

ALTINBAŞ UNIVERSITY DORMITORY DIRECTIVE

PART I

Purpose, Scope, Legal Basis, Definitions, Responsibilities

Purpose

Article 1- (1) The purpose of this Directive is to set forth required qualifications for students who apply for housing in Altınbaş University Dormitory as well as rules and regulations governing Dormitory Management, Inspection and Operation and dormitory disciplinary procedures.

Scope

Article 2 - (1) This Directive applies to Altınbaş University Dormitory Management Office staff and all students living in the dormitory premises.

Legal Basis

Article 3 – (1) This Directive has been drawn up on the basis of Turkish Higher Education Institutions Student Disciplinary Regulations, Regulation on Student Housing Services, and the provisions of the Law on the Prevention and Control of the Hazards of Tobacco Products No 4207.

Definitions

Article 4 – (1) As used in this Directive, the following terms shall have the meanings specified below.

- a) University: Altınbaş University.
- b) Board of the Trustees: Highest decision-making body that represents the legal entity of the University.
- c) Secretary-General's Office: Secretary-General's Office at Altınbaş University.
- d) Disciplinary Committee: Disciplinary Committee consists of the Secretary General, Dormitory Manager and Vice Manager appointed by the Manager (a permanent and a substitute member) and the student representative.
- e) Budget and Finance Department: Unit that carries out the accounting and financial transactions regarding the decisions made by University administration in accordance with fiscal legislation and Turkish Council of Higher Education regulations.
- f) Directive: Altınbaş University Dormitory Directives.
- g) Academic Calendar: Calendar that contains cancel, withdrawal, and drop deadlines; exam, activity/event dates along with other landmark dates.
- h) Fall Semester: Dormitory check-in and check-out dates for the first semester of the Academic Year. Check-in/check-out dates are set by the President's Office and accordingly announced by the Dormitory Management Office.

- i) Spring Semester: Dormitory check-in and check-out dates for the second semester of the Academic Year. Check-in/check-out dates are set by the President's Office and accordingly announced by the Dormitory Management Office.
- j) Student: All students enrolled in Altınbaş University degree programs.
- k) Student Information System (SIS): A management information system for educational institutions to manage student data, to provide capabilities for registering students in courses, documenting grading, building student schedules, tracking student attendance, student accommodation charges, and managing many other student-related data.
- l) Visitors: Persons that are not residents at the Dormitory.
- m) Dormitory staff: Staff whose duty is to help University create a comfortable, peaceful environment and provide a safe, neat, and tidy accommodation to students who are eligible to stay in the Dormitory, in accordance with Altınbaş University Dormitory Directives.
- n) Dormitory Management Office: Dormitory Management Office consists of Dormitory Manager, Vice Manager, a Planning Specialist, and a Dormitory Specialist.
- o) Announcement for Dormitory Application: Notice for students that is published on University's website. It is sent to students via email or communicated via the posters put up in University and Dormitory building, prior to Room Allocation period.
- p) Student Representative: Two students, who have not been subject to any disciplinary action previously, shall be selected among the residents of the Dormitory. One of the students shall act as alternate representative.
- q) Summer School Accommodation: Students who stay in the dormitory during summer classes.
- r) Medical Certificate: a document signed by a doctor that proves that the student is in good health or healthy enough to stay in the dormitory.
- s) Declaration of Healthcare Coverage: Document/form that must be filled out by students holding Turkish citizenship and international students during the dormitory check-in. Turkish students can obtain the form via e-government gateway (e-devlet).

Responsibilities

ARTICLE 5 – (1) The Dormitory Management Office shall be responsible for drawing up this Directive.

(2) The Secretary General shall be responsible for the proper execution of this Directive.

(3) The Dormitory Manager shall be responsible for the proper management of the Dormitory.

(4) Dormitory Management shall be responsible for informing the Finance, Budget, and Procurement Office about the refunds to be provided to students in accordance with the provisions of this directive; Finance, Budget and Procurement Office shall be responsible for informing the Dormitory Management about the refund process.

PART II MANAGEMENT-OPERATION

Dormitory Opening and Closing Dates

ARTICLE 6 – (1) The opening and closing dates of the Dormitory shall be determined by the Dormitory Management in accordance with the University’s academic calendar.

(2) Dormitory accommodation requirements for students who will participate in various activities and events such as fairs, sporting activities, training courses, internships and seminars offered by the University as well as students who wish to stay in the Dormitory during the academic year and/or summer shall be determined by the while being subject to the approval from the Secretary General’s Office.

Dormitory Admission Requirements

ARTICLE 7 – (1) Only students who take classes during their respective semesters are allowed to stay in the dormitory.

(2) Dormitory offers accommodation in Fall or Spring semesters or throughout the academic year.

(3) Dormitory admission and accommodation procedures shall be carried out based on the housing capacity within the respective academic year as well as the provisions of the Dormitory Directive.

(4) Students applying for accommodation shall submit the following documents to the Dormitory Management before the specified registration deadline:

(a) Turkish citizens shall submit a copy of their identity cards; international students shall submit a copy of their passports,

(b) Two passport photos,

(c) A medical certificate or declaration of healthcare coverage,

(d) Bank receipt showing that room and deposit fees were paid by the student,

(e) A Police Certificate (criminal record) must be submitted by Turkish students,

(f) Student certificate,

(g) Residence Permit must be submitted by international students,

(5) Summer school accommodation will be charged per night.

(6) Students may apply for housing by clicking on the “Online Application” section in Student Dormitory page on Altınbaş University website.

(7) The provisions stated above with regard to room check-in shall apply to all terms (Fall, Spring and Summer) during which student are provided with accommodation.

(8) Short-term stays may be allowed in the Dormitory during exam periods or other times for a fee.

(9) Disciplinary Committee shall decide whether students, who have been expelled from the Dormitory due to persistent violation of the Dormitory rules, will be admitted or not to the Dormitory in the following semesters.

(10) Accommodation fees must be paid by payment end date, which is announced by the Dormitory Management every year. In the event that payment is not received by then, student’s application shall be cancelled, and his/her room shall be assigned to another student on the waiting list.

(11) Students will be admitted to the dormitory according to the order of application.

(12) Students staying in the dormitory are given the right to pre-apply for next year’s accommodation between the dates determined by the Dormitory Management. Students who do not use this right and fail to apply before the deadline shall lose their pre-application right.

(13) Students shall pay an annual fee for the room assigned to them according to accommodation procedures and terms & conditions published on University’s website.

(14) The fact that a student lived in the Dormitory in the previous academic year or semester shall not mean that the student will be admitted to the Dormitory in the following years as well. Students are required to apply for housing for each academic year.

(15) Dormitory placements for students wishing to stay in the Dormitory during summer school shall be re-carried out at the end of Spring Semester. Application and placement dates and process regarding summer accommodation will be announced by the Dormitory Management Office.

Dormitory Check-In Requirements

ARTICLE 8 – (1) All documents listed in the announcements for Dormitory application shall be submitted to the Dormitory Management Office in full and complete form.

(2) All students who have applied for accommodation are obliged to pay a deposit. Applications by students who have not made a deposit payment will not be evaluated by the Dormitory Management Office.

(3) Students who have previously been accommodated in the Dormitory and whose room deposit hasn't been refunded are not required to make a deposit payment when they apply for accommodation.

(4) After submitting an online application, applicants shall pay the dormitory deposit within the period to be determined by the management.

(5) Before check-in, students shall sign a document stating that they are assigned to their rooms and took delivery of the room items available to them in full or with missing items previously identified by the Dormitory Management Office. If any damage is detected during room inspections to be conducted throughout the year, the costs of these damages shall be covered by the resident.

(6) Within 48 hours of check-in, students are required to inform the Dormitory Management Office of any missing inventory items or damages that have not been previously noticed by the Management and not been listed on the illustrated form they signed before check-in. Otherwise, student will be held liable and obligated to pay for any loss or damage of any kind whatsoever occurred.

(7) Room allocation results will be communicated to students via email.

(8) Deposit payment shall be sent in advance to the University's bank account. Students who have paid deposit in the previous years, yet whose deposit has been cut back are required to pay the outstanding balance for their deposit.

(9) Students are required to complete registration for the rooms assigned to them before the deadline.

(10) Students shall complete and sign a Housing Contract, a Check-in Form, and an Acknowledgment & Consent Form before check-in to rooms. These forms will be provided to students by the Dormitory staff.

(11) Students who have to check-in on a Saturday, Monday or public holidays can check into their rooms provided that they make their payments in advance and complete all check-in procedures, as set forth above.

Accommodation Fee

ARTICLE 9 – (1) Students shall make payment to stay in the Dormitory. Dormitory fee only covers accommodation. It does not cover the cost of meals, transport and other expenses associated with the student.

(2) Accommodation fee is determined every year in July by the Board of Trustees. The fees shall be notified to the Provincial Office of the Ministry of Youth and Sports by the Dormitory Management and announced to the students.

Check-Out

ARTICLE 10 – (1) Students wishing to check-out at the end of the academic calendar must complete the check-out form, submit it to the Dormitory Management Office, vacate their rooms and return room key cards no later than the date to be announced by the Dormitory Management Office. In the event that students do not complete the abovementioned form or do not vacate their rooms in a timely manner even though they have completed the form, their rooms will be vacated by the Dormitory Management Office at the latest within three days of the check-out date that has been announced.

(2) The University and the Dormitory Management Office shall not be responsible for any lost or damaged personal items/belongings left behind.

(3) Students sentenced to suspension/dismissal from the University, or the Dormitory will be discharged from the Dormitory by the Dormitory Board of Management. The students in question must leave the Dormitory within one hour accompanied by a security guard.

(4) Students who are suspended from the Dormitory or the University temporarily or permanently must vacate their rooms and return their room key cards on the date notified and/or on the date specified in this Directive.

(5) Student's room shall be inspected by the Dormitory staff once vacated by the student to check whether s/he has damaged the room items. In case of any damage, repair or replacement cost will be deducted from the deposit paid by student. The remaining amount will be transferred to the bank account provided by the student.

(6) Any student who checks-out from the Dormitory is required to complete the check-out form, call the Dormitory Management Office, and notify them of his/her exact check-out date a day in advance so the Management can conduct damage and inventory inspections. Students must remove all their personal belongings and vacate the room prior to their checkout time. They must leave the room neat, clean, and tidy (Otherwise, they cannot proceed with checkout.) Students must return room key cards once all checkout procedures are duly completed.

(7) Personal belongings left by the students while leaving the Dormitory without completing check-out procedures will be kept for 15 days in the Dormitory storage. An email will be sent to the student (to the email address provided by the student before the application process), stating that s/he must reclaim his/her belongings within 15 days at the latest. In the event that personal belongings are not reclaimed by the student within the specified period of time; it will be deemed that the said student has renounced his/her ownership rights over those items.

(8) Deposit will not be refundable if student leaves the Dormitory without finalizing check-out procedures.

(9) When students are absent from the dormitory, they must provide the dormitory management with an address where they will be staying and the duration of their stay at that location. The address details and the duration of the stay must be entered by student into the “student system.” Failure to do so may result in disciplinary action.

Room Key Cards and Safety

ARTICLE 11 – (1) Room doors must be kept closed and locked. It is advised that students keep their valuables with them at all times.

(2) The Dormitory Management Office and Altınbaş University shall not be responsible for the personal belongings of students occupying rooms and assumes no responsibility for the theft, destruction or loss of money or other valuables.

(3) If deemed necessary, Dormitory Manager and/or Dormitory staff may conduct health, hygiene, and safety inspections of student rooms to see whether or not there is compliance with Dormitory rules and policies.

(4) Students who have lost their room key cards may apply for a new one at the Dormitory Management Office. Students will be charged for the new key cards. The key card fee will be deducted from deposit.

(5) Students who don't have their room key cards with them will be given a spare or replacement key for three hours. In the event that a student does not return the spare key card in a timely manner, TRY 35 for card fee will be deducted from the deposit s/he paid.

(6) If smelly food, drink, etc., which may pose a threat to human health is found in dormitory rooms, they will be discarded accordingly. In case of pest infestation in a dorm room, the pest control fee will be cut from the deposit money paid by student/students.

Financial Provisions

ARTICLE 12 – (1) For applications that are made within a month from the start of academic year, total accommodation fee can be paid in instalments or in cash by bank transfer.

(2) Daily accommodation rates for students who apply for housing at the end of the month following the start of the academic calendar will be calculated taking into account the end of the academic year.

(3) Rates for room change are determined based upon the date when student has moved into another room, and it is calculated daily.

(4) In the event that inventory items in rooms and/or common areas are damaged or lost, costs for damages shall be deducted from the deposit paid by the student. If the damage is caused by more than one student, the cost of damage shall be divided equally between the students concerned.

(5) Students who do not leave their rooms tidy and clean will be charged a cleaning fee before they check-out.

(6) Students who check-out of the Dormitory:

a) Before September 15 shall pay one-month housing fee which is clearly stated in the Housing Contract.

b) Students who check-out of the Dormitory after September 15 shall pay the total housing fee for the period during which they stayed in the dormitory as well as the for the current month,

and up to 50% of housing fee (up to 40% if they can certify that they have registered in one of the student dormitories run by the Ministry) for the remaining months.

c) Students who receive a penalty of expulsion shall be charged for the months they stayed at the dormitory, the full amount of the current month, and up to 60% of the accommodation fee for the remaining months. Such students will be given a refund (the remaining amount after deducting the deposit and fee paid (in cash) for the months during which the student stayed in the dormitory) within one month of their check-out. And the Housing Contract of the student will be terminated as well. In calculations to be made according to this article, the monthly fee determined specifically for the student in the housing contract shall be taken as a basis.

(7) The following students will be refunded within one month the remaining amount of the accommodation fee after deducting the fee for the months spent in the dormitory (This only applies to students who paid cash for dormitory admission) and the housing contract of these students will be terminated.

a) Those who leave the dormitory due to the dormitory's failure to fulfil its obligations stated in the relevant Regulation or the housing contract,

b) Those who have cancelled their enrolment in the university or taken a temporary break from their studies, those whose family member or first degree relatives have died, those who submit documentation to prove that they will receive treatment for at least one term or that their health has been damaged due to a disease or natural disaster, and those who cannot stay in the dormitory due to epidemics and pandemics,

c) In the event that the University permanently shuts down the dormitory,

d) Those who have been expelled from the university according to paragraph 3 of the article 22 of the Higher Education Private Accommodation Services Regulation No. 31948 of 09.09.2022,

(8) The refund will be issued to the bank account provided by the student in his/her refund request letter. If the student paid with a credit card, the refund will be issued to his/her credit card. If a student enrolls in summer school and terminate his/her summer studies and his/her dormitory registration as of the start of summer classes, no refunds will be issued.

(9) In the event that student leaves the dormitory for any reason, his/her deposit will be refunded to the student except for situations stated in **Article 10.7**.

(10) Deposit fees are set by Board of Trustees. For one time only, students shall transfer the deposit fee to the bank account determined by the Finance Affairs, Budget, and Procurement Office.

(11) The amount that student is required to pay when applying to housing will be considered a down payment until the student checks in the dormitory. After the check-in, this down payment will be considered deposit. The deposit will be refunded to the student during check-out provided that no damages or losses whatsoever in the room is detected, or the room car key provided to the student during check-in is not lost or remains undamaged.

(12) In the event that student decides not to check-in the dormitory and cancels his/her application, the down payment mentioned above will not be refunded.

(13) Regarding the refunds to be paid in accordance with the provisions of this directive, the Dormitory Management shall notify the Finance, Budget, and Procurement Office via the EDMS of the student's request for room fee or deposit refund within 3 (three) working days.

(14) The Finance, Budget, and Procurement Office shall ensure the refund is provided to the student within 1 month from the date of the request and inform the Dormitory Management accordingly.

PART III

Disciplinary Procedures

ARTICLE 13 – (1) Students who do not comply with the procedures set forth in this Directive, who violate Dormitory and University rules, demonstrate conduct, behaviour, or actions unbecoming a student within or outside the University shall be given penalties in accordance with the student disciplinary provisions stated in 44 Article of Higher Education Private Accommodation Services Regulation published in issue no. 31173 of Turkish Official Gazette. (<https://www.resmigazete.gov.tr/eskiler/2020/07/20200702-8.htm>)

Disciplinary offences that require a warning notice

A written warning is a documented formal conversation between the University administration and a student about a disciplinary problem. Students shall receive a written warning in case they commit one or more of the following disciplinary offences:

- (a) Allowing guests to locations outside of the designated areas and designated hours,
- (b) Providing false information or acting in such a manner to mislead the management,
- (c) Staying overnight in other students' rooms without notifying Dormitory Management,
- (d) Failing to adhere to time schedule when entering or exiting dormitory, dining hall, bathroom, study room, gym and other designated study and recreation areas,
- (e) Exhibiting bad behaviour towards Dormitory and University staff,
- (f) Intentionally or recklessly destroy or damage Dormitory property,
- (g) Hanging posters, banners, any type of written document outside of the areas designated by the Dormitory Management; intentionally or recklessly destroy or damage warning signs, announcements hung on the walls by the Management,
- (h) Demonstrating conduct, behaviour, or actions unbecoming a student,
- (i) Concealing and smuggling books/ publications banned by the Government into the Dormitory,
- (j) Throwing rubbish or any object out of windows in such a way as to disturb others,
- (k) Hanging objects (laundry, flags, pennants, streamers etc.) outside of a room window,
- (l) Failing to keep the dorm room, common areas and surroundings clean and tidy; failing to leave the dorm rooms in a clean and tidy state that would not cause obstruction to cleaning or pest control staff,
- (m) Not providing an explanation requested by the dormitory staff on time without a valid reason, refusing to receive the service of the notices, not responding in a timely manner.
- (n) Obstructing Dormitory managers/staff, wasting their time and insisting on disobeying Dormitory rules and regulations,
- (o) Leaving shoes, slippers, or other personal belongings on the doorstep or beside the windows (Shoes, slippers or other personal belongings that are left on the doorstep will be collected by Dormitory cleaning staff and be disposed of accordingly),

- (p) Failing to keep the kitchen clean and in an orderly fashion; leaving unclean dishes, food items, food waste and rubbish on kitchen counters (any food or other items left on kitchen counters will be removed by Dormitory cleaning staff and be disposed of accordingly),
- (q) Violating the provisions of Turkish Ministry of Youth and Sports's Regulation on Private Accommodation Services, Altınbaş University Dormitory Directive and/or Housing Contract,
- (r) Staying overnight in another location outside the Dormitory without notifying Dormitory Management,
- (s) Attempting to gain access to the Dormitory without presenting access pass and/or finger print to turnstiles,
- (t) Failing to abide by the curfew hours,
- (u) Keeping a pet (cat, dog, bird etc.) in Dormitory rooms and common areas,
- (v) Keeping or using kettles, cooking appliances, electric heating devices in dorm rooms (The appliances/devices in question will be removed from the rooms by the staff and put in a storage room. Electrical appliances/devices in the storage room that are not claimed and removed out of the Dormitory within fifteen (15) days will be deemed as rubbish.)
- (w) Engaging in buying and selling of products or assets in the Dormitory with specific monetary objectives without obtaining approval from the Dormitory management,
- (x) Raising donations within the premises without the approval of the Dormitory management,
- (y) Accepting visitors in your room and/or staying in other students' rooms,
- (z) Failing to comply with the written rules and warnings of the dormitory.

Disciplinary offences that require a reprimand

A reprimand is a written notification to the student that he or she has committed an offence that requires disciplinary action and that he or she should avoid repeating the same offence. Disciplinary offences that require a reprimand are as follows:

- a) Demonstrating conduct, behaviour, or actions unbecoming a student; conducting themselves in a manner to damage or destroy the relationship of confidence and trust,
- b) Giving the room allocated to him/her to another student without the approval of the Dormitory management,
- c) Using Dormitory items in common areas for personal purposes, moving them to rooms or other areas within the premises,
- d) Smoking cigarettes, tobacco pipes, cigars, hookah, or consuming pleasure-inducing substances in all closed areas (rooms, bathroom and WCs, recreation rooms, study room, hallways, laundrette, cafeteria, television room, fire escape stairs etc.) and in all individual and common living areas of the Dormitory (Tobacco products or cannabis cigarette butts found in rooms shall be documented as evidence of the violation),
- e) Smoking or allowing others to smoke cigarettes and tobacco products in all Dormitory rooms, keeping cigarettes butts in rooms as well as by open windows (With regard to the violation of rules prohibiting smoking of cigarettes and pleasure-inducing substances in

Dormitory rooms, all residents in the room shall be deemed in breach of rules in the event that the person who smoked cigarettes or other types of tobacco product or cannabis cannot be identified),

- f) Cooking in areas (recreation room, study room, student room etc.) other than the kitchen,
- g) Refusing Dormitory or security staff's request to take ID for inspection, or refusing to provide identification,
- h) Engaging or helping others engage in activities that may result in safety hazards,
- i) Failing to abide by Dormitory check-out procedure, checking out late or leaving items, personal belongings behind,
- j) Failing to adhere to written/oral warnings by the Dormitory Management/staff; refusing to receive the service of the notices,
- k) Obstructing Dormitory managers/staff, wasting their time and insisting on disobeying Dormitory rules and regulations,
- l) Providing incomplete, false, or inaccurate information to the Dormitory management or avoid to providing any information when asked,
- m) Exhibit annoying, irritating behaviour (humiliating others, talking about others in a derogatory way, using insulting swear and curse words, disturbing others through phone etc.) in such manner as to disturb Dormitory staff, roommates, and others,
- n) Damaging the belongings of dormitory staff and other residents,
- o) Act intentionally and cause harm to the network system of the Dormitory premises (using wireless modem and/or router in rooms, damaging internet sockets and cables etc.)
- p) Interfering with the operation of smoke and flame detectors, fire extinguishers, fire alarms and all other fire safety equipment; use of this equipment for purposes other than intended, and causing fire and smoke alarms sound without reason (Students shall be liable for paying a penalty in case they cause false/nuisance alarms resulting in a response by the fire department),
- q) Using nails, glues, or any other method on walls, ceilings or doors that might damage the paint, or using adhesive that might alter the existing integrity of the surfaces,
- r) Provoke students or parents/legal guardians against the Dormitory management,
- s) Attempting to sneak persons that are not registered in the Dormitory (including family members) or students whose access to the dormitory premises is prohibited, engaging in activities to help these persons stay or live in the Dormitory,
- t) Allowing other students or persons to use his/her student card for any purpose whatsoever.

Disciplinary offences that require expulsion from the Dormitory

Expulsion, or permanent exclusion, refers to the removal of a student from the dormitory due to persistent violation of the institution's rules. The student subject to expulsion is notified in writing that s/he shall leave the dormitory premises within twenty-four hours. Disciplinary offences that require expulsion from the University and the dormitory are as follows:

- a) Committing theft within or outside the dormitory premises,
- b) Committing sexual and/or physical assault/abuse/harassment or rape against dormitory management and staff as well as students living in the dormitory,

- c) Playing or enabling others to play all forms of games of luck and fortune classified as gambling,
- d) Using the dormitory facilities for any other than its intended purpose; exhibit conduct and behaviour in such a manner as to obstruct dormitory staff from carrying out their duties, or engage in fight with staff,
- e) Having access or enabling others to have access to residential areas designated only for the use of opposite gender without permission from the dormitory Management,
- f) Issuing and distributing unauthorized declarations, statements, or manifestos on behalf of others; disclosing personal information about others.

PART IV

Miscellaneous and Final Provisions

ARTICLE 14 – (1) Residents who force or encourage others to commit the abovementioned offences shall be sentenced to the same punishments given to those who have originally committed the offence.

ARTICLE 15 – (1) When deciding what type of disciplinary action to take, ‘committing multiple offences requiring the same sentence’ or ‘promoting or encouraging collective offence’ are considered as aggravating factors.

Warning Provisions on Dormitory Life

ARTICLE 16 – (1) Students who have been registered to the dormitory must enter the premises by 1.00am on weekdays, and 2.00am on weekends at the latest.

(2) Students staying in the dormitory are allowed to receive visitors between the hours of 9.00AM and 11.00PM. Visitors can only be received in specific areas designated by the dormitory Management. Visitors are not permitted on the hallways, student rooms, and kitchens. Students staying in the dormitory shall ensure that the visitors abide by the dormitory rules. Students receiving visitors shall be held liable for any loss or damage whatsoever caused by the visitors.

(3) Due to security reasons, visitors shall present their ID cards before entering the dormitory facilities. Persons refusing to present identification will not be allowed to have access to the dormitory.

(4) In the event that a visitor violates the guest policies, s/he shall not be allowed in the dormitory premises until further notice. In the event that such violation continues, visitors/guests of the student in question (except his/her family members) shall be banned from entering the dormitory. Banned visitor/guest shall not enter the premises even though s/he wishes to visit any other student residing in the dormitory.

(5) Students wishing to change room may apply for a room change at the dormitory management. Room change requests will be evaluated by the Management and the student will be transferred to a new room if a reassignment is deemed appropriate.

- (6) In the event of an unauthorized use of electrical devices in student rooms, they will be removed from the student's room and be kept in storage room until the end of the semester. Students shall reclaim their items within fifteen (15) days following the end of the semester. In the event that personal belongings/items are not reclaimed by the student within the specified period of time; it will be deemed that the said student has renounced his/her ownership rights over those items.
- (7) Room cleaning shall be carried out according to the schedule set out by the Dormitory Management.
- (8) Dormitory Management shall not be responsible for items left in common areas such as kitchen, recreation room, laundry room, and cafeteria. Dormitory Management and the University shall not be held responsible for loss of or damage to any personal belongings left in common areas.
- (9) Dormitory staff will dispose of unclean dishes left on kitchen counters and bathroom vanities in accordance with sanitation and hygiene rules.
- (10) Residents must provide their own cleaning supplies.
- (11) Personal belongings/items (tagged/non-tagged) left behind will be deemed as rubbish.
- (12) In order to maintain Dormitory capacity, Dormitory Management can take one of the following actions within seven days.
- (13) Students who continue to stay in the room may be moved to another room.
- (14) Students who continue to stay in a single room may be asked to find a new roommate or roommates (This type of change is subject to Management's approval)
- (15) The Dormitory Management shall orient students to the dormitory and the dormitory procedures, provide them with information on evacuation routes and assembly areas where they should meet up and remain in case of an emergency. A document showing that the student has been oriented to the dormitory and informed of dormitory procedures shall be signed by both the dormitory management and the student. A copy of the signed document shall be provided to the student.
- (16) All dormitory residents must attend all emergency drills and trainings to be held in the dormitory.
- (17) Students shall comply with the laundry instructions and schedule announced by the Dormitory Management. Dormitory Management will not make an exception for students who do not comply with the laundry rules.

Cleaning provisions

- ARTICLE 17** – (1) The cleaning of student rooms and common spaces shall be performed by cleaning staff in accordance with a schedule set by the Dormitory management. Students shall be responsible for keeping their room tidy and clean at all times, except the regular cleaning to be provided by Dormitory management.
- (2) Students shall keep their room tidy and clean at all times in such a manner as not to cause obstruction to cleaning or pest control staff. Rooms that are not left in a clean and tidy state will not be cleaned.

- (3) Students must provide their own cleaning supplies (toilet paper, paper towel etc.) Dormitory management shall not provide cleaning supplies for the personal use of students.
- (4) Students shall iron their own clothes in the designated ironing rooms. Irons and ironing boards in the ironing rooms shall not be removed.
- (5) Students must provide their own quilts or blankets, pillows, and bed linen (sheets, pillow cases and duvet covers).
- (6) Students can wash and dry their clothes in the laundry room (provided they bring their own laundry supplies). The Dormitory Management reserves its right to make changes to the terms and conditions for laundry services.
- (7) Students shall be liable for covering any damages they may have caused whatsoever to irons and ironing boards.
- (8) Students must provide their own eating and cooking utensils and tools (plates, spoons, forks, cooking pots, sauce pans etc.) when using the common kitchen area. Students must not leave clean or unclean utensils, tools, or dishes on kitchen counters or anywhere in the common kitchen area after they are finished. Dormitory staff will dispose of any clean or unclean utensils, tools or dishes left in the common kitchen area.
- (9) Students shall be responsible for any personal items/belongings left behind in common areas such as kitchen, WC, recreation room and laundry room. Dormitory Management shall not be responsible for any lost or damaged personal items/belongings left behind.
- (10) On days other than the room cleaning days, students shall be responsible for cleaning their room and bathroom as well as for disposing of their rubbish.

Health provisions

- ARTICLE 18** – (1) Dormitory residents with any medical problem are referred to a hospital by the dormitory officer.
- (2) Inpatient and outpatient treatment costs shall be covered by the student.
- (3) In the event that a student is sick or has health issues, accompanying persons shall not stay in the student's room.
- (4) Students, who are reported to be in violation of social conduct rules, may be referred to the University's Psychological Counselling and Guidance Centre.

Compensation for Damages

ARTICLE 19 – (1) Registered residents/students of the Dormitory agree, declare and undertake that they shall not cause any damage or harm whatsoever to other students, dormitory property, dormitory inventory items, dormitory staff and any other third persons, in failure to do so, they shall be solely responsible and liable for any claims, damages, losses, expenses, costs or liabilities whatsoever resulting or arising directly out of their own fault, and they shall pay compensation for any damages to the Dormitory's and University's property arising from their own failure to comply with the provisions of this Directive. Any other act and/or conduct that are not stated in this Directive however can cause the Dormitory and the University to suffer direct or indirect losses or damages shall be included within the scope of obligation to compensate.

PART V

Effective Date and Execution

Effective Date

ARTICLE 20 – (1) This Directive shall become effective immediately on adoption by the members of Altınbaş University Senate.

Execution

ARTICLE 21 – (1) The provisions of this Directive shall be executed by the President of Altınbaş University.