



Decision No: 2020/01

Senate Decision Date: 09.01.2020

**CYPRUS AYDIN UNIVERSITY
STUDENT DISCIPLINE REGULATION**

PART ONE

**Purpose, Scope, Basis, and Definitions
Purpose and Scope**

ARTICLE 1 – (1) The purpose of this Regulation is to establish the procedures and principles regarding disciplinary penalties to be imposed on students of CYPRUS AYDIN UNIVERSITY and the conduct of related investigations. (2) This Regulation is referred to as the “CYPRUS AYDIN UNIVERSITY Student Discipline Regulation.”

Basis

ARTICLE 2 – (1) In preparing this Regulation, the “Discipline Statute for Higher Education Institutions” prepared by the Planning, Inspection, Accreditation, and Coordination Board, pursuant to the authority granted by Article 44 of the Higher Education Law No. 65/2005 of the Council of Ministers of the Turkish Republic of Northern Cyprus, has been taken as a basis. In addition, the CYPRUS AYDIN UNIVERSITY Rectorate has enacted this Regulation in accordance with Articles (9.1/vii), (15/xvi), (19/v), (49.3) and provisional Article (2) of the CYPRUS AYDIN UNIVERSITY Establishment and Operating Statute.

Definitions

ARTICLE 3 – (1) In this Regulation, the following terms are defined as:

- a) **Student:** Individuals enrolled in associate, undergraduate, graduate, doctoral, medical specialization, or proficiency in arts programs at Cyprus Aydın University.
- b) **Warning:** The written notice given to a student indicating that they need to be more careful in their conduct related to student responsibilities.
- c) **Reprimand:** The written notification to a student indicating that they are formally reprimanded for their misconduct related to student responsibilities.
- d) **Suspension from Cyprus Aydın University for One Week to One Month:** The written notification to a student informing them that they are suspended from Cyprus Aydın University for a period of one week to one month, during which they are not allowed to attend classes or exams.
- e) **Suspension from Cyprus Aydın University for One Semester:** The written notification to a student informing them that they are suspended from Cyprus Aydın University for one semester, during which they cannot exercise their student rights.
- f) **Suspension from Cyprus Aydın University for Two Semesters:** The written notification to a student informing them that they are suspended from Cyprus Aydın University for two semesters, during which they cannot exercise their student rights.



g) **Expulsion from Cyprus Aydın University:** The written notification to a student informing them that they are expelled from Cyprus Aydın University and will not be readmitted.

PART TWO

Disciplinary Penalties and Disciplinary Offenses Requiring Disciplinary Penalties

Disciplinary Offenses Requiring a Warning

ARTICLE 4 – (1) The actions that require a warning are as follows:

- a) Failing to respond in a timely manner to matters requested by university authorities without a justified reason,
- b) Posting notices in locations other than those designated by university authorities,
- c) Tearing, ripping, altering, defacing, or contaminating announcements, schedules, or similar materials posted with the permission of the university,
- d) Exhibiting behavior and attitudes that are unbecoming of the dignity expected from a student.

Disciplinary Offenses Requiring a Reprimand

ARTICLE 5 – (1) The actions that require a reprimand are as follows:

- a) Providing incomplete or incorrect information when requested by university authorities,
- b) Disrupting the order of classes, seminars, practical sessions, laboratories, workshops, scientific meetings, or conferences,
- c) Distributing leaflets or posting banners and posters within the university without authorization,
- d) Tearing, ripping, altering, defacing, or contaminating announcements, schedules, or similar materials posted by the university,
- e) Attempting to cheat during examinations.

Disciplinary Offenses Requiring Suspension from Cyprus Aydın University for One Week to One Month

ARTICLE 6 – (1) The actions that require suspension from the University for a period of one week to one month are as follows:

- a) Engaging in actions that obstruct the freedom of teaching and learning or disrupt the functioning and order of higher education institutions,
- b) Obstructing the proper conduct of disciplinary investigations,
- c) Providing to others a document obtained from the University that grants personal rights or using a document belonging to another person,
- d) Engaging in verbal or written actions that damage the honor and dignity of individuals within the University,
- e) Engaging in verbal or written actions that damage the honor and dignity of University personnel, either inside or outside the institution,
- f) Consuming alcoholic beverages on University premises,
- g) Organizing meetings in the University's indoor or outdoor areas without authorization from the relevant authorities.



Disciplinary Offenses Requiring Suspension from Cyprus Aydın University for One Semester

ARTICLE 7 – (1) The actions that require suspension from the University for one semester are as follows:

- a) Threatening University personnel or students,
- b) Obstructing University services through occupation or similar actions,
- c) Physically attacking University personnel or students,
- d) Committing theft within the University,
- e) Damaging University buildings, fixtures, or other materials, or causing harm to the information systems,
- f) Cheating or facilitating cheating during examinations,
- g) Plagiarizing in seminars, theses, or publications,
- h) Failing to comply with a previously imposed suspension penalty.

Disciplinary Offenses Requiring Suspension from Cyprus Aydın University for Two Semesters

ARTICLE 8 – (1) The actions that require suspension from the University for two semesters are as follows:

- a) Obstructing University officials from performing their duties through the use of force or violence,
- b) Preventing students from benefiting from higher education services through the use of force or violence,
- c) Committing criminal acts or forcing an individual or group, through coercion or threat, to commit or participate in a criminal act,
- d) Using, carrying, or possessing narcotics and stimulants within the University,
- e) Cheating in examinations through intimidation, obstructing the removal of students caught cheating from the exam hall, having someone else take an exam on one's behalf, or taking an exam on behalf of another,
- f) Engaging in sexual harassment within the University,
- g) Carrying or possessing firearms, knives, or other devices, or explosives specially manufactured for attack or defense, within the University, in violation of the laws of the Turkish Republic of Northern Cyprus,
- h) Gaining an unlawful advantage for oneself or others by accessing the University's information systems,
- i) Threatening personnel assigned to conduct investigations.

Disciplinary Offenses Requiring Expulsion from Cyprus Aydın University

ARTICLE 9 – (1) The actions that require expulsion from Cyprus Aydın University are as follows:

- a) Establishing, managing, or being a member of an organization with the intent to commit a crime, participating in activities on behalf of such an organization, or assisting it, provided



that a court decision has finalized the criminal liability,

- b) Selling, purchasing, distributing, or trading narcotics or stimulants within institutions of the Turkish Republic of Northern Cyprus,
- c) Using firearms, knives, or other devices, or explosives specially manufactured for attack or defense, within the University in violation of the laws of the Turkish Republic of Northern Cyprus regarding Firearms, Knives, and Other Devices,
- d) Violating the sexual integrity of individuals by engaging in sexual acts upon their bodies,
- e) (Addition: Senate Decision No. 11 dated 14.11.2024) Personally committing, or forcing an individual or group through coercion or threat to commit or participate in, acts classified as disgraceful offenses under criminal law that would prevent the offender from performing public duties.

Unspecified Disciplinary Offenses

ARTICLE 10 – (1) For actions not specified under disciplinary offenses warranting suspension or expulsion from Cyprus Aydın University, those who commit acts similar in nature and severity that would otherwise warrant a warning or reprimand shall receive the same type of disciplinary penalty.

Recurrence of Disciplinary Offenses

- ARTICLE 11 – (1)** In the event of a recurrence of an act that previously resulted in a disciplinary penalty, a penalty one level more severe shall be applied.
- (2) In cases of recurrence, expulsion from the University cannot be imposed.

PART THREE Disciplinary Investigation

Authorities Authorized to Initiate an Investigation

ARTICLE 12 – (1) The authorities authorized to initiate a disciplinary investigation are as follows:

- a) The Dean, in the case of disciplinary offenses committed by faculty students,
- b) The Director of the Institute, in the case of disciplinary offenses committed by graduate institute students,
- c) The Director of the School or Vocational School, in the case of disciplinary offenses committed by their students,
- d) The Director of the Conservatory, in the case of disciplinary offenses committed by conservatory students,
- e) The University Rector, in relation to collective student actions in common areas or spaces.

(2) The authorities authorized to initiate an investigation may conduct the investigation themselves or may assign one or more investigators to carry it out; if deemed necessary, they may also request the assignment of an investigator from another higher education institution or from the Higher Education Planning, Evaluation, Accreditation, and Coordination Council (YÖDAK).



Duration of the Investigation and Statute of Limitations

ARTICLE 13 – (1) A disciplinary investigation shall commence immediately upon becoming aware of the incident. The investigation shall be concluded within fifteen days from the date of approval. If the investigation cannot be completed within this period, the investigator shall submit a justified request for an extension. The disciplinary authority authorized to initiate the investigation may extend the investigation period if deemed appropriate.

(2) For students who commit acts classified as disciplinary offenses under this Regulation, if a disciplinary investigation is not initiated within the following periods from the date the authorized disciplinary authority becomes aware of the act:

- a) Within one month for penalties of warning, reprimand, or suspension from the higher education institution for one week to one month,
- b) Within three months for penalties of suspension from Cyprus Aydın University for one or two semesters, or expulsion from Cyprus Aydın University,

the authority to impose a disciplinary penalty shall lapse due to the statute of limitations.

(3) In any case, if a disciplinary penalty is not imposed within two years from the date the act requiring a disciplinary penalty was committed, the authority to impose such a penalty shall lapse due to the statute of limitations. However, if the disciplinary authority or committee requires a judicial decision, the statute of limitations shall commence from the date the judicial decision becomes final. This necessity shall be determined by a decision of the authorized disciplinary authority or committee.

Conduct of the Investigation

ARTICLE 14 – (1) Confidentiality shall be fundamental in the investigation.

(2) The investigator may hear witnesses, conduct inspections, and consult experts. Investigation procedures shall be recorded in a written report. The report shall specify where and when the procedure took place, the nature of the procedure, the participants, and, if statements are taken, the questions and answers. The report shall be signed by the investigator, the clerk, the person giving the statement, and, if applicable, those present during the inspection. Witnesses and experts, if appointed, shall be sworn in; identifying information such as the witness's identity and address shall be recorded.

(3) Personnel of Cyprus Aydın University shall provide any requested information, files, or other documents without delay and shall render any required assistance.

(4) The investigator shall conduct and conclude the investigation limited to the person under investigation and the alleged acts. If, during the investigation, the investigator determines that other disciplinary offenses have been committed or that other individuals should be included in the investigation under the same offense, the investigator shall notify the competent authority.



(5) A student's transfer within Cyprus Aydın University or departure from the University for any reason after committing a disciplinary offense shall not prevent the initiation, continuation, or necessary conclusions of the investigation.

(6) If deemed necessary, the investigators may request from the authority authorized to initiate the disciplinary investigation that the student under investigation be prohibited from entering Cyprus Aydın University buildings during the investigation period.

Right to Defense

ARTICLE 15 – (1) A student who is subject to a disciplinary investigation shall be notified in writing at least seven days prior to the date of their defense of the charges against them. This notice shall indicate the day, time, and place where the student is required to be present to present their defense.

(2) The student may present their defense orally or in writing. After a written defense is submitted, the investigator may pose additional questions to the student.

(3) The invitation to the student shall state that failure to attend without a valid excuse, or failure to notify the excuse in time, shall be considered a waiver of the defense, and a decision shall be made based on other available evidence.

(4) Students who provide a valid excuse or whose absence is due to a force majeure reason shall be granted an appropriate period to present their defense. Detained students shall be informed that they may submit their defense in writing.

(5) The investigation shall be conducted in a manner that allows the student to adequately defend themselves.

Investigation Report

ARTICLE 16 – (1) Upon conclusion of the investigation, a report shall be prepared. The report shall summarize the approval of the investigation, the date the investigation commenced, the identity of the person under investigation, the alleged offenses, the stages of the investigation, the evidence, and the defense submitted. It shall discuss whether the alleged offense is established and propose the appropriate disciplinary penalty. Original documents or copies related to the investigation shall be attached to the report in a numbered sequence. The investigation report shall be submitted to the authority that initiated the investigation along with the case file.

Concurrent Conduct of Criminal and Disciplinary Investigations

ARTICLE 17 – (1) The initiation of a criminal investigation against a student for the same incident shall not delay the disciplinary investigation. The fact that a criminal investigation has been initiated, or whether the student is convicted or not according to law, shall not prevent the imposition of a disciplinary penalty.



Conclusion of the Investigation

ARTICLE 18 – (1) Warnings and reprimands shall be imposed by the Dean of the relevant faculty, or the Director of the Institute, Conservatory, School, or Vocational School.

(2) Suspensions from one week to one month, as well as suspensions for one or two semesters, shall be imposed by the Faculty Disciplinary Board.

(3) In the case of disciplinary offenses committed in common areas, the authority to impose warnings, reprimands, and suspensions of up to one month rests with the University Disciplinary Board.

(4) Expulsions from the University shall be imposed by the University Disciplinary Board.

(5) For investigations conducted by faculties, institutes, conservatories, schools, and vocational schools, the disciplinary board shall be composed of the management boards of these units; for investigations conducted by the Rectorate, the disciplinary board shall consist of three members selected by the University Senate.

(6) The Rector, Dean, Director, or disciplinary board reviewing the investigation file may, if deemed necessary, request the completion of any specific investigation procedures considered incomplete from the same investigator or a member of the disciplinary board.

Formation of the University Disciplinary Board

ARTICLE 19 – (1) The University Disciplinary Board shall consist of five faculty members elected by the University Senate for a term of three years. In the event of a member's term expiration or resignation, a new member shall be elected in the same manner.

Working Procedure of the Disciplinary Board

ARTICLE 20 – (1) The Disciplinary Board shall convene at the time, date, and place determined upon the call of the chairperson.

(2) The preparation of the meeting agenda, notification to the relevant parties, and orderly conduct of the Board's activities shall be ensured by the chairperson.

(3) The quorum for the Disciplinary Board shall be the simple majority of the total number of Board members.

Reporting and Hearing Procedure

ARTICLE 21 – (1) The reporting function in the Disciplinary Boards shall be carried out by a member appointed by the chairperson. The reporting member shall complete the review of the assigned case file within three days and submit the prepared report to the chairperson.



(2) During the Board meeting, the statements of the reporting member shall be heard first. If deemed necessary, the Board may also hear the investigators. After the discussions, voting shall take place, and the decision shall be announced by the chairperson.

Voting and Decision

ARTICLE 22 – (1) The authority or Disciplinary Board authorized to impose disciplinary penalties is free to accept or reject the penalty recommended in the investigation report; they may impose a different disciplinary penalty provided that the justification is indicated.

(2) Decisions of the Disciplinary Boards shall be made by the simple majority of members present at the meeting. In the event of a tie, the vote of the chairperson shall be considered decisive.

(3) If an investigator is a member of the Disciplinary Board, they may not participate in the meetings of the file they investigated and may not vote.

Decision Period

ARTICLE 23 – (1) Authorities authorized to impose disciplinary penalties shall render decisions on warnings, reprimands, and suspensions from the University for one week to one month within fifteen days from the date the investigation is concluded.

(2) In cases requiring other disciplinary penalties, the file shall be immediately referred to the Disciplinary Board. The Disciplinary Board shall render a decision within fifteen days from the date it receives the file.

Considerations When Imposing a Disciplinary Penalty

ARTICLE 24 – (1) Authorities authorized to impose disciplinary penalties and Disciplinary Boards shall, when imposing a penalty, take into account the severity of the acts constituting the disciplinary offense, whether the student under investigation has previously received a disciplinary penalty, the student's behavior, attitude, and conduct, and whether the student expresses remorse for their actions.

PART FOUR Implementation and Appeal

Notification of Penalties

ARTICLE 25 – (1) The disciplinary penalty imposed at the conclusion of a disciplinary investigation shall be notified by the authority authorized to initiate the investigation to:

- a) The student who is subject to the disciplinary investigation,
- b) The organization providing the student with a scholarship or loan, YÖDAK, or YÖK,
- c) In the case of expulsion from the University, in addition to the above, to all higher



education institutions in the Turkish Republic of Northern Cyprus, YÖDAK, YÖK, ÖSYM, law enforcement authorities, relevant military offices, and other relevant authorities as determined by the Rectorate.

Implementation of Disciplinary Penalties

ARTICLE 26 – (1) If the decision of the authority or board authorized to impose disciplinary penalties does not specify the date from which the penalty shall be effective, the penalty shall take effect from the date it is issued.

Appeal Against Disciplinary Penalties

ARTICLE 27 – (1) Disciplinary penalties imposed by authorities or boards may be appealed to the University Executive Board within fifteen days.

(2) In the event of an appeal, the University Executive Board, as the appellate authority, shall make a final decision on the appeal within fifteen days. The Board shall review the decision and either uphold or reject the penalty. In the case of rejection, the disciplinary board or the authorized disciplinary authority shall reconsider the appeal taking the reasons for rejection into account and render a final decision.

(3) Pursuant to this Regulation, legal action may be pursued against penalties without first exercising the right of appeal.

PART FIVE Miscellaneous and Final Provisions

Notification and Address Declaration

ARTICLE 28 – (1) All notifications related to the disciplinary investigation shall be delivered in person against signature, sent in writing to the address provided by the student to the University, or, if an electronic address suitable for notification has been provided, delivered electronically to that address upon request. In cases where delivery through these methods is not possible, notification shall be deemed complete by posting a notice at the relevant University.

(2) Students who have changed their address after registration at Kıbrıs Aydın University but have not updated it with the relevant institutions, or who have provided incorrect or incomplete addresses, shall be deemed to have been notified if the notification is sent to the address on file at the University.

File Submission

ARTICLE 29 – Files related to the disciplinary investigation shall be submitted and received together with a numbered index. The signatures of the person submitting and the person receiving the file shall be recorded under the index.



Form of Correspondence

ARTICLE 30 – (1) In correspondence with individuals, the notification procedure specified in Article 28 shall be preserved, and in other matters, the Notification Law and Procedures of the Turkish Republic of Northern Cyprus shall apply.

(2) In cases of hand delivery, a signed document shall be kept in the investigation file.

Ongoing Disciplinary Investigations

PROVISIONAL ARTICLE 1 – For disciplinary investigations initiated but not completed prior to the entry into force of this Regulation, the provisions of this Regulation shall apply.

Entry into Force

ARTICLE 31 – This Regulation shall enter into force as of the date it is approved by the Kibris Aydın University Senate and ratified by the University Board of Trustees.

Execution

ARTICLE 32 – The provisions of this Regulation shall be executed by the Rectorate of KIBRIS AYDIN UNIVERSITY.