



جامعة عجمان
AJMAN UNIVERSITY

Student Accommodation Office

Rules of Occupancy for AU Male Students Residence

(103)



جامعة عجمان
AJMAN UNIVERSITY

Male Students Residence

Dear occupant,

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

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

I give you the Rules of Occupancy for AU Male Students Residence, which would help you smoothly 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
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Rules of Occupancy For AU Male Students Residence

I. Reservation, and checking in and out

1. Follow all the steps for reservation and clearance, and provide complete and accurate information to the Office of Student Accommodation Office. Read carefully and comply with all the rules of occupancy.
2. Occupants must check in and out within the specified time. The reception desk should be informed before admitting any guests.

II. Rooms and Furniture

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

1. When an occupant joins the Residence for the first time, he has to receive the room and 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 the case of damaged furniture, fines will be applied.
2. The room, furniture and home appliances must be used properly and be well kept.
3. The occupant receives a key for his room. If lost, the occupant has to pay for the replacement key. The key must be kept with the room's occupant and must not be lent to other occupants.
4. The supervisors may conduct routine room checkups and enter the rooms at any time to check the state of the room and furniture. Assembly inside the room is not allowed. Amplified sound and other forms of noise are prohibited. The building is equipped with cameras in multiple locations.

Violations

In the case of violating the custody or cleaning policy, the following fines may be 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 key	AED 10

III. Cleaning

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

1. The occupant is responsible for washing all his dishes. If left unclean for more than 24 hours, the occupant may incur a fine.
2. The occupant is required to arrange his bed and keep his room tidy and safe-keep all his valuable belongings.
3. In the event the occupant is not satisfied with the cleaning service, he should communicate all his remarks to the cleaning supervisor.
4. Please fill in the Room Cleaning Form and add any remarks and suggestions you may have.

IV. Activities and Shuttle Buses

1. The Residence provides a number of in-house activities and facilities. It also organizes regularly trips to Ajman and other Emirates.
2. The Student Accommodation Office encourages every occupant to support and participate in these activities and share their suggestions and ideas.
3. A shuttle buses between the residence and the University.

V: Multipurpose halls

The facilities specified below are put at the service of all occupants throughout the week, subsequent to the approval of the Reception Desk. All occupants 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
Wi-Fi Hall	Tables, chairs and adequate lighting
Gym	Different cardiovascular, aerobic and powerlifting machines
TV and activity hall	Sizable and fully equipped hall for different social events
Parking lots	Car parking is available in the building
Supervision	Available 24 hrs. at the main gates specially at night.

VI: Laundry Room

The residence is equipped with a laundry room located in the ground floor with modern washers and dryers. All students are required to:

1. Use the laundry room as per the schedule set by the Student Accommodation Office.
2. Do not leave the clothes in the laundry room for more than 24 hours. If so, the SA Office has the right to dispose of the forgotten clothes.
3. The SA is not responsible for the loss or damage of any property.
4. The laundry room is monitored by cameras. In the event of any damage due to misuse or deliberate damage, the responsible student will bear the cost of repair or replacement.

VII. Duties of Occupants

1. Use water and electricity rationally without exceeding the monthly ceiling of the flat.
2. Safe-keep your valuable belongings. The Student Accommodation Office is not liable for any lost property.
3. Always cover your bed with clean and tidy sheets.
4. Avoid noise sources and do not use any audio devices in a way that may disturb other occupants.
5. Maintain the room and its furniture clean and undamaged.
6. Make sure all the data and documents you provide to the Student Accommodation Office are true and exact.
7. Comply with the regulation for room-shifting, as per the applicable financial policy.
8. Assembly inside the rooms is not allowed. The Residence is equipped with cameras in multiple locations.

VIII: Safety Measures

1. In the case of fire, do not use the lifts. Take the nearest stairs to your room.
2. Be careful when manipulating electrical, gas or fire equipment. The occupant is fully responsible for any misuse. The Residence has an integrated firefighting system in place.

IX. Forbidden items inside the Residence

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

1. Bringing pets and birds.
2. Bringing or consuming tobacco, shisha/hookah, alcohol or drugs.
3. Using incents or candles.
4. Receiving external visitors in your room without the consent of the Reception Desk. In this case, the host will be held accountable as per the applicable regulations.
5. Taking from or bringing to the room any additional pieces of furniture without informing the Residence supervisor.

X. Disciplinary procedure

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.

“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
for AU Male Students Residence**

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

Student's Signature:

..... Date:

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