ALTINBAŞ UNIVERSITY HALLS OF RESIDENCE REGULATIONS
PART ONE
Purpose, Scope, Legal Basis, Definitions and Responsibilities

Purpose
ARTICLE 1 – (1) The purpose of this regulation is to set out the conditions required of students residing in Altınbaş University halls of residence, as well as the principles governing the management, supervision and operation of the University's halls of residence, and the disciplinary rules.

Scope
ARTICLE 2 – (1) This Directive applies to the staff of the Altınbaş University Halls of Residence Directorate and to all students residing in the halls of residence buildings.

Legal Basis
ARTICLE 3 – (1) This Directive has been drawn up in accordance with the Regulations on Student Discipline in Higher Education Institutions, the Regulations on Private Student Accommodation Services in Higher Education, the Directive on Private Accommodation Services in Higher Education, and the provisions of Law No. 4207 on the Prevention and Control of the Harmful Effects of Tobacco Products.

Definitions
ARTICLE 4 – (1) The following terms used in these Guidelines shall have the meanings set out below:
a) University: Altınbaş University,

b) Board of Trustees: the highest decision-making body representing the University's legal personality,

c) General Secretariat: The General Secretariat of Altınbaş University,

ç) Disciplinary Committee: the committee chaired by the Director of the Hall of Residence and comprising a deputy director and a student representative, both of whom are appointed by the Director as a principal and alternate member respectively,

d) Directorate of Financial Affairs and Budget: the unit responsible for carrying out the accounting procedures and implementing the financial aspects of decisions taken by the University administration in accordance with financial regulations and Higher Education Council (YÖK) legislation,

e) Regulations: The Altınbaş University Hall of Residence Regulations,

f) Academic Calendar: The calendar setting out the examinations and events scheduled throughout the academic year,

g) Academic Term: The period, as determined by the Rector's Office and announced by the Hall of Residence Directorate, encompassing the autumn and spring terms of the academic year, during which students may move into and out of the halls of residence,

h) Student: Students enrolled on degree programmes at Higher Education Institutions,

ı) SİS: The software used to record accommodation charges and personal information regarding students.

i) Visitors: All persons not actively residing in the hall of residence,

j) Hall of Residence Staff: Staff who work to provide students entitled to reside in the hall of residence with accommodation in a comfortable and peaceful environment, in accordance with the Altınbaş University Hall of Residence Regulations,

k) Hall of Residence Management: The individuals comprising the Hall of Residence Manager, Deputy Hall of Residence Manager, Planning Specialist and Hall of Residence Specialist, who are responsible for the management of the hall of residence,

l) Student Hall of Residence Application Notice: Any form of information provided to students during room allocation periods via various methods, such as publication on the website, sending emails or displaying posters at building entrances,

m) Student Representative: A representative selected at the start of each academic year from among students residing in the halls of residence who have not received any disciplinary sanctions, comprising one main representative and one alternate,

n) Summer Term Accommodation: Accommodation for students who will be studying at the university during the summer school or participating in an internship programme required by their study programme,

o) Medical Certificate: A medical certificate issued by a doctor stating that the student's state of health is suitable for residence at the institution,

ö) Personal Health Declaration Form: For students who are citizens of the Republic of Turkey, this refers to the document obtained via the e-Government service; for international students, it refers to the form adapted to the system and completed upon entry to the hall of residence.

Responsibilities
ARTICLE 5 – (1) The Hall of Residence Directorate is responsible for the preparation of this guideline.

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

(3) The Director of Student Accommodation is responsible for the implementation and coordination of this guideline.

(4) The Hall of Residence Directorate is responsible for informing the Directorate of Financial Affairs, Budget and Procurement regarding deposit refunds to be made to students in accordance with the provisions of this guideline; the Directorate of Financial Affairs, Budget and Procurement is responsible for processing the deposit refund and informing the Hall of Residence Directorate.

PART TWO
Methods and Procedures

Regular Opening and Closing of the Hall of Residence
ARTICLE 6 – (1) The dates for the opening and closing of the halls of residence shall be determined by the Directorate of Halls of Residence, taking into account the university's academic calendar.

(2) The accommodation conditions for students participating in events organised by the university, such as festivals, sports events, courses, work placements and seminars, as well as for students wishing to

stay in the halls of residence as guests during the academic year and/or the summer months, shall be determined by the Hall of Residence Directorate with the approval of the General Secretariat.

Conditions for Admission to the Hall of Residence

ARTICLE 7 – (1) Only students enrolled on a course during the academic term may stay in the halls of residence.

(2) Accommodation in the halls of residence is available throughout the academic term. The summer term is assessed separately.

(3) The process of allocation and admission to the hall of residence is carried out taking into account the available capacity for the relevant academic year and the provisions of these guidelines.

(4) Students applying to stay in the halls of residence must submit the documents listed below to the Halls of Residence Directorate within the specified timeframe for final registration.

a. A photocopy of an identity card for citizens of the Republic of Turkey (a photocopy of a passport for foreign nationals)

b. Two passport-sized photographs

c. A medical certificate or a personal health declaration form

d. A bank statement confirming payment of the accommodation fee

e. Criminal record certificate (for Turkish citizens)

g. Residence permit (for UA students)

ğ. Student certificate

(5) Summer term accommodation is treated as daily accommodation.

(6) Applications to the Hall of Residence Management are made via the 'Application Form' section on the Student Hall of Residence website (https://yurt.altinbas.edu.tr/).

(7) The provisions set out above regarding hall of residence check-in procedures apply to all periods of residence (academic term and summer term).

(8) Short-term student accommodation may be arranged at the hall of residence during examination periods or at other times, subject to payment of the relevant fee.

(9) Students whose residence hall membership has been terminated due to behaviour contrary to the residence hall rules, or who persist in breaching the rules despite having received a 'reprimand', will have their eligibility for admission to the residence hall in subsequent terms assessed by the Residence Hall Management.

(10) During the fee payment process, which is announced annually, the relevant payments must be made by the specified dates. Should the relevant payments not be made by the specified date, the application will be cancelled. Room allocations will be transferred by the Hall of Residence Management to other students on the waiting list.

(11) Applications are accepted on a first-come, first-served basis (by date and time) from students who apply to the hall of residence during the application period.

(12) Current students residing in the halls of residence are granted the right to apply early, within the dates specified by the Halls of Residence Directorate, should they wish to continue residing there the following year. Students who do not exercise this right or who miss the deadline for various reasons forfeit their right to early application.

(13) Students shall pay the annual fee for the room allocated to them in accordance with the procedures and conditions announced annually on the University's website.

(14) Having stayed in the halls of residence in the previous year or term does not confer the right to accommodation in subsequent academic years. Students must reapply for accommodation in the halls of residence for each academic year.

(15) For students wishing to stay in halls of residence during the summer term, allocation is carried out again at the end of the spring term. The application and allocation process for summer term accommodation is announced by the Halls of Residence Directorate.

(16) Students make their payments after submitting their hall of residence applications. Students who have made their payment are sent documents which they must sign using a digital signature. Students must sign these documents within the timeframe specified by the Hall of Residence Directorate. The applications and enrolment procedures of students who fail to sign the documents by the specified dates will be cancelled.

Conditions for Admission to the Hall of Residence

ARTICLE 8 – (1) All documents specified in the hall of residence application notices must be submitted to the Hall of Residence Directorate.

(2) All students applying for a place in the hall of residence are obliged to pay the accommodation and deposit fees. Applications from students who have not paid their deposit will not be considered.

(3) Students who have previously stayed in the hall of residence and have not reclaimed their deposit, or from whom no deduction has been made from their deposit, are not required to pay the deposit fee when reapplying for accommodation.

(4) Following the online application, the hall of residence deposit must be paid within the timeframe specified by the Hall of Residence Management.

(5) Students check into their room by signing a form confirming that they have received the room as allocated, either in full or with any deficiencies previously identified by the Hall of Residence Management. Any damage identified during inspections during the academic year is recorded in a report, and the student is charged for the said damage.

(6) Students are obliged to report to the Hall of Residence Management, within 48 hours of taking possession of the room, any missing items or damage to fixtures and fittings in the room—or in other areas—that were not previously identified and are not listed on the form they signed upon first entry. Otherwise, the student shall be held responsible for all such missing items and damage and will be charged the specified amount.

(7) Admission to the halls of residence is notified to students annually via an announcement and email regarding the results of room allocation.

(8) The deposit fee specified for room allocation must have been paid into the University's account. Students who paid their deposit in previous years but had a deduction made from it must top up the outstanding balance of their deposit.

(9) Students must complete the registration procedures for the rooms allocated to them by the date specified in the announcement.

(10) All documents provided to the student by the Hall of Residence staff upon check-in must be completed in full by the student.

(11) Those who are required to check in on Saturdays, Sundays or public holidays may move into their rooms by making their payments in advance and completing the check-in procedures as outlined in the above clauses.

Dormitory Fees

ARTICLE 9 – (1) Accommodation in the halls of residence is provided for a fee. Fees cover accommodation only; travel, meals and other expenses incurred by the student are not included in this amount.

(2) Hall of Residence fees are determined by the University Board of Trustees in accordance with the date specified in the regulations each year. The fees determined are notified by the Hall of Residence Directorate to the Provincial Directorate of the Ministry of Youth and Sport and announced to students.

Leaving the Hall of Residence

ARTICLE 10 – (1) Students due to leave at the end of the academic calendar are obliged to vacate their room and hand in their room card by the date announced by the Hall of Residence Management. The rooms of students who fail to complete the check-out procedures, or who fail to vacate the room despite having completed the procedures, will be cleared by the Hall of Residence Management no later than three days after the announced check-out date.

(2) Neither the University nor the Hall of Residence Management is liable for the loss of or damage to personal belongings left in the vacated room.

(3) The Dormitory Management Board shall terminate the dormitory tenancy of students who have been suspended from the University or expelled from the dormitory. Such students shall be required to vacate the dormitory within one hour, accompanied by security personnel.

(5) The room of a student leaving the hall of residence is inspected by the Hall of Residence Management. It is determined whether any damage has been caused to equipment or fixed assets. Should any damage be identified, the relevant amount is recorded on the room check-out form to be deducted from the student's deposit. The remaining deposit is refunded to the bank account specified by the student. In cases where the deposit is insufficient to cover the cost of the damage, the student acknowledges, declares and undertakes to pay the remaining amount to the university within 3 days. Should the relevant payment not be made within the specified period, the student will be deemed to owe a debt to the university. The university reserves the right to pursue all legal remedies in respect of such debt.

(6) A student leaving the hall of residence must collect all their belongings and vacate the room. Upon indicating their intention to check out, they must complete the necessary forms and hand in their room card. They will then inspect the room together with the Hall of Residence Administrator. The student is

personally responsible for completing the check-out procedures. The responsibility for ensuring the procedures are completed within the required timeframe lies with the student. Rooms must be handed over in a clean and tidy condition. (Otherwise, the check-out process cannot be initiated.)

(7) Any belongings left behind by a student who leaves without completing the check-out procedures will be stored by the Hall of Residence Management for 15 days. The student will be notified by email (using the address provided to us at the time of application) that they must collect their belongings within 15 days at the latest. Should the belongings not be collected within the specified timeframes without providing a valid reason, it shall be deemed that the student has relinquished their ownership rights over the relevant belongings.

(8) Students who leave the hall of residence without personally carrying out or completing the check-out procedures will have their full deposit withheld.

(9) Students must notify the Hall of Residence Management via their own email address to the official email address of the Hall of Residence Management (yurt@altinbas.edu.tr) of the location and duration of their stay for any days they will not be residing in the hall. Otherwise, action will be taken in accordance with the relevant provisions of the Regulations.

Room Cards and Security

ARTICLE 11 – (1) Room doors must be kept locked at all times. Students must keep their valuables with them at all times.

(2) Students are solely responsible for the fixed assets and personal belongings in their rooms. Neither the Hall of Residence Management nor Altınbaş University can be held liable for any damage or loss that may occur.

(3) The rooms of students residing in the halls of residence may be inspected by the Director of the Halls of Residence and/or staff for the purposes of security, cleanliness and compliance with hall rules, and in cases deemed necessary.

(4) Students who lose their room cards may apply to the Hall of Residence Management to obtain a new card. The cost of the new card will be deducted from their deposit.

(5) A student who does not have their room card with them will be issued with a temporary card valid for three hours. If a student fails to return the temporary card on time, the card fee—as determined annually by the Hall of Residence Management—will be deducted from their deposit.

Financial Matters

ARTICLE 12 – (1) For applications made by the end of the month following the start of the academic calendar each year, the full cost of accommodation is either paid in instalments under a bank guarantee or collected in full in advance via bank transfer.

(2) For students applying to the hall of residence by the end of the month following the start of the academic calendar, charges are calculated on a daily basis, taking into account the end date of the academic year.

(3) In the event of a room change, charges are calculated on a daily basis from the date the student changes rooms.

(4) In the event of damage to or loss of fixed assets in rooms and/or communal areas, the cost of the damage or replacement of the item is deducted from the students' deposits. If more than one student is responsible for the damage, the resulting financial loss is deducted from their deposits in proportion to their respective degrees of fault. Where the proportion of fault cannot be determined, the cost of the damage shall be divided equally amongst the students and deducted from their deposits.

(5) A cleaning fee will be charged to any student who fails to leave their room tidy and clean upon check-out.

(6) Students who have registered with the institution will not be entitled to a refund if they check out before the end of the accommodation period specified in the service provision undertaking.

(7) Should a student terminate their tenancy at the hall of residence for any reason, only their deposit shall be refunded.

(8) At the time of applying for a place in the hall of residence, the deposit fee determined by the Board of Trustees must be paid into the account specified by the Directorate of Financial Affairs, Budget and Procurement for the application to be valid.

(9) The deposit fee collected for the hall of residence application is treated as a security deposit until the student moves into the hall of residence. After moving in, it is treated as a deposit, and provided there is no damage to the room or loss/breakage of the room key card upon moving out, the deposit fee will be refunded in full.

(10) If a student decides not to move into the hall of residence and cancels their application, the payment treated as a 'kapora' will not be refunded.

(11) With regard to deposit refunds to be made in accordance with the provisions of these guidelines, the Hall of Residence Management shall notify the Directorate of Financial Affairs, Budget and Procurement via the EBYS system within 3 (three) working days of the student submitting a deposit refund request.

(12) The Directorate of Financial Affairs, Budget and Procurement shall process the refund within one month of the date of the request and provide feedback to the Hall of Residence Management.

PART THREE
Disciplinary Matters and Procedures

ARTICLE 13 – (1) The provisions regarding student disciplinary proceedings set out in Article 50 of the Higher Education Special Accommodation Services Regulation, published in the Official Gazette, Special Edition No. 31948, and the relevant article of the Hall of Residence Guidelines shall apply to persons who fail to comply with the matters specified in this guideline, who breach the rules, or who exhibit conduct unbecoming of a student both within and outside the institution.

(2) **Circumstances and Behaviours Warranting a Warning**

A warning is the written notification to a student that their behaviour is at fault. The acts warranting a warning are as follows:

1. Engaging in acts within the institution's buildings and facilities that cause a nuisance to others.
2. Failing to maintain cleanliness and making this a habitual practice
3. Causing damage to the institution's buildings, premises or fixed assets.
4. Using another person's property without permission.
5. Receiving visitors outside the designated times and places.
6. Providing information or behaving in a manner intended to mislead the Hall Management.
7. Spending the night in a room other than one's own without the knowledge of the Hall of Residence Management.
8. Failing to adhere to the timetable for entering and leaving the dormitory, canteen, bathrooms, study room, other study and relaxation areas, and the sports hall.
9. Behaving inappropriately towards staff members.
10. Deliberately causing damage to the institution's physical infrastructure.
11. Posting notices in places other than those designated by the Hall of Residence Management without permission, or damaging warning notices and announcements posted by the management.
12. Engaging in conduct unbecoming of a student's status.
13. Bringing prohibited publications into the hall of residence.
14. Throwing any object from a room window onto the surroundings or at people, or harassing those around in various ways.
15. Hanging laundry, flags, banners, etc., from room windows and glass panes.
16. Failing to keep one's room, communal areas and the surrounding environment clean and tidy, or leaving them in a state that hinders cleaning or pest control operations.
17. Failing to provide explanations requested by hall staff in a timely manner without a valid reason, avoiding the receipt of written notices, or failing to respond in a timely manner.
18. To make the work of hall managers more difficult.
19. Leaving shoes and slippers by the window or in front of the door. (Shoes and slippers left in front of doors will be collected by the hall of residence cleaning staff and disposed of as rubbish.)
20. Leaving dirty crockery, cooking utensils, food scraps and rubbish in the kitchens. (Items left behind will be disposed of by staff.)
21. Acting in breach of the GSB Higher Education Private Accommodation Services Regulation, the Hall of Residence Guidelines and the Service Provision Undertaking.
22. Spending the night outside the halls of residence without informing the Hall Management.
23. Entering the hall of residence without swiping an access card and/or providing a fingerprint at the turnstile.
24. Failing to comply with the dormitory's curfew.
25. Keeping or housing animals such as cats, dogs, birds, etc. anywhere on the hall of residence premises.
26. Using or keeping an electric kettle, or any other electrical appliance in the room for heating, cooking or similar purposes. (Such items will be removed from the room by a member of staff and stored in the storeroom. Any items not collected from the hall of residence within 15 days will be deemed abandoned.)
27. Conducting commercial sales within the halls of residence without permission from the Hall Management.
28. Collecting donations without authorisation, for whatever purpose.
29. Receiving visitors in dormitory rooms and/or being a visitor oneself.
30. Failure to comply with the hall's written rules and warnings.
31. Leaving, forgetting or taking another person's belongings in the laundry room

(3) **Circumstances and Behaviours Warranting a Reprimand**

A reprimand is a written notification to the student that they have engaged in behaviour warranting disciplinary action and that they must avoid repeating such behaviour. The following acts warrant a reprimand:

1. Making a habit of behaving in a manner contrary to the rules of communal living or the rules of etiquette.
2. Making a habit of arriving late at the institution without permission or failing to attend the institution.
3. Possessing knives and similar cutting or piercing instruments on the premises that are specifically designed for the sole purpose of attack or defence.
4. Insulting staff or pupils.
5. Damaging property belonging to others.
6. Organising meetings or ceremonies on the premises without permission from the management.
7. Playing or organising games for financial gain that lack legal status.
8. Receiving two warnings for the same offence within the same academic year.
9. Engaging in behaviour incompatible with student status that undermines reputation and trust.
10. Assigning one's allocated room to another student without the knowledge of the Hall of Residence Management.
11. Allocating fixed assets in communal areas for personal use, or moving them to rooms or other areas.
12. Smoking cigarettes, pipes, cigars, hookahs, e-cigarettes, etc., in all enclosed areas of the hall of residence (rooms, bathrooms and toilets, common rooms, study rooms, corridors, laundry rooms, the canteen, the TV room, fire escape staircases, etc. – all individual and communal areas). (Cigarette butts found in a room constitute evidence.)
13. Permitting or turning a blind eye to smoking in one's room, and keeping cigarette butts in the room, including on windowsills. (In the event of rule breaches relating to smoking or the use of recreational substances occurring in a room, if the person smoking cannot be identified, all occupants of the room shall be held responsible for the breach.)
14. Using areas other than the kitchen (such as the lounge, study hall, student common room, etc.) for cooking or preparing food.
15. Failing to provide one's full name and/or failing to show one's ID card to staff who request identification.
16. Engaging in behaviour that jeopardises safety or aiding such behaviour.
17. Failing to comply with the hall of residence check-out procedures, checking out late or leaving belongings behind in the room.
18. Failing to comply with written or verbal warnings from the hall of residence management or staff, and failing to accept official notices.
19. Obstructing, hindering or unnecessarily distracting the work of the hall of residence management or staff.
20. Providing incomplete or incorrect information, or failing to provide information requested by the Hall of Residence Management, or failing to provide it at all.
21. Engaging in behaviour that disturbs staff, flatmates or others (humiliation, derogatory remarks, insults, swearing, causing disturbance via telephone, etc.).
22. Damaging the property of institution staff or students residing in the halls of residence.

23. Deliberately damaging the network system in the halls of residence (using wireless modems and/or routers in rooms, damaging internet sockets and cables, etc.).
24. Tampering with, misusing, switching off, or rendering inoperable smoke and fire detectors, fire extinguishers, fire alarms and all other fire safety equipment; or causing the fire alarm to sound unnecessarily. (In the event of financial loss resulting from false alarms leading to the fire brigade being called out, the financial loss incurred shall be recovered from the student(s) responsible.
25. Hammering nails into the walls of dormitory rooms and communal areas; sticking up writing, posters and paper that will damage the walls; or using adhesives in a manner that damages the wall paint.
26. Incitement of students or their parents against the Hall of Residence Management.
27. Allowing any dormitory access card to be used by another student or person for any purpose whatsoever, or attempting or endeavouring to facilitate another student's entry into the dormitory by using one's own fingerprint.

(4) **Circumstances and Behaviours Warranting Expulsion from the Hall of Residence**

Expulsion from the hall of residence entails the termination of the student's association with the hall of residence, with no possibility of readmission, and their removal from the premises. The student is notified in writing that they must vacate the hall of residence within twenty-four hours. The circumstances and behaviours warranting expulsion from the institution are as follows:

1. Acting in contravention of the Turkish Flag Law No. 2893 dated 22 September 1983.
2. Organising, encouraging the organisation of, participating in, or coercing others to participate in individual or collective actions—such as rallies, forums, protests, marches, boycotts or occupations—that are contrary to the principles enshrined in the Constitution of the Republic of Turkey.
3. Becoming a member of unlawful organisations, carrying out activities within such organisations, or propagating such organisations.
4. Insulting other students, the institution or other public bodies and organisations, and their managers in the press, social media or visual media, or making false statements against them.
5. Threatening the institution's management, staff or students, or physically assaulting them.
6. Carrying, using or attempting to use firearms, flammable and explosive substances, bullets and similar instruments and materials.
7. Using, or attempting to use, knives and similar cutting or piercing instruments specifically designed for the sole purpose of attack or defence.
8. Consuming or possessing alcoholic beverages on the premises, or behaving in a manner that disturbs residents due to intoxication.
9. Using, carrying, possessing or trafficking in natural or synthetic narcotics, volatile substances or psychoactive substances.
10. Receiving a reprimand three times within the same academic year.
11. Committing theft within the borders of the country.
12. Committing physical or sexual assault, or harassing the hall management, staff or students residing in the hall.
13. Playing or organising any form of game for money that constitutes gambling within the halls of residence.
14. Using the hall of residence for purposes other than those intended, behaving in a manner that obstructs the duties of staff, or engaging in a fight.

15. Entering areas of the hall of residence designated exclusively for the accommodation and use of the opposite sex without the permission of the Hall of Residence Management, or assisting others to do so.
16. Publishing unauthorised statements in another person's name, disclosing their private life, or blackmailing them in this regard.
17. Attempting to facilitate, facilitating, or assisting the entry into the hall of residence of persons not registered there (including family members) or students not permitted to enter the hall of residence.

(5) **Unforeseen Disciplinary Offences:** The same type of penalties shall be imposed on those who commit acts or engage in conduct similar in nature and severity to those specified in the Guidelines and warranting disciplinary action, or on those who coerce or encourage others to commit the specified offences.

PART FOUR
Miscellaneous and Final Provisions

ARTICLE 14 – (1) The penalties imposed on those who commit the specified offences shall also apply to those who coerce or encourage others to commit them.

ARTICLE 15 – (1) In determining a disciplinary penalty, the commission of more than one offence warranting the same penalty, or the incitement to commit multiple offences, shall be regarded as aggravating circumstances.

(2) Any incident occurring within the institution that requires criminal prosecution shall be reported by the institution's management to the relevant authorities as soon as possible. In the event of the arrest of any student residing in the institution, disciplinary proceedings shall be conducted in accordance with the outcome of the criminal proceedings.

Provisions Relating to Accommodation

ARTICLE 16 – (1) Students registered at the hall of residence must return to the hall by 01.00 in the evening, and by 02.00 at weekends.

(2) Students residing in the hall of residence may receive visitors between 09.00 and 23.00. Visitors are received and entertained in areas designated for this purpose by the Hall of Residence Management. Visitors may not be taken to the floors, rooms or kitchens. The student being visited shall be held responsible for any failure by visitors to comply with these rules and for any damage they may cause.

(3) The Hall of Residence Management may request identification from student visitors for security or other reasons. Persons who refuse to provide identification will not be permitted entry to the hall of residence.

(4) If a student's guest breaches the guest rules, that guest will be barred from entering the hall of residence until a further decision is made. Should the breach in question recur, all guests other than the student's family will be barred from entering the hall of residence. Even if the guest who has been barred visits another student staying in the hall of residence, they will still not be permitted entry.

(5) A student wishing to change the room allocated to them may apply to the Hall of Residence Management. Requests for a room change are assessed by the Hall of Residence Management. If deemed appropriate by the Hall of Residence Management, the room change will be carried out.

(6) Should any electrical appliances or equipment prohibited for use in the rooms be identified, they shall be removed from the room by the Hall of Residence Management and stored in the storeroom. The student is obliged to collect their belongings from the storeroom within 15 (fifteen) days . Should the items not be collected within the specified timeframes without providing a valid reason, it shall be deemed that the students have relinquished their ownership rights over the relevant items, and the items shall be treated as abandoned.

(7) Room cleaning is carried out in accordance with the schedule drawn up by the Hall of Residence Management. The Hall of Residence Management reserves the right to make changes to the schedule where deemed necessary.

(8) Students are responsible for any items left in communal areas such as the kitchen, lounge, laundry room and canteen. Valuables must be kept in one's personal possession; neither the Hall of Residence Management nor the University can be held liable for loss or damage.

(9) Dirty crockery and any other items left on kitchen and bathroom worktops shall be treated as waste by staff in accordance with hygiene regulations and the need for order.

(10) Students are responsible for providing their own cleaning products for personal use.

(11) Any belongings left behind in rooms—whether labelled or unlabelled—when a student leaves the hall of residence shall be treated as rubbish by the Hall of Residence Management.

(12) The Hall of Residence Management may merge rooms to fill any vacancies that may arise in hall rooms as a result of students leaving during the term. To fill these vacancies, the Hall of Residence Management may carry out one of the following procedures within seven days:

a) Students remaining in the room may be transferred to another room.

b) Students remaining in the room may request to fill the vacancy by finding a new flatmate or flatmates (subject to the approval of the Hall of Residence Management).

(13) The Hall of Residence Management is the sole decision-making authority regarding all structural alterations and modifications to the hall of residence building. (Subject to approval from the Provincial Directorate of the Ministry of Youth and Sports) Students have no right to object to alterations to the building.

(14) The Hall of Residence Management shall brief students on the hall of residence and provide information on evacuation routes and assembly points to be used in emergencies. A document confirming that the hall of residence has been briefed shall be signed by both the Hall of Residence Management and the student, filed by the Hall of Residence Management, and a copy provided to the student.

(15) All students residing in the hall of residence are obliged to participate in all emergency drills and training sessions relating to the hall of residence.

(16) It is the students' responsibility to adhere to the laundry room days and times announced by the Hall of Residence Management. The Hall of Residence Management is under no obligation to make exceptions for students who fail to comply.

(17) At the time of applying for accommodation, students' failure to be aware of these guidelines—which they have declared to have read, understood and accepted—shall not be accepted as a valid reason, and neither the Accommodation Office nor the University shall under any circumstances be held liable for this.

Cleaning and Related Matters

ARTICLE 17 – (1) The cleaning of student rooms and communal areas shall be carried out by cleaning staff in accordance with the schedule and programme determined by the Hall of Residence Management. Students are responsible for keeping their rooms clean outside of the scheduled cleaning service provided by the Hall of Residence Management.

(2) Students must keep their rooms in a condition suitable for cleaning and must not leave them in a disorderly state. Rooms that are not left in a condition suitable for cleaning, or where personal belongings are left in a disorderly state, will not be cleaned.

(3) Students must provide their own cleaning supplies for personal use in their rooms (toilet paper, paper towels, etc.). The Hall of Residence Management does not supply cleaning materials for students' personal use in the rooms.

(4) Students must use the designated ironing rooms to meet their ironing needs. Irons and ironing boards found in the ironing rooms must not be taken into students' rooms.

(5) Students residing in the hall of residence must provide their own duvets, pillows and bed linen (sheets, pillowcases and duvet covers).

(6) Students may use the launderette to wash and dry their laundry (provided they supply their own cleaning products). The Hall of Residence Management reserves the right to amend the terms and conditions of launderette use.

(7) Students who cause damage to irons or ironing boards are liable to pay for the cost of the damage.

(8) When using the central kitchen, which is open for communal use, students must use their own personal items (plates, spoons, forks, pots, etc.). After use, no personal kitchen items—whether dirty or clean—may be left behind on the kitchen worktops. Any items found in this state will be treated as waste by the staff.

(9) Students are responsible for any personal belongings left in communal areas such as the kitchen, toilets, common room and laundry room. The Hall of Residence Management cannot be held liable for the loss of or damage to valuable items.

(10) On days other than the designated room cleaning day, students are responsible for cleaning their rooms and bathrooms, as well as disposing of rubbish.

(11) Students are obliged to comply with the rules announced by the Hall of Residence Management via email and notice boards regarding matters such as cleaning and items left in communal areas.

(12) Any food, drink or similar items found in halls of residence rooms that may pose a threat to human health will be disposed of as rubbish. Consequently, should there be any pests or insects in a room, the cost of pest control will be deducted from the student's/students' security deposit. Furthermore, the cost of any damage to the building's infrastructure caused by waste or foreign objects disposed of by students shall be recovered from the student or students identified as having caused the damage.

Students' Health Issues and Treatment

ARTICLE 18 – (1) Students residing in the hall of residence who experience health problems shall be referred to hospital by the Hall of Residence Officer.

(2) The costs of outpatient or inpatient treatment at hospital shall be paid by the student.

(3) Where students residing in the hall of residence experience health issues, accompanying persons may not stay in the student's room.

(4) Students observed to be failing to comply with the rules of communal living, as determined by the Hall of Residence Management or reported by their flatmates, may be referred to the University's Psychological Counselling and Guidance Centre.

Liability for Damages

ARTICLE 19– (1) A student registering for the hall of residence hereby accepts, declares and undertakes that they shall not cause any harm to other students, the institution's property, its fixtures and fittings, its staff or third parties; that in the event of such harm, they shall be solely liable for any negligence on their part; and that they shall compensate the institution for any and all damages arising under the provisions of this guideline. Any other acts and/or behaviour not specified in these guidelines but which cause direct or indirect damage to the institution shall also be considered within the scope of this liability to pay compensation.

PART FIVE
Entry into Force, Implementation and Amendments Entry into Force

ARTICLE 20 – (1) This guideline shall enter into force on the date of its adoption by the Altınbaş University Senate.

Implementation

ARTICLE 21 – (1) The provisions of this directive shall be implemented by the Rector of Altınbaş University.