

ALTINBAŞ UNIVERSITY

Dormitory Directive

Part One

Purpose, Scope, Legal Basis, Definitions, and Responsibilities

Purpose

Article 1: (1) The purpose of these guidelines is to establish the requirements for students residing in Altınbaş University dormitories, as well as the principles governing the management, supervision, and operation of the University's dormitories and the applicable disciplinary rules.

Scope

Article 2: (1) These Guidelines apply to the staff of the Altınbaş University Dormitory Directorate and all students living in the dormitory buildings.

Legal Basis

Article 3: (1) This document has been prepared in accordance with the Student Discipline Regulations for Higher Education Institutions, the Regulations on Private Student Housing Services in Higher Education, the Guidelines on Private Housing 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) As used in the directive; the terms refers to:

- a) University: Altınbaş University,
- b) Board of Trustees: The highest decision-making body representing the university's legal entity,
- c) Office of the Secretary General: The Office of the Secretary General at Altınbaş University,
- d) Disciplinary Committee: A committee chaired by the dormitory director and consisting of a deputy director and a student representative, both of whom are appointed by the director as the primary and alternate members,
- e) Directorate of Financial Affairs and Budget: The unit responsible for performing the accounting procedures and implementing the financial aspects of decisions made by the University administration in accordance with financial and YÖK regulations,
- f) Directive: Altınbaş University Dormitory Directive,
- g) Academic Calendar: A calendar listing the exams and events scheduled throughout the academic year
- h) Academic Term: The period determined by the Office of the President and announced by the Dormitory Administration, which covers the fall and spring semesters of the academic year and specifies the dates for check-in and check-out from the dormitory,
- i) Student: Students enrolled in degree programs at institutions of higher education,
- j) Student Information System: The software used to track accommodation charges and students' personal information.
- k) SIS: The software used to track accommodation charges and students' personal information.

- l) Visitors: All individuals who are not currently staying at the dormitory,
- m) Dormitory Staff: Staff members who work to provide students eligible to live in the dormitory with accommodation in a comfortable and peaceful environment, in accordance with the Altınbaş University Dormitory Guidelines
- n) Dormitory Administration: The individuals responsible for dormitory administration, consisting of the Dormitory Director, Assistant Dormitory Director, Planning Specialist, and Dormitory Specialist,
- o) Student Dormitory Application Announcement: Any and all information provided to students during room assignment periods, whether through publication on the website, email, or posting of posters at building entrances,
- p) Student Representative: The representative selected each year at the beginning of the academic year from among students who have never received a disciplinary penalty and who live in the dormitory, one as the primary representative and the other as the alternate,
- q) Summer Accommodations: Accommodations for students who will be attending summer school at the university or participating in an internship program required by their academic program,
- r) Medical Report: A medical report issued by a physician stating that the individual's health condition is suitable for staying at the facility,
- s) Personal Health Declaration Form: The document/form that students who are citizens of the Republic of Turkey obtain through the e-Government service; and the document/form that international students complete upon entry into the country, adapted to the system's format.

Responsibilities

Article 5: (1) The Dormitory Directorate is responsible for preparing these 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 management.

(4) The Dormitory Management is responsible for notifying the Directorate of Financial Affairs, Budget, and Procurement regarding fee refunds to be made to students in accordance with the provisions of this directive; the Directorate of Financial Affairs, Budget, and Procurement is responsible for processing the fee refund and notifying the Dormitory Management.

Part Two Method and Procedure

Regular Opening and Closing of the Dormitory

Article 6: (1) The dates for the opening and closing of the dormitory are determined by the Dormitory Administration, taking into account the university's academic calendar.

(2) The housing conditions for students participating in events organized by the university such as festivals, sports events, courses, internships, and seminars as well as for students who wish to stay in the dormitories as guests during the academic year and/or the summer months, are determined by the Dormitory Directorate with the approval of the Office of the Secretary General.

Admission Requirements

Article 7: (1) Only students who are enrolled in classes during the academic term may stay in the dormitory.

(2) Students may stay in the dormitory during the academic year. The summer term is considered separately.

(3) The process of assigning students to dormitories and admitting them is carried out taking into account the available dormitory capacity for the relevant academic year and the provisions of the guidelines.

(4) Students applying to live in the dormitory must submit the documents listed below to the Dormitory Administration within the specified registration period.

a) A photocopy of an ID card for citizens of the Republic of Turkey (a photocopy of a passport for foreign students)

b) Two passport-sized photos

c) Medical Certificate or Personal Health Declaration Form

d) A bank statement showing that the room fee has been paid

e) Criminal Record (for students who are Turkish citizens)

g) Residence permit (for UA students)

h) Student certificate

(5) Summer stays are considered daily stays.

(6) Applications to the Dormitory Directorate are submitted via the “Application Form” section on the Student Dormitory website (<https://yurt.altinbas.edu.tr/>).

(7) The provisions outlined above regarding dormitory check-in procedures apply to all periods of residence in the dormitory (academic term and summer term).

(8) During exam periods or at other times, students may be accommodated for short periods at the dormitory for a fee.

(9) The decision on whether students who have been expelled from the dormitory for violating dormitory rules or who continue to violate the rules despite having received a “reprimand” will be admitted to the dormitory in subsequent semesters is made by the Dormitory Administration.

(10) During the annual fee payment process, payments must be made by the specified dates. If payments are not made by the specified date, the application will be canceled. Dormitory rights will be transferred by the Dormitory Directorate to other students on the waiting list.

(11) Acceptance of applications is based on the priority of the application (date and time) for students who apply for dormitory housing during the application period.

(12) Current students residing in the dormitory are granted the right to apply early during the period specified by the Dormitory Administration if they wish to continue living in the dormitory the following year. Students who do not exercise this right or who miss the deadline for various reasons lose their right to early application.

(13) The student shall pay the annual fee for the room assigned to him or her in accordance with the procedures and conditions announced each year on the University's website.

(14) Having stayed in a dormitory during the previous year or term does not grant the right to dormitory accommodation in subsequent academic years. Students must reapply for dormitory housing for each academic year.

(15) For students who wish to stay in the dormitory during the summer, dormitory assignments are reassigned at the end of the spring semester. The application and assignment process for summer housing will be announced by the Dormitory Directorate.

(16) Students make their payments after submitting their dormitory applications. Students who have made their payments are sent documents that they must sign with a digital signature. Students sign the documents within the timeframe specified by the Dormitory Directorate. The applications and registration processes of students who do not sign the documents by the specified dates will be canceled.

Entry Requirements

Article 8: (1) All documents specified in the dormitory application announcements must be submitted to the Dormitory Directorate.

(2) All students applying for dormitory housing are required to pay the housing deposit. Applications from students who do not pay the deposit will not be considered.

(3) Students who stayed in the dormitory in previous years, did not claim a refund of their deposit, and had no deductions made from their deposit are not required to pay the deposit fee when they reapply for dormitory housing.

(4) After submitting the online application, the dormitory deposit must be paid within the timeframe specified by the Dormitory Management.

(5) Students check into their assigned rooms by signing a form stating that they have received the room in good condition or with any deficiencies previously identified by the Dormitory Administration. Any damage discovered during inspections throughout the year is documented, and the student is charged for such damage.

(6) Students are required to report to the Dormitory Administration, within 48 hours of taking possession of the room, any missing items or damage to room furnishings and/or other areas that were not previously identified and are not listed on the form they signed upon first entering the room. Otherwise, the student will be held responsible for all missing items and damage and will be charged the specified amount.

(7) Information regarding room assignments is communicated to students via email each year.

(8) The deposit fee specified for room assignments must be paid into the University's account. Students who paid their deposit in previous years but had a deduction made from it must make up the remaining 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 provided to the student by dormitory staff upon check-in must be completed in full by the student.

(11) Guests who must check in on Saturdays, Sundays, or public holidays may check into their rooms by making their payments in advance and completing the check-in procedures as described in the sections above.

Dormitory Fees

Article 9: (1) Students stay in the dormitory for a fee. The fees cover only lodging; travel, meals, and other student expenses are not included in this amount.

(2) Dormitory fees are set by the University Board of Trustees each year in accordance with the date specified in the regulations. The fees are reported by the Dormitory Directorate to the Provincial Directorate of the Ministry of Youth and Sports and announced to the students.

Leaving the Dorm

Article 10: (1) Students who are leaving at the end of the academic calendar are required to vacate their rooms and return their room keys by the date announced by the Dormitory Administration. The rooms of students who fail to complete the check-out procedures, or who fail to vacate their rooms despite having completed the procedures, will be vacated by the Dormitory Administration no later than three days after the announced check-out date.

(2) The University and the Dormitory Administration are not responsible for the loss of or damage to personal belongings left in the room upon checkout.

(3) The Dormitory Management Board terminates the dormitory residency of students who have been suspended from the university or expelled from the dormitory. These students are required to leave the dormitory within one hour, accompanied by security personnel.

(4) The room of a student leaving the dormitory is inspected by the Dormitory Administration. It is determined whether any damage has been caused to materials and fixed assets. If damage is detected, the relevant amount is recorded on the room checkout form to be deducted from the student's deposit. The remaining deposit amount is refunded to the bank account provided by the student. In cases where the security deposit does not cover the cost of the damage, the student acknowledges, declares, and undertakes to pay the remaining amount to the university within 3 days. If the relevant payment is not made within the specified period, the student will be deemed to owe the university the amount. The university reserves the right to pursue all legal remedies regarding this debt.

(5) A student leaving the dormitory must collect all their belongings and check out of their room. The student must indicate their intention to check out, fill out the necessary forms, and return their room key card. The student and the Dormitory Administrator will then conduct a room inspection together. The student is personally responsible for completing the check-out process. The student is responsible for ensuring that the process is completed within the required timeframe. Rooms must be returned clean and tidy. (Otherwise, the checkout process cannot be initiated.)

(6) Belongings of students who leave without completing the checkout procedures will be stored by the Dormitory Administration for 15 days. The student will be notified via email (the email address provided to us during the application process) that they must collect their belongings within 15 days at the latest. If the belongings are not claimed within the specified timeframes without providing a valid reason, it will be assumed that the students have relinquished their ownership rights to the relevant belongings.

(7) Students who leave the dormitory without personally completing the check-out procedures will have their entire security deposit withheld.

(8) Students must notify the Dormitory Directorate via their own email addresses at the official email address (yurt@altinbas.edu.tr) of their place of residence and the duration of their stay for the day(s) they will not be staying in the dormitory. Otherwise, action will be taken in accordance with the relevant provisions of the Guidelines.

Room Card and Security

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

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

(3) The rooms of students residing in the dormitory may be inspected by the Dormitory Director and/or staff for security and cleanliness purposes and to ensure compliance with dormitory rules, as well as in cases deemed necessary.

(4) Students who lose their room cards may apply to the Dormitory Office to receive a new card. The card fee will be deducted from their deposit.

(5) Students who do not have their dorm room card with them will be issued 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 Dormitory Administration will be deducted from their deposit.

Financial Matters

Article 12: (1) For applications submitted by the end of the month following the start of the academic calendar each year, the full cost of accommodation is either paid in installments backed by a bank guarantee or collected in advance via bank transfer.

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

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

(4) In the event of damage to or loss of fixed assets located in rooms and/or common areas, the cost of the damage or the replacement value of the item 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 respective degrees of fault. If the degree of fault cannot be determined, the cost of the damage will be divided equally among the students and deducted from their deposits.

(5) Students who fail to leave their rooms tidy and clean upon check-out will be charged a cleaning fee.

(6) Of the students who have registered with the institution;

a) For those who leave the institution by September 15, the one-month service fee specified in the service commitment agreement,

b) For those who leave the institution after September 15, the full fee for the months in which they received housing services and for the current month, plus up to 50% of the housing service fee for the remaining months; however, if these students provide proof of registration at one of the student dormitories operated by the Ministry, the fee is capped at 40%,

c) Kurumdan çıkarma cezası alan öğrencilerden barınma hizmeti aldığı aylar ve içinde bulunulan ayın ücretinin tamamı ve kalan aylara ait barınma hizmeti ücretinin en fazla % 60'ı alınır. Bu öğrencilere depozitoları ile peşin ödeme yapılan hallerde bu fıkra göre hesaplanacak ücret mahsup edilmesi sonrasında geriye kalan tutar bir ay içinde iade edilir ve hizmet sunum taahhütnamesi feshedilir. Bu madde kapsamında yapılacak hesaplamalarda hizmet sunum taahhütnamesinde öğrenciye özel olarak belirlenen aylık ücret baz alınır.

(7) Of the students who have registered with the institution;

a) To those who have left the institution due to the institution's failure to fulfill its obligations set forth in the Regulation or in the service provision commitment,

b) Those who have withdrawn or placed their enrollment on hold at a higher education institution; those whose first-degree relative has passed away; those who provide documentation that they will undergo treatment for at least one semester or who provide a medical certificate or proof of damage caused by a natural disaster; and those who are unable to reside on campus due to an epidemic,

c) In cases where the founder closes the institution or the institution is closed, to those housed in the closed institutions,

d) Pursuant to Paragraph 3 of Article 22 of the Regulation on Special Housing Services in Higher Education, dated September 9, 2022, No. 31948; For those whose affiliation with the institution has been terminated, in cases where a deposit or advance payment has been made, the remaining amount—after deducting the fees corresponding to the months they resided at the

institution—shall be refunded within one month, and the service provision agreement shall be terminated.

(8) Refunds will be made to the bank account provided by the student in their refund request form. For those who paid the housing fee by credit card, a refund will be processed to the credit card. Students who have registered and paid for the summer semester will not receive a refund if they leave the dormitory early or fail to check in at all.

(9) If a student terminates their residence hall contract for any reason, their deposit will be refunded, except in cases covered by **Article 8**.

(10) When applying for dormitory housing, the deposit fee set by the Board of Trustees must be paid into the account designated by the Directorate of Financial Affairs, Budget, and Procurement in order for the application to be valid.

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

(12) If a student decides not to move into the dormitory and withdraws their application, the payment, which is considered a deposit, will not be refunded.

(13) With regard to fee refunds to be made in accordance with the provisions of these guidelines, the Dormitory Directorate shall notify the Directorate General of Financial Affairs, Budget, and Procurement via the EBYS system within 3 (three) business days of receiving a request from a student for a refund of room fees or a deposit.

(14) The Directorate of Financial Affairs, Budget, and Procurement shall process the refund within one month of the request date and notify the Dormitory Directorate.

Part Three

Disciplinary Matters and Procedures

Article 13: (1) The provisions regarding student disciplinary proceedings set forth in Article 50 of the Regulation on Special Housing Services in Higher Education, published in the Official Gazette, Special Issue No. 31948, and the relevant article of the Dormitory Guidelines shall apply to individuals who fail to comply with the matters specified in these guidelines, violate the rules, or exhibit attitudes and behaviors unbecoming of a student, both within and outside the institution.

(2) Circumstances and Behaviors Warranting a Warning

A warning is a written notification to a student that their behavior is inappropriate. The following actions warrant a warning:

1. Engaging in conduct that disturbs others on the institution's premises and facilities.
2. Failing to pay attention to cleanliness and letting it become a habit
3. Damaging the institution's buildings, facilities, or fixed assets.
4. Using someone else's property without permission.
5. Admitting visitors outside of the designated times and locations.

6. Providing information or engaging in conduct intended to mislead the dormitory administration.
7. Spending the night in a room other than one's own without the dorm administration's knowledge.
8. Failure to adhere to the schedule when entering and exiting the dormitory, dining hall, bathroom, study room, other work and recreation areas, and the gym.
9. Treating the organization's staff poorly.
10. Intentionally causing damage to the institution's physical structure.
11. Posting notices in locations other than those designated by the dormitory administration without permission, or damaging warning signs and announcements posted by the administration.
12. To exhibit attitudes and behavior unbecoming of the dignity expected of a student.
13. Bringing banned publications into the country.
14. Throwing any object out of a room window at people or the surrounding area; harassing others in various ways.
15. Hanging laundry, flags, banners, etc., on the windows and glass of the rooms.
16. Failing to keep one's room, common areas, and the surrounding area clean and tidy, or leaving them in a condition that would prevent cleaning or pest control from being carried out.
17. Failing to provide the explanations requested by dormitory staff in a timely manner without a valid reason, refusing to accept summons letters, and failing to respond in a timely manner.
18. To make the work of dormitory managers more difficult.
19. Leave 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 dormitory cleaning staff and thrown away.)
20. Leaving dirty dishes, cooking utensils, food scraps, and trash in the kitchens. (Items left behind will be disposed of by staff.)
21. Acting in violation of the GSB Regulation on Special Housing Services for Higher Education, the Dormitory Guidelines, and the Service Provision Undertaking.
22. Spending the night outside the dormitory premises without notifying the dormitory administration.
23. Entering the dormitory without swiping an access card and/or scanning a fingerprint at the turnstile
24. Failure to comply with the dormitory's curfew.
25. Keeping or housing animals such as cats, dogs, birds, etc., throughout the country.
26. Using or keeping an electric kettle, or any other electrical appliance in the room for heating or cooking, etc. (Such items will be removed from the room by a staff member and stored in the storage area. Items not removed from the dormitory within 15 days will be considered abandoned.)
27. Selling goods for commercial purposes within the dormitory premises without permission from the dormitory administration.
28. Collecting donations without permission, for any purpose whatsoever.
29. Hosting visitors in dorm rooms and/or staying as a guest there.
30. Failure to comply with the dormitory's written rules and warnings.
31. Leaving items at the laundromat, forgetting them there, or taking someone else's items.

(3) Circumstances and Conduct Warranting a Reprimand

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

1. Making a habit of behaving in ways that violate the rules of communal living or etiquette.
2. Making it a habit to arrive late at work without permission or to fail to show up for work.
3. Possessing knives and similar cutting and piercing tools specifically designed for the sole purpose of attack or defense on the premises.
4. Insulting institutional staff or students.
5. Damaging someone else's property.
6. Organizing a meeting or ceremony at the institution without obtaining permission from management.
7. Engaging in or organizing games for the purpose of making a profit, without any legal basis.
8. Receiving two warnings for the same offense within the same academic year.
9. Engaging in behavior that is incompatible with the status of a student and that undermines a sense of respect and trust.
10. Assigning the room allocated to them to another student without the knowledge of the Dormitory Administration.
11. Assigning fixed assets in common areas for personal use, or moving them to rooms or other areas.
12. Smoking cigarettes, pipes, cigars, hookahs, e-cigarettes, etc., in all indoor areas of the dormitory (rooms, bathrooms and restrooms, lounges, study hall, hallways, laundry room, cafeteria, TV room, fire escape stairwells, etc. all individual and common areas). (Cigarette butts found in a room constitute evidence.)
13. Allowing smoking in one's room or turning a blind eye to it, and keeping cigarette butts in one's room, including on windowsills. (In cases of rule violations involving smoking or recreational substances occurring in a room, if the smoker cannot be identified, all occupants of the room are held responsible for the violation.)
14. Use it for cooking or preparing food in areas other than the kitchen (living room, study, children's room, etc.).
15. Refusing to provide one's first and last name and/or to show one's ID card to staff who request identification information.
16. Engaging in behavior that jeopardizes safety or aiding such behavior.
17. Failure to follow dorm check-out procedures, checking out late, or leaving belongings in the room.
18. Failure to comply with written or verbal warnings from dormitory management or staff, and failure to accept official notices.
19. To hinder, complicate, or unnecessarily occupy the work of dormitory managers/staff.
20. Failing to provide the information requested by the Dormitory Administration, or providing incomplete or incorrect information, or failing to provide any information at all.
21. Engaging in behavior that disturbs institutional staff, roommates, or others (humiliation, derogatory remarks, insults, profanity, disturbing others by phone, etc.).
22. Damaging the personal belongings of the institution's staff and students residing in the dormitory.
23. Intentionally damaging the network system in the dormitory buildings (using wireless modems and/or routers in the rooms, damaging internet jacks and cables, etc.).

24. Tampering with, misusing, turning off, or rendering inoperable smoke and fire detectors, fire extinguishers, fire alarms, and all other fire safety equipment; or causing a fire alarm to sound unnecessarily. (In the event of property damage resulting from false alarms that lead to the fire department's response, the student(s) responsible for the damage will be held liable for the resulting financial loss.)
25. Hammering nails into the walls of dorm rooms and common areas; posting writing, posters, or paper that will damage the walls; or using adhesive in a way that will ruin the wall paint.
26. To incite students or their parents against the Dormitory Administration.
27. Allowing any card registered to the dormitory to be used by another student or person for any purpose whatsoever, or attempting or trying to use one's own fingerprint to allow another student to enter the dormitory.

(4) Circumstances and Conduct Warranting Expulsion from the Dormitory

Expulsion from the dormitory refers to the termination of a student's relationship with the dormitory, with no possibility of readmission, and the student's removal from the dormitory. The student is notified in writing that they must vacate the dormitory within twenty-four hours. The following situations and behaviors warrant expulsion from the institution:

1. Violating the Turkish Flag Law No. 2893 dated September 22, 1983.
2. Organizing individual or collective actions—such as rallies, forums, acts of resistance, marches, boycotts, or occupations—that are contrary to the principles enshrined in the Constitution of the Republic of Turkey; encouraging the organization of such actions; or participating in or forcing others to participate in such organized actions.
3. Membership in illegal organizations, engaging in activities within such organizations, and promoting such organizations.
4. Insulting other students, the institution, or other public institutions and organizations and their administrators in the press, social media, or visual media, or making false statements against them.
5. Threatening the institution's administration, staff, or students, or physically assaulting them.
6. Carrying, using, or attempting to use firearms, flammable and explosive substances, ammunition, and other such devices and materials.
7. Using or attempting to use knives and similar cutting and piercing instruments specifically designed for the sole purpose of attack or defense.
8. Consuming or possessing alcoholic beverages on the premises, or engaging in behavior that disturbs residents due to intoxication.
9. Using, transporting, possessing, or trafficking in natural or synthetic drugs, volatile substances, or psychoactive substances.
10. Receiving a reprimand three times during the same academic year.
11. Committing theft within the country's borders.
12. Committing physical or sexual assault or harassment against the institution's administration, staff, or students residing in the dormitory.
13. Playing or organizing any type of game for money that falls under the definition of gambling within the country.
14. Using the dormitory for purposes other than those intended, behaving in a manner that interferes with staff duties, or engaging in a fight.

15. Entering dormitory areas designated exclusively for the opposite sex, or assisting others in doing so, without the permission of the Dormitory Administration.
16. Publishing a statement without permission on behalf of another person, exposing their private life, or blackmailing them in this regard.
17. Attempting to facilitate, enabling, or assisting individuals not registered at the dormitory (including family members) or students who are not permitted to enter the dormitory in gaining access to the dormitory.

(5) Unforeseen Disciplinary Offenses: The same type of penalties shall be imposed on those who commit acts or engages in conduct similar in nature and severity to those specified in the guidelines and warranting disciplinary action, as well as on those who coerce or encourage others to commit the specified offenses.

Part Four

Miscellaneous and Final Provisions

Article 14: (1) The penalties imposed on those who commit the specified crimes shall also apply to those who coerce or incite others to commit such crimes.

Article 15: (1) In determining a disciplinary penalty, the commission of more than one offense warranting the same penalty or the incitement to commit multiple offenses shall be considered aggravating circumstances.

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

Provisions Regarding Accommodation

Article 16: (1) Students residing in the dormitory must return to the dormitory by 1:00 a.m. on weekdays and by 2:00 a.m. on weekends.

(2) Students residing in the dormitory may receive visitors between 9:00 a.m. and 11:00 p.m. Visitors are received and hosted in areas designated for this purpose by the Dormitory Administration. Visitors may not be taken to the floors, rooms, or kitchens. The student being visited is held responsible for any failure by visitors to comply with these rules and for any damage they may cause.

(3) The dormitory administration requires student visitors to present identification for security and other reasons. Individuals who refuse to present identification will not be permitted to enter the dormitory.

(4) A guest of a student who violates the guest policy will be barred from entering the dormitory until a second decision is made. In the event of a repeat violation, all guests other than the student's family members will be barred from entering the dormitory. Even if the guest who has

been barred visits another student staying in the dormitory, that guest will still not be permitted to enter.

(5) Students who wish to change the room assigned to them may apply to the Dormitory Administration. Requests for room changes are reviewed by the Dormitory Administration. If the Dormitory Administration deems it appropriate, the room change will be made.

(6) If any electrical devices or equipment prohibited for use in the rooms are found, they will be removed from the room by the Dormitory Administration and stored in the warehouse. The student is required to retrieve their belongings from the warehouse within 15 (fifteen) days. If the belongings are not claimed within the specified timeframes without providing a valid reason, students will be deemed to have relinquished their ownership rights to the relevant items, and the items will be considered abandoned.

(7) Room cleaning is carried out according to the schedule established by the Dormitory Administration. The Dormitory Administration reserves the right to make changes to the schedule when deemed necessary.

(8) Students are responsible for any items left in common areas such as the kitchen, lounge, laundry room, and cafeteria. Students must personally safeguard their valuables; the Dormitory Administration and the University cannot be held liable for loss or damage.

(9) Dirty dishes and any other items left on kitchen and bathroom countertops are considered waste by staff in accordance with hygiene regulations and for the sake of order.

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

(11) Any personal belongings left behind in the rooms—whether labeled or unlabeled—when a student checks out of the dormitory will be treated as trash by the Dormitory Administration.

(12) The Dormitory Directorate may combine rooms to fill vacancies that may arise in dormitory rooms as a result of students leaving during the term. To fill these vacancies, the Dormitory Administration may take one of the following actions within seven days:

a) Students who are still staying in the room may be moved to another room.

b) Students who continue to stay in their rooms may request to fill the vacancy in their room by finding a new roommate or roommates. (Subject to approval by the dormitory administration)

(13) The Dormitory Administration is the sole decision-making authority regarding all construction and structural changes to be made in the dormitory building. (Subject to approval from the Provincial Directorate of the Ministry of Youth and Sports) Students have no right to object to changes made to the building.

(14) The dormitory administration provides students with an orientation to the dormitory and informs them about evacuation routes and assembly points to be used in case of an emergency. A document confirming that the orientation has been completed is signed by both the dormitory administration and the student and filed by the Dormitory Directorate; a copy is given to the student.

(15) All students residing in the dormitory are required to participate in all emergency drills and dormitory-related training sessions held on the premises.

(16) It is the students' responsibility to adhere to the laundry room days and hours announced by the Dormitory Administration. The Dormitory Administration is not required to make exceptions for students who fail to comply.

(17) At the time of applying for dormitory housing, students' lack of knowledge of these guidelines which they have declared to have read, understood, and accepted will not be accepted as a valid excuse, and neither the Dormitory Administration nor the University can under any circumstances be held responsible for this situation.

Cleaning and Related Topics

Article 17: (1) The cleaning of student rooms and common areas is performed by cleaning staff in accordance with the schedule and program determined by the Dormitory Administration. Dormitory from the scheduled cleaning service provided by the Dormitory Administration, students are responsible for keeping their rooms clean.

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

(3) Students are responsible for providing their own cleaning supplies (toilet paper, paper towels, etc.) for personal use in their rooms. The dormitory administration does not provide cleaning supplies in the rooms for students' personal use.

(4) Students may iron their clothes in the designated ironing rooms. The irons and ironing boards found in the ironing rooms may not be taken to the students' rooms.

(5) Students living in the dormitory must provide their own comforter, pillow, and bedding set (sheet, pillowcase, and comforter cover).

(6) Students may do their laundry (provided they supply their own cleaning supplies) in the laundry room. The Dormitory Administration reserves the right to make changes to the terms of use for the laundry room.

(7) Students who damage irons and ironing boards are required to pay for the damage.

(8) When using the shared central kitchen, 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 or on the kitchen counters. Any items found in this condition will be considered trash by the staff.

(9) Students are responsible for any personal belongings left in common areas such as the kitchen, restroom, lounge, and laundry room. The Dormitory Administration cannot be held responsible for the loss or damage of valuable items.

(10) On days other than room cleaning day, students are responsible for cleaning their rooms and bathrooms and taking out the trash.

(11) Students are required to comply with the rules regarding cleanliness, items left in common areas, and similar matters, as announced by the Dormitory Administration via email and on bulletin boards.

(12) Any food, beverages, or other items in dorm rooms that may pose a threat to human health—such as spoiled or rotten items—will be discarded. Therefore, if pests or insects are found in a room, the cost of pest control will be deducted from the student(s)' security deposit. Additionally, the cost of any damage to the facilities caused by waste or foreign objects discarded by students will be charged to the student(s) determined to be responsible for the damage.

Health Issues Among Students and Their Treatment

Article 18: (1) When students living in the dormitory experience health issues, they are referred to a hospital by the dormitory staff member.

(2) The student is responsible for paying the fees for outpatient or inpatient treatment at the hospital.

(3) If students living in the dormitory experience health issues, their caregivers may not stay in the student's room.

(4) Students who are observed to be failing to comply with the rules of communal living whether identified by the dormitory administration or reported by their roommates may be referred to the University's Psychological Counseling and Guidance Center.

Liability for Damages

Article 19: Students who register at the institution hereby accept, declare, and undertake that they will not cause any harm to other students, the institution's property, its fixed assets, its employees, or third parties; that in the event of such harm, they will be solely liable for any and all negligence; and that they will compensate the institution for any and all damages incurred under the scope of these guidelines. Any other actions and/or behaviors not specified in these guidelines but that cause direct or indirect harm to the institution will also be considered within the scope of this liability for compensation.

Part Five

Entry into Force, Implementation, and Amendments Entry into Force

Article 20: This directive shall enter into force on the date it is adopted by the Altınbaş University Senate.

Enforcement

Article 21: The provisions of this directive shall be implemented by the Rector of Altınbaş University.