



REPUBLIC OF TURKEY

**YAŞAR UNIVERSITY HIGHER EDUCATION PRIVATE STUDENT DORMITORIES'
OPERATION PROCEDURES AND PRINCIPLES**

CHAPTER ONE

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1 - (1) The purpose of these principles is to regulate operating principles of Yaşar University Higher Education Private Student Dormitories.

Scope

ARTICLE 2 - (1) These principles apply to Yaşar University Higher Education Private Student Dormitories .

Basis

ARTICLE 3 - These principles are based on the Regulation on Private Student Accommodation Services published in the Official Gazette No. 31948 dated 09/09/2022.

Definitions

ARTICLE 4 - (1) For the implementation of these Procedures and Principles, the terms below shall have the ascribed meanings:

- a) Directorate of Youth and Sports refers to the Provincial Directorate of Youth and Sports to which the dormitories are affiliated,
- b) Founder Representative refers to the natural entity authorized on behalf of the legal entity,
- c) Director refers to Dormitory Director,
- d) Dormitory Administration refers to the board made up of the Founder Representative, Dormitory Director, Assistant Director, and Administration Officer,
- e) Dormitory refers to Yaşar University Higher Education Private Student Dormitory,
- f) Principles refer to Yaşar University Higher Education Private Student Dormitories Operation Procedures and Principles,
- g) Regulation refers to the Regulation on Private Student Accommodation Services.

CHAPTER TWO

Purpose, Foundation, Operation Field, Type and Capacity, and Board of Directors of the Dormitory

Purpose of the Dormitory

ARTICLE 5 - (1) Its purpose is to offer paid/unpaid accommodation in accordance with the relevant regulation for students enrolled in a higher education institution who do not have housing.

Foundation

ARTICLE 6 - (1) The Dormitory was established by Yaşar University, which also holds a Public Legal personality.

Operation field, type and capacity

ARTICLE 7 - (1) The dormitory serves female and male students of higher education. As already set in its inception approval, its capacity is 354 students in total, 176 for female students and 178 for male students.

Board of Directors

ARTICLE 8 - (1) The board is administered by the Rector or a Deputy Rector assigned by the Rector him/herself and its members include Founder Representative, Dormitory Director, Institution Representative for Financial Affairs, and two lecturers selected by the Rector among the university's academic staff members.

CHAPTER THREE

Opening and Closing Time, and Leaves

Opening and Closing Time

ARTICLE 9 - (1) The Dormitories operate on a 24-7 basis. It is open throughout the whole academic year, as well as during the holiday months if needed. Dormitory fee does not cover these holiday months. Based on the geographical conditions and the transportation in place, the latest time to enter or exit the dormitory is as follows.

(2) The latest time to enter is 01.00 a.m. during weekdays and 02.00 a.m. during weekends (FridaySaturday), while the earliest time to exit is 06.00 a.m.

Leaves

ARTICLE 10 - (1) Students accommodating in the dormitory are granted home leaves as per the Article 26 of the regulation. Students should sign their leave petition to be granted the leave. Staff leaves are regulated by the Labor Law No. 4857.

Rules to be followed for the communal life and accommodation within the dormitory

ARTICLE 11 - (1) The rules to be followed for the communal life and accommodation within the dormitory are as follows:

Dormitory Operation Procedures and Principles are prepared by the Dormitory Administration and presented to students in person at the time of registration to inform them about the rules they should follow. Disciplinary action is taken against those not conforming to the dormitory rules in accordance with the relevant regulation.

a) Common areas: Each building and floor is the common area of all residents of the dormitory. Students accommodating in the dormitory are responsible for using and maintaining these areas and the equipment installed therein without causing any damage to them. The equipment of the common areas cannot be relocated and used for personal purposes in rooms. Therefore, students who relocate and cause damage to the dormitory buildings or its accessories are responsible for compensating for the damage they have caused. In cases where multiple students are involved in the damage caused, the damage is compensated by all students, each of whom undertake equal responsibility. After completing registration and taking over the room allocated, each student receives the fixed assets and equipment by signing an official statement and will be held responsible for any damage to or loss of these fixed assets. In case of a damage, students are required to report the damage to the Administration ASAP and compensate by the current value.

b) Security in rooms: Students should keep their doors close and locked as they are the sole individuals in charge with the security of their rooms. Students are recommended to have their belongings insured against robbery or any other kind of damage. The University cannot be held responsible for the loss of or damage to their belongings; however, it can still assist students in the execution of administrative and legal procedures. The rooms where students accommodate and their personal belongings can be searched through for cleaning, to maintain security within the dormitory and to make sure that the dormitory principles and rules are observed when deemed necessary by at least two staff members including Dormitory Director or another staff member assigned by the Director.

c) Room allocation: Students are required to accommodate in the rooms allocated for them by the Dormitory Administrations and cannot relocate to another room without informing and obtaining the approval of the Administration. Students inform the Dormitory Administration about their request to change their room for various reasons. The Dormitory Administration consider such requests to the extent of the facilities available within the dormitory building. Rooms allocated to students by the university cannot be transferred to another student without informing the Dormitory Administration. The Dormitory Administration can change rooms when necessary and ask students to relocate to their new room within a certain period of time.

d) Room card: Each student is provided with a room card indicating the room that s/he is staying. It is forbidden to give the card to another student who is residing/not residing at the dormitory. In cases where students lose their card, the students are charged the amount set by the Dormitory's Board of Directors in cash to get a new card. Upon the requests made by students who have lost or forgotten their card, their rooms can be accessed by the Dormitory Administration by opening the relevant rooms' doors.

e) Use of electrical appliances: Appliances such as electric stove, gas stove, electric water heater, tea and coffee machines, heating appliances and etc. cannot be used and the electricity wiring cannot be added supplementary equipment. When any of these appliances are found to have been in use in rooms despite their usage being prohibited, they are taken out of the room by the Dormitory Administration and kept in the storage room to return them to their users at the end of semester. Students are obliged to retrieve their electric appliances from the storage room within the first fifteen day period following the end of the relevant semester. The electric appliances that are not retrieved from the storage room at the end of the semester will be treated as trash. The Dormitory Administration is not responsible for the electric appliances that are not retrieved at the end of the semester. Residents of the dormitory cannot act in a way that damages the information technology facilities of Yaşar University/poses a threat for the safety of these facilities and that inhibits other users' right to use these facilities. Therefore, they cannot connect with any other hardware (Switch, modem, router, IP phone, wireless access devices, etc.) in the rooms and on the campus, except for general-purpose computers. Residents cannot intervene in the equipment (wall sockets, cables, etc.) that provide network services.

f) Kitchen use: Students using the kitchen are required to leave the electric appliances safe and clean for ensuring safety and hygiene of the appliances. Cooking is allowed only in the kitchen not in other parts of the dormitory (rooms, rest room, etc.). Dishes that are left in the kitchen will be removed as trash by the cleaning staff for hygienic purposes.

g) Cleaning: Rooms are required to be cleaned by the cleaning staff once a week according to the schedule set by the Dormitory Administration. Rooms should be ready for cleaning on the days when they are scheduled for cleaning. Students are obliged not to keep spoilt and stinking food in their rooms and to keep the kitchen, bathroom, WC, and other common areas clean. Students found not to keep their rooms clean are given a notice by the Dormitory Administration. Things left in the common areas like dining hall, social areas, etc. are treated as trash by the staff in charge for hygienic and ordering purposes.

h) It is forbidden to pet and keep cats, dogs, birds, etc. in the dormitory rooms.

i) It is not permitted to drive nails on or cause damage to the walls of the dormitory building and common areas, to use stickers and glues that will damage the wall painting, to put shoes on the window sills, and to cause visual pollution by placing unnecessary posters, papers, etc. on the walls.

j) Students are not allowed to cause disturbing noise and spoil the peace and silence in the dormitory. They are not allowed to use stereos, TVs, computers, and other electronic devices at high volume.

k) Smoking is not allowed in the whole dormitory building including rooms and other common areas like resting rooms, corridors, laundry room, etc.

l) Students are not allowed to enter the dormitory in an intoxicated state and to cause disturbance and messiness in the dormitory because of intoxication. It is also forbidden to keep filled and/or

empty bottles for collecting purposes. Alcoholic drink bottles found the rooms are taken to the Dormitory Administration and disposed. Students are not entitled to any right in such cases.

m) It is forbidden to keep and use firearms and edged weapons, firework, explosives or other dangerous weapons and tools that might cause death and injury in the dormitory.

n) Opening and closing times and the entry-exit times of the dormitory are set by the Board of Directors. Students are obliged to leave their dormitory room between the dates that the Dormitory Administration has set for them to leave the dormitory. In cases where students do not leave their room without the approval of the Administration or leave their room without completing the discharge procedures, their belongings are taken out of the room and stored in the storage room. Students cannot claim any responsibility on the Dormitory Administration for any damage to or loss of their belongings. Personal belongings with/without nametags left in the rooms after students' discharge are kept in the storage room by the Dormitory Administration for one month. The belongings that are not claimed by their owner will be treated as trash.

o) As for visitors and having guests in rooms: It is required to act in accordance with the visiting hours set by the Dormitory's Board of Directors and visitors are allowed only during these hours. Visitors are allowed to the visiting halls allocated by the Dormitory Administration. Visitors are therefore not allowed to the dormitory rooms and students cannot have visitors in their rooms. Visitors are required to leave the dormitory building by 10.00 pm. Visited students are in charge of making sure that their visitors act in accordance with this rule and do not cause any damage to the dormitory.

p) The internet services provided in the dormitory are for studying and researching purposes.

r) It is not allowed to place brochures and posters at any spot in the dormitory building.

CHAPTER FOUR

Student Registration Procedures, Accommodation Period, Discharge from the Dormitory

Student Registration Procedures

ARTICLE 12 - (1) Students interested in registering at the dormitory or their parents/guardians are requested to fill out the application form to submit the registration approval document mentioned in the Article 22 of the relevant regulation (students on scholarship are also requested to annex their residence documentation). The Contract for Observance of the Dormitory Operation Procedures and Principles and the Contract for Provision of Services are prepared for the signatures of the parties. These documents are kept in the student registration folder to be opened for each student.

Accommodation period

ARTICLE 13 - (1) Normally, the period for accommodating in the dormitory covers the 9-month academic period. This period can be longer or shorter as long as the student still has the right to study (except for dismissal). The relevant higher education institution is asked in writing whether that student is still a registered student of their institution. The dormitory continues to operate

during summer when deemed necessary for the cases stated in the regulation. Those on temporary accommodation are listed in the list of temporary residents and this list is submitted to the relevant Provincial Directorate of Youth and Sports in writing within the one-month period following their listing.

Discharge from the dormitory

ARTICLE 14 - (1) A student's discharge from the dormitory is finalized after the final discharge form has been filled out and signed. As part of the discharge procedures, the student's room is checked to determine whether the student has caused any damage to the equipment and fixed assets and it is checked whether the student has any debt to the dormitory; and then the student is returned the deposit after deducting the amount charged for the damage and the debt, if any. Moreover, if the student has a personal internet service that s/he has bought for his/her room, then s/he is required to submit the document stating that his/her personal internet service agreement has been terminated.

CHAPTER FIVE

Dormitory Fee, Discounts, and Deposit

Dormitory fee

ARTICLE 15 - (1) Accommodation in the dormitory is paid. Applications can only be proceeded upon ensuring the fee payment. The dormitory fee is collected in advance for one year; it can also be collected in installments if approved by the board of directors. Breakfast is included in the dormitory fee, but not dinner. Dormitory fee for each academic year is announced by the end of July as per the Article 37 of the Regulation and is reported to the Ministry of Youth and Sports. The dormitory fees are set annually by the University's Board of Trustees.

(3) After being registered to the dormitory, students

a) are charged the monthly accommodation fee that is stated in the service provision contract if they leave the dormitory by September 15,

b) who leave the dormitory after September 15 are charged the accommodation fee for the previous months of accommodation service, the full amount of the current month, and the 50% of the remaining months of accommodation service, and 40% of the remaining months of accommodation service if these students certify that they are enrolled in one of the student dormitories run by the Ministry,

c) who have been dismissed from the institution are charged the accommodation fee for the previous months of accommodation service, the full amount of the current month, and the 60% of the remaining months of accommodation service.

These students are returned their deposit and the remaining amount after deducting the amount of payment calculated as per this sub-article within one month and the service provision contract is repealed. The monthly fee specified for the student in the service provision contract is taken as a basis for the calculations to be made within this article.

Discount

ARTICLE 16 - (1) Discounts to be granted for students of preparatory class, associate degree and undergraduate degree programs are regulated by the provisions set by the Chapter 6 of the Directive on Scholarships and Tuition Fee Discount for Preparatory Class, Associate Degree and Undergraduate Students, while the discounts to be granted for international graduate students are regulated by the Article 17/Supplementary Provision No. 1 on Accommodation Scholarship of the Directive on Scholarships and Discounts for Graduate Education.

Deposit

ARTICLE 17 - (1) Students accommodating in the dormitory are charged with the deposit payment as per the Article 37/Sub-Article 9 of the Regulation. Students are required to pay the amount of deposit set by the Board of Trustees at the time of registration. This deposit is returned to students while they are leaving the dormitory if they have not damaged any equipment and fixtures of the dormitory and do not owe a debt to the dormitory. Provisions on deposit are articulated in detail in the contract as required by the regulation.

CHAPTER SIX

Principles of Management and Operation

Staff Employment

ARTICLE 18 - (1) As per the regulation in place, the dormitory director, assistant director, and administration officer can be employed as the staff members. A healthcare officer, cook, etc. can also be employed if deemed necessary. Employees who are subject to the Social Security Institution's legislation and the provisions of the Labor Law No. 4857 or retired employees subject to the Law No. 657 can be employed. All employments are conducted as per the regulation.

Purchase of services

ARTICLE 19 - (1) To improve the service quality within the dormitory, cleaning, cooking, and if any, student transportation services can be purchased in consideration with their cost and the criteria to be cost effective.

Fire safety

ARTICLE 20 - (1) To protect the dormitory against fire, necessary measures are taken as per the provisions of the "Regulation on Protection of Buildings Against Fire" No. 2007/12907, which was published in the Official Gazette No. 26735 on 19/12/2007. Fire extinguishers are kept filled and ready to use at appropriate spots.

Building and facility security

ARTICLE 21 - Security of the dormitory buildings and facilities are ensured as per the provisions of the sub-article 3 of the Article 5 of the regulation.

Watch duties

ARTICLE 22 - (1) At least one administrative staff, security staff or an authorized staff member should be on watch at all times of the day. Monthly watch rotation list is prepared and hung onto the announcement panel of the dormitory and kept by the dormitory itself.

CHAPTER SEVEN

Validity Provisions

Effective Date

ARTICLE 24- (1) These procedures and principles shall be in effect as of the date of approval of Yaşar University Rector. The regulation provisions shall apply to cases that are not covered by these procedures and principles.

Execution

Article 25 - (1) These procedures and principles shall be executed by the Founder Representative authorized by the Rector's Office.

Approved by the Rector on: 11.09.2020