



جامعة عجمان  
AJMAN UNIVERSITY

University Housing Office

## **Rules of Occupancy for AU Female Students Residence**

**(103)**



جامعة عجمان  
AJMAN UNIVERSITY

## **Female Students Residence**

Dear resident,

It gives me pleasure to welcome you to AU Female Students Residence.

This Residence is designed according to the highest international standards of student accommodation, making sure you have an enjoyable and productive stay with us.

I give you the Rules of Occupancy of AU Female Students Residence, which would help you integrate your new home and ensure a comfortable stay for you and your roommate. If you have any questions or requests, please contact the Reception Desk in the Residence. Our staff will be pleased to assist you.

**Residence Manager**



جامعة عجمان  
AJMAN UNIVERSITY

## **Rules of Occupancy**

### **For AU Female Students Residence**

#### **I. Going out from the Residence**

All our measures for leave permissions and evening check-ins are put in place to serve our residents and ensure their security. Residents have to comply with all the rules of occupancy of AU Female Students Residence.

1. When registering in AU Residence, the guardian has to fill in a form for leave permission and evening check-in. The guardian and the student are both responsible for complying with this form. They have also to fill in the booking form and submit a copy of their passports, personal photos and the Custody Form.
2. All residents have to comply with the leave permission rules. Leave permissions can be collected from the Reception Desk and must be shown to the security staff at the gate before leaving.
3. All residents must perform the evening check-in as follows:
  - Sunday to Wednesday: before 10:30 p.m.
  - Thursday to Saturday: before 11:00 p.m.
4. Residents must enter and exit the Residence through the revolving gate using the electronic key. The residents must not leave the premise without their own key. In case the key is lost, please contact the reception desk to request a replacement.
5. No leave permissions will be issued after 9:30 p.m.
6. The resident may return to the Residence at any time, if she is accompanied by a first-degree relative.
7. In the event the guardian wants to change the names of the authorized persons, he should contact the Housing Department and send the new names by fax or email, enclosing a copy of their IDs.

## **II. Evening Check-in**

All residents are required to complete their evening check-in before 11 p.m. using the machines in the first floor. Failing to do so will subject the resident to liability.

### **Disciplinary System**

**A- In case of violation of the Rules of Occupancy or the customs, one of the following penalties or measures may be imposed:**

1. Depriving the student of some or all privileges and / or services and / or permits for a specified period of time.
2. Issuing a warning without informing his/her guardian.
3. Issuing a warning with informing his/her guardian.
4. Dismissal from the hostel.
5. Refer the file to the Legal advisor to Ajman University Chancellor, who may submit it to AU Chancellor who may refer the case to the Student Disciplinary Committee, which applies in this regard AU Disciplinary policy, even if it is contrary to these Rules of Occupancy.

The hostel's administration has the right to publish the disciplinary decision in the hostel's billboards after the student's name has been deleted.

**B- Penalties mentioned above (from 1 to 4) may not be imposed unless a written investigation has been conducted by the hostel's director or his authorized representative, and written down in minutes.**

**C- The Director of hostel's decision can be subject to appeal before the Dean of Students Affairs at AU or his authorized representative, within a period not exceeding 10 days from the date of its notification to the student by e-mail or by any other written means.**

## **III. Rooms and Furniture**

All rooms are fully furnished, with amenities such as flat TV screen, fridge, washing machine, stove, landline telephone, and Wi-Fi internet.

1. When a resident joins the Residence for the first time, they have to make sure to sign the Custody Form in the presence of the supervisor in charge. The room and furniture must be well kept and returned in an adequate state. In case of damaged furniture, fines will be applied.
2. The room, furniture and equipment must be used properly and be well kept.
3. The supervisor in-charge conducts routine room checkups. The Housing Administration may impose fines for any damage to the room or its furniture. If a

room is constantly ill-maintained, the Housing Administration may take more severe measures.

4. The resident receives an electronic key for her room. If lost, the resident shall pay for the replacement key. The key must be kept with the room's resident and must not be lent to other residents.
5. The supervisors may enter the rooms at any time to check the state of the rooms and furniture.
6. Assembly inside the rooms is not allowed. Amplified sound and other forms of noise are prohibited.

#### Violations

In case of violation of the custody or cleaning policy, the following fine are applied:

Item	Fine amount
Loss or damage to a piece of furniture	Determined by case
Leaving kitchen utensils unclean for more than 24 hours.	AED 50
Additional cleaning service	AED 50
Replacement of room's electronic key	AED 50
Replacement of gate's electronic key	AED 50
Replacement of room's manual key	AED 50

#### IV. Cleaning

Room cleaning service is performed throughout the week, except Fridays, from 7:30 am to 3:30 pm.

1. Each room is cleaned by a team of professional cleaners twice a week. The resident may contact the Reception Desk to know the days for cleaning her rooms. The timetable for cleaning rooms is set in advance and cannot be modified.
2. Against an extra fee, the resident may request additional day(s) to clean her room. The resident should book this service 24 hours in advance at the Reception Desk.
3. The resident is responsible for washing all her dishes. If left unclean for more than 24 hours, the resident may incur a fine.
4. The resident is required to arrange her bed and keep her room tidy and safe-keep all her valuable belongings.
5. The resident is required to take out her room's garbage every day.
6. In the event the resident is not satisfied with the cleaning service, she should communicate all her remarks to the cleaning supervisor.

7. Please fill in the Room Cleaning Form and add any remarks and suggestions you may have.

#### V. Buses and Activities

1. The Residence provides a number of in-house activities and facilities. It also organizes regularly trips to Ajman and other Emirates. The Housing Administration encourages every resident to support and participate in these activities and share their suggestions and ideas.
2. A shuttle service is operated between the Residence and Abu Dhabi and Al-Ain on the weekends. Interested residents have to register for this service 24 hours before.
3. The Residence provides a Pink Taxi service. Interested residents have to contact the Reception Desk for bookings.

#### VI. Organizing celebrations

1. In the event a resident plans to organize a party inside the Residence, she should book the event at the Reception Desk and observes the rules for organizing events.
2. No form of disturbance is tolerated. The supervisor may end the party in case of violation. The Hall's furniture and equipment have to be well kept. Candles and crackers are forbidden. Indecent attire or behavior are not permitted .
3. Booking of the multi-purpose hall has to be made 48 hours in advance and a refundable AED500 security deposit is to be paid.
4. Celebrations can be organized only on Wednesdays, Thursdays and Fridays from 8 p.m. to 12 p.m. Celebrations cannot be organized during the examination periods.

#### VII: Multipurpose halls

The facilities specified below are put at the service of all residents throughout the week, subsequent to the approval of the Reception Desk. All residents are required to use the facilities and their furniture appropriately. The whole premise is covered with a CCTV system to ensure security and record any violations.

Facility	Equipment
Clinic	Medical equipment and medication for emergencies with 24/7 hospitalization service
Learning Resource Center	Camera, phone, video games, computer desks
Study room	Desks, chairs and adequate lighting
Gym	Different cardiovascular, aerobic and powerlifting machines
Multipurpose hall	Sizable and fully equipped hall for different social events

Prayer room	Calm and furnished
Annex to restaurants	For ordering and eating your meals
Barbeque area	Equipped with barbeque grills
Parking lots	Paved and lined
Outdoors security	24 security at the gates as well as female security staff inside the residence

#### VIII: Duties of Residents

1. Use water and electricity rationally without exceeding the monthly ceiling of Dhs300 per room and Dhs550 per flat.
2. Safe-keep your valuable belongings. The Housing Administration is not liable for any lost property.
3. Confirm evening check-in on time.
4. Always cover your bed with clean and tidy sheets.
5. Avoid noise sources and do not use any audio machines in a way that may disturb the other residents.
6. Comply with the leave permission procedure.
7. Maintain the room and its furniture clean and undamaged.
8. Make sure all the data and documents you provide to the Housing Administration are true and exact.
9. Comply with room-shifting regulation, as per the financial policy.

#### IX: Safety Measures

1. The Residence possesses three fire exits. A fire evacuation plan is hanged on the door of each flat.
2. Be careful when manipulating electrical, gas or fire equipment. The resident is fully responsible for any misuse. The premise has an integral firefighting system in place.
3. In case of fire, do not use the lifts. Take the nearest stairs to your room.

#### X. Forbidden items inside the Residence

Inside the Residence, all residents are prohibited from the following:

- Bringing pets and birds.

- Bringing or consuming tobacco, shisha/hookah, alcohol or drugs.
- Using incents or candles.
- Dressing indecently outside your room.
- Receiving external visitors in your room without the consent of the Reception Desk.  
You may host your mother or sister at the beginning of the semester for no more than three days.
- Taking from or bringing to the room any additional pieces of furniture.

“The Hostel's manager has the right of rescission of the contract, for any reason or no reason, without need to obtain a court order or judicial decision, or to obtain the approval of the other party, after 15 Days' written notice, without paying indemnity to the other party.

However, in such case, the Hostel's manager shall refund the rent to the other party upon a pro-rata basis, in respect of the period after the rescission of the contract, unless the reason of its rescission was the violation of the rules of occupancy by the other party.”

### Accepting the Rules Of Occupancy of AU Female Students Residence

I, student ....., Student ID No./Financial No.:....., hereby acknowledge that I have read carefully the Rules of Occupancy of AU Female Students Residence, and that I fully understand them. I commit to comply with all these rules throughout the duration of my stay in AU Female Students Residence.

Student's Signature: ..... Date: .....

Guardian's Name: .....

Guardian's Signature: .....

Date: .....