



**ALTINBAS UNIVERSITY GUESTHOUSE DIRECTIVE
YNG001**

**SECTION 1
GENERAL PROVISIONS**

Purpose

Article 1- The purpose of this Directive is to identify rules relating to disciplinary action and procedures and to facilitate students' academic life by providing them with safe, neat and tidy accommodation with respect to management, supervision and administrative principles of all student guest houses affiliated with Altinbas University.

Scope

Article 2- This Directive shall apply to the **Altinbas** University Guesthouse Directorate and its staff, all residents residing in Guesthouse, visitors and all relevant constituents.

Basis

Article 3

- (1) Student Disciplinary Regulation for Higher Education Institutions
- (2) Law No: 4207 on Prevention and Control of Hazards of Tobacco Products
- (3) Altinbas University's related rules and regulations

Definitions

Article 4

- (1)**University:** Altinbas University.
- (2)**Secretary General:** Secretary General of Altinbas University.
- (3)**Guesthouse Board of Management:** Board consisting of University's Secretary General, Director of the Guesthouse, Gueshouse Officer, a psychologist and a faculty member, that is established at the beginning of each academic year and authorized to take decisions regarding the management of the Guesthouse;
- (4)**Academic Calendar:** Calendar that contains cancel, withdrawal, and drop deadlines; exam, activity/event dates along with other landmark dates.



(5)**Board of the Trustees:** Board of Directors that represent the legal entity of the University and liable for the financial and other consequences of the organization's activities.

(6)**Department of Financial Affairs:** Unit that provides professional accounting, reporting and financial services.

(7)**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, and managing many other student-related data.

(8)**Visitors:** All persons except those who are assigned to an office.

(9)**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 Altinbas University Guesthouse Directive.

(10)**External Relations Department:** Unit that establishes contact between international students and the Guesthouse.

(11)**Announcement for Guesthouse Applications:** 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.

(12)**Penalty Point System:** System that is used to keep track of disciplinary actions taken against students in the event that they do not follow the rules and regulations set forth in Student Guesthouse Directive.

Responsible Bodies

Article 5

(1) Director of the Guesthouse shall be responsible for drawing up this Directive.

(2) Secretary General shall be responsible for the implementation of this Directive.

(3) Director of the Guesthouse shall be responsible for coordinating this Directive.

SECTION 2 MANAGING BODIES OF THE GUESTHOUSE AND THEIR DUTIES

Guesthouse Directorate

Article 6



- (1) Altınbas University Guesthouse is governed by the Director of the Guesthouse in accordance with decisions taken by the Guesthouse Board of Management presided by the Secretary General of Altınbas University. Guesthouse Board of Management shall be entitled to take decisions provided that a quorum is achieved when at least three members and the Director of the Guesthouse are present at the meeting.
- (2) Guesthouse admission and accommodation procedures shall be carried out having regard to the Student Guesthouse's accommodation capacities in the respective academic year and the related rules and regulations.
- (3) At the beginning of each academic year, Guesthouse Board of Management shall draw up building/floor/room allocation plan according to application rates for male and female students.
- (4) Each academic year, check-in and check-out dates are determined by the Guesthouse Board of Management in line with the academic calendar. In the event that a student does not claim his/her room on the dates specified, that room will be assigned to another student on the waiting list.
- (5) When deemed necessary by the Guesthouse Directorate, residents may be assigned to different rooms.
- (6) Any behaviour displayed by students during their stay in the Guesthouse, that is contrary to the rules and regulations set forth in the Directive, shall be monitored via the penalty point system.
- (7) Guesthouse reserves the right to make amendments to accommodation procedures during mid-term breaks and holidays. These changes will be communicated to students via email.

Guesthouse Admission/Check-In Requirements

Article 7

- (1) Altınbas University members are eligible to stay in the Guesthouse.
- (2) Applications shall be made for a period of one (1) academic year comprising Fall and Spring semesters.
- (3) Applications shall be made via the link to be announced in Altınbas University's webpage by the Guesthouse Directorate.
- (4) All documents listed in the announcements for Guesthouse application shall be submitted to the Guesthouse Directorate in full and complete form.
- (5) 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.
- (6) 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) Room deposit shall be paid within 5 (five) business days after the online application is submitted.
- (8) Deposits will not be refunded should a student decide not to stay in Guesthouse after s/he has made an application for housing.



(9) 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.

(10) 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.

(11) 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 accommodation.

(12) Guesthouse Board of Management shall decide whether students, who have reached maximum penalty point limit and expelled from the Guesthouse due to their violations of the Guesthouse rules and regulations, will be admitted to the Guesthouse in the following semesters.

(13) 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.

(14) Students shall be notified of the check-in dates via an announcement to be made once the room allocation is completed.

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

(16) 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).

(17) Spring Semester applications can be made for the dates announced by the Guesthouse Directorate and shall include both semesters.

(18) 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.

(19) Room allocation results will be communicated to students via email.

(20) Students are required to complete registration for the rooms assigned to them before the deadline.

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

(22) 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 student by the Guesthouse staff.

(23) Students who have been admitted by the University via an exchange program or through the agency of the External Relations Department shall pay the security deposit fee and the room fee before check-in.



(24) In the event that a student, who did book a room through the External Relations Department, does not provide the required documents and pay the accommodation and deposit fees within seven (7) business days, his/her booking will be cancelled.

(25) Students who have to check-in on a Saturday, Monday or bank holidays can check into their rooms provided that they make their payments in advance, as set forth above.

Accommodation Fee

Article 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.

(2) Accommodation fee is revalorized every year by the Board of Trustees of the University.

(3) Students shall pay a deposit after they have submitted their online applications. Deposits will not be refunded should a student decide not to stay in Guesthouse after s/he has made an application for housing.

Check-Out

Article 9

(1) Except in special cases such as undergraduate transfer or health problems (committee reports issued by public hospitals must contain the following notice: "**S/he is not capable of living in housing conditions**"), deposits will not be refunded should a student decide to check-out before the contract end date.

(2) Students wishing to check-out at the end of the semester 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.

(3) Students who freeze registration (optional) will be discharged from the Guesthouse by the Guesthouse Board of Management. In the event that a student freezes registration for one semester, 25% of annual fee for accommodation will be refunded; if student freezes registration for two semesters, 50% of annual fee for accommodation will be refunded.

(4) Students who take a leave of absence for one or more semesters (this shall apply only to students who have successfully completed the Preparatory Class) will be discharged from the Guesthouse by the Guesthouse Board of Management. Accommodation fee for the period during which student takes a leave of absence shall be transferred to the next academic year. In case student chooses not to stay in the Guesthouse during the following academic year, 50% of the accommodation fee s/he has paid for the period s/he did not stay in the Guesthouse shall not be refunded.



(5) 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.

(6) 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.

(7) Students who are sentenced to temporary or permanent suspension will be given 50% refund of fees they paid for the period they will not be able to use Guesthouse facilities.

(8) 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) 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.

Leaving the Guesthouse Without Completing Check-Out Procedures

Article 10

(1) Personal belongings left by the students while leaving the Guesthouse without completing check-out procedures will be kept for 30 days in the Guesthouse storage. An email from kemerburgaz.edu.tr address will be sent to the student, stating that s/he must reclaim his/her belongings within 15 days at the latest. In case 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.

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

Financial Provisions

Article 11

(1) With the implicit approval of the Guesthouse Directorate, students wishing to leave the Guesthouse are entitled to cancel their housing contract before the end of the add/drop period; in every such case no refund of deposit will be given, accommodation charges for the period s/he stayed in the Guesthouse will be deducted from the total accommodation fee paid by student, and the remaining amount will be refunded.

(2) No refund will be given to any student who leaves the Guesthouse after the add/drop period is over.

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



(4)If room allocation is completed after the opening date of the Guesthouse, room fee will be calculated starting from the date when the room has been assigned to the given student.

(5)In the event that inventory items in rooms and/or common areas are damaged/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.

Room Key Cards and Safety

Article 12

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

(2) The Guesthouse and Altinbas 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, Director of the Guesthouse 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.

(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).

(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.

Dismissal from the Guesthouse

Article 13

(1)Students who exceed 10 penalty points limit shall be dismissed from the Guesthouse upon the decision by the Guesthouse Board of Management.

(2)Students sentenced to suspension from the University by the University Disciplinary Committee shall be dismissed from the Guesthouse as well during the suspension period.

(3)Students sentenced to dismissal from the Altinbas University shall also be deemed to be dismissed from the Guesthouse.



SECTION 3

DISCIPLINARY PROCEDURE

Disciplinary Procedure

Article 14

(1) Disciplinary procedures shall be executed by the Guesthouse Board of Management. Students who violate Guesthouse rules and regulations or display behaviours which disturbs the peace, order or discipline will be asked to submit a written statement. After the evaluation of their statements, students will be given penalty points depending on the nature of violation. Students who are about to exceed “10” penalty points shall be given a final warning stating that they will be expelled from the Guesthouse in the event that they commit another violation during the current or following academic term. Students who exceed “10” penalty points limit shall be dismissed from the Guesthouse upon the decision by the Guesthouse Board of Management.

(2) Student Disciplinary Regulation for Higher Education Institutions dated January 13, 1985, published in Official Gazette Issue No. 18634, its annexes, amendments to the Regulation and its annexes, and future amendments and regulations to the above-cited shall apply to all places/persons that are covered by this Directive.

(3) In the event that a disciplinary violation, for which an issue of warning has been stipulated in Student Disciplinary Regulation for Higher Education Institutions, is committed within the Guesthouse premises, student who commits the violation shall be given “2” penalty points; In the event that a disciplinary violation, for which an issue of reprimand has been stipulated in Student Disciplinary Regulation for Higher Education Institutions, is committed within the Guesthouse premises, student who commits the violation shall be given “4” penalty points.

(4) Penalty points given to students due to their violations will not be removed from their student record during their studies in Altinbas University. Guesthouse Board of Management will evaluate and decide whether to admit students in the Guesthouse, who have been sentenced to suspension by the University Disciplinary Committee.

(5) Students who commit violations of similar nature as the ones set forth in this Directive shall be given penalty points as well.

(6) Penalty points shall be given by the Guesthouse Directorate; sentence of dismissal shall be issued by the Guesthouse Board of Management.

Service of Sentence

Article 15- A notification of sentence will be sent to students via kemerburgaz.edu.tr email account that has been assigned to them. These notifications sent to the students’ relevant email addresses (kemerburgaz.edu.tr) shall be deemed to be legal, valid and binding.

Expulsion from the Guesthouse



Article 16- Students who committ severe or repetitive policy violations shall be extracted from the Guesthouse. Students sentenced to expulsion must leave the Guesthouse within one hour accompanied by a security guard as of the date s/he has received a notification of sentence.

Objection to Disciplinary Action

Article 17- Students shall be entitled to object to a disciplinary action, within 15 (fifteen) days after they are notified of the sentence. The objection to penalty points shall be submitted to the Guesthouse Board of Management, and the objection to the sentence of expulsion shall be submitted to the Office of President of Altinbas University. Objection shall not stop the execution of the sentence.

Penalty Points

Article 18

(1) Students shall be given “1” penalty point when one of the following situations occur:

- (a) Leaving perishable and smelling food/beverages out for an extended time,
- (b) Leaving shoes, slippers or other personal belongings on the doorstep, which would contribute to visual pollution,
- (c) Disturbing others by making excessive noise/playing loud music/singing loudly in the rooms/recreation rooms/lounges and in all common areas,
- (d) Watching TV/playing music too loudly or turning the speakers' volume up too high while using computer,
- (e) Entering or attempting to enter Guesthouse premises in an intoxicated or drunken state and/or disturbing peace, order or discipline,
- (f) Throwing trash or any object out of windows in such a way as to disturb others,
- (g) Hanging of any object (luandry, flags, pennants, streamers etc.) outside of a room window.

(2) Students shall be given “2” penalty points when one of the following situations occur:

- (a) Hosting visitors in rooms or staying overnight in other students' rooms.
- (b) Making a room change without the approval of the Guesthouse Directorate, staying overnight in another student's room,
- (c) Keeping extra beds/mattresses or inflatable beds or air mattresses in rooms without the approval of the Guesthouse Directorate,



- (d) Changing rooms without the approval of the Guesthouse Directorate,
- (e) Exchanging room key cards with Guesthouse resident/non-residents,
- (f) Possession and use of explosive or flammable materials/equipment such as kerosene cookers, gas furnaces, electric stoves, irons, toasters, and any other similar electrical and gas devices.
- (g) Cooking in areas (recreation room, lounge, student room) other than the kitchen,
- (h) Damaging or misusing electrical devices in the kitchen and common areas,
- (i) Failing to keep the kitchen, communal laundry rooms, recreation room and other common areas clean and orderly; misusing or damaging Guesthouse inventory items/furniture/effects,
- (j) Failing to keep one's room neat and tidy; not leaving room neat and tidy on cleaning days,
- (k) Keeping a pet (cat, dog, bird etc.) in Guesthouse rooms and common areas,
- (l) Using Guesthouse items in common areas for personal purposes, moving them to rooms or other areas within the premises,
- (m) 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,
- (n) Refusing Guesthouse or security staff's request to take ID for inspection, or refusing to provide identification,
- (o) Engaging or helping others engage in activities that may result in safety hazards,
- (p) Failing to complete check-out procedures within the time period designated by the Guesthouse Management and/or according to the provisions of the Article 6.6.6. ; checking-out late, leaving personal belongings in the room,
- (q) Failing to adhere to the conditions of written/oral warnings by the Guesthouse Management/staff; refusing to receive the service of the notices,
- (r) Using other residents' belongings without permission; damaging the belongings of other residents,
- (s) Obstructing Guesthouse directors/staff, wasting their time and insisting on disobeying Guesthouse rules and regulations,

(3) Students shall be given "4" penalty points when one of the following situations occur:

- (a) Interfering with the operation of smoke and flame detectors,
- (b) Interfering with the operation of fire extinguishers and alarm buttons, and using them for purposes other than intended,



- (c)Smoking cigarettes and tobacco products in all Guesthouse premises and common areas such as student rooms, recreation areas, corridors, cafeteria, sports center, laundry-bathrooms, as well as by open windows,
- (d)Smoking or using tobacco products in one's room or allowing a person to smoke or using tobacco products in one's room,
- (e)Gambling or providing gambling materials in one's room or anywhere in the Guesthouse,
- (f)Selling any item or rasing donations within the premises without the approval of the Guesthouse Directorate,
- (g)Causing damage to items in the Guesthouse rooms and/or items designated for common use in the common areas,
- (h)Having or consuming bottles or cans of alcoholic beverages in Guesthouse premises, all common areas and rooms.

(4) Students shall be given "10" penalty points when one of the following situations occur:

- (a)Committing infamous crimes or being convicted of committing crimes of similar nature,
- (b)Possession and use of firearms, ammunition, sharp or cutting objects, brass knuckles, pepper spray, explosive or combustible materials, pistols, revolvers, pellet guns, air guns, and/or injury-threatening weapons,
- (c)Possession, usage, or manufacture of controlled substances, drugs, narcotics or stimulants,
- (d)Assault and battery, fighting/brawling, slapping, shoving, restraining, etc.
- (e)Making or engaging in political propaganda; issuing and distributing unauthorized declarations, statements or manifestos on behalf of others; disclosing personal information about other residents,
- (f)Overt actions such as verbal attacks and physical assaults on the Guesthouse directors, officers and staff, Disruptive behavior that negatively impacts the Guesthouse community.

SECTION 4

MISCELLANEOUS PROVISIONS

Warning Provisions

Article 19

- (1)Students who have been registered to the Guesthouse must enter the premises by 11.00pm on weekdays, and 12.00am on weekends.



(2)Visitors who have not been registered to the Guesthouse are required to leave the premises no later than 11.00pm. Residents are responsible for the conduct of their visitors and shall be held accountable for their visitors' actions.

(3)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.

(4)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 in the event that a reassignment is deemed appropriate.

(5)In the event of an unauthorized use of electrical devices in student rooms, they will be removed from the student's room and kept in store room. Students shall reclaim their items within fifteen (15) days following end of the semester. In case 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.

(6)Room cleaning shall be carried out according to the schedule set out by the Guesthouse Directorate.

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

(8)Guesthouse staff will dispose of unclean dishes left on kitchen counters and bathroom vanities because of sanitation issues.

(9)Residents must provide their own cleaning supplies.

(10) There is an infirmary on the Guesthouse that provides health service to students within the specified working hours.

(11)The presence of full or empty alcoholic beverage containers (bottles, cans, and cases) is prohibited. If the student has been found in violation of the Guesthouse, alcoholic beverage containers will be confiscated and disposed of; and the situation will be reported.

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

Directive's Annexes and Liabilities

Article 20

(1)KM- 01- Guesthouse Application Form

(2)KM- 02- Accomodation Contract and Acknowledgment & Consent Form

(3)KM- 03- Check-In Form



(4)Guesthouse Board of Management reserves the right to revise and/or amend the content of the annexes. The last amended content of the annexes shall apply.

(5)All Guesthouse staff, directors, residents and guests are obliged to comply with the provisions of the most current edition of this Directive as published on the University's website (<http://konukevi.kemerburgaz.edu.tr/tr#yonerge>).

Effective Date

Article 21- This Directive is effective as of/..... 201....., the date it was approved by the Altinbas University Senate.

Execution

Article 22- The provisions of this Directive shall be executed by the Office of the President of Altinbas University.