

**ALTINBAS UNIVERSITY**  
**DORMITORY DIRECTIVE**

**PART ONE**

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

**Purpose**

**ARTICLE 1 - (1)** The purpose of this directive is to determine the conditions required for students who will stay in Altınbaş University dormitories, the management, supervision and operation principles and disciplinary rules of the dormitories affiliated to the University.

**Scope**

**ARTICLE 2 - (1)** This Directive covers Altınbaş University Housing Directorate staff and all students living in the dormitory buildings.

**Basis**

**ARTICLE 3 - (1)** The Regulation on Student Discipline of Higher Education Institutions, Regulation on Higher Education Private Student Accommodation Services, Directive on Higher Education Private Accommodation Services and Law No. 4207 on the Prevention and Control of Harms of Tobacco Products have been prepared based on the articles.

**Definitions**

**ARTICLE 4 - (1)** In the Directive;

- a) University Altınbaş University,
- b) Board of Trustees The highest decision-making body representing the legal entity of the University,
- c) General Secretariat Altınbaş University General Secretariat,
- ç) Disciplinary Board: Under the chairmanship of the Dormitory Director, consisting of a deputy director and a student representative to be selected by the director as principal and substitute,
- d) Department of Financial Affairs and Budget: The unit that performs the accounting procedures and implements the financial aspects of the decisions taken by the University administration in accordance with the financial and YÖK legislation,
- e) Directive: Altınbaş University Housing Directive,
- f) Academic Calendar: The calendar of exams and organizations planned throughout the academic year,
- g) Education Period: Determined by the Rectorate and announced by the Housing Directorate, the interval between entering and leaving the dormitory within the period including the fall and spring semesters of the academic year,
- h) Student: Students enrolled in diploma programs of Higher Education Institutions,
- ı) Student Information System: Accommodation debts and personal information about students the software it holds.
- i) SIS The software where accommodation debts and personal information about students are kept.
- j) Visitors All persons who are not actively staying in the dormitory,
- j) Dormitory Staff: Personnel who work to provide students who are entitled to stay in the dormitory with a comfortable and peaceful environment in accordance with Altınbaş University Dormitory Directive
- k) Dormitory Management: Dormitory Manager, Assistant Dormitory Manager, Planning Specialist and Dormitory Specialist who are responsible for dormitory management,

- l) Student Dormitory Application Announcement: All kinds of information given to students through various methods such as publishing on the web page, sending e-mails or hanging posters at the entrances of the building during the room planning periods,
- m) Student Representative: The representative elected at the beginning of the academic year each year from among the students who have never been penalized and who live in the dormitory, one of whom will be the main and one of whom will be the substitute,
- n) Summer Term Accommodation: Accommodation for students who will study at the university during the summer school or participate in the internship program required by the education program,
- o) Health Report: Indicating that his/her health condition is suitable for his/her stay in the institution and a physician a health report issued by a doctor,
- ö) Personal Health Declaration Form: The document/form that Republic of Turkey citizen students receive through the e-government service; International students fill in the form adapted to the form in the system during dormitory entry.
- refers to.

### **Responsibilities**

**ARTICLE 5 -** (1) The Dormitory Directorate is responsible for the preparation of this directive.

(2) The Secretary General is responsible for the implementation of this directive.

(3) The Dormitory Director is responsible for the implementation and coordination of the management.

(4) The Dormitory Directorate is responsible for informing the Department of Financial Affairs, Budget and Purchasing about the refunds to be made to the students in accordance with the provisions of this directive; the Department of Financial Affairs, Budget and Purchasing is responsible for informing the Dormitory Directorate.

### **PART TWO**

#### **Method and Operation**

##### **Ordinary Opening and Closing of the Dormitory**

**ARTICLE 6 -** (1) The opening and closing dates of the dormitory are determined by the Dormitory Directorate taking into account the university academic calendar.

(2) The accommodation conditions of students who will participate in activities such as festivals, sports, courses, internships and seminars organized by the University and students who want to stay as guests in the dormitory during the academic year and/or summer months are determined by the Dormitory Directorate with the approval of the General Secretariat.

##### **Conditions of Admission**

**ARTICLE 7 -** (1) Only students taking courses during the semester they are studying can stay in the dormitory.

(2) Accommodation in the dormitory is available during the academic year. Summer semester is evaluated separately.

(3) Placement and admission to the dormitory is made by taking into account the available dormitory capacity in the relevant academic year and the provisions of the directive.

(4) Students who apply to stay in the dormitory must submit the following documents to the Dormitory Directorate within the date interval specified for final registration.

- a) Photocopy of identity card for citizens of the Republic of Turkey (from foreign students passport photocopy)
- b) Two passport size photographs

- c) Health Report or personal health declaration form
- d) Bank receipt showing that the room fee has been paid
- e) Criminal Record (for Turkish citizen students)
- g) Residence permit (for UA students) ğ)
- Student certificate

(5) Summer stays are considered as daily stays.

(6) The application to the Dormitory Directorate can be found on the Student Dormitory website (<https://yurt.altinbas.edu.tr/>).

It is done under the "Application Form" heading.

(7) The above-mentioned points regarding dormitory check-in procedures are valid for all semesters (academic semester and Summer Semester).

(8) Short-term student accommodation can be provided in the dormitory during exam periods or other times for a fee.

(9) The Dormitory Directorate evaluates whether students who are dismissed from the dormitory for violating the dormitory rules or who insist on violating the rules even though they have received a "reprimand" penalty will be admitted to the dormitory in the following semesters.

(10) During the fee payment process announced every year, the relevant payments must be made on the specified dates. If the relevant payments are not made by the specified date, the application will be canceled. Room rights are transferred to other students on the reserve list by the Housing Directorate.

(11) Application acceptance; students who apply to the dormitory during the dormitory application period, application (date and time) according to priority.

(12) Current students staying at the dormitory are given the right to apply early between the dates determined by the Dormitory Directorate if they wish to stay at the dormitory in the following year. Students who do not use this right and who miss the deadline for various reasons lose their early application rights.

(13) The student shall pay the annual fee of the room assigned to him/her according to the procedures and conditions announced annually on the University's website.

(14) Staying in the dormitory in the previous year or semester does not give the right to stay in the dormitory in the following academic years. The student must reapply for dormitory for each academic year.

(15) For students who want to stay in the dormitory during the summer semester, dormitory placements are made again at the end of the Spring Semester. The process of application and placement for summer accommodation is announced by the Dormitory Directorate.

(16) Students make their payments after their dormitory applications. Students who have made their payments are sent the documents that they need to sign with a digital signature. Students sign the documents within the date range determined by the Dormitory Directorate. The applications and registrations of students who do not sign the documents on the specified dates are canceled.

### **Entry Requirements**

**ARTICLE 8 - (1)** All documents specified in the dormitory application announcements must be submitted to the Dormitory Directorate.

(2) All students who apply for dormitory are obliged to pay the accommodation deposit fee. Applications of students who do not pay the deposit will not be evaluated.

- (3) Students who have stayed in the dormitory in previous years and have not received their deposit fee back and have not been deducted from their deposit do not have to pay a deposit fee when they apply for dormitory again.
- (4) After the online application, the Dormitory Deposit must be paid within the period determined by the Dormitory Management.  
must be paid.
- (5) Students sign a form stating that they have received the room assigned to them in full or with the deficiencies previously determined by the Housing Directorate. Damage/damages that occur during the yearly checks are recorded in a report and the student is charged for the damage/damages in question.
- (6) Students are obliged to notify the Dormitory Directorate within 48 hours of the room delivery of any deficiencies and damages they detect in the fixtures and/or other parts of the room, other than those that could not be detected before and those specified in the form they sign at the first entrance to the room. Otherwise, the student will be responsible for all deficiencies and damages and will be charged the determined amount.
- (7) Students are notified by e-mail each year about the results of the room planning and admission to the dormitory.
- (8) The deposit fee determined for room scheduling must be deposited into the University account. Students who have paid their deposit in previous years but have had a deduction from their deposit must make up the missing balance of their deposit.
- (9) Students must complete the registration process for the rooms assigned to them by the date specified in the announcement.
- (10) All documents given to the student by the Dormitory Staff at the time of room check-in must be signed by the student.  
is filled in completely.
- (11) Those who have to check in on Saturdays, Sundays and public holidays can check into their rooms by making their payments in advance and completing the room check-in procedures as described above.

### **Dormitory Fees**

**ARTICLE 9** - (1) Students stay in the dormitory for a fee. Fees include only accommodation; travel, food and other expenses of the student are not included in this amount.

(2) Dormitory fees are determined by the University Board of Trustees every year in accordance with the date to be determined by the regulation. The determined fees are notified to the Provincial Directorate of the Ministry of Youth and Sports by the Dormitory Directorate and announced to the students.

### **Leaving the Dormitory**

**ARTICLE 10** - (1) Students who will leave at the end of the academic calendar are obliged to vacate their rooms and hand in their room cards by the date announced by the Housing Directorate. The rooms of students who do not complete the room check-out procedures, or who do not vacate the room despite completing the procedures, will be vacated by the Housing Directorate no later than three days after the announced check-out date.

(2) The University and the Housing Directorate are not responsible for any loss or damage to personal belongings left in the checked-out room.

(3) Students who are suspended from the university or expelled from the dormitory are dismissed from the dormitory by the Dormitory Management Board. These students are allowed to leave the dormitory within one hour under security escort.

(5) The room of the student who leaves the dormitory is checked by the Dormitory Directorate. It is determined whether he/she has damaged materials and fixtures. If damage is detected, the relevant amount is recorded on the room check-out form to be deducted from the student's deposit. The remaining deposit amount is returned to the bank account notified by the student. In cases where the deposit fee does not cover the damage fee, the student accepts, declares and undertakes to pay the remaining amount to the university within 3 days. If the relevant payment is not paid within the mentioned period, the student will be debited to the university. The University reserves the right to apply for all kinds of legal remedies for the relevant debt.

(6) The student who will leave the dormitory leaves the room by taking all his/her belongings. Stating that he/she wants to check out, he/she fills in the forms required for check-out and hands in his/her room card. They check out their room together with the Dormitory Management Officer. The student is personally responsible for checking out. The student is responsible for the follow-up of the time required to complete the procedures. Rooms must be delivered clean and tidy (otherwise the check-out process cannot be initiated).

(7) The belongings of the student who leaves without completing the check-out process are taken into storage for 15 days by the Housing Directorate. Students are notified via e-mail (shared with us during the application) that they must pick up their belongings within 15 days at the latest. In the event that the items are not received within the specified periods without giving an excuse; it is accepted that the students abandon their property rights on the relevant items.

(8) Students who leave the dormitory without completing the room check-out process in person will have their full deposit fee deducted.

(9) Students are obliged to inform the official e-mail address of the Dormitory Directorate ([yurt@altinbas.edu.tr](mailto:yurt@altinbas.edu.tr)) with their own e-mail addresses regarding the day(s) they will not stay in the dormitory and the place and duration of their stay. Otherwise, the relevant articles of the Directive will be taken into consideration.

### **Room Card and Security**

**ARTICLE 11 -** (1) Room doors must be kept closed. Students are required to keep their valuables with them.

(2) Fixtures and personal belongings in the rooms are the responsibility of the student. The Housing Directorate and Altınbaş University cannot be held responsible for any damage or loss that may occur.

(3) The rooms of the students staying in the dormitory may be checked by the Dormitory Manager and/or the staff for security, cleaning, checking whether the rules of the dormitory are being followed or not, and when deemed necessary.

(4) Students who lose their room card can apply to the Dormitory Directorate to get a new card. The card fee is deducted from their deposit for the new card.

(5) Students who do not have their room card with them are given a replacement card for three hours. The card fee determined by the Housing Directorate is deducted from the deposit of the student who fails to submit the replacement card on time.

### **Financial Matters**

**ARTICLE 12** - (1) For applications made until the end of the month following the start of the academic calendar each year, the entire accommodation is paid in installments under bank guarantee or collected in advance through the bank.

(2) For students who apply to the dormitory at the end of the month following the start of the academic calendar, the calculation is made on a daily basis, taking into account the academic end date.

(3) Charges for room changes are calculated on a daily basis as of the date the student changes rooms.

(4) In case of damage/loss of fixtures in the rooms and/or common areas, the cost of the damage/items will be deducted from the students' deposits. If more than one student caused the damage, the resulting financial loss will be deducted from their deposits in proportion to their fault. If the fault rate cannot be determined, the damage will be divided equally among the students and collected from their deposits.

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

(6) Students enrolled in the institution;

a) 1-month service fee determined in the service provision commitment agreement for those who leave the institution until September 15,

b) After September 15, for those who leave the institution after September 15, the entire fee for the months in which they received accommodation services and the current month and a maximum of 50% of the accommodation service fee for the remaining months, and a maximum of 40% if these students document that they are enrolled in one of the student dormitories operated by the Ministry,

c) Students who are sentenced to expulsion from the institution are charged the full fee for the months in which they received accommodation services and the current month, and a maximum of 60% of the accommodation service fee for the remaining months. In cases where these students are paid in advance with their deposits, the remaining amount after the fee to be calculated according to this paragraph is deducted is returned within one month and the service provision commitment is terminated. The calculations to be made within the scope of this article are based on the monthly fee determined specifically for the student in the service provision commitment agreement.

(7) Students enrolled in the institution;

a) Those who leave the institution due to the institution's failure to fulfill its obligations under the Regulation or the service provision commitment letter,

b) Those who have deregistered or frozen their enrollment in higher education institutions, whose first-degree relative has passed away, those who document that they will undergo treatment for at least one semester or have a sickness report or have been damaged due to natural disasters, and those who cannot be accommodated in the institution due to epidemics,

c) Those who reside in closed institutions in cases where the founder closes the institution or the institution is closed,

d) According to Article 22, Paragraph 3 of the Regulation on Higher Education Private Accommodation Services dated 09.09.2022 and numbered 31948; for those who are dismissed from the institution, after deducting their deposits and the fee for the months they stayed in the institution in cases where payment is made in advance, the remaining amount is returned within one month and the service provision commitment is terminated.

(8) Refunds are made to the bank account submitted by the student in the petition for refund request. For those who pay the accommodation fee by credit card, a refund instruction is given to the credit card. For summer semester

Students who have registered and paid their fees will not be refunded if they leave the dormitory early or do not check in at all.

(9) In case the student dismisses from the dormitory for any reason, except for **Article 8** in cases where the deposit is refunded.

(10) During the dormitory application, the deposit fee determined by the Board of Trustees is deposited into the account designated by the Department of Financial Affairs, Budget and Purchasing in order for the dormitory application to be valid.

(11) The deposit fee received for the dormitory application is considered as a deposit until the dormitory entrance. After the dormitory entrance, it is considered as a deposit and the deposit fee is refunded in full if there is no damage to the room or lost/broken room card at the dormitory check-out.

(12) If the student declines to enter the dormitory and cancels his/her application, the deposit The assessed payment is non-refundable.

(13) Regarding the refunds to be made in accordance with the provisions of this directive; The Dormitory Directorate notifies the Department of Financial Affairs, Budget and Purchasing via EBYS within 3 (three) business days of the room fee or deposit refund request to be created by the student.

(14) The Financial Affairs, Budget and Purchasing Department realizes the refund within 1 month from the date of the request and notifies the Housing Directorate.

### **PART THREE**

#### **Disciplinary Affairs and Procedure**

**ARTICLE 13** - (1) The provisions of the student disciplinary procedures in Article 50 of the Regulation on Higher Education Private Accommodation Services published in the repeated issue of the Official Gazette No. 31948 and the relevant article of the Dormitory Directive are applied to persons who do not comply with the matters specified in this directive, do not comply with the rules, and behave in an attitude and behavior unbecoming of a student inside and outside the institution.

#### **(2) Situations and Behaviors Requiring Warning Penalty**

A warning is a written notification to the student that his/her behavior is defective. Warning penalty are the following acts that should be given:

1. Engaging in acts that may disturb others in the buildings and facilities of the institution.
2. Not paying attention to cleanliness and making it a habit
3. Damaging the institution's buildings and facilities or fixtures.
4. Using someone else's property without permission.
5. Receiving visitors outside the designated places and times.
6. Providing information or behaving in a way to mislead the Dormitory Management.
7. Staying overnight in a room other than one's own room without the knowledge of the Dormitory Management.
8. Failure to comply with the time schedule for entering and leaving the dormitory, dining hall, bathroom, study room and other work and rest areas and the gymnasium.
9. Mistreatment of institutional staff.
10. Intentionally damaging the physical structure of the institution.
11. Hanging unauthorized signs in places other than the places designated by the Dormitory Management or damaging the warning and announcement signs posted by the management.
12. To have attitudes and behaviors that do not befit the dignity required by the title of student.

13. Bringing prohibited publications into the country.
14. Throwing any object from the room window to the environment or people, throwing various objects harassment.
15. Hanging laundry, flags, pennants, etc. on the windows and windows of the rooms.
16. Failure to keep his/her room, common areas and surroundings clean and tidy, leaving them in a way that prevents cleaning or spraying.
17. Failing to make the explanations requested by the dormitory staff on time without a valid reason, refraining from receiving the summons, failing to respond on time.
18. Making the work of dormitory managers difficult.
19. Leaving shoes and slippers on the windowsill or in front of the door. (Shoes and slippers left in front of the door are collected by the dormitory cleaning staff and thrown in the garbage.)
20. Leaving dirty dishes, cooking utensils, leftovers and garbage in the kitchens. (Items left behind will be disposed of by the staff.)
21. Acting in violation of the GSB Higher Education Private Accommodation Services Regulation, Dormitory Directive and Service Provision Commitment Letter.
22. Staying overnight outside the borders of the dormitory without informing the Dormitory Management.
23. Entering the dormitory without scanning the entrance card and/or fingerprint on the turnstile devices.
24. Failure to comply with the dormitory check-in deadline.
25. Feeding or harboring animals such as cats, dogs, birds, etc. throughout the country.
26. Using or keeping an individual water heater (kettle), electric appliance for heating or cooking, etc. in the room. (The material in question is taken from the room by the attendant and put in storage. Within 15 days, any item not removed from the dormitory will be considered idle).
27. Selling for commercial purposes within the borders of the dormitory without obtaining permission from the Dormitory Management.
28. Collecting unauthorized donations for any purpose whatsoever.
29. Receiving and/or being a visitor in dormitory rooms.
30. Failure to comply with the written rules and warnings in the dormitory.
31. Leaving, forgetting or taking someone else's belongings in the laundry room.

### **(3) Situations and Behaviors Requiring Reprimand**

Reprimand is the written notification to the student that he/she has engaged in behavior that requires disciplinary punishment and that he/she should avoid repeating it. The acts that require reprimand are as follows:

1. Habitual behavior contrary to the rules of collective living or etiquette  
Bring it.
2. Making a habit of coming to the institution late and not coming to the institution without permission.
3. Knives and similar sharps specially made for use only in attack or defense  
and piercing tools in the institution.
4. Insulting staff or students of the institution.
5. Damaging someone else's property.
6. Organizing meetings or ceremonies in the institution without permission from the management.
7. Playing or participating in illegal games with the intention of gaining profit.
8. Receiving two warning penalties for the same act within the same academic year.
9. Behaviors that are incompatible with the title of student , behaviors that will shake the sense of  
reputation and trust  
to be found.
10. The room allocated to another student without informing the Dormitory Directorate  
hand it over.
11. All o c a t i n g fixtures in common areas for personal use, moving them to rooms or other areas.

12. Smoking cigarettes, pipes, cigars, hookahs, electronic cigarettes, etc. in all indoor areas of the dormitory (rooms, bathrooms and toilets, rest rooms, study hall, corridor, laundry, cafeteria, TV room, fire exit stairs, etc. in all individual and common areas). (A tobacco butt found in the room constitutes evidence.)
13. Allowing or condoning smoking in the room and keeping cigarette butts in the room, including in front of the windows. (In case of smoking and recreational substance violations in the room, if the smoker cannot be identified, all room owners are responsible for the rule violation).
14. Using areas other than the kitchen (rest room, study hall, student room, etc.) for cooking/cooking.
15. Failure to provide name-surname information to personnel requesting identity information and/or failure to provide identity information not showing his card.
16. Engaging in or assisting in behavior that endangers security to be.
17. Failure to comply with dormitory dismissal procedures, late check-out or leaving items in the room.
18. Failing to comply with the written or verbal warnings of the dormitory management/staff and not receiving the notification letters.
19. Preventing, complicating, unnecessarily occupying the work of dormitory managers/staff to do it.
20. Providing incomplete or incorrect information requested by the Dormitory Directorate or not providing any information at all not to give.
21. Behaving in a way that disturbs the staff, roommates and others (humiliation, degrading discourse, insult, swearing, harassment by phone, etc.).
22. Damaging the belongings of the staff and students staying in the dormitory.
23. Intentionally damaging the network system in the dormitory buildings (Wireless in rooms using modems and/or routers, damaging internet sockets and lines, etc.).
24. Tampering with smoke and fire detectors, fire extinguishers, fire alarms and all other fire safety equipment, misusing them, turning them off, making them inoperable and unusable, causing the fire alarm to sound unnecessarily. (In the event of material damage as a result of false alarms resulting in the arrival of the fire brigade, the material damage caused will be collected from the student/students who caused it).
25. Hammering nails into the walls of dormitory rooms and common areas, pasting writings, posters and papers that may damage the walls, using adhesives that may damage the paint on the walls.
26. Provoking students or their parents against the Dormitory Management.
27. Allowing another student or person to use any card registered in the dormitory for any purpose whatsoever, or attempting or attempting to allow another student to enter the dormitory by using his/her own fingerprint.

### **(3) Situations and Behaviors Requiring Expulsion from Dormitory**

Dismissal from the dormitory means that the student is dismissed from the dormitory and expelled from the dormitory, never to be admitted again. The student is notified in writing that he/she must leave the dormitory within twenty-four hours. Situations and behaviors that require expulsion from the institution are as follows:

1. Violating the Turkish Flag Law dated 22/09/1983 and numbered 2893.
2. Organizing or encouraging the organization of individual or collective actions such as rallies, forums, resistance, marches, boycotts, occupations, participating in or forcing participation in such actions that are contrary to the characteristics of the State of the Republic of Turkey as expressed in the Constitution.

3. Being a member of illegal organizations, carrying out activities in such organizations, making propaganda for such organizations.
4. Insulting or making false statements against other students, institutions or other public institutions and organizations and their administrators in the press, social and visual media.
5. Threatening or physically assaulting the management, staff and students of the institution to be found.
6. Carrying, using or using tools and substances such as firearms, flammable and explosive substances, bullets, etc. attempting to use it.
7. Using or attempting to use knives and similar sharp and piercing instruments specially made for use in attack or defense.
8. Drinking or possessing alcoholic beverages inside the institution, intoxication of the inhabitants of the institution due to intoxication engaging in disruptive behavior.
9. Using or carrying natural or synthetic drugs, volatile or recreational substances, possession or trade.
10. Being reprimanded three times in the same academic year.
11. Theft within the borders of the country.
12. The management and staff of the institution and the students staying at the dormitory are subjected to actual or sexual assault or harassment.
13. Playing or allowing to be played any kind of money games within the country that would be considered as gambling.
14. To use the dormitory for other purposes and to behave in a way that hinders the services of the staff to be present or to fight.
15. Entering the dormitory areas reserved exclusively for the accommodation and use of the opposite sex without the permission of the Dormitory Management, or helping others to do so.
16. Unauthorized publication of a statement on behalf of another person, disclosure of private life or blackmail in this regard to do it.
17. Attempting, ensuring or assisting persons (including family members) who are not registered in the dormitory or students who are not allowed to enter the dormitory to enter the dormitory.

**(4) Unforeseen Disciplinary Offenses:** Those who commit acts and situations similar in nature and gravity to the acts and situations specified in the Directive that require disciplinary punishment, or those who force or encourage others to commit the specified offenses are also subject to the same type of penalties.

#### **PART FOUR**

##### **Miscellaneous and Final Provisions**

**ARTICLE 14 - (1)** Those who force or encourage others to commit the specified offenses shall also be subject to the penalties imposed on those who commit the offense.

**ARTICLE 15 - (1)** In determining the disciplinary penalty, the commission of more than one offense requiring the same penalty or encouragement to commit collective offenses shall be considered as aggravating circumstances.

**(2)** Any incident that occurs in the institutions and requires judicial prosecution shall be reported to the relevant authorities as soon as possible by the institution management. In case of arrest of any of the students residing in the institutions, disciplinary procedures shall be carried out according to the results of judicial proceedings.

##### **Provisions Regarding Accommodation**

**ARTICLE 16** - (1) Students enrolled in the dormitory must check in to the dormitory until 01:00 in the evening and until 02:00 on weekends.

(2) Students staying at the dormitory can receive visitors between 09.00 - 23.00. Visitors are accepted and hosted in the places designated by the Dormitory Directorate for this purpose. Visitors are not allowed on floors, rooms or kitchens. The visited student will be held responsible for the visitors' failure to comply with these rules and for any damage they may cause.

(3) The Dormitory Management requests ID documents from student visitors for security reasons. Those who refuse to provide an identity document are not allowed to enter the dormitory.

(4) The guest of the student who violates the guest rule will be banned from entering the dormitory until a second decision. If the violation is repeated, all guests other than the student's family will be banned from entering the dormitory. Even if the banned guest of the student comes to any other student staying in the dormitory, he/she will not be allowed to enter the dormitory again.

(5) Students who wish to change the room allocated to them may apply to the Housing Directorate. Room change requests are evaluated by the Housing Directorate. If deemed appropriate by the Housing Directorate, the room is changed.

(6) If electrical tools and equipment that are forbidden to be used in the rooms are detected, they are taken from the room by the Dormitory Directorate and put in storage. Students are obliged to pick up their belongings from the storage room within 15 (fifteen) days. In the event that the items are not received within the specified periods without giving an excuse; it is accepted that the students abandon their property rights on the relevant items and the items are considered idle.

(7) Room cleaning is done according to the schedule arranged by the Housing Directorate. The Dormitory Directorate reserves the right to make changes in the schedule when deemed necessary.

(8) Students are responsible for the belongings left in common areas such as kitchen, rest room, laundry, cafeteria. Valuables must be kept in person, and the Housing Directorate and the University cannot be held responsible for loss or damage.

(9) Dirty dishes and all kinds of products left on the kitchen and bathroom counters are treated as waste by the staff in accordance with hygiene rules and order.

(10) Students provide their own cleaning products for personal use.

(11) Items belonging to the student that are left in the rooms with/without a name when leaving the dormitory are considered as garbage by the Dormitory Directorate.

(12) The Dormitory Directorate may make room combinations to fill the gaps that may occur in dormitory rooms as a result of departures during the semester. In order to fill these gaps, the Dormitory Management may take one of the following actions within seven days.

a) Students who continue to stay in the room may be transferred to another room.

b) Students who continue to stay in their rooms may request to fill the vacancy in their rooms by finding a new roommate(s) (subject to the approval of the Dormitory Management).

(13) The Dormitory Directorate is the sole decision-maker for all constructional and other changes to be made in the dormitory building. (Approval must be obtained from the GSB Provincial Directorate) Students do not have the right to object to the changes to be made in the building.

(14) Students are introduced to the dormitory by the dormitory management, and are informed about the evacuation routes and meeting places to be used in case of emergency. The document on the introduction of the dormitory is signed by the dormitory management and the student, filed by the Dormitory Directorate, and a copy is given to the student.

(15) All students in the dormitory are obliged to participate in all emergency drills and trainings related to the dormitory.

(16) It is the responsibility of the students to comply with the laundry days and hours announced by the Housing Directorate. The Housing Directorate is not obliged to make exceptions for students who do not comply with this.

(17) Failure to know this directive, which is declared to have been read, understood and accepted by the students at the time of dormitory application, will not be accepted as a justification and the Dormitory Directorate and the University will not be held responsible for this situation.

### **Cleaning and Similar Issues**

**ARTICLE 17** - (1) Student rooms and common areas are cleaned by cleaning staff within the framework of the period and program to be determined by the Housing Management. Students are responsible for keeping the rooms clean except for the scheduled cleaning service to be provided by the Housing Management.

(2) Students should keep their rooms suitable for cleaning and not leave them cluttered. Rooms that are not suitable for cleaning and where personal belongings are scattered are not cleaned.

(3) Students themselves provide the cleaning supplies (toilet paper, paper towels, etc.) required for personal use in their rooms. The Dormitory Management does not provide cleaning supplies for students' personal use in the rooms.

(4) Students meet their ironing needs in the ironing rooms reserved for this purpose. Irons and ironing boards in the ironing rooms cannot be taken to student rooms.

(5) Students staying in the dormitory must provide their own duvets, pillows and bed linen (bed sheets, pillowcases and duvet covers).

(6) Students can meet their laundry and drying needs (provided that they provide their own cleaning supplies) in the laundry room. The Housing Directorate reserves the right to change the conditions of use of the laundry room.

(7) Students who damage their irons and desks are liable to pay for the damage.

(8) Students use their own personal utensils (plates, spoons, forks, pots, etc.) when using the central kitchen which is open for common use. No dirty or clean personal utensils may be left behind on the kitchen counters after use. Materials found in this situation are considered as idle by the staff.

(9) Students are responsible for personal belongings left in common areas such as kitchen, WC, rest room and laundry room. The Housing Directorate cannot be held responsible for the loss or damage of valuables.

(10) On days other than room cleaning days, students are responsible for room and bathroom cleaning and garbage disposal.  
is responsible.

(11) In matters such as cleaning, items left in common areas, etc., students should contact the Dormitory Directorate's e  
is obliged to comply with the rules announced by the announcements posted in the mail and on the notice boards.

(12) When mites/smelling food, beverages, etc. that may pose a threat to human health are detected in the dormitory rooms, they are thrown away. For this reason, if there are pests/insects in the room, the disinfection fee will be deducted from the deposit fee of the student/students. In addition; all damages that may occur in the installation due to waste or foreign substances thrown by students will be charged to the student / students who are determined to have caused the damage.

#### **Students' Health Problems and Treatment**

**ARTICLE 18-** (1) Students staying at the dormitory are directed to the hospital by the Dormitory Officer when they have health problems.

(2) Outpatient or inpatient treatment fees at the hospital are paid by the student.

(3) When students staying at the dormitory experience health problems, the accompanying persons should stay in the student's room.  
they can't stay.

(4) Students who are observed to be unable to act in accordance with the rules of collective living upon the determination of the Dormitory Management or notification of their roommates may be referred to the Psychological Counseling and Guidance Center within the University.

#### **Compensation Liability**

**ARTICLE 19-** The student enrolled in the dormitory accepts, declares and undertakes that he/she will not cause any damage to other students, the property, fixtures, employees and third parties of the institution, otherwise he/she will be solely responsible for all kinds of defects, and accepts, declares and undertakes to indemnify all kinds of damages that may occur before the institution within the scope of this directive. Other actions and/or behaviors that are not specified in this directive but that directly or indirectly damage the institution will also be considered within the scope of this indemnification obligation.

### **PART FIVE**

#### **Enforcement, Execution and Amendment Enforcement**

**ARTICLE 20 -** This directive is effective on the date of its adoption by the Altınbaş University Senate.  
enter.

#### **Execution**

**ARTICLE 21 -** The provisions of this directive shall be executed by the Rector of Altınbaş University.

<b>Legal Basis on which the Directive came into force</b>		
<b>Relevant Board</b>	<b>Date of Decision</b>	<b>Number of Decision</b>
Senate	23/12/2014	2014/12
<b>Legal Basis for the Amendment to the Directive</b>		
<b>Relevant Board</b>	<b>Date of Decision</b>	<b>Number of Decision</b>
Board of Trustees	13/07/2016	2016/07
Senate	18/11/2019	2019/13
Board of Trustees	05/12/2019	2019/11
Senate	24/06/2022	2022/09
Board of Trustees	25/08/2022	2022/11

Senate	11/11/2022	2022/13
Board of Trustees	18/11/2022	2022/11
Senate	24/08/2023	2023/09
Board of Trustees	23.11.2023	2023/08