

ALTINBAŞ UNIVERSITY GUESTHOUSE DIRECTIVE
DIR001

PART I
GENERAL PROVISIONS

Purpose

Article 1- The purpose of this Directive is to set forth required qualifications for students who apply for residence housing in Altınbaş University Student Guesthouse as well as rules and regulations governing Student Guesthouse Management, Inspection and Operation.

Scope

Article 2- As this Directive comprises matters, rules and regulations in relation to the management, operation and inspection of Altınbaş University Student Guesthouse; it shall apply to Student Guesthouse managers and all students living in Student Guesthouse. This Directive shall also set forth the rights and liabilities of Guesthouse residents as well as the sanctions and penalties to be imposed in the event of violation of these rights and liabilities.

Definitions

Article 3 - 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) **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;
- e) **Guesthouse Disciplinary Committee (GDC):** Committee vested with the power to take disciplinary actions regarding incidents involving violations of Student Guesthouse rules, University rules as well as other related regulations;
- f) **Directive:** Altınbaş University Student Guesthouse Directive;
- g) **Summer School Accommodation:** Students who stay in the Guesthouse during summer classes;
- h) **Student:** All students enrolled in Altınbaş University degree programs;
- i) **Academic Calendar:** Calendar that contains cancel, withdrawal, and drop deadlines; exam, activity/event dates along with other landmark dates;
- j) **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;
- k) **Visitors:** Persons that are not residents at Student Guesthouse;

- l) Guesthouse 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 Guesthouse, in accordance with Altınbaş University Guesthouse Directive.
- m) Announcement for Guesthouse Application:** Notice for students that is published on University's website, are sent to students via email or communicated via the posters put up in University and Guesthouse, prior to Room Allocation period.
- n) Student Guesthouse Management:** Student Guesthouse Management consists of Guesthouse Manager, Vice Manager, a Planning Specialist and a Guesthouse Specialist.
- o) Student Guesthouse Disciplinary Committee:** Disciplinary Committee consists of the Secretary General, Guesthouse Manager and Vice Manager (a permanent and a substitute member) and the student representative.
- p) Student Representative:** Two students, who have not been subject to any disciplinary action previously, shall be selected among the residents of Student Guesthouse. One of the students shall act as alternate representative.

PART II

MANAGEMENT-OPERATION

Article 4 - Altınbaş University Student Guesthouses are managed by the Student Guesthouse Directorate.

Student Guesthouse Opening and Closing Dates

Article 5

- 5.1.** The opening and closing dates of Student Guesthouses shall be determined by the Student Guesthouse Directorate in accordance with the University's academic calendar.
- 5.2.** Guesthouse 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 Student Guesthouse during the academic year and/or summer shall be determined by the while being subject to the approval from the Secretary General's Office.

Student Guesthouse Admission Requirements

Article 6

- 6.1.** Applications shall be made for a period of one (1) academic year comprising fall and spring semesters.
- 6.2.** International students and Erasmus students can stay in the Student Guesthouse during spring or fall semester.

- 6.3.** Student Guesthouse 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 Student Guesthouse Directive.
- 6.4.** Students applying for Guesthouse accommodation shall submit the following documents to the Student Guesthouse Management before the specified registration deadline:
 - 6.4.1.** Turkish citizens shall submit a copy of their identity cards; foreign students shall submit a copy of their passports,
 - 6.4.2.** Two headshots,
 - 6.4.3.** A medical certificate, PA and Lateral Digital Chest X-Ray, HBS-AP, Anti-Hbs, Anti-HCV, Anti-HIV (Medical certificates must be renewed each year before housing registration.)
 - 6.4.4.** Bank receipt showing that room and deposit fees were paid by the student
 - 6.4.5.** Check-in Form; Guesthouse Accommodation Contract and the Acknowledgment and Consent Form signed by parent or legal guardian (if the resident is under 18)
 - 6.4.6.** A Police Certificate
- 6.5.** Summer school accommodation will be charged per night.
- 6.6.** Erasmus/Master's students stay at the Guesthouse will be charged per night.
- 6.7.** Students may apply for housing by clicking on the link which will be provided in the announcements from Guesthouse Directorate on Altınbaş University website.
- 6.8.** The provisions stated above with regard to room check-in shall apply to all terms (Fall, Spring and Summer) during which student has been provided with accommodation.
- 6.9.** Short-term stays may be allowed in the Guesthouse during exam periods or other times for a fee.
- 6.10.** Guesthouse Disciplinary Committee shall decide whether students, who have been expelled from the Guesthouse due to persistent violation of the Guesthouse's rules, will be admitted or not to the Guesthouse in the following semesters.
- 6.11.** Accommodation fees must be paid by payment end date, which is announced by the 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.
- 6.12.** Applications shall be evaluated according to the following principles: international and out of town students will be given priority.
- 6.13.** Current residents wishing to stay in the Guesthouse for the following academic year shall be eligible to select their own room (by the end of pre-application period).
- 6.14.** Students shall pay an annual fee for the room assigned to them according to accommodation procedures and terms & conditions published on University's website.

- 6.15. The fact that a student lived in Student Guesthouse in the previous academic year or semester shall not mean that the student will be admitted to the Student Guesthouse in the following years as well. Students are required to apply for housing for each academic year.
- 6.16. Dormitory placements for students wishing to stay in the Student Guesthouse 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 Student Guesthouse Directorate.

Student Guesthouse Check-In Requirements

Article 7

- 7.1. All documents listed in the announcements for Guesthouse application shall be submitted to the Guesthouse Directorate in full and complete form.
- 7.2. 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 Guesthouse Management.
- 7.3. Students who have previously been accommodated in the Guesthouse and whose room deposit hasn't been refunded are not required to make a deposit payment when they apply for accommodation.
- 7.4. Room deposit shall be paid within 5 (five) business days after the online application is submitted.
- 7.5. 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 Guesthouse Directorate. 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.
- 7.6. Within one week of check-in, students are required to inform the Guesthouse Directorate 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.
- 7.7. Room allocation results will be communicated to students via email.
- 7.8. Spring Semester applications can be made on the dates announced by the Guesthouse Directorate. Students shall re-apply at the beginning of each semester.
- 7.9. 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.

- 7.10.** Students are required to complete registration for the rooms assigned to them before the deadline.
- 7.11.** Students shall complete and sign an Accommodation Contract, a Check-in Form and an Acknowledgment & Consent Form before check-in to rooms. These forms will be provided to students by the Guesthouse staff. Students shall sign the Accommodation Contract and submit it to the Guesthouse Directorate.
- 7.12.** 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 8

- 8.1.** Students shall make payment to stay in the Guesthouse. Guesthouse fee only covers accommodation. It does not cover the cost of meals, transport and other expenses associated with the student.
- 8.2.** Accommodation fee is determined every year in May by the Board of Trustees of the University.

Check-Out

Article 9

- 9.1.** Students wishing to check-out at the end of the academic calendar must complete the check-out form, submit it to the Guesthouse Directorate, vacate their rooms and return room key cards no later than the date to be announced by the Guesthouse Directorate. 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 Guesthouse Directorate at the latest within three days of the check-out date that has been announced. Guesthouse Directorate shall not be responsible for any lost or damaged personal items/belongings left behind.
- 9.2.** Students sentenced to suspension/dismissal from the University or the Guesthouse will be discharged from the Guesthouse by the Guesthouse Board of Management. The students in question must leave the Guesthouse within one hour accompanied by a security guard.
- 9.3.** Students who are suspended from the Guesthouse 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.



- 9.4. Student's room shall be inspected by the Guesthouse 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 refunded to the student.
- 9.5. Any student who checks-out from the Guesthouse is required to complete the check-out form, call the Guesthouse Directorate and notify them of his/her exact check-out date a day in advance so the Directorate 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.
- 9.6. Personal belongings left by the students while leaving the Guesthouse without completing check-out procedures will be kept for 15 days in the Guesthouse 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.
- 9.7. Deposit will not be refundable if student leaves the Guesthouse without finalizing check-out procedures.

PART III **Financial Provisions**

Article 10

- 10.1. 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.
- 10.2. 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.
- 10.3. Rates for room change are determined based upon the date when student has moved into another room, and it is calculated daily.
- 10.4. 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.
- 10.5. Students who do not leave their rooms tidy and clean will be charged a cleaning fee before they check-out.

- 10.6.** Students who check-out of the Student Guesthouse in less than one month before the start of classes (as stated in University academic calendar) will receive a refund of 90% of total accommodation fee, students who check-out before the date mentioned above will receive a total refund of accommodation fee along with the deposit.
- 10.7.** Students who check-out of the Student Guesthouse after the start of classes will receive 10% of accommodation fee specified in the Service Delivery Agreement and the amount except the fee calculated including the months for which the resident received housing services (including the current month).
- 10.8.** 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.
- 10.9.** If you enroll in summer school and terminate your summer studies and guesthouse registration as of the start of summer classes, no refunds will be issued.

Room Key Cards and Safety

Article 11

- 11.1.** Room doors must be kept closed and locked. It is advised that students keep their valuables with them at all times.
- 11.2.** The Guesthouse 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.
- 11.3.** If deemed necessary or proper, Guesthouse Manager and/or Guesthouse staff may conduct health, hygiene and safety inspections of student rooms to see whether or not there is compliance with Guesthouse rules and policies.
- 11.4.** Students who have lost their room key cards may apply for a new one at the Guesthouse Reception. Students will be charged for the new key cards. The key card fee will be deducted from deposit.
- 11.5.** 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.

PART IV

Disciplinary Procedures

Disciplinary Procedure

Article 12

- 12.1.** 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.
- 12.2.** Students who commit violations of similar nature as the ones set forth in this Directive shall be given similar penalties.
- 12.3.** Students who violate Guesthouse and University rules, who demonstrate conduct, behaviour or actions unbecoming a student within or outside the University shall be given a “WARNING”, a “REPRIMAND” or face “EXPULSION” from the University premises.
- 12.4.** Warnings and Reprimands shall be given by the Guesthouse Manager, expulsion or permanent exclusion, on the other hand, will be issued by the disciplinary committee.
- 12.5.** Student(s) and staff affected by the act committed by the student who is subject to disciplinary action as well as the student subject to disciplinary action and/or their parents/legal guardian have the right to file an objection at the disciplinary committee to warnings and reprimands; as for the expulsion decisions, they can file an objection at the provincial directorate for national education, to which the University is affiliated, within five (5) business days of from the issuance of the penalty notice.
- 12.6.** Disciplinary committee shall issue a final ruling regarding objections within seven (7) business days. Disciplinary committee may cancel or approve the penalty, or issue a minor penalty.
- 12.7.** The Provincial Directorate for National Education will issue its final ruling regarding the expulsion penalty within fifteen (15) business days. The Provincial Directorate for National Education may cancel or approve the penalty, or issue a minor penalty.
- 12.8.** 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.
- 12.9.** Students have the right to object to a disciplinary action within 15 (fifteen) 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.



- 12.10.** Student discharged from the Guesthouse after issuance of expulsion penalty must leave the Guesthouse premises within five (5) days at the latest from the issuance of the penalty notice. In case of the presence of any potential threat to the safety of Guesthouse residents, the student who is sentenced to expulsion may be asked to leave the premises within twenty-four (24) hours.
- 12.11.** Student, who is required to leave the Guesthouse premises as s/he is sentenced to expulsion, shall return his/her room key card to the Student Guesthouse Management. A room inspection will be conducted by the Management including inventory counts, condition and damage. In case of any damage or missing items/furniture, student shall be liable for paying for repair/maintenance/purchase costs.
- 12.12.** Expulsion, or permanent exclusion, refers to the removal of a student from the Guesthouse. Student must leave the Guesthouse premises accompanied by the security guards; within two hours from s/he is notified of the expulsion penalty.
- 12.13.** Students sentenced to expulsion penalty shall not receive refund.

Disciplinary offences that require a warning notice

Article 13 - A written warning is a documented formal conversation between the University administration and a student about a disciplinary problem. Students shall receive a written warning in case they commit one or more of the following disciplinary offences:

- 13.1.** 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,
- 13.2.** Allowing guests access to locations outside of the designated areas and designated hours,
- 13.3.** Staying overnight in other students' rooms without notifying Student Guesthouse Management,
- 13.4.** Failing to use Guesthouse's inventory items in a proper and careful manner,
- 13.5.** Failing to adhere to time schedule when entering or exiting dormitory, dining hall, bathroom, study room, gym and other designated study and recreation areas,
- 13.6.** Being in breach of the rules and regulations set forth in Guesthouse operating instructions,
- 13.7.** Exhibiting bad behaviour towards Guesthouse and University staff,
- 13.8.** Intentionally or recklessly destroying or damaging Guesthouse property,
- 13.9.** Hanging posters, banners, any type of written document outside of the areas designated by the Guesthouse Management; intentionally or recklessly destroying or damaging warning signs, announcements hung on the walls by the Management,
- 13.10.** Demonstrating conduct, behaviour or actions unbecoming a student,
- 13.11.** Concealing and smuggling books/ publications banned by the Government into the Student Guesthouse,
- 13.12.** Throwing trash or any object out of windows in such a way as to disturb others,



- 13.13. Hanging objects (laundry, flags, pennants, streamers etc.) outside of a room window.
- 13.14. 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,
- 13.15. Violating the written/oral warnings issued by the Guesthouse Management/staff; refusing to receive the service of the notices,
- 13.16. Obstructing Guesthouse managers/staff, wasting their time and insisting on disobeying Guesthouse rules and regulations,
- 13.17. 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 Guesthouse cleaning staff and be disposed of accordingly),
- 13.18. 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 Guesthouse cleaning staff and be disposed of accordingly),
- 13.19. Violating the provisions of Turkish Ministry of National Education's Regulation on Private Housing Services, Student Guesthouse Directive and/or Service Delivery Agreement,
- 13.20. Staying overnight in another location outside the guesthouse without notifying Student Guesthouse Management,
- 13.21. Attempting to gain access to the Student Guesthouse without presenting access pass to turnstiles,
- 13.22. Failing to abide by the curfew hours,
- 13.23. Keeping a pet (cat, dog, bird etc.) in Student Guesthouse rooms and common areas,
- 13.24. Providing inaccurate, false or misleading information or exhibiting misleading/deceptive conduct so as to mislead or deceive Student Guesthouse Management,
- 13.25. 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 Student Guesthouse within fifteen (15) days will be deemed as garbage.)
- 13.26. Engaging in buying and selling of products or assets in the guesthouse with specific monetary objectives without obtaining approval from the Student Guesthouse management,
- 13.27. Using other people's belongings without their permission,
- 13.28. Raising donations within the premises without the approval of the Guesthouse Directorate,
- 13.29. Violating Student Guesthouse rules and notices issued by the management.

Disciplinary offences that require a reprimand

Article 14 – Students who are in apparent violation of the Guesthouse rules shall be issued a reprimand. Disciplinary offences that require a reprimand are as follows:



- 14.1. Demonstrating conduct, behaviour or actions unbecoming a student; conducting themselves in a manner to damage or destroy the relationship of confidence and trust,
- 14.2. Changing rooms without the approval of the Guesthouse Directorate,
- 14.3. Using Guesthouse items in common areas for personal purposes, moving them to rooms or other areas within the premises,
- 14.4. 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 Student Guesthouse (Tobacco products or cannabis cigarette butts found in rooms shall be documented as evidence of the violation),
- 14.5. Smoking or allowing others to smoke cigarettes and tobacco products in all Guesthouse student 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 Student Guesthouse 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),
- 14.6. Cooking in areas (recreation room, study room, student room etc.) other than the kitchen,
- 14.7. Refusing Guesthouse or security staff's request to take ID for inspection, or refusing to provide identification,
- 14.8. Engaging or helping others engage in activities that may result in safety hazards
- 14.9. Failing to abide by Student Guesthouse check-out procedure; checking-out late or leaving items, personal belongings behind,
- 14.10. Failing to adhere to the conditions of written/oral warnings by the Guesthouse Management/staff; refusing to receive the service of the notices,
- 14.11. Using other residents' belongings without permission; damaging the belongings of other residents,
- 14.12. Obstructing Guesthouse managers/staff, wasting their time and insisting on disobeying Guesthouse rules and regulations,
- 14.13. Holding meetings in the Student Guesthouse without authorization from the Student Guesthouse management or participating in meetings held without permission,
- 14.14. Providing incomplete, false or inaccurate information to the Student Guesthouse Directorate or avoiding to provide any information when asked,
- 14.15. Consistently violate the rules of social conduct and order,
- 14.16. Turn consistently lying into an everyday habit,
- 14.17. Entering the guesthouse after curfew without valid excuse or intentionally avoid returning to the guesthouse,
- 14.18. 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 guesthouse staff, roommates and others,
- 14.19. Harming guesthouse staff and residents' property,



- 14.20. Act intentionally and cause harm to the network system of the Student Guesthouse premises (using wireless modem and/or router in rooms, damaging internet sockets and cables etc.)
- 14.21. 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),
- 14.22. 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,
- 14.23. Provoke students or parents/legal guardians against the Student Guesthouse management,
- 14.24. Attempting to sneak persons that are not registered in the Student Guesthouse (including family members) or students whose access to the Guesthouse is prohibited into guesthouse premises, engaging in activities to help these persons stay or live in the Guesthouse,
- 14.25. Allowing other students or persons to use his/her student card for any purpose whatsoever,
- 14.26. Failing to abide by the rules and regulations set forth in Turkish Ministry of National Education's Regulation on Private Housing Services, Student Guesthouse Directive and Service Delivery Agreement,
- 14.27. 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 Guesthouse

Article 15 - Expulsion, or permanent exclusion, refers to the removal of a student from university and the Student Guesthouse due to persistent violation of that institution's rules. The student subject to expulsion is notified in writing that s/he shall leave the Guesthouse premises within twenty-four hours. Disciplinary offences that require expulsion from the University and the Guesthouse are as follows:

- 15.1. Committing theft within or outside the Student Guesthouse premises,
- 15.2. Violating the provisions of the Law on Turkish Flag and the Regulation on Turkish Flag,
- 15.3. 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,
- 15.4. Committing infamous crimes or being convicted of committing crime of similar nature,
- 15.5. 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,



- 15.6. Overt threats to Guesthouse management and staff as well as students living in the Guesthouse; commit physical attack/assault against the abovementioned persons,
- 15.7. Committing rape, sexual assault or sexual/physical abuse or harassment against Guesthouse management and staff as well as students living in the Guesthouse,
- 15.8. Keeping sharp, penetrating objects, weapons or explosives in the Guesthouse rooms or contravene the relevant laws by causing injury or damage to a person,
- 15.9. Having or consuming bottles or cans of alcoholic beverages in Guesthouse premises, all common areas and rooms, coming Guesthouse in an highly intoxicated state (Full/empty alcoholic beverage bottles found in room will be disposed of accordingly),
- 15.10. Playing or enabling others to play all forms of games of luck and fortune classified as gambling,
- 15.11. Using the Student Guesthouse facilities for other than its intended purpose; exhibit conduct and behaviour in such a manner as to obstruct guesthouse staff from carrying out their duties,
- 15.12. Possessing, using, and/or selling controlled substances, drugs, narcotics or stimulants in Student Guesthouse premises,
- 15.13. Having access or enabling others to have access to residential areas designated only for the use of opposite gender without permission from the Guesthouse Management,
- 15.14. Being sentenced to reprimand thrice in an academic year,
- 15.15. Issuing and distributing unauthorized declarations, statements or manifestos on behalf of others; disclosing personal information about others.

Article 16

- 16.1. 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.
- 16.2. 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.

Student Guesthouse Disciplinary Committee

Article 17

- 17.1. Disciplinary Committee consists of the Secretary General, Guesthouse Manager and Vice Manager (a permanent and a substitute member) and a student representative. Guesthouse Manager can invite academic and administrative members of the University to join disciplinary committee meetings for consultation.
- 17.2. Two students, who have not been subject to any disciplinary action previously, shall be selected among the residents of Student Guesthouse. One of the students shall act as alternate representative.

- 17.3.** Student Guesthouse 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 Guesthouse 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.
- 17.4.** 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.
- 17.5.** Guesthouse management shall conduct the necessary investigation before referring the student to the disciplinary committee.
- 17.6.** Guesthouse officers shall take a statement from the student who has violated the Guesthouse 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.
- 17.7.** 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 guesthouse/university facilities, circumstances at the time of the offense, such as stress, or emotional problems, as well as other aggravating and mitigating factors.
- 17.8.** If deemed necessary by the Disciplinary Committee, Disciplinary Committee may expand the investigation by assigning an investigation officer or an investigation team.
- 17.9.** Disciplinary Committee decision shall be written down or recorded in a minute book.
- 17.10.** Any offensive/criminal incident that has taken place in the Guesthouse 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.

PART V

Miscellaneous Provisions

Warning Provisions

Article 18

- 18.1.** Students who have been registered to the Guesthouse must enter the premises by 1.00am on weekdays, and 2.00am on weekends.



- 18.2.** Students staying in the Guesthouse 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 Student Guesthouse Management. Visitors are not permitted on the hallways, student rooms, and kitchens. Students staying in the Guesthouse shall ensure that the visitors abide by the Guesthouse rules. Students receiving visitors shall be held liable for any loss or damage whatsoever caused by the visitors.
- 18.3.** Due to security reasons, visitors shall present their ID cards before entering the Guesthouse facilities. Persons refusing to present identification will not be allowed to have access to the Student Guesthouse.
- 18.4.** In the event that a visitor violates the guest policies, s/he shall not be allowed in the Guesthouse 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 Guesthouse. Banned visitor/guest shall not enter the premises even though s/he wishes to visit any other student residing in the Guesthouse.
- 18.5.** Students wishing to change room may apply for a room change at the Guesthouse Directorate. Room change requests will be evaluated by the Directorate and the student will be transferred to a new room if a reassignment is deemed appropriate.
- 18.6.** 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.
- 18.7.** Room cleaning shall be carried out according to the schedule set out by the Guesthouse Directorate.
- 18.8.** Guesthouse Management shall not be responsible for items left in common areas such as kitchen, recreation room, laundry room, and cafeteria. Guesthouse Management and the University shall not be held responsible for loss of or damage to any personal belongings left in common areas.
- 18.9.** Guesthouse staff will dispose of unclean dishes left on kitchen counters and bathroom vanities in accordance with sanitation and hygiene rules.
- 18.10.** Residents must provide their own cleaning supplies.
- 18.11.** There is an infirmary on the Guesthouse that provides health service to students within the specified working hours.
- 18.12.** Personal belongings/items (tagged-non-tagged) left behind will be deemed as garbage.
- 18.13.** Students must keep their valuables with them at all times.

18.14. In order to maintain Guesthouse capacity, Student Guesthouse Management can take one of the following action within seven days:

18.14.1. Students who continue to stay in a single room may be moved to another room.

18.14.2. 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 approval)

Items Prohibited From Guesthouse Facilities

Article 19

19.1. Electric and gas appliances such as kettles, heating or cooking appliances (ovens, kitchen stoves, coffee makers etc.), iron, deep fryers, hot plates, space heaters, microwaves, toasters, toaster ovens, sandwich grills are not allowed in student rooms. If found, Guesthouse officers shall take a statement from the student who keeps such appliances in his/her room and the appliances will be removed.

19.2. The aforementioned appliances and equipment can be returned to the student upon the student's request, provided that they removed out of the dorm rooms. The students shall be responsible for reclaiming the electrical appliances and equipment in his/her possession within fifteen (15) days following the end of semester. In case the electrical appliances and equipment are not reclaimed by the student within the specified period of time without excuse, it will be deemed that the said student has renounced his/her ownership rights over those items.

Cleaning provisions

Article 20

20.1. The cleaning of student rooms and common spaces shall be performed by cleaning staff in accordance with a schedule set by the Student Guesthouse management. Students shall be responsible for keeping their rooms tidy and clean at all times, except the regular cleaning to be provided by Student Guesthouse management.

20.2. Students shall keep their rooms 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.

20.3. Students must provide their own cleaning supplies (toilet paper, paper towel etc.) Student Guesthouse management shall not provide cleaning supplies for the personal use of students.

20.4. Students shall iron their own clothes in the designated ironing rooms. Irons and ironing boards in the ironing rooms shall not be removed.



- 20.5.** Students must provide their own quilts or blankets, pillows and bed linen (sheets, pillow cases and duvet covers).
- 20.6.** Students can wash and dry their clothes in the laundry room (provided they bring their own laundry supplies). The Student Guesthouse Management reserves its right to make changes to the terms and conditions for laundry services.
- 20.7.** Students shall be liable for covering any damages they may have caused whatsoever to irons and ironing boards.
- 20.8.** 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. Guesthouse staff will dispose of any clean or unclean utensils, tools or dishes left in the common kitchen area.
- 20.9.** Students shall be responsible for any personal items/belongings left behind in common areas such as kitchen, WC, recreation room and laundry room. Guesthouse Directorate shall not be responsible for any lost or damaged personal items/belongings left behind.

Health provisions

Article 21

- 21.1.** Students with any medical problem may visit the Health Centre in the Student Guesthouse. After examination, the Medical Professional will give directions to the student about how to access to the nearest health facility. In case of critical emergencies, the Medical Professional will call an ambulance and ensure that the student is taken to a health facility, accompanied by a friend.
- 21.2.** 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 22

- 22.1.** Registered residents/students of the Guesthouse agree, declare and undertake that they shall not cause any damage or harm whatsoever to other students, guesthouse property, guesthouse inventory items, guesthouse 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 Guesthouse'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 Guesthouse and the University to suffer direct or indirect losses or damages shall be included within the scope of obligation to compensate.

PART VI

Effective Date and Execution

Effective Date

Article 23

- 23.1.** This Directive shall become effective and be deemed to have been communicated to the students upon the date this Directive is published on the University's official website. The latest version of this Directive published on the website shall apply to all students.
- 23.2.** Student Guesthouse Directorate shall be responsible for reviewing and updating this Directive. This Directive shall be reviewed and updated if necessary in August each year.

Execution

Article 24 - The provisions of this Directive shall be executed by the President of Altınbaş University.