

## Housing Rules and Regulations

University students are regarded as the future pivots of scientific, cultural and social development of the human nation; thus, to support the presupposition, every residence hall at HUMS is ambitious to provide an active community environment in which the students can develop their social maturity. At HUMS, residence hall life plays an effective role in fortifying the student's academic performance, and self-understanding.

To call it home, each residence hall helps the students adjust to campus life by experiencing a gratifying ambience and involving in community connections which provoke delight in addition to physical and spiritual tranquility. Further, to reduce disturbing factors affecting students' studies as well as physical and spiritual relief, safety is emphasized by University residence halls and necessary appliances are provided as well, but the cooperation and understanding of the students are demanded to guarantee favorable results. Therefore, as for facilitating and fostering life qualities in HUMS' residence halls, providing safety and inducing self-confidence, the following rules and regulations have been compiled reinforcing the feature of responsibility assumption as well as reflecting individual and group rights.

### Rules and Regulations

The proceeding regulations have been formulated in relation to HUMS' Housing Discipline for international students and are designed to ensure that students' accommodation and surrounding areas are a safe and comfortable environment for living and learning.

- Students will be allotted rooms based on the availability of facilities and vacancies.
- As students are assigned to a unit, they will receive a Unit Condition Report which includes a list of furniture available in the unit. At the end of each semester, the room of residency will be checked against the Unit Condition Report. Each student should assume full responsibility for any loss of or damage to the room furnishings.
- Any unauthorized possession, use or misuse, removal, displacing, defacing, tampering, or destruction of the University property or the property of others is prohibited.
- Students are required to make restitution when they are responsible for the loss of or damage to University property or found responsible for the loss of or damage to the personal possessions of others. The failure to make timely restitution may result in disciplinary action.
- The University shall not be liable for lost, stolen or damaged items of personal property, no matter how caused.
- Marketing products or services within the student residences is not allowed. Posting commercial announcements is prohibited anywhere in the student residence halls unless verified and approved by the Office of Housing and Residence Life.

- Students should provide the bedding and the comforter. Bed and mattress, though, are supplied by the University.
- Students should observe the dress code of the community.
- Students are not permitted to stay in the residence hall after graduation, withdrawal, expulsion or any kind of disconnection from the University including suspension or academic leave.
- Residents are allowed to stay 2 more weeks after graduation if they obtain written permission from the Office of Housing and Residence Life.
- It is possible to change your room just in specific cases and after obtaining written permission from the Office of Housing and Residence Life.
- The Office of Housing and Residence Life may decide to move a student from one room to another during his/her stay. The residents should reside in the rooms assigned to them.
- The number of residents occupying a room is determined by HUMS' Office of Housing and Residence Life; thus, students should not refuse the new students who have permission to live in the same room.
- Residents shall leave the residence hall during summer and semester breaks. International students may be exempted from this rule, based on the University policy. Students who have taken courses during these periods are allowed to stay only if they demonstrate the Course Selection Report to the Office of Housing and Residence Life.
- Students are allowed to reside in HUMS' residence halls based on the duration of their studies. The Office of Housing and Residence Life may extend or shorten this period.
- In case a student refuses to evacuate his/her room by the due date, his/her room will be evacuated in the presence of a representative from the Department of Safety and Security and the Residence Hall Director. In addition, the resident's violation of the rule will be reported to the authorities for further investigations.
- Residents are required to carry a photo ID card at all times.
- Based on the following schedules, students are allowed to enter and leave the residence hall during a certain time period:

Table 1: Exit and Entrance Hours (HUMS' Female Residence Halls)

Fall and Winter		Spring and Summer	
Exit	Entrance	Exit	Entrance
7:00 a.m.	9:00 p.m.	7:00 a.m.	9:00 p.m.

Table 2: Exit and Entrance Hours (HUMS' Male Residence Halls)

Fall and Winter		Spring and Summer	
Exit	Entrance	Exit	Entrance
7:00 a.m.	11:00 p.m.	7:00 a.m.	11:00 p.m.

- Each student must record his/her entrance and exit time in the Office of the Residence Hall Director.
- Cases in which a student does not comply with the entrance-exit timing rules due to field works, trips, educational activities or research can be regarded as exceptions where students' requests of time limit extension will be inquired by the Office of Housing and Residence Life after stating their entrance or exit time and demonstrating the requisite document(s) proving so.
- Before leaving for a trip, students shall inform the Residence Hall Director about the duration of their absence. In addition, they shall announce the date of their return as soon as they come back from the trip.
- In case the Residence Hall Director reports any violation of time limits and/or unexcused absences, the Office of Housing and Residence Life will decide whether the student is allowed to stay or must leave the residence hall.
- In case of unexcused absences for more than 2 weeks during a semester, the student's housing license contract will be abolished and they should incur the whole semester's housing fees.
- Students are allowed to stay at their relatives' home for some nights. However, they should first fill out some forms involving the relatives' personal information, address, and phone number.
- Upon leaving the residence hall for traveling purposes, students are absolutely prohibited to pass on the unit's key to friends, other students or any other person.
- Residents shall not keep pets in HUMS' residence halls. This prohibition is imposed for reasons of cleanliness, health problems, and noise.
- All residents are expected to be considerate of noise levels. Noise (including, but not limited to, voices, amplified music, televisions, musical instruments, radios) must be maintained at all times at a level which does not disturb any other resident. Residents are expected to comply with the requests of others to reduce noise levels at all times.
- It is a violation of the University policy for you to disturb neighbors by improper behavior.
- Loitering near and around the student residence halls after midnight is not allowed. These areas are residential and therefore causing disturbance is not allowed under any circumstances.
- Students engaged in photo/video abuse, directed against other residents are subject to prosecution. In addition to that, any form of abusive behavior will be considered grounds for serious disciplinary action based on HUMS' Student Disciplinary Rules and Regulations.
- In suspected cases, the Residence Hall Director and his/her senior Authority accompanied by a representative from the University Department of Safety and

Security is allowed to investigate the resident's room, suitcases, bags and personal belongings.

- Overusing utilities (water, gas, and electricity) is against the regulations. Therefore, in case of overuse, extra charges will be billed.
- Electric kettle, electric samovar, rice cooker, freezer, electric heater, gas tube and warming food are prohibited in rooms. These appliances will be confiscated in case of use.
- The responsibility of damages to appliances or kitchen utensils rests with the individual resident. Should any damages do to the building or the residence hall's belongings, the student must meet the restitution and if the act is proved to be intentionally done, the saboteur will receive the respondent official warnings from the Office of Housing and Residence Life or the Student Disciplinary Committee.
- Prior to departing, residents shall turn off all electronic and gas-powered devices, heating and cooling systems.
- To maintain personal and public hygiene and the general health, the residents shall make sure to clean their rooms, units and kitchens and do their parts to keep the shared facilities clean and tidy.
- Residents shall use the designated garbage bags to take out the garbage on waste collection days.
- Each individual is required to observe the cleanliness of his/her room and surroundings, especially the fridge. There will be regular inspections by the Office of Housing and Residence Life.
- Residents should not interfere with maintenance services. In the event of any problem, report all maintenance and repair requests to the Residence Hall Director in writing. Otherwise, students will be held liable for the consequences including loss of life and property.
- In case of robbery, the residents should report the issue to the Residence Hall Director so that the case can be investigated.
- Smoking is prohibited in all residence halls, suites, apartments or any residential facility where students reside. Smoking includes, but is not limited to, the burning of any type of lighted pipe, hookahs, cigar, cigarette, electronic devices or any other smoking equipment/devices whether filled with tobacco or any other type of substance. Smoking devices such as hookahs and smoking pipes are not permitted in the residence halls.
- The possession, purchase, sale, use or distribution of illegal stuff including illegal CDs or tapes, gambling supplies, warm and cold weapons, all varieties of opiates or opioids, tobacco, psychotropic medications, drug or alcohol are not allowed. Students violating this rule will confront severe disciplinary consequences.
- All types of harassment, assault, and discrimination within HUMS' residence halls are considered as violation of HUMS' rules. Any interference, coercion, restraint, retaliation or reprisal against any person complaining of harassment, is accused of

harassment, or assists in an investigation is prohibited and subject to disciplinary action.

- Residents should avoid verbal or physical confrontation with a student who has violated the rules and regulations or does not comply, or rather, let the Office of Housing and Residence Life know of the situation.
- Any physical or verbal dispute, or physical and vocal brawling will be reported to the Student Disciplinary Committee and may lead to expulsion or suspension of the culprit(s).
- Residents may not host visitors who are not affiliated with HUMS as guests, tutors, visitors or students.
- Residents may host students who do not reside in the host's residence hall but are affiliated with HUMS, provided that the host receives a written permit from the Office of Housing and Residence Life, which will consider reasonable limitations on protection of the rights of the roommates and the interests of the University.
- Conditions for receiving visitors in HUMS' Female Residence Halls:
  - ◆ 1. Visitors are ONLY allowed to visit during the regular hours, which can be found in Table (1).
  - ◆ 2. The male visitor should be "mahram" to the female student he visits. He should also present a valid acceptable photo ID card, which will be held by the Residence Hall Director during the visit, and fill out the Guest Registration Form in order to be signed in.
  - ◆ 3. When a male guest visits his wife, he is required to present a document which demonstrates his marital status. Only ID card will not suffice.
  - ◆ 4. Hosts can visit their guests in public rooms or certain areas during visiting hours.
  - ◆ 5. Male visitors are not allowed to enter or reside in female residence halls.
- Conditions for receiving visitors in HUMS' Male Residence Halls:
  - ◆ 1- Visitors are allowed to visit during the regular hours, which can be found in Table (2).
  - ◆ 2- The female visitor should be "mahram" to the male student she visits. She should also present a valid acceptable photo ID card, which will be held by the Residence Hall Director during the visit, and fill out the Guest Registration Form in order to be signed in.
  - ◆ 3- When a female guest visits her husband, she is required to present a document which demonstrates her marital status. Only ID card will not suffice.
  - ◆ 4- Hosts can visit their visitors in public rooms or certain areas during visiting hours.
  - ◆ 5- Female visitors are not allowed to enter or reside in male residence halls.

- Quiet hours are determined and announced by the Office of Housing and Residence Life based on season and condition.
- All residents are required to abide by HUMS' Housing Rules and Regulations. Violation of any regulation is considered an infraction which is subject to prosecution and will be adjudicated by the Authorities (see Booklet No. 7 on HUMS' Student Disciplinary Regulations).