

## Housing office



**Al Akhawayn University**

**In Ifrane**

**Welcome to AUI Residential Life**

*Housing Brochure*





*The* university Housing aims at providing a high quality living to all its residents. Variety of living options and support structures provide generous opportunities for the growth and the development of the student intellectually, socially, physically and spiritually.

The Housing Department also encourages the development of friendships among students and a sense of community within the University. It is not just about buildings; it is an organization and a program. It provides the services and conveniences the students' need in their daily life on campus and in getting to know and understand one another through activities held inside residences.

The most obvious advantage of on campus living is convenience. Just outside, you can have easy access to classes, faculty, campus recreational opportunities, and study mates. There are no worries about escalating utility costs for heating, phone connections or transportation fees. Not as obvious but a very meaningful, benefit of on campus living is the sense of connection established by becoming part of a learning community. Living on campus will make each resident part of a community of people who share the same goals and dreams.

## **Animals**



For health reasons, no animal or pets of any type are permitted with the exception of fish in aquaria.

## **Room Entry Right**

AUI reserves the right to enter any room without prior notice to make repairs, to inspect for compliance with health/sanitation standards, to inspect for compliance with University Regulations, and in response to an emergency situation.

## **Bicycles**

Bicycles may not be kept in student rooms or in stairwells or other interior public areas.



## **Clause:**

*The University reserves the right to make further rules and regulations, as, in its judgment, may be necessary for the safety, care and the preservation of discipline. The residents should agree by the all such additional rules and regulations which are adopted*

## Smoking

Smoking in Hallways is prohibited. Smoking elsewhere in the Hall will be limited to individual rooms only. Every effort must be made to contain smoke to that room.



## Faculty Residences

Students are not allowed to get into Faculty residences, Under No circumstances, will special arrangements be made to any student regarding access to faculty residences. Thus, students are not allowed to reside in faculty residences.



## Health and safety

It is the responsibility of each resident to keep his or her room in an acceptable state of cleanliness. Cleaning ladies will report any state of room necessitating extra work and thus, the resident will be charged 50 DH per hour of cleaning

## Guest Policy

Residents who wish to receive guests are required to obtain approval from the Housing Office. No student is allowed to host overnight guests.. After 8.30 pm, visitors should leave the campus.

## Residential Areas



### Residence Halls

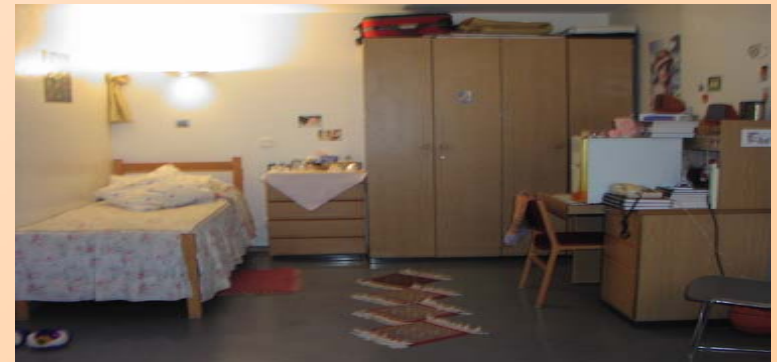
There are 21 buildings that can be divided into two major housing zones: personnel and students housing.

**A-Faculty residences:** the following buildings are destined for personnel members: 28, 29, 30 and 31. These buildings are different from other residences in that they are made of apartments.

**B- Students' Dorms:** students are housed in 16 buildings.

Type	Male Dorms	Female Dorms	Capacity of each
<b>Small Dorms</b>	19-20-21-22-23	18-26-24-32-25-27	29 rooms + 3 studios
<b>Big Dorms</b>	36-35 38 Block A	33-34-37 38 Block C	52 rooms + 1 studio 108 + 20 studios

There are common kitchens in each residence hall. Rooms are spacious and very well furnished.



Furniture	Con- nection	What you can bring	What not to bring
Beds, bed- side tables, cupboards, desks, blan- ket, Pillow, pillow case, wastebasket	phone, TV, Internet	Blanket, sheets, cleaning material, phone set, Blend- ers, Razors, Small Refrigerators, Hand Mixers, Hairdryers, Fans, Televisions, Clocks, Com- puters, Irons, Trimmers, , Radio/ Stereo, Coffee Makers,  <i>N.B.: Other items may be allowed. Students must check with their Residence Hall Di- rector before they bring any unlisted item.</i>	Toasters, Toaster Ovens, Deep Fryers, Space Heaters, Microwave Ovens, Hot Plates  <i>N.B.: Any of these appli- ances found during routine inspections will be placed in storage until the end of the semester and the resident of the room will be subject to disciplinary action.</i>



## Holiday Breaks

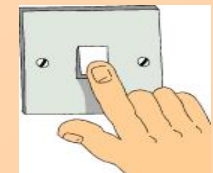
The residence Halls close during certain holidays. Residents will be informed a week before about the check out time. The Housing Office reserves the right to relocate residents to specific Halls, which remain open during the holidays.

### **-Break Closing Steps**

Residents should consider the following before heading back home:

- Defrost and clean refrigerator during inter-semester breaks
- Unplug all electrical appliances except refrigerator
- Remove all seasonal decorations
- Turn off Heater, TV, and Stereo...
- Close windows & French door (if any)
- Clean the room
- Empty all garbage
- Take all valuables
- Turn off all lights (overhead, desk, bathroom)
- Lock room doors

**\*Note: The heaters will be turned off during extended breaks, except in open halls.**





## Keys

All residents will be issued keys on move-in day. Lost keys must be reported to the Housing Maintenance Officer or the Hall Director immediately. There is a **300 DH** charge for a lost key. Giving or lending one's key to others is prohibited. Duplication of any University keys, including room keys, is also prohibited.



## Garbage

Residents are prohibited from placing any garbage or trash in Hallways. Residents, who fail to respect his /her dorm area, will be charged **25 Dh** fine to cover the extra cleaning work.

## Insurance

The University is not liable for damages, loss or destruction of resident's personal property.



## LIABILITY:

The University shall assume no responsibility for the loss, damage or theft of personal property belonging to, or in the custody of, the student for any cause whatsoever, whether such losses occur in student rooms, public areas or elsewhere in the residence halls. Students are encouraged to keep their rooms locked at all times.

## *Housing Costs*

	<b>Payment per</b>	<b>Resident</b>
	<b>Price/Semester</b>	<b>Price/Session</b>
<b>Double Room</b>	4400 Dh	2200 Dh
<b>Single Room</b>	8800 Dh	4400 Dh
<b>Studio/Double</b>	7500 Dh	3750 Dh
<b>Studio/Single</b>	14,300 Dh	7.150 Dhs

## Decorations

Students are allowed to decorate their room as long as it does not create any permanent damage to the room. The following guidelines are to be followed to minimize damage to University Housing facilities:

- A.** Nails and thumbtacks should not be used on any wooden or plaster surface in dorms. This includes both the inside and outside of all doors.
- B.** Screws should not be used on any room surface including both the inside and outside of all doors.



## **Furnishings - Room Personalization**

The following policies and guidelines are intended to help students make their residential experience safe and enjoyable, by personalizing their room while being mindful of fire hazards, health and safety issues, and maintenance/damage concerns.

### **University/Dorm Property**

- A. Students are expected to leave beds and mattresses in their initial locations. Any damage resulting from the unauthorized re-location of these items is the responsibility of the student. The University furnishings (drawer chest, armoires, etc.) must remain in their assigned room even if they are not used. Any violation will be subject to **100 Dh** fine.
- B. Common Room furnishings are not to be placed in individual rooms. These furnishings are intended to be used by all residents and must be kept available for community use. Any violation will be subject to **500 Dh** fine.
- C. Any student found guilty of throwing any item out of a window, or in any way endangering themselves or others through an open window, will be subject to disciplinary action which may include their immediate removal from campus.
- D. Repair costs for damage to rooms, or the replacement costs for lost or damaged room furnishing, will be charged to the residents assigned to the room. In each case, the charge will be divided equally between the students involved unless there is an agreement between the students that one student had greater responsibility.
- E. It is expected that residents will take responsibility for their community by treating the facilities with care, and by reporting misuses and abuses of their facilities to the Housing Office.

### **Other Facilities**

Several facilities are also provided, for which the Housing Office is responsible:

Laundry services: In the basement of Building 36 & 38, there are coin-operated washing and drying machines. Tokens are available at the campus store.



## **Ground floor commitment**

Living in the ground floor of any residence Hall has its specific constraints and requires a strict commitment from its residents. Thus, any resident who wishes to live in the ground floor of any residence Hall should abide by this regulation.

## **Noise**

All Dorms should be reasonably quiet at all the times, and at specific hours. Yelling, shouting, hooting, whistling or generally creating a racket on hallways is prohibited. Music should be played with consideration to other residents who may be sleeping or studying. Residents should make sure that their socializing does not interfere with the academic activities of others. During finals week, every resident is expected to be considerate so that everyone can achieve his or her academic goals.

### **Quiet hours are as follows:**

\* **Sunday through Thursday: 10:00 p.m. to 9:00 a.m.**

\* **Friday and Saturday: 11.30 p.m. to 10.30 a.m.**

\* **Final weeks: 24 day**

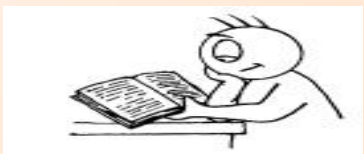


**Exam hours a**

## Roommate Bill of Rights and Responsibilities

These are rights that should be maintained.

- *The right to read and study free from undue interference in one's room.*
- *The right to sleep without undue disturbance from noise, guests of a roommate, etc.*
- *The right to expect that a roommate will respect one's personal belongings.*
- *The right to a clean environment in which to live*
- *The right to free access to one's room and facilities without pressure from a roommate.*
- *The right to personal privacy.*
- *The right to host guests with the expectation that guests are to respect the rights of the host's roommate, other hall residents and the visitation policy.*
- *The right to be free from fear of intimidation, physical and/or emotional harm and racial or sexual harassment.*
- *The right to address grievances. Residence Hall staff is available for assistance in settling conflicts.*



## Housing Services

The staff members of the Housing Office seek to provide students with the opportunity to maximize their growth while living in the residence Halls. This staff equally aims at providing an environment, which is conducive not only to studying, but to personal development and acquiring a balanced and realistic approach to life after students leave the university. Moreover, every effort is made to ensure that students exercise their rights provided that they assume their corresponding responsibilities.

## Housing Personnel Contacts

	Dorms Supervisors	Hall Directors	Help Desk	Maintenance Officer
Female Dorms	20 63	3333	700	20 61
Male Dorms	20 62	555	444	20 61

## 2- Registering for Housing

All entering freshmen must fill a completed Housing Questionnaire with the Housing Office. Students requesting a specific roommate, dorm or room, must provide this information in the Housing Forms. The Housing Forms are processed once the student has been admitted to the University. Full-time freshmen are required to reside in University housing unless they:

- are living in the home of their parents/legal guardian and commuting to class from a reasonable distance.
- are married and live with their spouse.
- have reached the age of 21 prior to the first day of classes for a given semester.



### *Studio and Single occupancy*

- Due to limited number of studios and single rooms, the housing services cannot satisfy all the needs. However, it makes every effort to honor preference requests based on first come first served basis.
- Within the frame of enhancing openness and promoting transparency, all waiting lists -Single, corner, studio and exchange roommate requests -are made accessible to residents. They are hung in all residence halls to keep residents informed about the nature and classification of their housing requests. Residents are called upon to consult these lists and address all their concerns or questions related to their request classification, housing preferences modification or cancellation. These lists are regularly updated by Dorm Supervisors

### 3- In-dorm-activities

In order to provide opportunities for students to expand their aesthetic and cultural appreciation, the Hall Directors in collaboration with the supervisors and the Housing Director have launched a series of indoor activities. As such, this idea gave birth to various clubs such as, embroidery, social cards, social games clubs.... etc. Additionally, there are other types of activities that promote various sorts of awareness such as the **1**-No-Smoking Day campaign that aimed at sensitizing students about the ill effects of cigarettes, **2**-the Most-Beautiful-Room competition (Biti Zwin Competition) that brought a touch of homeliness over to students' rooms and made them feel more enthusiastic about their lives in residences.**3**-The activity of anti-stress day targets helping students strip stress away.



<b>Rights</b>	<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>• <b>RIGHT</b> to a safe and secure residence hall living environment;</li> <li>• <b>RIGHT</b> to a reasonably peaceful and quiet space in which you can sleep and study;</li> <li>• <b>RIGHT</b> to privacy and to the proportionate use of one's room, both in terms of space and time, and the right to be free of unwanted guests in your room;</li> <li>• <b>RIGHT</b> to confront another person's behavior when it infringes on one's rights;</li> <li>• <b>RIGHT</b> to the assistance of the Hall Director, Dorm Supervisor, or other Residence Life staff members</li> <li>• <b>RIGHT</b> to know what is OK and NOT OK behavior in one's living environment;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>RESPONSIBILITY</b> to keep one's room door locked, and to not prop it open or allow in strangers. It is also a responsibility to uphold all security policies and procedures. Violations of these security policies and procedures put her/him and others at risk.</li> <li>• <b>RESPONSIBILITY</b> to observe quiet hours, to keep the stereo, television, computer and one's voice at a reasonable volume in the room and on the floor, and to remind one's guests and others that the same is expected from them.</li> <li>• <b>RESPONSIBILITY</b> to let one's roommate know of her/his wishes and preference for hours of sleep, study, and visitation, and to work through any differences he/she may have in a peaceful manner. It is also a responsibility to make sure one's guests do not violate the roommate's rights or interfere with his/her use of the room.</li> <li>• <b>RESPONSIBILITY</b> to examine her/his own behavior when confronted by another and to work toward resolving conflicts.</li> <li>• <b>RESPONSIBILITY</b> to notify a staff person of one's problem and request assistance in a timely manner and to cooperate with those involved as they work in solving the problem.</li> <li>• <b>RESPONSIBILITY</b> to read the information provided by the University. This includes, but is not limited to the <a href="#">Roommate Agreement</a>, and <a href="#">Residents Housing Guide Book</a>. One may report any violation, whether or not s/he was personally affected by it.</li> </ul>

**D.** Students who change rooms without the permission of the Housing Office may be required to move back to their assigned rooms, may be assessed improper check-out charges, and maybe subject to disciplinary action.

**E.** By the end of each semester, Room change request forms will be available in Building 26 for students wishing to change rooms for the following semester. Residents will be notified of the room change deadline. Every effort will be made to honor room change requests. However, changes are subject to room availability.



### Alcohol and Drug policy

Possession, consumption, & distribution of alcoholic beverages or drugs are prohibited. Students involved in such behavior are subject to serious disciplinary action including final expulsion from the University.



### Theft

The unauthorized taking, misappropriation or possession of any property owned by the University or any person on campus is subject to disciplinary action.

### Residents Rights & Responsibilities

As a member of AUI residence hall community, each resident is afforded certain individual rights that her/his roommate and those living around should respect. However, these rights carry with them a reciprocal responsibility. The resident's responsibilities ensure that her/his roommate, floor mates, and other residents are afforded the same rights regardless of their gender, race, creed, religion, sexual orientation, cultural background, beliefs, values or attitudes. When each resident meets her/his responsibilities, s/he will be helping to make the University and residence halls a great place to live and work!

The following activities are available:

- Social games ( cards, monopoly, scrabble, trivial pursuit...etc)
- In-dorm parties
- Debates and discussions
- Painting
- Decoration and embroidery



### 4- Policies and Regulations



The student agrees to abide by the policies and regulations of AUI and the Housing Office that are in effect or shall become effective during his stay on campus. All AUI students are expected to conduct themselves in a mature manner that is conducive to a positive community living environment. Any student whose actions are found to be in violation of the policies and procedures will be subject to disciplinary action, which may include removal from University Housing.

Failure to maintain the spirit of these policies may also result in disciplinary action. In situations not covered by specific regulations or policies, a student should use common sense and be sure that the conduct is, at all the times consistent with that expected of a mature, responsible individual who has high ethical standards

**Check-in/Check-out Procedures**

**Check in Procedures:**

Students check into the dorms to which they are assigned. At the time of check in the student will obtain keys. The student’s room will have been pre-checked by a Housing staff to determine the room’s condition and furnishings. It is very important for each student to check this information before signing the check in/check out form. The student signature on this form is an acceptance of responsibility for the condition of the room as stated on the form.

**Check Out Procedures:**

All students who wish to leave AUI must perform a room checkout.

For check out, the persons responsible for determining the condition of the room, furnishings and other items will be the student and a member of the Housing Office. The student must contact the Housing Office to schedule a check out time. Check out procedure is as follows:

- A.** Prior to actually checking out with a staff member, the student must remove all his belongings, remove trash, clean the floors and generally clean the room. Unless these conditions are met, a student will not be allowed to check out.
- B.** At the prearranged check out time, the student and the staff member will inspect the student’s room for cleanliness, furnishings, damages and any discrepancies between the room’s conditions at checkout time compared to its condition at the time of check-in. The student will be given the opportunity to explain any discrepancies.
- C.** It is very important that this clearance be done thoroughly. It will be assumed that any discrepancy between check-in conditions as noted on the check in form and the checkout condition of the room is the responsibility of the student and appropriate charges will be assessed.

- D.** Once the checkout procedure has been completed, all keys issued to the student must be returned.
- E.** Students who do not properly check out of AUI are subject to different charges and fines

Subject	Fine
Belonging left inside rooms	500 Dh
lost Key	300 Dh
Frosted and dirty stored refrigerators	100 Dh
Unreturned keys	100 Dh
Dismantled furniture	100 Dh

Once the check out procedure has been completed, all keys issued to the student must be returned.

**Room Change Policy**



The University seeks to provide resident students with mutually

acceptable roommates. For a variety of reasons, students at times request to change rooms. In order to accommodate all students’ requests and to effectively manage University Housing facilities, the following rules regulate room changes

- A.** Students are not allowed to change their rooms without the permission of the Housing Office.
- B.** Room changes are permitted during the first 2 weeks after the check-in. After the 2 weeks deadline, room changes have to be authorized by the Supervisors of Female or Male Dorms considering the seriousness of the request.
- C.** All students making room changes must be properly checked in and out of their respective rooms by a Resident Hall Director in accordance with the check-in and checkout policies.