**ALTINBAŞ 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 principles of management, supervision and operation of dormitories affiliated with the University, and the disciplinary rules.

**Scope**

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

**Basis**

**ARTICLE 3 –** (1) It has been prepared based on the articles of the Higher Education Institutions Student Disciplinary Regulation, the Higher Education Private Student Accommodation Services Regulation, the Higher Education Private Accommodation Services Directive and the Law No. 4207 on the Prevention and Control of the Harmful Effects of Tobacco Products.

**Definitions**

**ARTICLE 4 –** (1) In this directive, the following terms shall have the meanings indicated below:

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,

d) Disciplinary Board: A board chaired by the Dormitory Director, consisting of a deputy director and a student representative selected by the director as principal and substitute.

d) Department of Financial Affairs and Budget: The unit that carries out the accounting transactions and financially implements the decisions taken by the University administration, in accordance with the financial and YÖK legislation,

e) Directive: Altınbaş University Dormitory Directive,

f) Academic Calendar: The calendar containing the exams and organizations planned throughout the academic year,

g) Education Period: The interval for entering and leaving the dormitory within the period determined by the Rectorate and announced by the Dormitory Directorate, including the fall and spring semesters of the academic year,

h) Student: Students enrolled in diploma programs of Higher Education Institutions,

i) SIS: Software that accommodation debits and personal information about students are kept.

j) Visitors: All persons who do not actively stay in the dormitory,

k) Dormitory Staff: Personnel who work to provide accommodation in a comfortable and peaceful environment to students who are entitled to stay in the dormitory, in line with the Altınbaş University Dormitory Directive.

l) Dormitory Management: Persons responsible for dormitory management, consisting of Dormitory Manager, Dormitory Deputy Manager, Planning Specialist and Dormitory Specialist,

m) Student Dormitory Application Announcement: All kinds of announcements made to students through various methods such as publishing on the website during the room planning periods, sending e-mails or hanging posters at the building entrances.

n) Student Representative: The representative elected every year at the beginning of the academic year, one as a principal and the other as a substitute, among the students who have not received any punishment and who stay in the dormitory.

o) Summer Term Accommodation: Accommodation of students who will study at the university during summer school or participate in the internship program required by the education program,

p) Health Report: A health report issued by a physician stating that the health condition is suitable for staying in the institution.

r) Personal Health Declaration Form: The document/form that students who are citizens of the Republic of Turkey receive it through the e-government service and that international students fill out during dormitory entry, adapted to the form in the system.

**Responsibilities**

**ARTICLE 5 –** (1) 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 Manager is responsible for the implementation and coordination of management.

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

**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 the students who will participate in activities such as festivals, sports, courses, internships and seminars organised 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.

**Dormitory Admission Conditions**

**ARTICLE 7 –** (1) Only students taking courses during their education period can stay in the dormitory.

(2) In the dormitory; accommodation is available during the education period. Summer term is evaluated separately.

(3) The procedure of dormitory placement and admission are carried out by taking into account the existing dormitory capacity and directive provisions in the relevant academic year.

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

a. The copy of ID card for citizens of the Republic of Turkey (passport photocopy for foreign students)

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)

f. Residence permit (for UA students)

g. Student certificate

(5) Summer stays are considered as daily stays.

(6) Application to the Dormitory Management is made under the "Application Form" heading on the Student Dormitory website (https://yurt.altinbas.edu.tr/).

(7) The issues mentioned above regarding dormitory entrance procedures are valid for all periods of stay in the dormitory (education period and Summer Term).

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

(9) Whether the students who are dismissed from the dormitory due to their behavior against the dormitory rules or who insist on violating the rules despite receiving a "reprimand" penalty will be accepted to the dormitory in the following semesters or not are evaluated by the Dormitory Management.

(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 cancelled. The rights for rooms are transferred to other students on the reserve list by the Dormitory Management.

(11) Application acceptances, among students who apply to the dormitory during the dormitory application period, are made according to the application priority (date and time).

(12) Current students staying in the dormitory are given the right to apply early between the dates determined by the Dormitory Management, if they wish to stay in the dormitory the following year. Students who do not use this right and exceed the deadline due to various reasons lose their right to apply early.

(13) The student must pay the annual fee for the room assigned to him/her according to the procedures and conditions announced every year on the university's website.

(14) Having stayed in the dormitory in the previous year or semester does not give the right to stay in a dormitory in the following academic years. The student must re-apply for dormitory for each academic year.

(15) Dormitory placements for students who want to stay in dormitories during the summer term are made again at the end of the Spring Term. The relevant process for applications and placements for summer accommodation is announced by the Dormitory Directorate.

(16) Students make their payments after their dormitory applications. Students who make their payments are sent documents that they must sign with digital signature. Students sign the documents within the date range determined by the Dormitory Management. Applications and registration of students who do not sign the documents on the specified dates will be cancelled.

**Admission Conditions** **to** **Dormitory**

**ARTICLE 8 –** (1) All documents specified in the dormitory application announcements are submitted to the Dormitory Directorate.

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

(3) Students who stayed in the dormitory in previous years and did not receive a refund of the deposit fee and whose deposit was not deducted do not need 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.

(5) Students check in the rooms by signing the form indicating that they have received the room assigned to them completely or with the deficiencies previously determined by the Dormitory Management. Damage(s) occurring during the yearly controls are recorded and the student is charged for the damage(s) in question.

(6) Students are obliged to notify the Dormitory Management within 48 hours from the delivery of the room of any deficiencies or damages detected in the fixtures and/or other sections of the room, other than those that could not be detected before and those specified in the form they signed upon entering the room for the first time. Otherwise, the student will be responsible for all missing items and damages and will be debited in the determined amount.

(7) Students are notified by e-mail about dormitory entrance and room planning results every year.

(8) The deposit fee determined for room planning must be deposited into the University account. Students who made their deposits in previous years but had their deposits deducted must complete the missing balance of their deposits.

(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 entry are filled out completely by the student.

(11) Those who have to check in on Saturdays, Sundays and public holidays can settle into their rooms by making their payments in advance and completing the room check-in procedures as explained in the articles above.

**Dormitory Fees**

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

(2) Dormitory fees are determined by the University Board of Trustees every year in accordance with the date 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 the room and submit their room card until the date announced by the Dormitory Management. The rooms of students who do not complete the check-out procedures or do not vacate the room despite completing the procedures will be vacated by the Dormitory Management no later than three days after the announced check-out date.

(2) The University and Dormitory Management are not responsible for the loss or damage of personal belongings left in the check-out room.

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

(4) The room of the student leaving the dormitory is checked by the Dormitory Management. It is determined whether he/she damages 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 refunded to the bank account declared by the student. In cases where the deposit fee does not cover the cost of damage, 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 charged to the university. The university reserves the right to take any legal action for the relevant debt.

(5) The student leaving the dormitory takes all his/her belongings and leaves the room. He states that he wants to check out, fills out the necessary forms for check-out and submits his room card. With the Dormitory Management Officer, they go to check his room together. The student is personally responsible for completing the exit procedures. The student is responsible for monitoring the time required to complete the procedures. Rooms must be delivered clean and tidy. (Otherwise, the logout process cannot be started.)

(6) The belongings of the student who leaves without completing the check-out procedures are stored by the Dormitory Management for 15 days. The student is notified via e-mail (shared with us during the application) that he must receive his belongings within 15 days at the latest. In case that the items are not received within the specified periods without giving an excuse, students are deemed to have abandoned their property rights on the relevant items.

(7) The entire deposit fee will be deducted for students who leave the dormitory without personally completing the room check-out procedures.

(8) Students must notify the Dormitory Directorate's official e-mail address (yurt@altinbas.edu.tr) of their residence location and duration regarding the day(s) they will not stay in the dormitory ) with their own e-mail addresses. Otherwise, an action is taken by taking into account the relevant articles of the Directive.

**Room Card and Security**

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

(2) The student is responsible for the fixtures and personal belongings in the rooms. Dormitory Management and Altınbaş University cannot be held responsible for any damage or loss that may occur.

(3) The rooms of students staying in the dormitory may be inspected by the Dormitory Manager and/or staff for the purposes of security, cleanliness, and to check whether the dormitory rules are followed or not, and when deemed necessary.

(4) Students who have lost their room card can obtain a new card by applying to the Dormitory Management. A card fee will be deducted from their deposit for a new card.

(5) The student who does not have his/her room card is given a spare card for three hours. The card fee determined by the Dormitory Management is deducted from the deposit of the student who does not return the spare card on time every year.

**Financial Matters**

**ARTICLE 12 –** (1) For applications made every year until the end of the month following the start of the academic calendar, the entire accommodation will be paid in instalments under bank guarantee or collected in advance through the bank.

(2) For students who apply to dormitory at the end of the month following the start date of the academic calendar, calculations are made daily, taking into account the academic end date.

(3) The fee for room changes is calculated daily as of the date the student changes the room.

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

(5) The cleaning fee will be charged to students who do not leave their room tidy and clean during check-out procedures.

(6) Among the students enrolled in the institution;

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

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

 c) Students who receive a penalty of expulsion from the institution will be charged the full fee for the months in which they received accommodation service 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 deducting the fee calculated according to this paragraph will be refunded within one month and the service delivery commitment will be terminated. Calculations to be made within the scope of this article are based on the monthly fee determined specifically for the student in the service delivery contract.

(7) Among the students enrolled in the institution;

 a) Those who leave the institution due to the fact that the institution cannot fulfill its obligations in the Regulation or service delivery commitment,

 b) Those who have cancelled or suspended their registration at a higher education institution, whose first degree relative has passed away, who have documented that they will receive treatment for at least one term or who have a sick report or that they have been harmed due to a natural disaster, and who cannot stay in the institution due to epidemic diseases,

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

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

(8) Fee refunds are made to the bank account notified by the student in the petition regarding the refund request.

For those who paid the accommodation fee by credit card, a refund instruction is given to the credit card. Students who have registered for the summer semester and paid the fee are not refunded if they leave the dormitory early or do not check in at all.

(9) If a student is dismissed from the dormitory for any reason, his/her deposit is refunded except for Article 10.8.

(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 accepted as a deposit until the dormitory entrance. After the dormitory entrance, it is considered as a deposit and the deposit fee is deposited again for the dormitory application.

(12) If the student declines to enter the dormitory and cancels his/her application, the payment considered as a deposit is not refunded.

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

(14) The Department of Financial Affairs, Budget and Purchasing performs the refund transaction 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 student disciplinary procedures in Article 50 of Higher Education Private Accommodation Services published in the repeated issue of the Official Gazette numbered 31948 and the relevant article of the Housing Directive are applied for the persons who do not comply with the issues specified in this directive, do not comply with the rules, have attitudes and behaviors 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. The acts for which a warning penalty should be given are as follows:

1. Acting in a way that disturbs 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. Accepting visitors outside the designated places and times.

6. Giving information or behaving in a way to mislead the Dormitory Administration.

7. Staying overnight in a room other than one's own room without the knowledge of the Dormitory Administration.

8. Failure to comply with the timetable for entering and leaving the dormitory, dining hall, bathroom, study room, other study and recreation areas and the gym.

9. Behaving badly to the staff of the institution.

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. Behaving in an attitude and behavior that does not befit the dignity required by the student title.

13. Bringing prohibited publications into the dormitory.

14. Throwing any object from the room window to the environment or people, harassing the environment in various ways.

15. Hanging clothes, flags, pennants, etc. on the windows and windows of the rooms.

16. Failing to keep his/her room, common areas and surroundings clean and tidy, or 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 summonses, or failing to respond on time.

18. Making it difficult for dormitory managers to work.

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. Violating the GSB Higher Education Private Housing Services Regulation, Dormitory Directive and Service Provision Commitment.

22. Staying overnight outside the dormitory boundaries without informing the Dormitory Management.

23. Entering the dormitory without scanning the entrance card and/or fingerprint on the turnstile devices.

24. Disobeying the dormitory check-in deadline.

25. Feeding or harboring animals such as cats, dogs, birds, etc. throughout the dormitory.

26. Having individual water heater (kettle) in the room, electric appliances for heating or cooking, etc.

(The material in question is taken from the room by the staff and put in storage. Any item not removed from the dormitory within 15 days will be considered idle).

27. Selling for commercial purposes within the borders of the dormitory without the permission of the Dormitory Administration.

28. Collecting unauthorized donations for any purpose whatsoever.

29. Accepting and/or being a visitor in dormitory rooms.

30. Not obeying the written rules and warnings of the dormitory.

31. Leaving, forgetting or taking someone else's belongings in the laundry room.

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

A reprimand is a written notification to the student that they have engaged in behaviour that warrants disciplinary action and that they should avoid repeating it. The following actions warrant a reprimand penalty:

1. Making it a habit to engage in behaviours that are contrary to the rules of communal living or etiquette.
2. Making it a habit to arrive late at the institution or not to come to the institution without permission.
3. Possessing knives or similar cutting and piercing tools specifically designed for attack or defence within the institution.
4. Insulting or taunting institution staff or students.
5. Damaging the property of others.
6. Organizing a meeting or ceremony within the institution without management's permission.
7. Playing or causing others to play illegal games for profit.
8. Receiving two warning penalties for the same action within the same academic year.
9. Engaging in behaviours that damage the reputation and trust associated with being a student.
10. Transferring the room allocated to them to another student without informing the Dormitory Management.
11. Allocating communal area fixtures for personal use or moving them to rooms or other areas.
12. Smoking cigarettes, pipes, cigars, hookahs, electronic cigarettes, etc., in all enclosed areas of the dormitory (rooms, bathrooms, rest rooms, study rooms, corridors, laundries, cafeterias, TV rooms, fire escape stairs, and all other individual and communal use areas). (Cigarette butts found in the room serve as evidence.)
13. Allowing or turning a blind eye to smoking in their room and having cigarette butts in the room, including windowsills. (If it cannot be determined who smoked in a smoking-related rule violation that occurs in the dorm room, all room occupants are responsible for the violation.)
14. Using areas other than the kitchen (rest room, study room, student room, etc.) for cooking.
15. Refusing to provide name and surname information and/or show their ID card to personnel requesting identification.
16. Engaging in or assisting in behaviours that endanger security.
17. Not complying with dormitory checkout procedures, leaving late, or leaving items in the room.
18. Not complying with written or verbal warnings from dormitory management/personnel and not accepting notification letters.
19. Obstructing or complicating the work of dormitory management/personnel and engaging them unnecessarily.
20. Providing incomplete or incorrect information requested by the Dormitory Management or not providing any information at all.
21. Engaging in behaviour that annoys personnel or roommates (demeaning behaviour, insulting remarks, swearing, causing disturbances by phone, etc.).
22. Damaging the belongings of institution personnel and dormitory residents.
23. Damaging the network system in dormitory buildings deliberately (using wireless modems and/or routers in rooms, damaging internet sockets and lines, etc.).
24. Tampering with or using smoke detectors, fire extinguishers, fire alarms, and other fire safety equipment for purposes other than intended, turning them off, making them inoperative, or causing unnecessary fire alarms. (Students who cause unnecessary alarms resulting in financial loss due to the fire brigade's response are held financially responsible for the damage caused.)
25. Nailing or affixing posters, papers, or adhesives to the walls of dormitory rooms and communal areas, or using adhesives that damage the paint.
26. Inciting students or their parents against Dormitory Management.
27. Allowing another student or person to use any card registered in their name for any purpose or attempting to allow another student to enter the dormitory using their fingerprint.

(3) **Behaviours and Actions Requiring Expulsion from the Dormitory**

Expulsion from the dormitory involves the student's permanent removal from the dormitory. The student is notified in writing of that he must leave the dormitory within twenty-four hours. The following actions warrant expulsion from the dormitory:

1. Acting in violation of the Turkish Flag Law No. 2893 dated 22/09/1983.
2. Organizing or encouraging the organization of, participating in, or forcing participation in individual or collective actions such as rallies, forums, resistance, marches, boycotts, or occupations contrary to the qualities of the Republic of Turkey as expressed in the Constitution.
3. Being a member of illegal organizations, engaging in activities within these organizations, or propagating such organizations.
4. Insulting or making false statements against other students, the institution, or other public institutions and their managers on the press, social, or visual media.
5. Threatening or assaulting institution management staff and students.
6. Carrying, using, or attempting to use firearms, flammable and explosive materials, bullets, and similar tools.
7. Using or attempting to use knives and similar cutting and piercing tools specifically designed for attack or defence.
8. Consuming or possessing alcoholic beverages within the institution or engaging in behaviours that disturb the residents of the institution due to drunkenness.
9. Using, carrying, possessing, or trading natural or synthetic drugs, volatile substances, or other intoxicating substances.
10. Receiving three reprimand penalties within the same academic year.
11. Committing theft within the dormitory.
12. Physically or sexually assaulting or harassing dormitory residents or staff.
13. Engaging in or facilitating gambling within the dormitory.
14. Using the dormitory for purposes other than intended and engaging in behaviours that obstruct the duties of personnel or engaging in fights.
15. Entering or helping others to enter the areas of the dormitory designated exclusively for the opposite sex without permission from Dormitory Management.
16. Publishing statements in another's name without permission, revealing private information, or engaging in blackmail.
17. Helping or attempting to help individuals not registered to the dormitory (including family members) or students who are not permitted to enter the dormitory to gain entry.

(4) **Unforeseen Disciplinary Offenses** Similar penalties are imposed on those who commit actions similar in nature and severity to the acts and situations specified in the directive that require disciplinary action, or who encourage or coerce others to commit such offenses.

**PART FOUR**

**Miscellaneous and Final Provisions**

**ARTICLE 14 –** (1) Those who force or encourage others to commit the specified offenses are subject to the same penalties as those who commit the offenses.

**ARTICLE 15 –** (1) When determining disciplinary action, committing multiple offenses requiring the same penalty or encouraging collective offenses is considered an aggravating factor.

(2) Any incident occurring within the institution requiring judicial investigation is reported to the relevant authorities as soon as possible by the institution's management. Disciplinary procedures for students residing in the institutions who are arrested are carried out based on the outcome of judicial proceedings.

**Accommodation Provisions**

**ARTICLE 16 –** (1) Our dormitory students must enter the dormitory by 01:00 on weekdays and by 02:00 at weekends.

(2) Dormitory residents can accept visitors between 09:00 and 23:00. Visitors are accepted and entertained in areas designated by the Dormitory Administration. Visitors are not allowed to enter floors, rooms, or kitchens. The student being visited is held responsible for any violations of these rules and any damage caused by the visitors.

(3) For security reasons, the Dormitory Administration may request identification from student visitors. Persons who refuse to provide identification are not allowed to enter the dormitory.

(4) The entry of a guest who violates the guest rules is banned until a second decision is made. If the violation is repeated, all guests except the student's family are banned from entering the dormitory. Even if the banned guest comes to visit another student in the dormitory, entry is not allowed.

(5) Students who wish to change their assigned room can apply to the Dormitory Administration. Room change requests are evaluated by the Dormitory Administration and changes are made if deemed appropriate.

(6) If any prohibited electrical devices are found in the rooms, they are removed by the Dormitory Administration and stored in the depot. Students are responsible for taking their belongings from the depot within 15 (fifteen) days. If the belongings are not taken within the specified time without a valid reason, it is considered that the students have abandoned their ownership rights over the belongings, and they are considered idle.

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

(8) Students are responsible for their belongings left in common areas such as the kitchen, lounge, laundry room, and cafeteria. Valuable items must be personally safeguarded; the Dormitory Administration and the University are not responsible for loss or damage.

(9) Dirty dishes and any items left on kitchen and bathroom counters are considered idle for hygiene and order reasons and will be discarded by the staff.

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

(11) Personal belongings of students left behind in rooms upon leaving the dormitory are considered trash by the Dormitory Administration.

(12) The Dormitory Administration may merge rooms to fill vacancies resulting from departures during the term. To fill these vacancies, the Dormitory Administration may carry out one of the following actions within seven days:

 a. Transferring students who continue to stay in the room to another room.

 b. Allowing students staying in the room to find new roommates to fill the vacancy, subject to the Dormitory Administration's approval.

(13) The Dormitory Administration is the sole authority for all construction and changes in the dormitory building (with the approval of the Provincial Directorate of GSB). Students do not have the right to object to changes in the building.

(14) The dormitory are introduced to the dormitory students by the administration, and they are informed about evacuation routes and gathering places in emergencies. The document confirming the introduction is signed by both the dormitory administration and the student and filed by the Dormitory Administration, with a copy given to the student.

(15) All students residing in the dormitory are obliged to participate in all emergency drills and dormitory-related training announced by the Dormitory Administration.

(16) Students are responsible for adhering to the laundry schedule announced by the Dormitory Administration. The Dormitory Administration is not obliged to make exceptions for students who do not comply with this schedule.

(17) Not to know this directive which students declare that they have read, understood, and accepted when applying for dormitory accommodation will not be considered a valid excuse; and the Dormitory Administration and the University are not responsible for this situation.

**Cleaning and Similar Issues**

**ARTICLE 17** – (1) The cleaning of student rooms and common areas is carried out by cleaning staff according to a schedule determined by the Dormitory Administration. Outside 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 suitable condition for cleaning and not leave them messy. Cleaning will not be done in rooms that are not left in a suitable condition for cleaning or where personal belongings are scattered.

(3) Students are responsible for providing their cleaning supplies (toilet paper, paper towels, etc.) for personal use. Cleaning supplies for personal use in rooms are not provided by The Dormitory Administration.

(4) Students can meet their ironing needs in designated ironing rooms. Irons and ironing boards in the ironing rooms cannot be taken to student rooms.

(5) Dormitory residents must provide their own quilts, pillows, and bedding sets (bed sheets, pillowcases, and quilt covers).

(6) Students can meet their laundry needs (by providing their own cleaning supplies) in the laundry room. The Dormitory Administration reserves the right to change the conditions of laundry room use.

(7) Students who damage irons and ironing boards are responsible for paying for the damages.

(8) Students use their own personal equipment (plates, spoons, forks, pots, etc.) while using the communal central kitchen. No dirty or clean personal kitchen utensils can be left behind after use. Materials found in this situation are considered idle by the staff.

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

(10) Students are responsible for room and bathroom cleaning and garbage disposal on days other than room cleaning days.

(11) Students are obliged to comply with the rules announced by the Dormitory Directorate via e-mail and announcements posted on the notice boards on issues such as cleaning, items left in common areas, etc.

(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. In case there are pests/insects in the room because of this reason, the disinfection fee will be deducted from the deposit fees 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.

**Health Problems and Treatment of Students**

**ARTICLE 18- (**1) Students staying in 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 have health problems, the accompanying persons cannot stay in the student's room.

(4) Students who are observed to be unable to act in accordance with the rules of collective life upon the determination of the Dormitory Administration or notification of their roommates may be directed to the Psychological Counselling and Guidance Centre within the University.

**Indemnity Liability**

**ARTICLE 19-** (1) The student enrolled in the dormitory accepts, declares and undertakes that it will not cause any harm to other students, institutional property, its fixtures, its employees and third parties, otherwise it will be solely responsible for any fault, and will compensate any damage that may occur to the institution within the scope of this directive. Other actions and/or behaviours 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** - (1) This directive enters into force on the date of its adoption by the Altınbaş University Senate.

**Execution**

**ARTICLE 21 -** (1) The provisions of this directive are executed by the Rector of Altınbaş University.