

ALTINBAŞ UNIVERSITY DORMITORY DIRECTIVES
DIR001

PART I

Purpose, Scope, Legal Basis, Definitions, Responsibilities

Purpose

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

Scope

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

Legal Basis

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

Definitions

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

- a) University: Altınbaş University;
- b) Board of the Trustees: Highest decision-making body that represents the legal entity of the University;
- c) Secretary-General’s Office: Secretary-General’s Office at Altınbaş University;
- d) Disciplinary Committee: Disciplinary Committee consists of the Secretary General, Dormitory Manager and Vice Manager appointed by the Manager (a permanent and a substitute member) and the student representative.
- e) Budget and Finance Department: Unit that carries out the accounting and financial transactions regarding the decisions made by University administration in accordance with fiscal legislation and Turkish Council of Higher Education regulations;
- f) Directive: Altınbaş University Dormitory Directives;
- g) Academic Calendar: Calendar that contains cancel, withdrawal, and drop deadlines; exam, activity/event dates along with other landmark dates;
- h) Fall Semester: Dormitory check-in and check-out dates for the first semester of the Academic Year. Check-in/check-out dates are set by the President’s Office and accordingly announced by the Dormitory Management Office.
- i) Spring Semester: Dormitory check-in and check-out dates for the second semester of the Academic Year. Check-in/check-out dates are set by the President’s Office and accordingly announced by the Dormitory Management Office.
- j) Student: All students enrolled in Altınbaş University degree programs;
- k) Student Information System (SIS): A management information system for educational institutions to manage student data, to provide capabilities for registering students in courses, documenting

grading, building student schedules, tracking student attendance, student accommodation charges, and managing many other student-related data;

- l)** Visitors: Persons that are not residents at the Dormitory;
- m)** Dormitory staff: Staff whose duty is to help University create a comfortable, peaceful environment and provide a safe, neat and tidy accommodation to students who are eligible to stay in the Dormitory, in accordance with Altınbaş University Dormitory Directives.
- n)** Dormitory Management Office: Dormitory Management Office consists of Dormitory Manager, Vice Manager, a Planning Specialist and a Dormitory Specialist.
- o)** Announcement for Dormitory Application: Notice for students that is published on University's website. It is sent to students via email or communicated via the posters put up in University and Dormitory building, prior to Room Allocation period.
- p)** Student Representative: Two students, who have not been subject to any disciplinary action previously, shall be selected among the residents of the Dormitory. One of the students shall act as alternate representative.
- q)** Summer School Accommodation: Students who stay in the dormitory during summer classes;
- r)** Medical Certificate: a document signed by a doctor that proves that the student is in good health or healthy enough to stay in the dormitory.

Responsibilities

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

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

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

PART II MANAGEMENT-OPERATION

Dormitory Opening and Closing Dates

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

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

Dormitory Admission Requirements

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

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

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

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

(p) Two headshots,

(r) A medical certificate,

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

(ş) A Police Certificate

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

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

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

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

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

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

(10) Applications shall be evaluated according to the following principles: international and out of town students will be given priority.

(11) Current residents wishing to stay in the Dormitory for the following academic year shall be eligible to select their own room (by the end of pre-application period).

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

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

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

Dormitory Check-In Requirements

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

- (2) All beneficiary/non-beneficiary students and all international students who have applied for accommodation are obliged to pay a deposit. Applications by students who have not made a deposit payment will not be evaluated by the Dormitory Management Office.
- (3) Students who have previously been accommodated in the Dormitory and whose room deposit hasn't been refunded are not required to make a deposit payment when they apply for accommodation.
- (4) Room deposit shall be paid within 5 (five) business days after the online application is submitted.
- (5) Before check-in, students shall sign a document stating that they are assigned to their rooms and took delivery of the room items available to them in full or with missing items previously identified by the Dormitory Management Office. If any damage is detected during room inspections to be conducted throughout the year, the costs of these damages shall be covered by the resident.
- (6) Within one week of check-in, students are required to inform the Dormitory Management Office of any missing inventory items or damages that have not been previously noticed by the Management and not been listed on the illustrated form they signed before check-in. Otherwise, student will be held liable and obligated to pay for any loss or damage of any kind whatsoever occurred.
- (7) Room allocation results will be communicated to students via email.
- (8) Deposit payment shall be sent in advance to the University's bank account. Students who have paid deposit in the previous years, yet whose deposit has been cut back are required to pay the outstanding balance for their deposit.
- (9) Students are required to complete registration for the rooms assigned to them before the deadline.
- (10) Students shall complete and sign a Housing Contract, a Check-in Form and an Acknowledgment & Consent Form before check-in to rooms. These forms will be provided to students by the Dormitory staff.
- (11) Students who have to check-in on a Saturday, Monday or public holidays can check into their rooms provided that they make their payments in advance and complete all check-in procedures, as set forth above.

Accommodation Fee

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

- (2) Accommodation fee is determined every year in May by the Board of Trustees of the University.

Check-Out

ARTICLE 10 – (1) Students wishing to check-out at the end of the academic calendar must complete the check-out form, submit it to the Dormitory Management Office, vacate their rooms and return room key cards no later than the date to be announced by the Dormitory Management Office. In the event that students do not complete the abovementioned form or do not vacate their rooms in a timely

manner even though they have completed the form, their rooms will be vacated by the Dormitory Management Office at the latest within three days of the check-out date that has been announced.

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

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

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

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

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

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

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

Room Key Cards and Safety

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

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

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

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

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

Financial Provisions

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

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

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

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

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

(6) Students who check-out of the Dormitory before September 15 shall pay 10% of the yearly housing fee which is clearly stated in the Housing Contract. Students who check-out of the Dormitory on September 15 and after September 15 shall pay the total housing fee for the period during which they stayed in the dormitory as well as the for the current month, and 30% of housing fee for the remaining months.

(7) Students, who leave the dormitory due to dormitory's failure to maintain security and safety in the dormitory facilities or its failure to fulfil its obligations stated in the Housing Contract, will be given a refund (the remaining amount after deducting the deposit and fee paid (in cash) for the months during which the student stayed in the dormitory) within one month of his/her check-out. The Housing Contract of the student will be terminated as well.

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

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

(10) The amount (TRY 750) that student is required to pay when applying to housing will be considered a down payment until the student checks in the dormitory. After the check-in, this down payment will be considered deposit. The deposit will be refunded to the student during check-out

provided that no damages or losses whatsoever in the room is detected, or the room car key provided to the student during check-in is not lost or remains undamaged.

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

PART III

Disciplinary Procedures

ARTICLE 13 – (1) Students who commit violations of similar nature as the ones set forth in this Directive, who violate Dormitory and University rules, demonstrate conduct, behaviour or actions unbecoming a student within or outside the University shall be given the following penalties:

- a) a “WARNING”,
- b) a “REPRIMAND”
- c) “EXPULSION” from the University premises.

(2) Turkish Higher Education Institutions Student Disciplinary Regulation published in Official Gazette No. 18634 of January 13th, 1985, its annexes and any amendments to the said Regulation as well as future regulations that will supersede the above-mentioned Regulation, annexes and amendments shall apply to all places/persons that are subject to this Directive.

(3) The “Regulation on Private Housing Services” published on Official Gazette No. 30058 of May 6th, 2017 shall apply to all persons/locations that are subject to the provisions of this Directive.

(4) **Unforeseen Disciplinary Offences:** Students who commit violations of similar nature as the ones set forth in this Directive shall be given similar penalties.

(5) **Authority to Punish Offences:** Warnings and Reprimands shall be given by the Dormitory Manager, expulsion or permanent exclusion, on the other hand, will be issued by the disciplinary committee.

(6) **Service of Penalty Notice:** A notification of disciplinary penalty will be sent to the student’s email account that has been assigned to them by the University (ogr.altinbas.edu.tr). These notifications are legally binding.

(7) **Expulsion:** Expulsion, or permanent exclusion, refers to the removal of a student from the Dormitory. Student must leave the Dormitory premises accompanied by the security guards; within two hours from s/he is notified of the expulsion penalty.

(8) **Penalty Objection:** Students have the right to object to a disciplinary action within 5 (five) days after they are notified of the sentence. The objections to warnings or reprimands shall be submitted to the disciplinary committee, and the objections to the expulsion penalty shall be submitted to the provincial directorate for national education, to which the University is affiliated. Objection shall not stop the execution of the sentence.

(9) Disciplinary committee shall issue a final ruling regarding objections within 7 (seven) business days. Disciplinary committee may cancel or approve the penalty, or issue a minor penalty.

(10) The Provincial Directorate for National Education will issue its final ruling regarding the expulsion penalty within 15 (fifteen) business days. The Provincial Directorate for National Education may cancel or approve the penalty, or issue a minor penalty.

(11) Students sentenced to expulsion penalty shall not receive refund.

Disciplinary Committee

ARTICLE 14 – (1) Disciplinary Committee consists of the Secretary General, Dormitory Manager and Vice Manager (a permanent and a substitute member) and a student representative. Dormitory Manager can invite academic and administrative members of the University to join disciplinary committee meetings for consultation.

(2) Two students, who have not been subject to any disciplinary action previously, shall be selected among the residents of the Dormitory. One of the students shall act as alternate representative.

(3) Disciplinary Committee shall complete the tasks/works given by the Manager within seven (7) business days at the latest. In case the student who has committed an offence requiring expulsion from the University and the Dormitory poses a major threat to students' safety and protection of their property, the student sentenced to expulsion must leave the facilities within twenty-four (24) hours.

(4) Disciplinary Committee shall convene at the beginning of each semester to review and discuss the managerial and disciplinary matters and take the necessary actions/decisions.

(5) Dormitory management shall conduct the necessary investigation before referring the student to the disciplinary committee.

(6) Disciplinary Committee decisions shall be written down or recorded in a minute book.

(7) If deemed necessary by the Disciplinary Committee, Disciplinary Committee may expand the investigation by assigning an investigation officer or an investigation team.

(8) Dormitory officers shall take a statement from the student who has violated the Dormitory rules by exhibiting conduct prejudicial to good order and discipline, and refer the student to meet with the disciplinary committee. The student in question will be notified via email and be asked to write a statement of defence as response to violation(s) s/he committed. The email will indicate that the student shall write and submit a statement of defence within three (3) hours. Failure to do so, the student shall be deemed to have renounced his/her right to self-defence.

(9) Disciplinary committee shall take the following factors into account when deciding what disciplinary action to take: the nature and the consequences of the offence committed by the student, general conduct and behaviour of the student within and outside the dormitory /university facilities, circumstances at the time of the offense, such as stress, or emotional problems, as well as other aggravating and mitigating factors.

(10) Any offensive/criminal incident that has taken place in the Dormitory or the University premises is subject to legal action, and they shall be reported to the authorities by the Management as immediate as possible. In case of a student's arrest, disciplinary actions shall be imposed upon the student based on the result of the legal proceedings.

Disciplinary offences that require a warning notice

ARTICLE 15 – (1) A written warning is a documented formal conversation between the University administration and a student about a disciplinary problem.

(2) Students shall receive a written warning in case they commit one or more of the following disciplinary offences:

- (a) Creating any loud or unnecessary noise, or exhibiting any annoying, irritating behaviour in such manner as to disturb or endanger the peace, quiet, comfort, health or safety of others,
- (b) Allowing guests access to locations outside of the designated areas and designated hours,
- (c) Staying overnight in other students' rooms without notifying Dormitory Management,
- (ç) Failing to use Dormitory's inventory items in a proper and careful manner,
- (d) Failing to adhere to time schedule when entering or exiting dormitory, dining hall, bathroom, study room, gym and other designated study and recreation areas,
- (e) Exhibiting bad behaviour towards Dormitory and University staff,
- (f) Intentionally or recklessly destroy or damage Dormitory property,
- (g) Hanging posters, banners, any type of written document outside of the areas designated by the Dormitory Management; intentionally or recklessly destroy or damage warning signs, announcements hung on the walls by the Management,
- (ğ) Demonstrating conduct, behaviour or actions unbecoming a student,
- (h) Concealing and smuggling books/ publications banned by the Government into the Dormitory,
- (i) Throwing trash or any object out of windows in such a way as to disturb others,
- (i) Hanging objects (laundry, flags, pennants, streamers etc.) outside of a room window,
- (j) Failing to keep the dorm room, common areas and surroundings clean and tidy; failing to leave the dorm rooms in a clean and tidy state that would not cause obstruction to cleaning or pest control staff,
- (k) Violating the written/oral warnings issued by the Dormitory Management/staff; refusing to receive the service of the notices,
- (l) Obstructing Dormitory managers/staff, wasting their time and insisting on disobeying Dormitory rules and regulations,
- (m) Leaving shoes, slippers or other personal belongings on the doorstep or beside the windows (Shoes, slippers or other personal belongings that are left on the doorstep will be collected by Dormitory cleaning staff and be disposed of accordingly),
- (n) Failing to keep the kitchen clean and in an orderly fashion; leaving unclean dishes on kitchen counters (unclean dishes left on kitchen counters will be removed by Dormitory cleaning staff and be disposed of accordingly),
- (o) Violating the provisions of Turkish Ministry of National Education's Regulation on Private Housing Services, Dormitory Directive and/or Housing Contract),
- (ö) Staying overnight in another location outside the Dormitory without notifying Dormitory Management,
- (p) Attempting to gain access to the Dormitory without presenting access pass to turnstiles,
- (r) Failing to abide by the curfew hours,
- (s) Keeping a pet (cat, dog, bird etc.) in Dormitory rooms and common areas,
- (ş) Providing inaccurate, false or misleading information or exhibiting misleading/deceptive conduct so as to mislead or deceive Dormitory Management,

- (t) Keeping or using kettles, cooking appliances, electric heating devices in dorm rooms (The appliances/devices in question will be removed from the rooms by the staff and put in a storage room. Electrical appliances/devices in the storage room that are not claimed and removed out of the Dormitory within fifteen (15) days will be deemed as garbage.)
- (u) Engaging in buying and selling of products or assets in the Dormitory with specific monetary objectives without obtaining approval from the Dormitory management,
- (ü) Using other people's belongings without their permission,
- (v) Raising donations within the premises without the approval of the Dormitory management,
- (y) Violating Dormitory rules and notices issued by the management.

Disciplinary offences that require a reprimand

ARTICLE 16 – (1) Students who are in apparent violation of the Dormitory rules shall be issued a reprimand.

(2) Disciplinary offences that require a reprimand are as follows:

- (a) Demonstrating conduct, behaviour or actions unbecoming a student; conducting themselves in a manner to damage or destroy the relationship of confidence and trust,
- (b) Changing rooms without the approval of the Dormitory management,
- (c) Using Dormitory items in common areas for personal purposes, moving them to rooms or other areas within the premises,
- (ç) Smoking cigarettes, tobacco pipes, cigars, hookah, or consuming pleasure-inducing substances in all closed areas (rooms, bathroom and WCs, recreation rooms, study room, hallways, laundrette, cafeteria, television room, fire escape stairs etc.) and in all individual and common living areas of the Dormitory (Tobacco products or cannabis cigarette butts found in rooms shall be documented as evidence of the violation),
- (d) Smoking or allowing others to smoke cigarettes and tobacco products in all Dormitory rooms, keeping cigarettes butts in rooms as well as by open windows (With regard to the violation of rules prohibiting smoking of cigarettes and pleasure-inducing substances in Dormitory rooms, all residents in the room shall be deemed in breach of rules in the event that the person who smoked cigarettes or other types of tobacco product or cannabis cannot be identified),
- (e) Cooking in areas (recreation room, study room, student room etc.) other than the kitchen,
- (f) Refusing Dormitory or security staff's request to take ID for inspection, or refusing to provide identification,
- (g) Engaging or helping others engage in activities that may result in safety hazards,
- (ğ) Failing to abide by Dormitory check-out procedure; checking-out late or leaving items, personal belongings behind,
- (h) Failing to adhere to the conditions of written/oral warnings by the Dormitory Management/staff; refusing to receive the service of the notices,
- (ı) Using other residents' belongings without permission; damaging the belongings of other residents,
- (i) Obstructing Dormitory managers/staff, wasting their time and insisting on disobeying Dormitory rules and regulations,
- (j) Holding meetings in the Dormitory without authorization from the Dormitory management or participating in meetings held without permission,

- (k) Providing incomplete, false or inaccurate information to the Dormitory management or avoid to providing any information when asked,
- (l) Consistently violate the rules of social conduct and order,
- (m) Turn consistently lying into an everyday habit,
- (n) Entering the Dormitory after curfew without valid excuse or intentionally avoid returning to the Dormitory,
- (o) Exhibit annoying, irritating behaviour (humiliating others, talking about others in a derogatory way, using insulting swear and curse words, disturbing others through phone etc.) in such manner as to disturb Dormitory staff, roommates and others,
- (ö) Harming Dormitory staff and residents' property,
- (p) Act intentionally and cause harm to the network system of the Dormitory premises (using wireless modem and/or router in rooms, damaging internet sockets and cables etc.)
- (r) Interfering with the operation of smoke and flame detectors, fire extinguishers, fire alarms and all other fire safety equipment; use of this equipment for purposes other than intended, and causing fire and smoke alarms sound without reason (Students shall be liable for paying a penalty in case they cause false/nuisance alarms resulting in a response by the fire department),
- (s) Using nails, glues, or any other method on walls, ceilings or doors that might damage the paint, or using adhesive that might alter the existing integrity of the surfaces,
- (ş) Provoke students or parents/legal guardians against the Dormitory management,
- (t) Attempting to sneak persons that are not registered in the Dormitory (including family members) or students whose access to the Dormitory is prohibited into dormitory premises, engaging in activities to help these persons stay or live in the Dormitory,
- (u) Allowing other students or persons to use his/her student card for any purpose whatsoever,
- (ü) Failing to abide by the rules and regulations set forth in Turkish Ministry of National Education's Regulation on Private Housing Services, Dormitory Directive and Housing Contract,
- (v) Being subject to a Warning penalty due to the commitment of two unlawful acts of the same nature.

Disciplinary offences that require expulsion from the University and the Dormitory

ARTICLE 17 – (1) Expulsion, or permanent exclusion, refers to the removal of a student from university and the dormitory due to persistent violation of the institution's rules. The student subject to expulsion is notified in writing that s/he shall leave the dormitory premises within twenty-four hours.

(2) Disciplinary offences that require expulsion from the University and the dormitory are as follows:

- (a) Violating the provisions of the Law on Turkish Flag No. 2893 of September 22nd, 1983, and the provisions of the Regulation on Turkish Flag No. enacted by the Cabinet Decision No. 85/9034 on January 25th, 1985,
- (b) Committing theft within or outside the dormitory premises,
- (c) Organising or provoking others to organise individual or collective protests such as rallies, marches, forums, demonstrations, boycotts or occupations that are against the characteristics of the Republic of Turkey as set forth in the Constitution; participate in the aforementioned acts or force other to take part in such acts or events,



- (ç) Committing infamous crimes or being convicted of committing crime of similar nature,
- (d) Being member or an active member of illegal organisations; making or engaging in political propaganda; issuing and distributing unauthorized declarations, statements or manifestos on behalf of such illegal organisations,
- (e) Overt threats to dormitory management and staff as well as students living in the dormitory; commit rape against the abovementioned persons,
- (f) Committing sexual assault or sexual/physical abuse or harassment against dormitory management and staff as well as students living in the dormitory,
- (g) Keeping sharp, penetrating objects, weapons or explosives in the dormitory rooms or contravene the relevant laws by causing injury or damage to a person,
- (ğ) Having or consuming bottles or cans of alcoholic beverages in dormitory premises, all common areas and rooms, arriving to dormitory in an highly intoxicated state (Full/empty alcoholic beverage bottles found in room will be disposed of accordingly),
- (h) Playing or enabling others to play all forms of games of luck and fortune classified as gambling,
- (ı) Using the dormitory facilities for any other than its intended purpose; exhibit conduct and behaviour in such a manner as to obstruct dormitory staff from carrying out their duties,
- (i) Possessing, using, and/or selling controlled substances, drugs, narcotics or stimulants in dormitory premises,
- (j) Having access or enabling others to have access to residential areas designated only for the use of opposite gender without permission from the dormitory Management,
- (k) Issuing and distributing unauthorized declarations, statements or manifestos on behalf of others; disclosing personal information about others,
- (l) Being sentenced to reprimand thrice in an academic year.

PART IV

Miscellaneous and Final Provisions

ARTICLE 18 – (1) Residents who force or encourage others to commit the abovementioned offences shall be sentenced to the same punishments given to those who have originally committed the offence.

ARTICLE 19 – (1) When deciding what type of disciplinary action to take, ‘committing multiple offences requiring the same sentence’ or ‘promoting or encouraging collective offence’ are considered as aggravating factors.

Warning Provisions on Dormitory Life

ARTICLE 20 – (1) Students who have been registered to the dormitory must enter the premises by 1.00am on weekdays, and 2.00am on weekends at the latest.

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

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

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

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

(6) In the event of an unauthorized use of electrical devices in student rooms, they will be removed from the student's room and be kept in storage room until the end of the semester. Students shall reclaim their items within fifteen (15) days following the end of the semester. In the event that personal belongings/items are not reclaimed by the student within the specified period of time; it will be deemed that the said student has renounced his/her ownership rights over those items.

(7) Room cleaning shall be carried out according to the schedule set out by the Dormitory Management.

(8) Dormitory Management shall not be responsible for items left in common areas such as kitchen, recreation room, laundry room, and cafeteria. Dormitory Management and the University shall not be held responsible for loss of or damage to any personal belongings left in common areas.

(9) Dormitory staff will dispose of unclean dishes left on kitchen counters and bathroom vanities in accordance with sanitation and hygiene rules.

(10) Residents must provide their own cleaning supplies.

(11) There is an infirmary in the Dormitory that provides health service to students within the specified working hours.

(12) Personal belongings/items (tagged/non-tagged) left behind will be deemed as garbage.

(13) In order to maintain Dormitory capacity, Dormitory Management can take one of the following actions within seven days.

(14) Students who continue to stay in a single room may be moved to another room.

(15) Students who continue to stay in a single room may be asked to find a new roommate or roommates (This type of change is subject to Management's approval)

Cleaning provisions

ARTICLE 21 – (1) The cleaning of student rooms and common spaces shall be performed by cleaning staff in accordance with a schedule set by the Dormitory management. Students shall be responsible for keeping their room tidy and clean at all times, except the regular cleaning to be provided by Dormitory management.

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

Health provisions

ARTICLE 22 – (1) Normally, dormitory residents with any medical problem are referred to the Health Centre in the Dormitory. In other cases, a medical professional and a Dormitory officer will visit the student in his/her room.

(2) If deemed necessary by the Medical Professional, the Medical Professional may call an ambulance and refer the student to a hospital. In such cases, the student will be asked to call a family member, a friend or a relative to accompany him to the hospital. In the absence of an accompanying person, a dormitory officer will accompany the student to the hospital and stay with him/her until a family member or a relative arrives.

(3) Inpatient and outpatient treatment costs shall be covered by the student.

(4) In the event that a student is sick or has health issues, accompanying persons shall not stay in the student's room.

(5) Students, who are reported to be in violation of social conduct rules, may be referred to the University's Psychological Counselling and Guidance Centre.

Compensation for Damages

ARTICLE 23 – (1) Registered residents/students of the Dormitory agree, declare and undertake that they shall not cause any damage or harm whatsoever to other students, dormitory property, dormitory

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

PART V

Effective Date and Execution

Effective Date

ARTICLE 24 – (1) Directive shall become effective immediately on adoption by the members of Altınbaş University Senate.

Execution

ARTICLE 25 – (1) The provisions of this Directive shall be executed by the President of Altınbaş University.