

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Student Affairs Deanship Procedures Manual		Related Policy	SA-03
			Effective Date	01-Sep-2014
	Subject Student Housing Services		Most Recent Review Date	01-Dec-2013
	Responsible Office: DVC for Students Affairs & Enrollment		Due Date for Next Review	01-Sep-2016
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Procedures of Policy No. (3) - Student Housing Services

1. Housing Assignment

- Once accepted to the University Housing Program, the student signs a housing agreement. The student then has a contractual responsibility with the Office of Residence Life and Student Housing.
- The Office of Residence Life and Student Housing is responsible for assignment of rooms to students; students' preferences for roommates may be accommodated if specified in advance and according to the vacancies availability.
- Under normal circumstances, a student may make one request to change rooms within a single semester.
- The Office of Residence Life and Student Housing reserves the right to reassign students to a different room for reasons such as room consolidation, vacancies, maintenance, and safety issues.
- Students must reside in the room assigned to them.
- The Office of Residence Life and Student Housing has the right to notify students and their families of regulations concerning housing check-in and check-out.
- In coordination with the Housing Office, students should complete an accurate room inventory ("RCR", Room Condition Report) form after they check in with a Housing Office Representative. This room inventory form will verify the condition of the room and furniture, noting any damage. The inventory form will be used to assess the condition of the room during a student's stay and at the time of check out.

2. Student Liability

- The housing agreement signed in advance of room allocation and check-in renders the student responsible for the Procedures outlined in this Policy.
- Non-scholarship graduate students, visitors and exchange program students fees must be paid in advance of room allocation and check-in.
- Keys are the property of the University and must be returned when the student vacates the room allocated to him/her. Students are not permitted to duplicate or share keys with others at any time. Misplaced keys and stolen keys must be reported immediately to the Residence Office. Lost keys will be replaced at the student's own cost.
- The student is responsible for any damage to, or loss of, University property within the housing that is provided for the student use.
- Upon separation of the student from the room, students should leave accommodations and furniture in the same condition as when they checked in.
- Costs incurred by the University to repair any damages to the accommodation or furniture will be charged to the student.
- Any University furniture provided to the student at the check-in not found in its place at the separation will be considered missing and the student will be charged accordingly.
- The student is responsible for his/her safety and protection of his/her own property.
- The Office of Residence Life and Student Housing does not assume responsibility for any loss, damage or theft with regard to students' personal property.
- Residents should report damage and repair needs of property/equipment in their rooms and in common areas to the housing administration.

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3. Termination of Housing Contract

- The University may cancel a student's housing contract if the student fails to meet the full terms and conditions of his/her contract, for violation of University or residence hall regulations, or as one outcome of student disciplinary action.
- Appeals against cancellation of housing are available through University administrative procedures.

4. Parental Notification

The Office of Residence Life and Student Housing has the right to notify parents/guardians when a student is involved in matters that may compromise the health or safety of the student or the members of the University community.

5. Access to Student Residences

- Students, guests and visitors must present proof of identity on entry and exit to student housing within the permitted hours established by the Office of Residence Life and Student Housing.
- Students enrolled at the University may visit their peers in the residential accommodations within the posted permitted visiting hours.
- Visitors must be pre-approved by the Office of Residence Life and Student Housing.
- Residents are expected to inform their guests about the rules and regulations of the housing.
- Residents are responsible for the actions of their guests, including any damage to University property or the property of other residents.
- Visitors are not allowed to sleep overnight in student residences.

6. Room Entry/Inspection

- Authorized University officials are entitled to enter, search and/or inspect student rooms/ suites and common areas in the housing complex. Examples of situations that may warrant a room entry/inspection include, but are not limited to:
 - Scheduled room inspections to verify the acceptable standards of health, safety and hygiene; observance of University housing Policies and Procedures; and maintenance and repair of equipment.
 - Warrant issued by an appropriate legal body.
 - Reasonable cause to believe that there is a violation of the Student Code of Conduct.
 - Reasonable cause to protect any resident student.
- University officials reserve the right to enter a student room/suite, locked or unlocked, at any time if deemed necessary to resolve immediately any policy violations, or to address disruptive behavior, maintenance problems, a student's illness, health and safety hazards, and other similar emergencies or potential crises.

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7. Standards of Student Behavior in the University Housing

- a) Sustainability:
Students must respect and abide by regulations to keep their premises clean and healthy with reasonable use of water, electricity consumption, air conditioning and heating systems.
- b) Fire Safety:
 - (i) Cooking with grills or other portable cookers is prohibited except within activities authorized by the University. Such use is subject to fire safety rules and regulations.
 - (ii) Residents are not permitted to use candles and incense sticks of any kind including but not limited to incense-burning candles, candle warmers, Bokhour, lanterns or similar “open flame” receptacles in rooms/suites.
 - (iii) Residents are not permitted to overextend the power points available in their rooms or other parts of the Residences by the multiple use of sockets.
- c) Room Personalization:
Room furniture modifications are prohibited because of fire safety regulations.
- d) Room Decoration:
 - (i) Only appropriate photos, posters, calendars, and other wall decoration are permitted and only as long as these items are hung away from sources of heat, including light fittings, and are fire-resistant and non-combustible.
 - (ii) Only approved adhesives can be used to hang these items. The use of adhesives that leave marks on the wall will result in a charge to the student to cover the expense of re-coloring the entire wall.
 - (iii) No decorations may be placed in the hallways, aisles, stairwells, or exit routes. No items may be hung from the ceiling.
 - (iv) Minimum decoration may be attached to the room doors.
 - (v) Exit signs, fire extinguishers, smoke detectors, fire alarm pulls, emergency lights and audible fire signals/strobe lights may not be decorated, covered or obstructed in any way.
 - (vi) Light bulbs may not be painted, wrapped, or covered.
- e) Painting and Wallpapering:
 - (i) Students may not paint or wallpaper the walls of their room.
 - (ii) Students who paint or wallpaper the walls of their room will be charged the cost of restoring the room to its original state.
 - (iii) Students may not make personal attempts to restore the room to its original state, nor arrange for this to be done by a third party.
 - (iv) Students may request their room to be repainted. The room will be inspected to determine the need for repainting before a decision is made to grant the request.
- f) Food:
 - (i) Housing students are provided with free meals using their own University ID card.
 - (ii) Graduate students may be provided with meals once housing fees is completed.
 - (iii) Other customers (non-housing students, faculty members, staff members, and visitors) can purchase meals according to the student’s Meals Contract Agreement.

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(iv) Students are not permitted to order food/meals for delivery from non-University licensed, commercial establishments.

g) Vandalism:

- (i) Malicious damage, due to purposeful/willful negligence, vandalism, accidents or misuse may result in University disciplinary action.
- (ii) Charges for damage to individual student rooms/suites will be the responsibility of the student who accepts responsibility or is found to be responsible for the damage, or of the residents of a room/suite where the damage occurred.
- (iii) Excessive damage to common areas where individual responsibility cannot be ascertained will be assessed as a group liability and therefore subject the group of students sharing the common area to group charges to cover the cost of repair.
- (iv) The assessment of “excessive damage” is in the judgment of the Housing Office.

h) Electric Equipment:

- (i) The use of electrical appliances in the Housing complex is limited for safety reasons. (Refer also to Procedure 7b: Fire Safety). Residents are permitted to use only small appliances with enclosed coils (e.g. corn poppers, coffee pots, etc.)
- (ii) Restricted appliances include but are not limited to hotplates, extension cords and refrigerators of more than five cubic feet.
- (iii) If use of a device frequently causes power to trip off, or if its power cord or the outlet feels hot, residents must discontinue the use of the appliance and inform the Student Affairs Facilities and Asset Management Department.
- (iv) Residents who damage the circuitry by overloading it may be responsible for the cost to restore the system.
- (v) Residents must follow the Student Code of Conduct for use of electronic equipment like mobile phones, desktops/laptops, cameras, etc.

i) Use of Facilities:

- (i) Students are allowed to reserve designated housing complex facilities for activities with the understanding that the use must be in keeping with the Student Code of Conduct and the academic mission of the University.
- (ii) Residence hall kitchens are provided as a special convenience for students. Students are expected to maintain high standards of hygiene at all times to preserve their own and other students’ health and safety.
- (iii) The University does not assume responsibility for damage to clothing resulting from use of the University laundry facilities.

j) Posting of Personal Notices:

- (i) Posting notices of personal or student-related activities are subject to prior authorization.
- (ii) Only approved posters and notices may be mounted on the bulletin boards provided by the University in the residence halls.

k) Advertising:

- (i) Advertisements displayed on campus should be aligned to the vision and mission of the University.
- (ii) Advertisements displayed on campus must belong to a University organization, department, office, or known and approved external agency/organization, and be

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appropriate in nature. Advertisements violating the Residence Life and Student Housing standards are not permitted.

(iii) Violations may result in the loss of privilege of advertising on the part of the University organization, department, office and external agency/organization.

l) Pets:

Students are not permitted to house pets in any part of a residence complex. Violation of this rule may result in a University disciplinary action and in a cleaning charge.

m) Smoking

(i) The University is mindful of the wellbeing of persons in both the living and the working environment. Therefore smoking is not permitted inside the residential buildings and surroundings.

(ii) Students who are caught smoking within the prohibited areas will be subjected to disciplinary action.

n) Soliciting/Selling:

Any activity designed to advertise, promote or sell any product or commercial service is considered soliciting. The University does not permit soliciting or attempt to solicit within University housing.

o) Furniture:

(i) Residents should not move University furniture into or out of rooms/suites.

(ii) At the time of resident check-out, all furniture must be returned to the original position in the room/suite.

(iii) Residents are permitted to bring personal furniture (that meets the University's fire safety standards) to personalize their rooms/suites. Prohibited furniture in rooms/suites includes, but is not limited to, vinyl furniture, inflatable furniture, and bean-bag chairs.

p) Storage:

(i) The Office of Residence Life and Student Housing provides storage facilities only for international residents on a first-come, first-served basis.

(ii) Residents must assume full responsibility for items placed in the storage area. The University makes every reasonable effort to protect resident property; however, it will not assume responsibility for the loss, theft, or damage to any property while in storage.

(iii) All items should be stored as if to be shipped or mailed. Residents are not permitted to store furniture of any kind, carpet, lumber, tires, flammable liquids, or room furnishings. Violation of this policy may result in disposal and/or removal of items placed in the storage area.

(iv) The University reserves the right to move stored items.

q) Rollerblades/Skateboards:

(i) Rollerblades and skateboards are to be used only on paved pedestrian paths within the campus or housing.