Finalization of  
the Decisions**

19. Decisions of the Disciplinary Committee are finalized as follows:
- (a) All decisions except 'Dismissals' become final following their approval by the Rector's Office latest within ten days from the date of the Committee's decision
- (b) 'Dismissals' become final after they are approved by the Senate, following the approval of the Rector. The approval process is completed within 30 days from the date of the Committee's decision.
- (c) When the Rector or the Senate considers a decision and/or given a penalty by the Disciplinary Committee submitted for approval as not appropriate or

procedurally incorrect, they can state the reasons and ask the Disciplinary Committee to reconsider their decision during the first upcoming Disciplinary Committee meeting. Except in the case of 'Dismissals', if, upon reconsideration, the Disciplinary Committee decides not to change its previous decision, it becomes final. For the 'Dismissal' penalty, the for or against the decision of the Senate is final.

**Announcement of Disciplinary Matters** 20.

(a) Disciplinary matters are brought to the relevant student's information in accordance with the notification rules stipulated in this regulation, and the student cannot claim ignorance after the action is taken.

(b) The decision taken at the end of the disciplinary proceedings must be notified to the relevant person in writing and with justifications by the Disciplinary Board or the competent authority.

(c) The reason for the decision made as a result of the disciplinary proceedings should be clear, and the disciplinary committee who took the decision or the competent authority's evaluation of the subject and the information about the facts and facts should be seen in the decision in a way that facilitates judicial control.

(d) The announcement of the finalized penalties is delivered by the Rectorate. Penalties are submitted in writing to the relevant Dean's Office or the relevant Directorate and to the Registrar's Office to be put into the student's file within five working days following the submission of the Disciplinary Board Decision to the Rectorate.

(e) By the Registrar's Office;

(i) Any punishment is informed to the student, the mother or father of the student, in case of their absence to the closest family member shown by the student, the public or private institution or people that provide scholarships or loans to the student who has been punished.

(ii) YÖDAK (higher education planning, accreditation and coordination council) is informed about the students who are given short, medium and long term suspension and permanent suspension (expulsion) by the disciplinary board of the University.

(iii) Expulsion penalties are informed to all universities in the TRNC, the police authorities, the relevant military service branches if the student is male, if the student is a citizen of the Republic of Turkey, to the Turkish embassy, if the student is foreign, the relevant embassy is notified in writing.

(iv) If the act requiring disciplinary punishment is also against the applicable law and/or constitutes a crime, a complaint is made to the relevant authorities by the higher education institution and/or the student affairs Directorate. Disciplinary penalties; if necessary, they can also be notified via publication.

(v) If necessary, Disciplinary penalties can also be notified by the announcement.

**Enforcement of Disciplinary Penalties** 21.

Disciplinary penalties take effect from the date the student is notified. However, the Rectorate may decide to suspend decisions rather than the examination periods specified in the academic calendar. A calendar day is taken as a basis for the application of disciplinary penalties.

## Appeals

22. (a) No appeal can be filed against a 'Written Warning' or a Reprimand'. Appeals against all other penalties can be submitted in writing to the Rectors' office within five days following the announcement of the penalty. In that writing, the justifications for the appeal must be mentioned.

(Addendum; Senate No:ST-20-21/20, Date: 09/06/21)

(b) If deemed appropriate by the Rector, the imposition of 'short, medium or long term suspensions' from the University may be temporarily suspended upon the appeal of the concerned student. The case is sent back to the Disciplinary Committee. The Disciplinary Committee must give the final decision on the issue within ten working days. If the final decision is not changed, the implementation goes ahead as usual. If the Committee has decided to change its decision, the procedure continues as given in Article 15 of this By-law.

(Addendum; Senate No:ST-20-21/20, Date: 09/06/21)

(c) Appeals against 'Dismissal from the university' are sent to the Senate by the Rector. The Senate may decide temporarily to suspend the imposition of the penalty, examine the case and give the accused another chance to defend himself or herself. The Senate may ask for extra information in writing from the Disciplinary Committee and/or the accused. The Senate must give its decision within 15 working days of receiving the appeal. The decision of the Senate on the appeal is final.

## Giving a Higher Penalty

23. If the student against whom disciplinary action has been taken has a criminal record for the same action or actions (if the student has been punished for the same crime before), the Disciplinary Committee imposes a higher penalty on the student instead of the penalty stipulated in the relevant indictment. In case of recurrence of the disciplinary offense, the penalty of "permanent expulsion from the university" cannot be imposed.

(Addendum; Senate No:ST-20-21/20, Date: 09/06/21)

## Pardoning of Penalties

24. In the case of having served the disciplinary penalty for the year recorded in his/her student file, or there is less than a year left for his/her graduation, in addition, not having an additional disciplinary penalty during those time and if the student has undertaken duties in Community Involvement Projects on a voluntarily, upon the student's application for a pardon,

(a) Penalties of 'warning' and 'reprimand' may be pardoned by the issuing Rectorate,

(b) Penalties more severe than a Reprimand can be pardoned with the proposal of the relevant Dean or Director and the approval of the Senate.

The penalty is no longer noted on official documents issued. However, the loss suffered by the student as a result of the penalty is not compensated.

**Administrative Precaution** 25. (a) While forwarding the case of a student to the Disciplinary Committee and before the completion of the disciplinary proceedings, with the approval of the Rectors' office, the Rector may decide to impose a precautionary suspension on a student: suspending the student from the University or banning his/her entrance to lectures, laboratories, workshops and examinations.

(b) Students who have been issued 'short', 'medium' or 'long term' suspension are not banned from dormitories. However, in cases where there is a possibility that the student who received a penalty or is currently under disciplinary investigation may violate the security or peace of the dormitory, the Rectorate may ban the student from entering the dormitories.

**Announcement of Regulation** 26. This regulation is brought to the information of the students by the notification rules in this regulation and/or by the notification procedures and/or practices of the university and/or in a free manner. The allegation of being unaware of the regulation is not considered an excuse in terms of disciplinary proceedings.

**Filling The Gaps** 27. In case of any missing rules and/or gaps in this regulation in terms of disciplinary actions, the principles of administrative law regarding disciplinary proceedings are taken into account.

**Temporary Clause – COVID-19 Pandemic** 28. (a) Disciplinary investigations opened against those who are alleged to have committed a disciplinary offense in violation of the obligation to comply with the pandemic prevention rules (mask, hygiene, distance) in our university campuses and buses, the disciplinary penalties contained in this Regulation are applied in the form of warning, reprimand and 1 -day suspension, gradually increasing from the lightest to the heaviest, depending on the repetition of the act. In cases where disciplinary punishment in the form of reprimand or one-day suspension is imposed instead of warning due to the repetition of the act, the investigation file is subsequently completed in accordance with the provisions provided for in this Regulation in terms of procedure and basis.

(b) Those who are alleged to have committed the act that constitutes the subject of disciplinary offense in the investigations within this scope, the provisions included in the 9th article of the Regulation on granting a minimum defense period of seven days shall not be applied. The act that constitutes the subject of a disciplinary offense in the form of violating the obligation to comply with the pandemic prevention rules in investigations is determined by the minutes, and the disciplinary penalty that corresponds to the act is immediately notified to the person concerned.

(Addendum; Senate No:ST-20-21/14, Date: 31/03/21)

(c) For those who commit a disciplinary offense in the form of editing a PCR, antigen or vaccine certificate contrary to the truth or falsifying, deleting, scraping such documents and using falsified documents in this context, the "short-term suspension from the University" contained in this

Regulation shall be punished with a disciplinary penalty. The mentioned punishment is applied by depriving the student of lessons, exams, laboratory and workshop studies and library use from 1 day to 7 days, according to the repetition status of the act.

(Addendum; Senate No:ST-21-22/14, Date: 06/01/22)

**Executive  
Power**

- 29.** The Rectorate of Final International University has the ultimate responsibility for the execution of this Bylaw.

**Coming into  
Force**

- 30.** This Bylaw comes into force from the date it is approved by the Board of Trustees of Final International University.