

Hosted by \_\_\_\_\_



## **STUDENT HOUSING REGULATIONS**

As a resident of Student Housing, you are responsible for abiding by the Student Housing Regulations “Facilities Regulations” as well as the UofCanada “Student Code of Conduct” available on Townhall. These regulations have been designed to create a safe, supportive, and inclusive living-learning community that engages student residents towards their success and personal growth.

The rules in the Student Code of Conduct extend to the Student Housing such as but not limited to all Prohibited Behavior, Damage, Destruction and Theft, Unauthorized Entry or Presence, Alcohol and Drugs, Unauthorized Possession or Use of Dangerous Goods, Harassment, etc.

Click here for the [link](#) of the Student Code of Conduct.

All residents of University Apartments are responsible for abiding by the Regulations.

## **FACILITIES REGULATIONS**

### **NOISE**

All residents and their guests are expected to be considerate of noise levels throughout the day all week long. Noise, including but not limited to voices, televisions, stereos, game systems, musical instruments, must always be maintained at a level which does not disturb any other residents of Student Housing or other buildings in the neighborhood. Residents are always expected to comply with the requests of neighbors and/or university personnel to reduce noise levels.

There are designated “Quiet Hours” from 10:00 pm to 8:00 am in all buildings and common areas. During “Quiet Hours” residents should make sure that no noise could be heard outside of his/her unit or in neighboring units, halls or outside of the building.

### **ROOM/UNIT USAGE**

Students are expected to keep the space clean all the time, and not to do any damage either to their rooms or to any common space.

- a. Residents will be required to pay for any damage or excessive cleaning to any part of their room or suite, including but not limited to furniture, fixtures, doors, and screens. Report any damage promptly so that repairs may be made. Residents shall maintain the premises, including, but not limited to the balconies/patios, hallways, and stairwells in a clean, sanitary, and non-hazardous condition. Access and the ability of housekeeping staff to perform their duties cannot be obstructed.
- b. Residents are not permitted to sublet their assigned space.
- c. Residents may not bring pest control company to the unit. In the case of having a pest control issue, please report it to the student-housing supervisor and they will address the issue officially.

### **ROOM/UNIT CHANGES**

Residents who wish to change their housing assignment must make proper arrangements with the student housing supervisor prior to any move. All these changes are regulated by specific procedures. Some changes are limited to certain time periods and may result in a change in the rental rate.

### **ROOM/UNIT OCCUPANCY**

- a. Unauthorized gatherings of more than 20 individuals, at any time, in a unit are prohibited.
- b. The student housing supervisor will continue to rent available rooms at any time. Hence residents are required to keep the vacant space clean and ready for a student to be assigned to the space.
- c. No person is permitted to occupy or use the premises unless authorized by a Rental Agreement or with prior written permission from the student housing supervisor.

### **ROOM SERVICE**

The house cleaner cleans the room once a week. It is the responsibility of the student to clean the room on other days of the week.

### **GUESTS**

UofCanada housing is provided exclusively for the residents. Residents may invite guests to the Student Housing. They have to be authorized by the student-housing supervisor. Resident hosts are always required to be present with their guests. Allowing a person entrance into a building and leaving them unattended is prohibited. Residents are fully responsible for the conduct of their guests and for informing their guests of the Student Housing regulations and Student Code of Conduct within the University.

Residents are subject to the Code of Conduct Investigation in lieu of the guest for a guest's violation of university regulations. Guests, or those wishing to be guests, might be required to leave the Student Housing for violating university regulations or causing a disruption within the apartments by student housing supervisor or Security Officer.

### **CURFEW**

Residents should arrive at the Student Housing no later than 12am everyday, unless they have written consent from their parent/guardian. This consent needs to be sent to the student-housing supervisor at least one working day before the resident stays beyond the curfew time.

### **IDENTIFICATION**

Students must always be in possession of their UofCanada ID card and present it to university personnel upon request. ID card is the property of UofCanada and is non-transferable. All other persons within the University Apartments communities must be in possession of and present valid photo identification to university personnel upon request. Failing to provide appropriate identification may require leaving Student Housing.

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## **CABLE USE**

Residents may not use or share any cable signal outside the room in which it is provided.

## **WIFI SERVICES**

- Wi-Fi services are provided to residents in the student housing. You may not share Wi-Fi access with the guests. Usage of Internet services follows the same regulations for Internet Usage Policies on campus.

- WIFI Service is available 24/7 all over the residences. Students log in with the username and password given by the Resident Coordinator. The Student Residences Office is keen on providing and implementing high-speed, reliable wired and wireless Internet access at our capacity to all residents throughout the semester and especially during mid-terms, finals, and submissions periods. Accordingly, some categories are closed to render ineffective or misuse from any student, access to YouTube or websites for educational purposes will be available since this is our number one priority.

### **- What can you do when you are facing a WI-FI problem?**

First step: communicate with resident coordinator to check if there are no basic issues like internet quota is expire or Tel issue and after that the resident coordinator should communicate through Help Desk email: [helpdesk@uofcanada.edu.eg](mailto:helpdesk@uofcanada.edu.eg) to open a ticket.

## **FURNITURE, FIXTURES AND DECORATIONS**

- a. Furniture that is provided (including mattresses) should not be removed from its original assignment of the unit without written authorization from the Student Housing Supervisor.
- b. A resident should not add any furniture items or furnishings to his/her apartment or to his room without prior written consent from the supervisor.
- c. Keeping the furniture safe and in a good function, as when handed over, is the responsibility of each resident.
- d. Plumbing, range, air vents or any other existing fixtures must not be removed or modified in any way.
- e. Alterations, improvements, paint, redecorations, are not allowed in the facilities of the Student Housing. Such changes require written permission from the student housing supervisor. This includes but is not limited to paint, nails, screws, attached wall-to-wall carpeting, linoleum, wall paneling, wallpaper, shelves, shelf paper, aluminum foil, tinted window film, play equipment, etc. Cinder or concrete blocks and/or bricks are not permitted inside units.

## **KEYS AND ACCESS CARDS AND LOCKS**

All keys and access cards are the responsibility of the assigned resident. Keys are not to be duplicated, loaned, or furnished to any other person. Doors, doorjambs, and locking mechanisms

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are not to be altered or tampered with in any way, especially in ways that would preclude doors from latching. This includes, but is not limited to, doors on resident rooms, common areas, gates, and exits/entrances. Installation of additional door locking mechanisms (e.g., deadbolt latches, chains, etc.) without prior written permission from your respective Administration Office is prohibited and will be removed at the expense of the resident. Lost, damaged or missing keys or keycards may be replaced for a fee. Residents will be charged for any alterations or damage to locks.

### **PETS**

Pets, visiting or otherwise, are not permitted in Student Housing.

### **RESTROOMS**

Residents and their guests are to use their unit's toilet or common area restrooms and must not urinate or defecate in playgrounds, courtyards, laundry rooms, or any common areas.

Designated male restrooms are to only be used by males or individuals who have a gender identity or expression as male, and designated female restrooms are to only be used by females or individuals who have a gender identity or expression as female.

### **INSPECTIONS**

The student housing staff reserves the right to inspect all rooms and document observations to ensure compliance with occupancy, maintenance, and health and safety regulations. Documentation may include pictures, work orders, or other written records. Student housing staff may conduct Health and Safety Inspections, as necessary.

### **SELLING OF PRODUCTS OR SERVICES**

Conducting commercial business or advertising for commercial business is not permitted within the Student Housing Facilities. The only exception is if it is a part of Student Housing sponsored event. These needs written approval from the student-housing supervisor.

### **POSSESSION OF UNAUTHORIZED MATERIALS**

Students are not allowed to possess any materials that could potentially pose a hazard on themselves, fellow residents, or the facility itself. In addition, students are not allowed to possess items that are not permitted on campus as per the Student Code of Conduct policy. For example, students are not allowed to bring alcoholic drinks or drugs. So, in such a case, a staff member will ask you to dispose of it and report the case to the student conduct investigator.

### **EMERGENCY EVACUATION**

Residents and guests are required to evacuate the Student Housing facility, in accordance with evacuation procedures, immediately upon the sound of an alarm or an order to evacuate. Re-entry may not occur until authorization is given by university personnel. Room doors, fire doors,

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hallways and stairwells may not be obstructed. Activating false fire alarms, misusing, removing, or tampering with fire protection devices (including but not limited to smoke detectors, sprinklers, fire extinguishers, and/or alarm pull stations) is strictly prohibited.

### **SECURITY AND EMERGENCY SYSTEMS**

Tampering with or bypassing the safety and security systems of University Apartments facilities (including but not limited to, propping open, forcibly opening, or unauthorized use of emergency and exterior doors) is prohibited.

### **POINTS SYSTEM**

I believe the best way to avoid having negative behavior is to create a reward system and point system. So, residents who have for example more yellow points could have a priority in the room assignment while those who have black points they could be eventually not allowed to stay on campus. Some things are not a matter of Student Conduct but rather general compliance and being respectful to your neighbors.

### **FAILURE TO COMPLY**

Residents are required to comply with directions of University Housing personnel (University security and Hostel Supervisor) while performing their duties. Resisting or interfering with university personnel while in the performance of their duties is prohibited.

Failure to comply with the aforementioned regulations (facilities or code of conduct) will result in reporting the violation to the university administration, which will be followed by an investigation by the Student Code of Conduct Committee.

## **Student Housing Contract**

I ..... have read the Student Housing Regulations and understand them clearly. I also understand that I will be held liable in case of violating those regulations including the Student Code of Conduct.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/guardian's signature: \_\_\_\_\_