



**ALTINBAŞ CYPRUS UNIVERSITY  
(WORLD PEACE UNIVERSITY)**

**ACADEMIC AND ADMINISTRATIVE STAFF DISCIPLINARY  
REGULATION**

**(Name change: Senate No: 34, Date: 16 October 2025)**

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**CHAPTER ONE**

**General Provisions**

**Short Title**

**Article 1**

This regulation is referred to as the "Disciplinary Regulation" and is abbreviated as "Regulation" in the text.

**Purpose**

**Article 2**

This regulation aims to ensure that the academic and administrative staff employed at Altınbaş Cyprus University fulfil their duties and responsibilities as stipulated in the Higher Education Law No. 65/2005 of the Turkish Republic of Northern Cyprus (TRNC), the TRNC Labour Law No. 22/1992, and other relevant regulations and directives of Altınbaş Cyprus University, and engage in prohibited work, actions, behaviours, and attitudes, or behave in a manner incompatible with professional honour and dignity, the principles governing disciplinary proceedings and penalties to be applied are regulated.

**Scope**

**Article 3**

This regulation covers all academic and administrative staff working at Altınbaş Cyprus University, regardless of whether they are full-time or part-time employees.

## **Basic Principles**

### **Article 4**

- a) Academic and administrative staff are obliged to be familiar with all legal provisions required for the performance of their duties, as well as all guidelines, procedures, and policies implemented at the University in this regard, and to act in full compliance with them.
- b) In particular, when carrying out data processing activities, staff must act in accordance with all legislation relating to data security, confidentiality and the protection of personal data, and all policies, rules and instructions concerning the protection of personal data and the provision of information security.
- c) Without prejudice to acts constituting a crime, disciplinary offence or administrative violation under the legislation to which staff are subject, and defined as disciplinary violations under this guideline, intentional and negligent behaviour contrary to the principle set out in Article 4.a of this guideline also constitutes a disciplinary violation and requires the disciplinary process to be implemented in accordance with the subsequent articles of this guideline.

## **Definitions and Abbreviations**

### **Article 5**

<b>Board of Trustees</b>	: The Board of Trustees of Altınbaş Cyprus University
<b>University</b>	: Altınbaş Cyprus University
<b>Rector</b>	: The Rector of Altınbaş Cyprus University
<b>Acting Rector</b>	: Altınbaş Cyprus University Acting Rector
<b>Vice-Rector</b>	: The Vice Rector of Altınbaş Cyprus University
<b>Senate</b>	: Altınbaş Cyprus University Senate
<b>Board of Directors</b>	: Altınbaş Cyprus University Board of Directors
<b>Dean</b>	: Faculty Dean
<b>Director</b>	: Director of the Vocational School, College, Institute and Research Centre

- Department Head** : The head of the academic departments within the Faculty, Institute, Vocational School, and College
- Appointing Authority** : The Rector, Dean, College Director, and Institute Director
- Academic Administrator** : Rector, Dean, Institute Director, College Director, and Department, Division, and Department Chair
- Administrative Manager** : The director, person in charge, secretary general, and assistant secretary general of administrative units responsible for duties outside of educational and teaching activities
- Disciplinary Officer** : Rector, Dean, Institute Director, College Director, Vocational College Director, and Secretary General
- Higher Disciplinary Board** : The Disciplinary Board chaired by the Rector and composed of Deans, Institute Directors, and College Directors,
- Disciplinary Committees** : The management boards of these units, chaired by the heads of faculties, institutes, and colleges.
- Academic Staff** : Full-time or part-time faculty members, lecturers and assistant teaching staff at Altınbaş Cyprus University.
- Administrative Staff** : Refers to personnel at Altınbaş Cyprus University who are not academic staff and who perform services other than teaching and education.

## **Areas of Responsibility of Disciplinary Officers**

### **Article 6**

- The Rector** : All academic and administrative staff working at the university
- Acting-Rector** : All academic and administrative staff working at the university

<b>Vice-Rector</b>	: All staff in academic and administrative units within the scope of their responsibilities
<b>Dean</b>	: All academic and administrative staff in the faculty for which he/she is responsible
<b>Director of the Institute</b>	: All academic and administrative staff at the institute for which he/she is responsible
<b>College Director</b>	: All academic and administrative staff at the college for which he/she is responsible
<b>Vocational College Director</b>	: All academic and administrative staff at the college for which he/she is responsible
<b>Secretary General</b>	: The disciplinary authority for all administrative staff working within their area of responsibility.

## **SECTION TWO**

### **Disciplinary Offences and Penalties**

#### **Warning Penalty**

##### **Article 7**

It is the written notification to academic and administrative staff that they must be more careful in their duties and behaviour, depending on the severity of the offence warranting punishment.

#### **Acts Warranting a Warning Penalty**

##### **Article 7.1**

- 7.1.1.** Failure to perform duties on time and in full as instructed by superiors, failure to act in accordance with the procedures and principles determined by the University administration in the area of responsibility, failure to take care of and neglecting the use, protection and maintenance of University documents, fixtures, equipment and other materials related to the job
- 7.1.2.** Making a habit of arriving late for duty without permission and/or excuse, leaving early, or frequently leaving the workplace
- 7.1.3.** Engaging in activities unrelated to one's duties during working hours
- 7.1.4.** Engaging in attitudes and behaviours incompatible with one's duties and title
- 7.1.5.** Engaging in actions that damage the university's institutional identity

- 7.1.6. Being careless or indifferent in complying with the procedures and principles established by the institutions at the workplace during the complete and timely performance of duties
- 7.1.7. Failing to comply with the specified dress code regulations
- 7.1.8. Acting contrary to the principle of performing duties in a spirit of cooperation
- 7.1.9. Engaging in behaviour that is inconsistent with the dignity required by one's position in relations with students and other academic or administrative staff working at the University
- 7.1.10. Sharing, disseminating, or distributing the contents of meetings, decisions, correspondence, and discussions organised within the University's administrative structure with third parties without authorisation, except for applications to official authorities for legal reasons
- 7.1.11. Failing to respond in a timely manner to questions posed by authorised units in accordance with laws, statutes, regulations and directives, without a valid and legitimate reason, and failing to inform superiors of the situation in a timely manner
- 7.1.12. Failing to show due diligence in the training of subordinate personnel.
- 7.1.13. Failure to acknowledge the individuals, institutions or organisations that provided support, and their contributions, in publications resulting from research conducted with such support
- 7.1.14. Making irregular applications or complaints
- 7.1.15. Incorrectly reporting, incompletely reporting, or failing to report circumstances or situations that should be reported to the university or its affiliated units
- 7.1.16. Failure to prepare the necessary information and documents in a timely manner for the university's public authorities, internal and external audit and control processes, or providing incomplete or incorrect information
- 7.1.17. Failing to take the necessary measures to ensure efficient or peaceful work in the place under one's management or turning a blind eye to actions that disrupt peace
- 7.1.18. Posting on social media and other public channels that disparage or denigrate the institution in a manner that is untrue to the extent that it would not justify termination of the employment contract by the employer for just cause as listed in the Labour Law
- 7.1.19. Failing to complete training required by law or by the University, and failing to complete mandatory training despite reminders

### **Reprimand Penalty**

## **Article 8**

Academic and administrative staff shall be notified in writing of any shortcomings in their duties and conduct, according to the severity of the offence warranting the penalty.

### **Acts Warranting a Reprimand**

#### **Article 8.1**

- 8.1.1.** Failing to fully and timely perform duties as instructed, failing to comply with the procedures and principles determined by the University administration in the workplace, and failing to properly protect, use, and maintain official documents, tools, and equipment related to the job.
- 8.1.2.** Behaving disrespectfully towards superiors during work with words, actions, or conduct that undermines the superior's position
- 8.1.3.** Engaging in behaviour or making statements outside of work that undermine the University's corporate identity and the reputation and trust required by the status of being a University employee, even if not related to the service
- 8.1.4.** Using any University-owned tools, equipment, materials, or similar items for personal purposes
- 8.1.5.** Losing or damaging University documents, tools, equipment, materials and similar items, or scientific documents or books, etc. that cannot be replaced
- 8.1.6.** To mistreat colleagues, subordinate staff or students, to use abusive language, to use slang or to insult them
- 8.1.7.** Engaging in behaviour contrary to general morality and decency in the workplace and writing such texts, drawing or making signs, pictures and similar forms
- 8.1.8.** Disturbing the peace, tranquillity or working order of the university
- 8.1.9.** Incorrectly reporting, incompletely reporting, or failing to report situations or circumstances that should be reported to the university or its affiliated units
- 8.1.10.** Providing private lessons for a fee to students of the faculty, institute or college to which one is affiliated or assigned
- 8.1.11.** Except for applications to official authorities for legal reasons, disseminating or leaking discussions held in university bodies or decisions taken therein outside the university, thereby causing behaviour in favour of or against the body or its members, without having the authority to do so

- 8.1.12.** Using or allowing the use of any place within the boundaries of the university or its affiliated units for purposes other than service without the written permission of the university administration
- 8.1.13.** Failing to respect patient rights in publications
- 8.1.14.** Acting contrary to the provisions of relevant legislation in biomedical or other clinical research involving human subjects
- 8.1.15.** Sharing information contained in a work assigned for review with others prior to publication without the express permission of the author
- 8.1.16.** Publishing data obtained in surveys and attitude studies conducted as part of scientific work without the explicit consent of the participants or, if the research is to be conducted at an institution, without the additional permission of the institution
- 8.1.17.** Failing to obtain the necessary written permissions from the competent authorities before commencing research and experiments
- 8.1.18.** In research and experiments, conducting work that violates the provisions of legislation or international agreements to which the TRNC and/or Turkey are parties regarding the relevant research and experiments
- 8.1.19.** Failure by researchers or officials to comply with the obligation to inform and warn interested parties about possible harmful practices related to scientific research
- 8.1.20.** Printing, reproducing, distributing or displaying statements, posters, banners, ribbons and similar items containing content intended to incite violence or hatred, or displaying them or hanging them anywhere on the premises of the institution
- 8.1.21.** Engaging in activities for or against any political party within higher education institutions or engaging in political party propaganda
- 8.1.22.** Failing to prepare the necessary information and documents in a timely manner for the university's public authorities, internal and external audit and control processes, or providing incomplete or incorrect information
- 8.1.23.** Failing to take the necessary measures to ensure efficient or peaceful work in the area under one's management or turning a blind eye to actions that disrupt peace
- 8.1.24.** Posting false information on social media and other public channels that disparages or demeans the institution to an extent that would not justify termination of the employment contract by the employer for just cause as defined in the Labour Law
- 8.1.25.** Failing to complete training required by law or by the institution, and failing to complete mandatory training despite reminders

## **Penalty of Deduction from Wages/Salary**

### **Article 9**

A deduction of between 1/30 and 1/8 of the monthly salary or wage of academic and administrative staff, depending on the severity of the offence.

## **Acts Warranting a Deduction from Salary/Wage Penalty**

### **Article 9.1**

- 9.1.1.** Failure to fully and timely carry out orders and duties given intentionally, failure to comply with the procedures and principles determined by the University administration at the place of work, failure to protect, maintain or misuse official documents, tools and equipment related to the job
- 9.1.2.** For full-time academic and administrative staff, failing to attend work for one or at most two days without justification; for part-time academic and administrative staff, being absent for up to 12 hours
- 9.1.3.** Using official documents, tools, equipment, and similar items belonging to the University for personal gain
- 9.1.4.** Making false or misleading statements to persons responsible for matters related to the job
- 9.1.5.** Verbal disrespect towards one's superior during work hours
- 9.1.6.** Assisting in the unauthorised use of any place within the boundaries of the workplace for meetings, ceremonies, or similar purposes
- 9.1.7.** Engaging in behaviour that undermines the reputation and trust required by the title held and the duties performed
- 9.1.8.** Making collective applications and complaints
- 9.1.9.** Leaking or disseminating outside the institution, with the exception of applications to official authorities for legal reasons, speeches made in University bodies, decisions taken, or behaviour in favour of or against the body or its members, without having the authority to do so
- 9.1.10.** Directly or indirectly obtaining or attempting to obtain any benefit outside the scope of the law from a unit to which one is affiliated or under one's supervision due to one's position
- 9.1.11.** Tearing down, ripping, altering, defacing or soiling notices, programmes and similar items posted with the order or permission of the University administration



- 9.1.12. Altering documents provided in the course of one's duties, using altered documents, or allowing others to use them
- 9.1.13. Using any place within the boundaries of the university and its affiliated units for purposes other than those intended by the service without the permission of the competent authority, or assisting in such use
- 9.1.14. Using motor vehicles belonging to the university for private purposes
- 9.1.15. Failing to attend meetings to which one has been summoned or assigned without a valid excuse
- 9.1.16. Including persons who have not made an active contribution among the authors or excluding persons who have made an active contribution, changing the order of authors without justification and in an inappropriate manner, removing the names of those who have made an active contribution from subsequent editions, or including one's name among the authors by using one's influence despite not having made an active contribution
- 9.1.17. Intentionally accessing or remaining in the entirety or a part of the institution's information system in violation of the law
- 9.1.18. Making false or misleading statements regarding scientific research and publications in applications for academic appointments and promotions
- 9.1.19. Causing harm to animals and ecological balance in research and experiments
- 9.1.20. In scientific studies, failing to use data and information obtained from other persons and institutions to the extent and in the manner permitted, failing to respect the confidentiality of this information and failing to ensure its protection
- 9.1.21. Using resources, premises, facilities and equipment provided or allocated for scientific research for purposes other than those intended
- 9.1.22. Dividing the results of a research study into parts in an inappropriate manner that compromises the integrity of the research and publishing them in multiple publications, presenting these publications as separate publications for academic appointments and promotions

### **Multiple Deduction Penalty**

#### **Article 10**

A deduction of between 1/30 and 1/8 of the monthly salary or remuneration of academic and administrative staff for a period of three to six months, depending on the severity of the offence.

## **Acts Warranting Multiple Pay Deduction Penalties**

### **Article 10.1**

- 10.1.1.** Reporting for duty under the influence of intoxicating substances or alcohol, or consuming alcoholic beverages in University buildings and facilities
- 10.1.2.** Seeking personal gain in any way related to one's duties
- 10.1.3.** Engaging in acts or behaviour that are humiliating, degrading, or incompatible with human dignity towards superiors or subordinates
- 10.1.4.** Using or allowing the unauthorised use of any premises belonging to the University for meetings, ceremonies, or similar purposes
- 10.1.5.** Preparing reports or documents that are contrary to the truth
- 10.1.6.** Providing information or statements to the press, news agencies, or radio and television stations regarding university matters without authorisation, except for scientific discussions and explanations
- 10.1.7.** Engaging in trade or working in any place, whether paid or unpaid, during or outside working hours
- 10.1.8.** To discriminate on the basis of language, race, gender, political opinion, philosophical belief, religion or sect in the performance of duties, or to engage in behaviour that targets the benefit or detriment of individuals
- 10.1.9.** Disclosing information that is prohibited from being disclosed
- 10.1.10.** Insulting or threatening superiors, subordinates, colleagues or employers
- 10.1.11.** Deliberately failing to carry out assigned tasks and orders
- 10.1.12.** Failure to return official documents, tools, equipment, or laboratory materials related to the job after the job has ended and despite a written request from the University administration, or failure to complete the handover process on time
- 10.1.13.** Directly or indirectly soliciting gifts and accepting gifts for personal gain, even if not during working hours, or borrowing or accepting money from employers or students
- 10.1.14.** Engaging in conduct that disrupts the programmes of University ceremonies or encouraging or inciting others to engage in such conduct
- 10.1.15.** Posting notices, writing articles, or distributing leaflets unrelated to one's duties within the University without permission from the authorities, or having them done, or inciting and encouraging others to do so

- 10.1.16.** Holding meetings, giving speeches, or organising conferences, concerts, performances, ceremonies, open sessions, and similar activities at the workplace without permission from university administrators
- 10.1.17.** Using force or violence in any way to remove officials or students from the workplace, to prevent work from being carried out, or to encourage or coerce students into such behaviour
- 10.1.18.** Preventing teaching activities such as lectures, seminars, conferences, laboratories, graphic work and examinations from taking place, removing officials or students from the teaching and learning area, preventing duties from being performed, encouraging or forcing students to engage in such behaviour, or participating in actions taken for this purpose
- 10.1.19.** Submitting duplicate publications as separate publications for academic appointments and promotions

## **Termination of the Employment Contract or Being Deemed to Have Resigned**

### **Article 11**

The removal from duty or termination of the employment contract of academic and administrative staff, depending on the severity of the offence committed.

## **Acts Requiring Termination of Employment Contract or Removal from Office**

### **Article 11.1.**

- 11.1.1.** Failing to attend work or continue working for three consecutive working days without permission or without a valid reason accepted by the University administration, or for five working days within one year, or on the working day following any holiday on three occasions within one year
- 11.1.2.** Failing to attend meetings of the committee of which they are a member without permission, without excuse, and despite at least two written warnings, on two consecutive occasions or a total of three times within one semester
- 11.1.3.** Falsifying, removing, concealing, forging, knowingly using a forged document, or knowingly allowing a forged document to be used

- 11.1.4.** Obtaining benefits directly or indirectly in connection with or during the performance of duties, regardless of whether they are named, asking for or accepting loans from employers or students
- 11.1.5.** Obstructing the provision of services, organising a boycott or engaging in occupation actions, either alone or with third parties
- 11.1.6.** Preventing teaching activities such as lectures, seminars, conferences, laboratories, graphic work exams, or participating in any way in actions intended for this purpose
- 11.1.7.** Failing to attend four consecutive courses in each academic semester without a reason or excuse accepted by the University and without informing the Rector's Office, or failing to take mid-term or final exams on the specified dates without excuse and without prior written notification to the Rector's Office
- 11.1.8.** Engaging in actions for ideological, political, destructive or divisive purposes, or disrupting the peace and working order of the University or its affiliated units by supporting such actions; participating in actions such as boycotts, occupations, obstruction of work or work slowdowns; inciting or encouraging others to participate in such actions; or collectively failing to attend work for this purpose
- 11.1.9.** Printing, reproducing, distributing, or writing, drawing, hanging, displaying, or verbally propagating political statements, posters, banners, ribbons, and similar items at the workplace or on workplace property
- 11.1.10.** Making false statements or unjust accusations about the University, University management, superiors, University employees or students using the press, social media or information systems, or making statements about their private or professional lives without their consent
- 11.1.11.** Engaging in attitudes and behaviours that would damage the reputation of the TRNC or Turkey or the University, either abroad or within the country, or undermine the dignity of the position
- 11.1.12.** Preventing University staff or students from benefiting from services
- 11.1.13.** Physically assaulting one's superior, subordinates, colleagues or students
- 11.1.14.** Acting contrary to the provisions of relevant legislation in scientific studies involving human subjects, particularly medical, biomedical and other clinical research, or causing harm to individuals by acting contrary to such provisions
- 11.1.15.** Using false, non-existent or falsified data during scientific research, falsifying research records or data obtained, presenting devices or materials not used in the

research as if they had been used, shaping or falsifying research results in line with the interests of the persons or organisations providing support

- 11.1.16.** Discriminating on the basis of race, language, colour, gender, political opinion, philosophical belief, religion, or sect in the performance of duties, or engaging in behaviour or actions that aim to benefit or harm individuals by acting contrary to the requirements of the duty
- 11.1.17.** Presenting duplicate publications as separate publications for academic appointments and promotions
- 11.1.18.** Engaging in disgraceful and shameful acts of a nature and degree incompatible with the nature of the service or the status of university staff
- 11.1.19.** Entering the university or its affiliated units without permission, allowing third parties other than university academic or administrative staff to enter without permission, or allowing them to use university premises or any equipment or materials Sharing university passwords, committing theft, knowingly and without permission opening mail belonging to others and organising similar actions, inciting others to do so or participating in such actions
- 11.1.20.** Coercing, threatening, inciting or encouraging a person or group to organise or participate in an action that constitutes a crime
- 11.1.21.** Convincing, coercing or inciting a person or group to make a false statement, present false evidence or take the blame for a crime
- 11.1.22.** Being drunk or under the influence of intoxicating substances in a manner that affects one's work, drinking alcoholic beverages or using intoxicating substances at the workplace
- 11.1.23.** Using narcotic substances while on duty or off duty
- 11.1.24.** Preparing reports and documents that are contrary to the truth
- 11.1.25.** Disclosing confidential information about the University, employers, University employees or the University without authorisation, except for applications to official authorities for legal reasons
- 11.1.26.** Engaging in trade or other prohibited profit-making activities, except where permitted by relevant laws
- 11.1.27.** Using publications and works produced by others, either for remuneration or free of charge, which are not based on personal effort and knowledge, except for contributions that do not involve academic evaluation, such as surveys and data collection, in appointments and promotions, or in obtaining titles or degrees

- 11.1.28.** Presenting the original ideas, methods, data or works of others as one's own, in whole or in part, without proper scientific citation
- 11.1.29.** Misleading University authorities with false information, documents or statements regarding the fulfilment of necessary qualifications and conditions during the employment contract process for academic and administrative staff
- 11.1.30.** Being a member of illegal organisations, engaging in activities within these organisations, or providing assistance to them
- 11.1.31.** The occurrence of any of the situations listed in Article 15 of the TRNC Labour Law No. 22/1992

## **Unforeseen Disciplinary Offences**

### **Article 12**

Those who commit acts similar in nature and severity to the acts listed in the relevant articles and which warrant disciplinary punishment shall also be subject to the same type of disciplinary punishment.

## **Repetition of Disciplinary Offences or Consecutive Commission of Disciplinary Offences Requiring Different Penalties**

### **Article 13**

If an act or circumstance that has resulted in disciplinary punishment is repeated within the period during which the punishment is expunged from the record, a more severe punishment shall be imposed. If disciplinary punishments of the same degree are imposed for separate acts or circumstances, a more severe punishment shall be imposed upon the third occurrence.

If acts requiring different disciplinary penalties are committed within the same academic term or consecutively, the penalty requiring the most severe sanction shall be imposed. Furthermore, in such cases, the University administration or members of the Disciplinary Committee may not recommend the assessment of good conduct as stipulated in Article 14.

## **Assessment of Good Conduct**

### **Article 14**

For academic and administrative staff whose past performance has been positive and who have received awards or certificates of achievement, a penalty one degree lighter may be applied.

## **THIRD PART**

### **Disciplinary Investigation**

#### **Authorised Investigating Officer**

##### **Article 15**

The authorised officer for investigating disciplinary offences is the hierarchical disciplinary officer. The Rector is the disciplinary officer for the entire university; the Dean is the disciplinary officer for the entire faculty; the Director of the Institute and College is the disciplinary officer for the entire institute and college and may initiate or order a disciplinary investigation ex officio for any employee at any level. When the Disciplinary Officer becomes aware of a disciplinary offence either directly or indirectly, they may conduct the investigation themselves or appoint an investigator.

The Head of Department, the heads of the main science/art departments, and the heads of the science/art departments submit requests for disciplinary investigations related to their areas of responsibility to the nearest disciplinary authority. This request is implemented without delay.

If the investigators are faculty members, they must hold at least the same academic title as the accused or a higher academic title.

Title equality or superiority is also required in investigations concerning administrators.

In a disciplinary case where the superior disciplinary authority has initiated or ordered an investigation, the subordinate disciplinary authority may not conduct or order an investigation. If an investigation has already been initiated, it shall be combined with the investigation file opened or ordered by the superior authority.

#### **Investigation Concerning the Rector**

##### **Article 16**

An investigation into the Rector shall be initiated by decision of the Chairman of the Board of Trustees. This investigation shall be conducted by the members of the Board of Trustees. Disciplinary sanctions against the Rector shall be imposed by the Board of Trustees.

## **Statute of Limitations**

### **Article 17**

For those who commit acts and circumstances constituting disciplinary offences listed in this Regulation, disciplinary proceedings shall commence within one month from the date on which the competent authorities become aware of such acts and circumstances;

- a) In the case of warnings, reprimands, deductions from salary/wages, or multiple deductions from salary/wages, if disciplinary proceedings are not initiated within one month,
- b) In the case of expulsion from the university, if disciplinary proceedings are not initiated within six months,  
the authority to impose disciplinary penalties shall lapse.
- c) If a disciplinary penalty is not imposed within two years from the date on which the act or circumstances warranting disciplinary action were learned, the authority to impose the penalty shall lapse.
- d) If the disciplinary penalty is cancelled by a court decision, and if the remaining disciplinary penalty limitation period has not expired or if less than three months remain from the date the decision reaches the administration, a new disciplinary penalty may be imposed within three months at the latest, taking into account the grounds for the decision.

## **Concurrent Conduct of Criminal and Disciplinary Proceedings**

### **Article 18**

The initiation of criminal proceedings against a manager, teaching staff member, administrative staff member, or other official in relation to the same incident shall not delay disciplinary proceedings.

Whether or not the defendant is convicted under the Criminal Code does not prevent the imposition of disciplinary sanctions. Disciplinary investigations or their outcomes do not affect criminal investigations. If a disciplinary penalty is revoked by a court decision, and if the remaining disciplinary penalty period has expired or less than three months remain from the date the decision reaches the administration, a new disciplinary penalty may be imposed within three months at the latest, taking into account the grounds for the decision.



## **Investigation Period**

### **Article 19**

If the investigation is to be conducted by appointing an investigator, the investigation decision shall be notified to the investigator without delay. The investigator shall complete the investigation within two months of the decision being notified to them. If the investigation cannot be completed within this period, the investigator shall request an extension with justification. If the disciplinary authority grants an extension, they shall submit the situation in writing to the next higher disciplinary authority.

## **Form of Investigation**

### **Article 20**

- a)** The investigator may hear witnesses, conduct inspections, and consult experts, and may also have these actions carried out by a representative when necessary. Each investigation procedure is recorded in a report. The report is prepared in such a way as to indicate where and when the procedure was carried out, the nature of the procedure, who participated, and, if statements were taken, the questions and answers. It is signed by the investigator, the clerk, and the person making the statement or those present during the inspection or the persons responsible for the documents. The subpoena shall clearly state the identity, address and other relevant details of the witness. The questions to be asked shall be carefully determined. The requirement for the witness to take an oath shall be specified, and the form of the oath to be administered shall also be written.
- b)** All managers and academic and administrative staff of the university are obliged to provide any information, files, and other documents requested by the disciplinary investigators without delay and to provide any assistance requested.
- c)** With regard to acts warranting disciplinary sanctions related to scientific research and publication ethics, an investigation must be conducted by the scientific research and publication ethics committees before initiating an investigation.
- d)** A disciplinary investigation shall be initiated against those who act contrary to the provisions of paragraph (b) of this article or who delay the disciplinary investigation or cause such delay.
- e)** The investigation proceedings shall be recorded in a minutes.
- f)** The confidentiality of the investigation is paramount.

- g) The termination of the perpetrator's employment due to retirement or other reasons shall not prevent the initiation or continuation of an investigation. In such cases, the disciplinary penalty imposed at the conclusion of the investigation shall be kept in the personnel file.

## **Right to Defence**

### **Article 21**

A disciplinary penalty cannot be imposed without hearing the defence. Those who fail to present their defence within the period specified by the investigator or disciplinary committee, which shall be no less than seven days, or on a specified date, shall be deemed to have waived their right to defence. The letter sent to the defendant or delivered by hand, informing them that a disciplinary investigation has been opened against them, shall specify the nature of the act in question and inform them that they will be deemed to have waived their right to defence if they fail to present their defence within the specified period.

## **Investigation Report**

### **Article 22**

A report shall be prepared as soon as possible after the investigation is completed. The report shall summarise the approval of the investigation, the date of commencement of the investigation, the identity and official capacity of the person under investigation, the charges, the stages of the investigation, the evidence and the defence presented. Each charge shall be analysed separately and the evidence shall be discussed to determine whether the offence has been proven, and the penalty to be imposed shall be proposed. Any original or duplicate documents shall be attached to the report in a series of envelopes. The report shall be forwarded to the approving authority without delay.

## **Suspension from Duty**

### **Article 23**

Suspension from duty is a precautionary measure taken against managers, teaching staff and administrative personnel who are subject to disciplinary investigation and whose continued

presence in their position is deemed inadvisable. The measure of suspension from duty may be taken at any stage of the investigation for a period of three months. At the end of this period, if the reasons for the measure continue to exist, the measure may be extended for three months at a time.

## **Authorities**

### **Article 24**

Persons authorised to impose suspension from duty:

- a) Appointing officers,
- b) The Board of Trustees

The decision of the Board of Trustees is required for the removal of rectors from office. All decisions regarding removal from office shall be communicated to the appointing officers and the Board of Trustees.

## **Responsibility of the Person Authorised to Remove from Office**

### **Article 25**

An investigation must be initiated within ten working days following the removal from office. Officials who fail to initiate an investigation within the prescribed timeframe after the removal from office, or who are found to have acted arbitrarily or out of malice or prejudice during the investigation, shall be subject to legal, financial, and criminal liability.

## **Rights and Obligations of Suspended Individuals**

### **Article 26**

Those suspended from duty shall be paid two-thirds of their monthly salary during this period. They shall continue to benefit from the social rights and assistance provided for by law. Upon the lifting of the measure specified in Article 27 of this Regulation, those suspended from duty shall be paid the one-third of their monthly salary that was withheld.

## **Lifting of the Measure**

### **Article 27**

At the conclusion of the investigation, unless dismissal from managerial or teaching duties is recommended as a penalty, the suspension measure shall be lifted immediately by the authorities specified in Article 24.

The provisions of Article 25 shall apply to officials who fail to lift the suspension measure.

## **Cases Where Reinstatement is Mandatory**

### **Article 28**

Where a suspension measure has been imposed, but at the end of the investigation the competent authority or bodies impose a disciplinary penalty other than termination of the employment contract, or where the disciplinary proceedings against the person concerned are dropped by pardon before the penalty decision, they shall be reinstated immediately upon the finalisation of these decisions or upon the expiry of the nine-month suspension period.

## **The Commander's Discretion**

### **Article 29**

The measure of suspension from duty may be lifted at any time as specified in Article 27, provided that the acts under investigation do not prevent the continuation of service.

## **FOURTH SECTION**

### **Imposition of Disciplinary Penalties**

#### **Those Authorised to Impose Disciplinary Penalties**

### **Article 30**

The following officers and committees are authorised to impose disciplinary penalties:

- a) Warnings, reprimands, and salary deductions are imposed by disciplinary officers.
- b) The penalty of removal from office is imposed by the officers authorised to make appointments after a decision by the Disciplinary Board; for deans, these penalties are imposed by a decision of the High Disciplinary Board upon the recommendation of the disciplinary officer.
- c) The penalty of termination of employment is imposed by a decision of the High Disciplinary Board upon the request of the disciplinary officers in this regard.

## **Disciplinary Committees**

### **Article 31**

Associate professors and assistant professors may not participate in the deliberations of disciplinary committees concerning matters relating to professors; assistant professors may not participate in the deliberations concerning matters relating to associate professors; and the members concerned may not participate in the deliberations concerning matters relating to themselves. If the Committee cannot be formed for this reason, a higher committee shall be responsible. In cases where persons of different ranks commit offences together, the investigation procedure and the competent disciplinary committee shall be determined according to the higher-ranking defendant.

## **Convening of Committees**

### **Article 32**

Committees shall convene at the place, date, and time determined upon the chairman's call.

## **Organisation of Committee Work**

### **Article 33**

The chairperson shall ensure that the meeting agenda is prepared, communicated to the relevant parties, and that committee proceedings are conducted in an orderly manner.

## **Quorum for Meetings**

### **Article 34**

The quorum for disciplinary committee meetings shall be more than half of the total number of committee members.

## **Rapporteurship**

### **Article 35**

The role of rapporteur in the committees shall be performed by a member appointed by the chairperson. The rapporteur member shall complete the examination of the file referred to them within five days at the latest.

## **Procedure for Hearings**

### **Article 36**

After hearing the rapporteur's explanations, the committee shall proceed to discuss the content. The committee may also hear the investigators if it deems necessary. When it is concluded that the matter has been clarified and the discussions have been sufficient, a vote shall be taken and the decision shall be announced by the chairperson.

## **Voting**

### **Article 37**

In Disciplinary Committees, each member is responsible for casting their vote by way of acceptance or rejection. Abstentions are not permitted. Decisions are taken by a simple majority of those attending the meeting. The Chair casts their vote last. In the event of a tie, the side on which the Chair is present is considered the majority. A summary of the decision is recorded in minutes signed by the members.

## **Decision**

### **Article 38**

The Disciplinary Committee does not have the authority to impose a separate penalty; it either accepts or rejects the penalty. In the event of rejection, the appointing officers are free to impose another disciplinary penalty.

## **Decision Period**

### **Article 39**

Disciplinary officers must impose warnings, reprimands, and salary/wage deductions within fifteen days of the completion of the investigation. For penalties involving termination of employment or dismissal, the file pertaining to the investigation conducted by the disciplinary officers shall be decided upon by the High Disciplinary Board within a maximum of six months from the date of its submission to the Board.

## **Writing of Decisions**

### **Article 40**

Decisions shall be written by the rapporteurs within fifteen days of the date they are issued, stating the reasons and indicating whether they were issued unanimously or by majority vote. The decision shall be signed by the chairperson and members. Those who disagree shall state their reasons and sign.

## **Notification of Decisions to the Relevant Parties**

### **Article 41**

Disciplinary penalties imposed by officers authorised to impose penalties shall be notified to the persons concerned in writing by those officers within a maximum of ten days following the completion of the signing of the decisions; penalties imposed by disciplinary boards shall be notified to the persons concerned in writing by the Presidencies of those boards. The letter specifies the offence committed, the penalty imposed, the date of approval by the competent authority and, if applicable, the number of the decision, and, where necessary, the date and/or duration of the penalty's implementation/commencement. Furthermore, the procedure and time limit for appeal are reminded in writing when the disciplinary penalty is notified.

## **FIFTH SECTION Implementation and Appeal**

### **Implementation**

#### **Article 42**

Disciplinary penalties shall take effect from the date they are imposed and shall be implemented immediately. Penalties involving deductions from salary/monthly wages shall be implemented at the beginning of the month following the date of imposition. Disciplinary penalties imposed shall be reported to the relevant personnel officer, while penalties involving termination of employment and removal from office shall be reported to the Higher Education Planning, Supervision, Accreditation and Coordination Council (YÖDAK) and the rectorates of other universities operating in the TRNC.

## **Appeal**

### **Article 43**

Appeals against disciplinary penalties imposed by disciplinary officers or disciplinary committees may be made to a higher disciplinary officer or a higher disciplinary committee.

## **Appeal Period and Procedures**

### **Article 44**

The time limit for lodging an appeal against disciplinary penalties imposed by disciplinary officers and disciplinary boards is seven days from the date of notification of the decision to the person concerned. Disciplinary penalties against which no appeal is lodged within this period become final.

In the event of an appeal, the appeal authorities may review the decision and either uphold the penalty as imposed, reduce it, or revoke it entirely.

The appeal authorities must issue their decision within thirty days of receiving the appeal petition and the decision and its annexes.

Removed penalties are removed from the personnel file.

## **Removal of Disciplinary Penalties from Personnel Files After a Certain Period**

### **Article 45**

Disciplinary penalties are recorded in the personnel file. Those who have been subject to a disciplinary penalty other than dismissal from service or termination of the employment contract may apply to the appointing authority five years after the imposition of a warning or reprimand, or ten years after the imposition of other penalties, to have the penalty removed from their personnel file.

If the conduct of the person who received the penalty within the periods specified above is deemed to justify this request, a decision shall be made to grant the request, and this decision shall be recorded in the personnel file.



## **SECTION SIX**

### **Miscellaneous Provisions**

#### **Maintenance of Records**

##### **Article 46**

The page numbers of the disciplinary investigation opened shall be recorded on separate pages of a pre-numbered book, with the total number of pages recorded at the end. All stages of the investigation shall be recorded in this book. The general secretary, deputy general secretary or secretaries shall be responsible for keeping the book.

#### **File Delivery**

##### **Article 47**

Disciplinary investigation files shall be delivered and received together with a delivery note. The signatures of the deliverer and the recipient shall appear at the bottom of the delivery note.

#### **Form of Correspondence**

##### **Article 48**

Correspondence with individuals is conducted via registered mail with return receipt. If the document is delivered in person, the signed receipt is retained in the file.

#### **Enforcement**

##### **Article 49**

This Regulation shall enter into force on the date it is approved by the Senate of Altınbaş Cyprus University.

#### **Implementation**

##### **Article 50**

This Regulation shall be implemented by the Rectorate of Altınbaş Cyprus University.

## **TRANSITIONAL ARTICLE 1.**

The penalty provisions previously in force and regulating these matters shall apply to acts and circumstances committed prior to the date of entry into force of this Regulation that warrant disciplinary penalties.

The provisions of this Regulation concerning the statute of limitations for initiating disciplinary proceedings shall not apply to acts and circumstances committed prior to the entry into force of this Regulation. However, proceedings relating to acts and circumstances committed prior to the publication of this Regulation shall be concluded within two years of the date of publication.

The provisions of this Regulation shall apply to investigations initiated but not yet concluded prior to the date of entry into force of this Regulation amendment.

The provisions in force prior to this amendment shall apply to investigations initiated prior to the date of entry into force of this Regulation and not yet concluded due to an act committed prior to that date. However, the provisions of this Regulation favourable to personnel shall apply to investigations initiated prior to that date and not yet concluded.