

MAKING OUR DORM YOUR HOME



HOUSING KIT 2011-2012

**AUD**  
AMERICAN  
UNIVERSITY  
IN DUBAI

The American University in Dubai  
*Housing Kit 2011-2012*  
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*The statements set forth in this Housing Kit are for informational purposes only and should not be considered as the basis of a contract between the student and The American University in Dubai. While provisions will ordinarily be applied as stated, AUD reserves the right to change any provision without actual notice to individual students. Every effort will be made to keep students advised of any such changes. Information on changes will be available at the office of the Dean of Student Services.*

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## WELCOME

Dear Incoming Dorm Student,

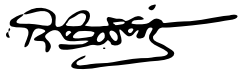
It is my pleasure to welcome you to AUD Housing, and I hope we will be successful in “making our dorm your home.”

The AUD residence is a reflection of Dubai’s multicultural milieu. Our aim is to be alert to, as well as protective of, these cultural differences. Students living on campus choose their own convictions to espouse, but they have a greater opportunity to be open to other convictions and cultures, thereby developing a more tolerant and liberal mindset. I believe dorm life is not about a set of rules that regulates daily life, but rather it is the conscious choice of every dorm resident to promote other residents’ rights to practice their beliefs and feel at home.

Since human beings are multidimensional, we would like to see our students develop their social as well as academic potential. Housing residents have greater opportunities to develop themselves, as they can participate in group studying and access the AUD Library easily. In addition, AUD Housing has developed a Resident Assistants program in order to help foster students’ integration into dorm social life. Resident Assistants organize various activities and gatherings in which you can be active participants. You can also get your voice heard through general meetings that serve as a forum for dorm improvements.

De Tocqueville, a brilliant man, once said that society is made up of people “enclosed in their own hearts,” and very much reluctant to participate in public life. He said that one might be “close to his fellow citizens but he sees them not, he touches them, but he feels them not, he exists but in himself and for himself alone.” I trust dorm life will break these boundaries as it is hard to share a room with someone, share the TV lounge, and share the kitchen, without getting out of the “cocoon” that you may have spun around yourselves!

To conclude, being in the dorms is a stage in your lives that will, hopefully, enable you to make lifetime friends, expand your social skills, and deepen your tolerant attitude toward life.



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## HOUSING MISSION

**THE MISSION OF THE STUDENT HOUSING OFFICE IS TO PROVIDE AUD DORM STUDENTS WITH A SAFE AND WELL-MAINTAINED LIVING/LEARNING ENVIRONMENT THAT SUPPORTS INDIVIDUAL PROGRESS AND PROVIDES QUALITY SERVICES AND RESIDENTIAL LIFE PROGRAMMING IN A CARING AND RESPONSIBLE MANNER.**

## GOALS OF STUDENT HOUSING:

- Develop social and educational activities;
- Develop leadership opportunities for qualified housing residents;
- Offer a variety of high quality services;
- Maintain a clean, safe, healthy, pleasant, and attractive environment.

## STUDENT HOUSING

AUD's non-smoking student housing consists of four residential buildings. There are two six-story residence halls. One for females and one for males, each accommodates 184 residents. In addition, there are two four-story residence halls - one for females and one for males accommodating 168 residents each.

All residence halls are located in the northwest corner of the AUD campus within a two-to-five minute walk to the academic buildings, library, computer labs, cafeteria, small grocery shop and the sports facilities that include basketball, tennis and volleyball courts, as well as a soccer field and a swimming pool.

Each residence hall has a laundry room, a study area, a TV lounge, and a fully equipped kitchen and dining room. Campus satellite television service is provided in each lounge.

Internet connections are also provided in each room of all of the residence halls.

Separate female and male gyms are available for use by housing residents. This complete fitness facility is provided free to students living in the residence halls.

All rooms are double occupancy. However, there may be single occupancy rooms available in the Summer Sessions at an additional cost. Students will be notified of this availability by the Housing Manager. Each dorm room is furnished with two single beds, two wardrobes, two desks, two chairs, and two bedside tables. Each dorm room has a private bathroom.

There are a limited number of specially-equipped accommodations designed for students with disabilities.

***Students are responsible for supplying their own bed linen, towels, toiletries, and eating utensils.***

## HOUSING FEES AND DEADLINES

A student housing reservation fee of AED 2,500 is required to reserve a place for each academic semester. The remaining **housing fee balance** has to be paid one month prior to the beginning of each term. Failure to meet the above mentioned deadline may result in the removal of the student's name from the housing list for that term. In addition, students pay a one-time Refundable Security Deposit of **AED 1,000**. Payments are due according to the following schedule:

TERM	DEADLINE	FEES
FALL 2011	May 25, 2011	AED 8,500 (shared) AED 12,500 (single)
SPRING 2012	Nov. 15, 2011	AED 8,500 (shared) AED 12,500 (single)
SUMMER I 2012	March 25, 2012	AED 5,700 (shared) AED 8,500 (single)
SUMMER II 2012	May 20, 2012	AED 5,700 (shared) AED 8,500 (single)
FALL 2012	May 27, 2012	AED 8,500 (shared) AED 12,500 (single)

***The deadlines mentioned above are for currently residing students. All new applicants will be placed on a waiting list, and confirmation will be given after the above mentioned deadlines. New applicants will be assigned spaces on a first-pay, first-assigned basis.***

Residents who fail to pay the housing deposit on the due date mentioned above will be placed on a waiting list. Housing will be assigned subject to availability. Student housing assignments will be made only after the receipt of the signed lease agreement and the payment of student housing fees.

**Refund Policy:** Any monies paid toward accommodation (with the exception of the security deposit) are non-refundable and non-transferable unless the student's application for admission is not approved or the student cancels at least 29 days prior to the start of the term for which he/she is registered.

Students who are dismissed from the dorms due to a violation of AUD's Conduct Code or Housing Rules and Regulations are not entitled to a refund of housing fees.

If there is an increase in the student housing fees prior to the time the student moves into the facility, the student will be responsible for the increased fee. Students who join after beginning of the term have to pay full housing fees. In addition, students moving into a single room after the term starts have to pay the full difference between a double and a single room.

## 2011-2012 CHECK-IN / OUT CALENDAR AND PROCEDURE

TERM	CHECK-IN DATES	CHECK-OUT DATES
FALL 2011	Thursday September 1 through Sunday September 4, 2011	Sunday December 18 through Tuesday December 20, 2011
SPRING 2012	Thursday January 5 through Sunday January 8, 2012	Thursday April 26 through Sunday April 29, 2012
SUMMER I 2012	Thursday May 3 through Sunday May 6, 2012	Thursday June 21 through Sunday June 24, 2012
SUMMER II 2012	Thursday June 28, 2012	Thursday August 16 through Sunday August 19, 2012

### CHECK IN TIMINGS AND LOCATION

9:00 a.m. - 6:00 p.m., Housing Office (C Building [330]). Students are not permitted to check in before or after the Housing Check-in Schedule dates.

Any resident who collects a key is considered to have moved into AUD Housing.



## APPLICATION, RESERVATION AND ASSIGNMENT PROCEDURES

### APPLICATION

Students apply for housing during the AUD admissions process.

Should students be accepted to AUD and wish to reserve housing, they **must submit the following**:

1. *Housing Questionnaire Form*
2. *Housing Agreement Form*
3. *Curfew Form*
4. *Student Dormitory Network Use Agreement*
5. Reservation payment (See Housing Fees and Deadlines)

### RESERVATION

Only students who have completed all of the above and have paid housing fees will be allocated a space.

### ASSIGNMENT PROCEDURES AND POLICIES

Room assignments are made two weeks in advance of the requested housing date. Every effort is made to assign rooms based upon students' requested preferences mentioned in the Student Housing Questionnaire Form; however, room vacancy availability may necessitate another assignment which differs from the requested preference. Residents may request room transfers after the second week of the term.

***Room & Roommate Change Request Forms are available at the Housing Manager's Office. Students must complete these forms for any requested changes to be considered.***

## HOUSING RESOURCES, FACILITIES AND SERVICES

### AUD HEALTH CENTER

The AUD Health Center was established in April of 2000. The Health Services are under the supervision of the American Hospital, represented by Mrs. Nelly Halabi, Health Center Director/Registered Nurse, and two staff nurses.

Minor cases are treated on the premises; serious cases are referred to the hospital. AUD's Health Center records are reviewed periodically with the Chief of Family Medicine at the American Hospital in Dubai (AHD).

The overall objectives of the Center are:

- to provide general care and health supervision of students;
- to promote the prevention of illness and the well-being of students and staff;
- to offer health education programs for students and staff;
- to provide advice, information and guidance to university staff / students on health matters;

- to ensure a safe and healthy student and staff environment;
- to maintain a confidential health records system.

The AUD Health Center has a special agreement with the American Hospital in Dubai. A special consultation rate of AED 100 per visit is available to AUD students who are referred to the AHD Family Medicine Clinic.

To obtain this special rate, students are requested to present their **Student ID Cards** and the **AUD Clinic Referral Form** from the AUD Health Center to the American Hospital.

Blood tests for visas are held on the premises; this service is offered only to people sponsored by the university.

### HEALTH EMERGENCIES

The AUD Health Center provides health services 24 hours a day, 7 days a week. AUD First-Aid Guides are posted prominently on the doors of student dorm rooms and on the bulletin boards in the dorm lounges.

Students who need to contact the nurse on duty for emergency cases should call the UNIVERSITY HOTLINE 555. The security guard on duty will then contact the nurse on duty who will attend to the student's needs.

### CLEANING SERVICE

AUD provides a cleaning service in order to maintain a clean, safe, hygienic, and attractive environment in the dorms. This practice is mandatory and free-of-charge. Cleaning is done on a weekly basis according to the floor schedule. Cleaners take 15 minutes to ventilate the rooms, clean the toilets, and wipe the floor of each room. The cleaning schedule is from 10:00 a.m. to 3:00 p.m., Saturday through Thursday.

**Students' presence is preferred**, but if they are not in the room or do not respond, the Dorm Controller will open the room and will supervise the cleaning to ensure full security. Weekly cleaning of rooms is mandatory.

Please note that cleaners do not pick up clothing, etc., so students are advised to prepare their rooms appropriately for cleaning. Students who wish to have their rooms cleaned more than once per week should request this service by signing in the *Cleaners Log Book* at the Dorm Security Office. Cleaning requests will be handled on a "schedule-permitting" basis and should not be expected immediately.

Students who are reported having messy/dirty rooms will be required to attend information sessions with the Health Director and the Personal Counselor. Violation points will be given if sessions are not attended.

Students are responsible for cleaning and picking up after themselves in the kitchen on a daily basis. This includes washing the dishes, pots, pans, and glassware they have used; putting away food; throwing away garbage; and wiping down work surfaces.



### TELEPHONES

Dorm residents can subscribe to telephone services through Etisalat. The installation and monthly expense of a private telephone in dorm rooms is the responsibility of each individual student. Only students holding a UAE Residence Visa are permitted to install a private telephone line.

*The university assumes no responsibility for either the installation of a telephone line or payment of bills.*

### PEST CONTROL

The Facilities Department provides professional pest control services each semester to eliminate any insects or pests which may be present in and around the dormitories.

### TRANSPORTATION

There is a daily complimentary shuttle service to and from various areas of Dubai. Term bus schedules, including timings and pick-up and drop-off points, are available in the Housing Office.

### MEALS

The university cafeteria offers a wide selection of cuisine in addition, several restaurants are available at AUD food court. **Housing fees and charges do not include meals.** Housing residents may purchase their meals directly from AUD's cafeteria or food court.

### MAINTENANCE

AUD prides itself on a well-maintained, comfortable student-centered environment. Students are encouraged to report all maintenance, housekeeping, or other housing-related problems as soon as they occur. *Problem Report Forms* are available in the Housing Office. The Facilities Office processes all service requests by date and responds in a timely manner.

### STORAGE

AUD provides storage for students' belongings. All items should be clearly marked. Storage is only available to residents who are living on campus or to those who are returning to the residence halls for the next academic term and have paid all housing fees. **Students who have not paid for the next term are not permitted to store their belongings in the room they were occupying or elsewhere on the AUD campus.**

## RULES AND REGULATIONS

### ELIGIBILITY

All students are eligible to reside at AUD Housing except students who are dismissed from the Student Housing, students who are not enrolled in classes, students who are not full-time, and students who have outstanding obligations on their account.

### ROOM INSPECTION

AUD reserves the right for its designees to enter and inspect dorm rooms in the interests of the health, safety, and proper conduct of the residents, or to maintain or repair the premises. Entry may be made at any time, whether or not the resident is present, and without prior notice to the resident if there are reasonable grounds to believe that any substance, material, or item is being kept or used on the premises in any manner that is prohibited by the rules/regulations of AUD.

### CONDUCT INTEGRITY

All AUD students are expected to abide by AUD's Conduct Code. It is not possible to list all situations that might constitute indecent conduct. However, all behaviors that are unacceptable according to UAE culture, religion, law and society are not permitted on campus or at any AUD function whether on- or off-campus. Such behaviors include but are not limited to the following: public displays of affection; kissing; hugging; touching; or sexual harassment which may include sexual jokes, written or oral references to sexual conduct; gossip regarding one's sex life; comments on individuals' bodies; or suggestive or insulting comments.

For further clarification of what constitutes a violation of AUD's Conduct Code, please contact the Dean of Student Services. It is the students' responsibility to seek clarification.

*For more specific rules and regulations, students should consult the AUD Conduct Code section in the Student Handbook.*

### VISITORS

**Residents are responsible and liable for the conduct of their guests.** A guest who is in violation of any of the housing rules and regulations impacts the resident's standing. The resident will receive violation points for any violation committed by his/her guest. Overnight guests are not allowed. This includes visitors from outside the AUD dorms as well as other dorm residents.

The only visitors allowed in the dormitory premises are those of the same gender as the resident. Visiting hours must be strictly obeyed and are daily from 8:00 a.m. until 11:00 p.m. exclusively.

Any student who has been dismissed from the dorm or from AUD for conduct reasons is not permitted to visit the dorms at any time under any circumstances. Non-resident students or visitors must be met, escorted, and signed-in to the building by a resident of that building. The resident assumes full responsibility for the

actions of his/her guest. Visitors who arrive at the door without a host should call the resident they are visiting to arrange to meet and sign-in at the Dorm Security Office. Non-resident guest policies apply to all family members, cousins, parents or legal guardians.

### PETS

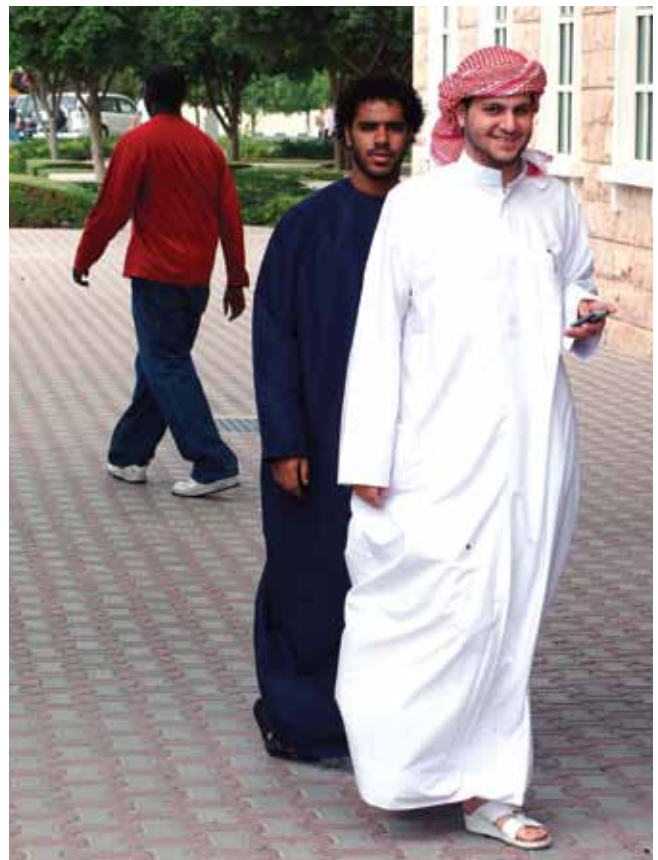
No pets of any kind are allowed in student housing.

### CURFEW AND OVERNIGHT ABSENCES

Student housing residents must be in their accommodation by midnight every night unless a parent/guardian of the student has extended the curfew limit on the *Curfew Form*, or has provided the Housing Manager a letter of permission.

Most Graduate students and students who are over 24 are exempt from the curfew policy. The only exception is those who have a restricted curfew requested by their parents/guardians.

It is the student's responsibility to provide a contact number and address if they plan to spend the entire night outside the dorms. Sign-out books are available for this purpose.



## RESPECT FOR OTHERS

Residents shall respect their neighbors, roommates, and the community by keeping noise to a minimum. Any and all complaints will be acted on immediately. Loud talking and shouting will not be tolerated; TV and stereo volume should be kept low, especially after 11:00 p.m.

## RESPECT FOR PROPERTY

- No locks may be added or changed;
- Entrances, hallways, walks and lawns may not be obstructed or used for purposes other than those for which they are intended;
- All trash must be placed in dumpsters/bins;
- The Housing Manager must be notified in writing within seven days of any item that has been damaged in the dormitory;
- Residents are responsible for the care of AUD-owned furniture. Furniture should never be taken outside. Residents will be held responsible for the cost of missing, or weather-damaged furniture.

## SUBSTANCE ABUSE

- Drugs and narcotics are illegal and are not permitted anywhere in the UAE, including AUD. Should the Administration become aware of any student involved with or using drugs, his/her name will be reported to the Dubai Police; and he/she will be dismissed from AUD.
- Alcoholic beverages are not allowed on the AUD campus. Dorm residents found in possession of alcohol or with empty alcohol containers will be dismissed from AUD Housing.
- Students are responsible for the content of all luggage, bags, purses, and parcels they bring or try to bring into AUD Housing. Claimed ignorance of contents is an invalid excuse. Attempts to keep alcoholic beverages temporarily results in dismissal.
- Smoking is forbidden in the dormitories and in all AUD buildings. AUD, notifies parents and/or guardians of students who are under the age of 21 who violate its institutional policies on the use of alcohol and drugs.

## ACCESS TO THE INTERNET

Internet access is provided in each room for resident students (one connection per student). Internet services to the dorms are provided using an independent circuit from our service provider. Students are required to conform to all usage policies as defined by AUD and the Service Provider. Misuse and/or abuse will result in disconnection and possible disciplinary action.

1. All computers must conform to AUD's policy for student-owned computers. AUD requires that each computer have the following installed and operated at industry-recommended levels:

- Anti-Spam and anti-virus software, including a valid update subscription;
  - Latest Operating System security patches and critical updates.
2. Copying and illegal distribution of copyrighted songs and movies is not permitted, nor is the operation of peer-to-peer software that supports these activities. Examples of peer-to-peer software include, but are not limited to Gnutella, Kazaa, Morpheus, eDonkey, eMule.
  3. AUD's dormitory network is designed as a CLIENT network, and as such, the use of servers is not allowed. Server services, such as but not limited to, Web or IIS; FTP; Shoutcast; WAREZ; Chat; Gaming servers; Mail servers including POP-2 and 3 and IMAP; ICQ web servers and MIRC chat servers, including file servers, are not permitted.
  4. Systems Monitoring: AUD reserves the right to monitor computer and network system activities at any time, including the right to physically inspect computers. Only designated staff of Information Technology Services have authorization to engage in systems monitoring.
  5. Privacy: All individuals are required to respect the privacy of other users, including the security of files, confidentiality of data, and the ownership of personal work. Nonetheless, in order to enforce the policies of AUD, designated Information Technology Services staff is permitted to monitor activity on local computer systems.
  6. Internet Services and Content Filtering: Student access to the Internet conforms to the laws of the United Arab Emirates, including the monitoring and filtering of Internet content. Any attempt to circumvent or disable Internet access controls set by the university or the government of the UAE is a violation of university policy and will result in disciplinary action.
  7. Disciplinary action: Use of AUD's computer resources is a privilege, not a right. Any violation of university computer usage policies will be investigated. Substantiated violations will result in disciplinary action, including termination of access, disciplinary review, expulsion, or other sanctions deemed appropriate by the university or a Conduct Council.

Students are advised that they are responsible for protecting their own computer resources. AUD recommends that students install and use a personal firewall.

## APPEAL PROCESS

Any student wishing to appeal any action taken by the Housing Manager as a consequence of violating AUD Housing Rules and Regulations should first meet with the Dean of Student Services. The Dean of Student Services will investigate the situation, make a ruling on the action, and advise the student about subsequent procedures, including the filing of a formal grievance.

The student then has the right to appeal decisions to the President. The President may overturn decisions of the Housing Manager and/or the Dean of Student Services. All decisions of the President are final.

## MAINTENANCE OF STUDENT HOUSING

To ensure the upkeep of Student Housing, a *refundable security deposit* of AED 1,000 is required along with the initial student housing fee payment. The full amount of the security deposit will be refunded upon the return of the housing keys, provided no damages have occurred. Deductions will be made for any repairs, replacement costs, or additional cleaning if needed.

Should damage occur to furniture in a room or to the room itself and no one admits responsibility, the students occupying that room will equally share the repair costs. In common areas where it is impossible to determine the responsible party, all dorm residents will equally share the cost of damage.

*All rooms must be vacated in the same condition as when they were originally occupied.*

## VIOLATION OF HOUSING RULES AND REGULATIONS

AUD has clear guidelines for what constitutes inappropriate behavior in Student Housing. These guidelines are outlined below, and it is the responsibility of the students to acquaint themselves with these rules.

## DISCIPLINARY MEASURES

Students will be given violation points for each infraction of the student housing rules. The point value for each violation will be determined by the Administration. The maximum number of points for any one violation is 10.

*Should a student receive a total of 10 points, he/she will be dismissed from Student Housing and possibly from AUD depending on the offence.* A parental notification letter accompanies all dismissals.

Assigned points accumulate for three terms (Summer I and II count as one term) beginning with the first offence. The student's points will return to zero, except under unusual circumstances, once one full calendar year has been completed.

Example: Student A is assigned five points during Spring 2007 and four points during Summer II 2007. Student A's points do not return to 0 until the beginning of Spring 2008.

## EXPLANATION OF VIOLATION POINTS

VIOLATIONS	VIOLATION POINTS
<b>VISITORS</b>	
• Opposite gender visitor	10 (Dismissal)
• Same gender visitor after 11:00 p.m.	3
• Animal visitor	3
• Overnight guest	10 (Dismissal)
<b>CURFEW/OVERNIGHT</b>	
• After Curfew violation without written parental consent	4
• Overnight, no parental consent	5
• Loitering on campus after Midnight	5
<b>RESPECT FOR OTHERS</b>	
• Smoking in the dorms *	5
• Consumption of alcohol or possession of alcohol containers in Student Housing	10 (Dismissal)
• Disturbances and disruptions due to alcohol or drug consumption	5 (Second offense - dismissal)
• Unnecessary noise and undue disturbances	3
• Disrespect to AUD staff	2
• Not cleaning up after using kitchen facilities	2
• Stealing property from another person	10 (Dismissal)
• Gambling	10 (Dismissal)
<b>RESPECT FOR PROPERTY</b>	
• Altering of locks / Duplicating keys	5
• Obstruction of hallways and use of items for unintended purposes	2
• Violation of recreational facility rules	2-10**
• Breaking locks	6
• Excessive violence	5-10**

Violation points that are assigned due to curfew violations can be cancelled if the student provides a written and signed curfew extension letter from his/her parents within 48 hours after receiving the points. This may happen up to five times per semester. After that, parents are asked to review the curfew timing and to submit a curfew extension form in order to prevent further violations that may lead to dismissal. Once the permanent dismissal decision has been taken, curfew extension letters will no longer be accepted.

Any other violation, which is detrimental to the reputation of AUD or the student, will result in the student receiving between **1 - 10** points.

*AUD reserves the right to consider an accomplice in a violation as guilty as the perpetrator.*

\* Smoking includes all types of tobacco products such as: cigars, cigarettes, pipes (tobacco), shisha pipes, and hubbly-bubbly.

\*\* To be determined jointly by the Dean of Student Services and the Housing Manager.

## READMISSION OF DISMISSED STUDENTS TO AUD HOUSING

Following a period of absence from AUD Housing, a dismissed student may appeal to the President for readmission. Such appeals will be heard only if the student has been out of the dormitories for a calendar year and the reason for dismissal did not entail the breaking of UAE law. Offenses involving alcohol also preclude readmission to AUD dorms.

Students who have been dismissed, then re-admitted to Housing, will be on probation for one year.

## ADMINISTRATIVE POLICIES

1. The Housing Manager must be notified in writing of any and all items in need of repair.
2. The Housing Manager must be given 24 hours advance written notice if a resident on curfew wishes to spend the night outside AUD Student Housing.
3. If a resident loses a key, he/she is responsible for the cost of changing the door lock cylinder. Each time the key is lost, AED 200 will be charged for the replacement. Students should not lend their keys to anyone. Students must return their keys at the end of the term. No exceptions will be made.
4. Residents wishing to move out of the student accommodation must give written notice to the Housing Manager at least two weeks before their anticipated departure date. During the check-out process, all personal belongings must be removed from the residence facilities; and the resident must return keys to the Housing Office.
5. There is no guarantee that a resident will retain the same room from term to term. If at all possible, efforts will be made to ensure that students keep the same room. Residents will be assigned rooms according to the date of receipt of all Housing Materials.
6. Residents can stay free of charge in their rooms between semesters provided that they have paid for the next semester. The only exception is for the December break. Only residents whose homes are outside the UAE can stay in the dormitory during this period.
7. Students staying after the check-out deadline date will be charged AED 500.
8. Residents who have not paid for the next semester may not stay beyond the last day of Check-out. Residents are not permitted to leave behind any of their belongings in the room they were occupying or anywhere on the AUD campus.

In all cases, the Housing Department will be obliged to undertake the following procedures:

- A storage company will pack and remove the resident's belongings and store them at its warehouse for a limited period;

- The period will be determined by the amount of money left in the resident's security deposit. When the security deposit has been depleted, all the belongings will be donated to charity;
- AUD takes no responsibility for any items stored, lost, or stolen from the premises and will not make any arrangements either to deliver belongings in Dubai or to ship them back to the resident's country of residence.



## AUD COMMUNITY ETIQUETTE

There are occasions when the rights and responsibilities inherent in living in a collaborative, community environment lead to conflicts between residents. AUD firmly believes that students share a role in the daily operation and collaborative environment of the AUD dormitories. By subscribing to a set of community behavioral courtesies, each student takes responsibility for his or her own actions, thus contributing to reducing friction and conflicts.

The responsibility for a successful collaborative learning environment is a shared effort among the AUD Housing Manager, Resident Assistants, and residents. It is built on respect for the rights and responsibilities of all involved parties that comprise different nationalities, cultures, and ethnic groups. These community behavioral courtesies are essential for successful community living situations:

1. Housing residents should make a concentrated effort to be friendly and helpful to one another. This involves taking the time to learn about one another;
2. Residents should show tolerance for differing cultural practices, living styles, and food preferences;
3. Flexibility and adaptability should be part of every resident's vocabulary and actions;
4. Any resident who is responsible for a violation of courtesies needs to accept responsibility for his/her own actions and institute behavioral changes;
5. Residents should also accept responsibility for informing other residents of behaviors that are annoying and/or infringing upon the rights of members of the community;
6. Noise should be kept to a minimally accepted level. Excessive noise should be avoided;
7. All residents should strive to practice good kitchen hygiene. This includes, but is not limited to, the following:
  - Disposing of all uneaten food and trash;
  - Washing dishes, pots, pans, glassware, and kitchen utensils;
  - Wiping off and sanitizing cooking, eating, and food preparation surfaces;
  - Labeling all food items and disposing of items past expiration date.
8. If students are waiting to watch a television program, the current viewer has the right to view the end of the show in progress. The next student waiting has the right to select the next television show and watch it until completion.

***Please note that the fridge in each kitchen is emptied every Saturday. Students should ensure they pick up all items they do not wish discarded.***





## FREQUENTLY ASKED QUESTIONS

### **I don't get along with my roommate; How can I change my room?**

Room & Roommate Change Days begin in the second week of classes. Students are allowed to change rooms on a space available basis. All room changes must be initiated in the Housing Office.

### **May I stay in my room during vacations and breaks?**

A student can stay free of charge in his/her room between terms provided he/she has paid for the next term. The only exception is for the December break. Only students whose homes are outside the UAE can stay in the dormitory during this period.

### **May I have a refrigerator in my room?**

Yes, students may bring in mini-refrigerators only.

### **May I cook in my room?**

No, students are not allowed to cook in their rooms. This includes, but is not limited to, using electric pots, ovens, microwaves, hotplates and toasters. This rule has been instituted to ensure a safe and hygienic environment for all residents.

### **What should I leave at home?**

Halogen lamps, open coil units, toasters, space heaters, hot plates, microwaves, multi-plugs without surge protectors, candles, and incense burners.

### **What items should I pack and bring to school?**

Alarm clock , single bed sheets, pillows, pillow cases, blankets, iron and ironing board, toiletries, towels, hangers, laundry detergent and laundry basket. (Many students find that space in the rooms is limited and two peoples' belongings will completely fill the room. Students are cautioned to pack wisely.)

### **Can I have a car on campus?**

No, but students can park their cars in an off-street parking area near the dorms.

### **Can I have my computer in the dorms?**

Yes. AUD does not provide computers in Housing, but all dorm rooms are wired with one complimentary Internet connection. All network ports will be active when students arrive. Call the IT Help Desk on 04-318-3480 or send an e-mail to [ithelpdesk@aud.edu](mailto:ithelpdesk@aud.edu) if you are unable to connect to the Internet from your dorm.

### **Can I be dismissed from the dorms?**

Conduct in AUD dorms is evaluated/monitored by a point system for violations of dorm rules. A student is dismissed from AUD housing when they have accumulated the number of points warranting dismissal.

### **Are meals included in the student housing fees?**

No.

## CAMPUS & COMMUNITY TELEPHONE NUMBERS

For calls made from outside Dubai, please use +971 4 before dialing the below numbers.

### AUD

Female Dormitory Gate	318-3520
Male Dormitory Gate	318-3510
Cafeteria	318-3535
Main Entrance Gate	318-3500
Health Center	318-3200 (during office hours)
Assist. Dean of Student Services	318 3137
Housing Manager	318-3133
Female Housing Controller	318-3512
Male Housing Controller	318-3511

### USEFUL TELEPHONE NUMBERS

Directory Inquiries	180/181
Police	999
Ambulance	997
Fire	997
Telephone Assistance	100
Mobile Telephone Inquiries	181
International Inquiries	150
Airport Inquiries	206-6666

### TRAVEL AGENCIES

Al-Tayer Travel	365 8366
Airlink International	282 1050

### HOSPITALS

American Hospital	336-7777 (recommended)
Dubai London Clinic	344-6663
Iranian Hospital	344-0250
Al Zahra Medical Center	331-5000
Welcare Hospital	282-7788
Jebel Ali Medical Center	881-4000

### TAXIS

Dubai Transport	208-0808
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### RESORT HOTELS

Le Meridien Jumeirah Beach	399-5555
Le Meridien Mina Siyahi	399-3333
Jumeirah Beach Hotel	348-0000
Metropolitan Hotel	343-0000
Hilton International	331-4000
Royal Mirage	399-9999
Madinat Jumeirah	366-8888

## ENTERTAINMENT

Grand Cineplex	324-2000
Mercato Center Cinema	349-8765
Cinestar	294-9000
Metroplex	343-4444
Wonderland	324-1222
Thunderbowl	343-1000

## SHOPPING MALLS

Burjuman	352-0222
Dubai Marina Mall	436-1000
City Center	295-1010
Mercato	344-4161
Wafi Center	324-4555
Ibn Batuta	362-1900
Mall of the Emirates	341-4747
The Dubai Mall	437-3200

*The university does not endorse these businesses in any way. This list is provided as a service to students.*







**STUDENT HOUSING AGREEMENT FORM**  
(Please Return This Copy To The Housing Office)

I \_\_\_\_\_ (student's name, please print) have read and understood the *Student Housing Rules and Regulations* as set forth by the American University in Dubai and agree to abide by them.

I understand that if there are infractions of the rules, I will be assigned points. The explanation of the point system is part of the *Housing Kit*, which I have read and understood. I further understand that the point system is cumulative for one year beginning with the first offence. When I have a total of ten points, I realize I will be dismissed from the dormitory. This is for the protection of students and the university.

Students under 24 years of age are required to submit a *Curfew Form*. I understand that a letter is required from my parents giving me permission to extend the university curfew beyond what is indicated on this Form. If this letter is not received, I am subject to the receipt of the aforementioned points for any and all curfew violations. I also understand that it is my responsibility to provide a contact number and address when I spend the night away from the dorms.

I acknowledge that the university has arranged for the use of AUD housing facilities, including its gym, as a service to its students and that it does not own said facilities. I do hereby release fully and forever AUD, its affiliates, its officers, directors, shareholders, employees, and agents from any and all liability for injury or loss related to my use and occupancy of AUD student housing facilities.

I understand that AUD has arranged for the use of Internet connection in the rooms in the dorms as a service to its students. In the event of any abuse of this privilege of whatever kind or nature, I will be subject to disciplinary and/or legal action by AUD.

I acknowledge that AUD has a full security system in place which tracks and monitors site usage by all users. I also understand that the university reserves the right, without notice, to inspect, limit, shutdown or restrict any Internet access point.

I further agree to indemnify and hold blameless AUD, its affiliates, their officers, directors, shareholders, employees, and agents from all loss, cost and expense, including reasonable attorney's fees, caused by my breach of this Agreement.

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**SIGNATURE OF STUDENT**

**DATE**

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**SIGNATURE OF PARENT OR GUARDIAN**

**DATE**



**STUDENT HOUSING QUESTIONNAIRE**  
(Please Return This Copy To The Housing Office)

Today's Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile \_\_\_\_\_ Parent's Mobile \_\_\_\_\_

e-mail \_\_\_\_\_

Age \_\_\_\_\_ Gender:  Male  Female

Major \_\_\_\_\_

Nationality \_\_\_\_\_

**1. For which term do you require accommodation?**

Fall  Spring  Summer I  Summer II

**2. Is there anyone with whom you would like to room?**  Yes  No

If so, please give his/her name: \_\_\_\_\_

**3. Do you desire a single room if available? (at an additional cost)**  Yes  No

**4. Are you an early riser?**  Yes  No **Are you a night owl?**  Yes  No

**5. How many hours each day do you plan to study?**  
 More than 4 hours  2-4 Hours  1-2 Hours  Less than one hour

**6. Do you listen to music when you study?**  Yes  No  Sometimes

**7. I consider myself to be**  
 Very neat  Occasionally neat  Somewhat Disorganized  Very disorganized  
 Very outgoing  Somewhat outgoing  Not outgoing at all

**8. Are there any other characteristics which should be taken into consideration when assigning you a roommate?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**DORMITORY COMPUTER NETWORK USE AGREEMENT**  
(Please Return This Copy To The Housing Office)

Student's Name \_\_\_\_\_

Student ID \_\_\_\_\_

Major \_\_\_\_\_

Tel \_\_\_\_\_

e-mail address(es) \_\_\_\_\_

Nationality \_\_\_\_\_

Room # \_\_\_\_\_

I, \_\_\_\_\_, understand and agree to comply with the *Student Dormitory Network Use Agreement* as presented to me, and as amended from time-to-time as required.

\_\_\_\_\_  
**SIGNATURE OF STUDENT**

\_\_\_\_\_  
**DATE**



**CURFEW EXTENSION FORM**

**(Please Have Your Parents Complete This Copy, Then Return It To The Housing Office)**

Date \_\_\_\_\_

I \_\_\_\_\_ (parent's name)

**do give**  **do not give** (please check one) my daughter/son \_\_\_\_\_ permission to exceed the Housing Curfew set by The American University in Dubai which is **midnight** during regular terms; **1:00 a.m.** during Ramadan. I understand that the university assumes no responsibility for this, and that I, as her/his parent, am totally responsible.

I grant my daughter/son extended curfew on **weekdays** until: \_\_\_\_\_ (time must be specified in order for Form to be valid)

I grant my daughter/son extended curfew on **weekends** until: \_\_\_\_\_ (time must be specified in order for Form to be valid)

**Please check one of the following in regard to your daughter/son spending the night outside the Housing Residence**

(to go home or otherwise)

I allow my daughter/son to spend the night outside AUD Housing on **weekends only**.

I allow my daughter/son to spend the night outside AUD Housing on **weekends and weeknights**.

**I do not want** my daughter/son to spend the night outside AUD Housing on weekends or weeknights.

I will notify the university if my daughter/son is required to leave the Housing Residence for any exceptions to my decision above.

I also understand that it is my child's responsibility to provide a contact number and address every time he/she spends the night outside the dorms.

**I further accept the fact that: should the above permission cause any harm to the university or its reputation, AUD reserves the right to withdraw this permission or dismiss the student.**

\_\_\_\_\_  Mother  Father

**SIGNATURE OF PARENT**

**FOR OFFICE USE ONLY**

Parent's Signature verified by AUD \_\_\_\_\_



## YOUR FIRST-AID GUIDE IN CASE OF EMERGENCY

### **OFFICE WORKING HOURS**

Sunday through Thursday from 8:00 a.m. to 9:30 p.m

Tel: 04-318-3200

### **NON-WORKING HOURS**

Sunday through Thursday from 9:30 p.m. to 8:00 a.m.

### **IN CASE OF SERIOUS EMERGENCIES**

**Some example of severe emergencies are:** severe and deep cut which require stitches, attempted suicide, drowning, difficulty in breathing, asthma attack, heart problems and/or fainting, severe sprain or limb fracture, high fever (over 38°C, causing chills...)

**Please do not call for emergency nursing intervention for:** mild headaches, minor aches and pains on the back or any limb, anxiety, common cold, cough, mild sore throat, minor cut, such cases can be treated the next day at the Health Center.

### **PROCEDURES TO FOLLOW**

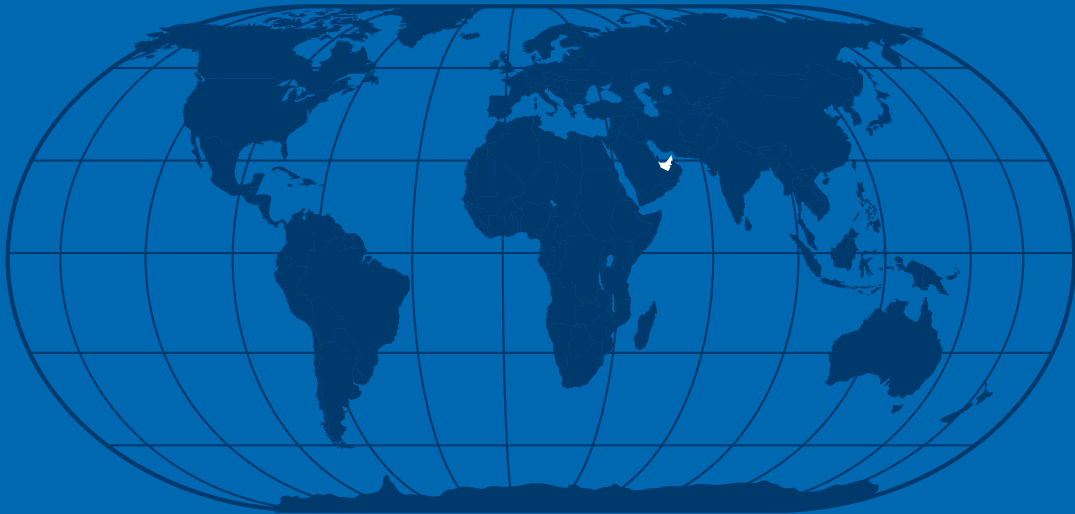
Students who need to contact the nurse on duty for emergency cases should call the UNIVERSITY HOTLINE 555. The security guard on duty will then contact the nurse on duty who will attend to the student's needs.

### **FOR QUESTIONS & CONCERNS**

Please contact the Health Center Director, Mrs. Nelly Halabi: [nhalabi@aud.edu](mailto:nhalabi@aud.edu)







P.O.Box: 28282, Dubai  
United Arab Emirates

Tel: +971 4 399 9000  
Fax: +971 4 318 3400

Email: [housing@aud.edu](mailto:housing@aud.edu)

[www.aud.edu](http://www.aud.edu)