



**University President Decision No. (09) of 2024**  
**In the issuance of**  
**The Student Housing Bylaw of the University of Khorfakkan\***

We, Sultan bin Mohammad Al Qasimi, Ruler of the Emirate of Sharjah, President of the University of Khorfakkan,

After the perusal of:

- Decree-Law No. (1) of 2022 concerning the organization of the University of Khorfakkan, and its executive bylaws,
- Amiri Decree No. (40) of 2022 concerning the establishment of the University of Khorfakkan,
- And based on the approval of the Board of Trustees, and upon public interest,

We hereby issue the following decision:

**Article (1)**

This Decision shall be named "The Student Housing Bylaw of the University of Khorfakkan."

**Definitions**

**Article (2)**

In application of the provisions of this Decision, the following terms and expressions shall have the meanings assigned thereto, unless the context requires otherwise:

<b>The University:</b>	University of Khorfakkan
<b>The Chancellor:</b>	Chancellor of the University
<b>Director of Student Affairs:</b>	The Male/Female Director of Student Affairs for Boys or Girls, as appropriate.
<b>The Students:</b>	Male and female students registered at the university and actively enrolled in their studies.
<b>The Housing:</b>	University housing
<b>The Supervisor:</b>	The housing supervisor (male or female), as appropriate.
<b>The Disciplinary Violation:</b>	Any breach of laws, regulations, university values, traditions, or instructions issued in application thereof.
<b>The Mahārim (Close Family Members):</b>	The individuals with whom the female student is allowed to leave, namely: father, mother, husband, brother, sister, paternal uncle, paternal aunt, maternal uncle, and maternal aunt, provided they submit proof of the required kinship.
<b>The Internal Regulations:</b>	The regulations set out to organizing university housing, issued by the Chancellor or their authorized representative from time to time.

\*This bylaw is translated from Arabic into English. In the event of inconsistency or conflict between the two versions, the Arabic version shall prevail.

### **Article (3)**

The university is committed to providing suitable housing and any other necessary services for its students, ensuring peace and stability for them in a manner that supports the university's educational functions and helps achieve the following:

1. Strengthening university values among students.
2. Guiding students to focus on their time management and organizing their cultural, social, sports, and recreational activities that align with their interests and nurture their extracurricular hobbies.
3. Enhancing the spirit of harmony among students, fostering mutual acquaintance, and developing their sense of community and belonging, working together as a team.

### **Article (4)**

The student housing service at the University of Khorfakkan is provided for a fee determined by the university administration.

### **Article (5)**

University housing is considered one of the units affiliated with the university and is subject, in its management and operation, to the university's law and its executive bylaw, in addition to this bylaw and internal instructions.

### **Article (6)**

The Director of Student Affairs is responsible for overseeing the management of the university housing and its operations in accordance with the university's regulations and laws.

### **Article (7)**

The housing administration, in accordance with the provisions of this Decision, may inspect the rooms at a time deemed appropriate, provided that prior approval is procured from the Director of Student Affairs. The inspection shall take place in the presence of the concerned student, except in cases deemed necessary by the Director of Student Affairs.

## **Conditions for Acceptance into University Housing**

### **Article (8)**

To be accepted into university housing, the following conditions shall be met:

- a. The student shall be accepted into one of the university's colleges or centers, with priority given to full-time students. Housing may be allocated to other categories with the approval of the Director of Student Affairs.
- b. The student shall be of a good conduct and behavior.

- c. The student shall provide a medical report confirming that they are free of contagious diseases.
- d. The student shall pay the required housing fees.
- e. The student shall sign a written declaration committing to abide by the university's laws and regulations, particularly the university housing regulations.
- f. The student shall submit a recent photo of themselves.
- g. Any other conditions set by the university through the Director of Student Affairs.

#### **Article (9)**

Students will be assigned housing and rooms based on availability and the regulations set by the Director of Student Affairs, while considering the students' preferences whenever possible. Students may not change their assigned rooms without written approval from the supervisor.

#### **Article (10)**

If scholarship recipients wish to stay in a room of a higher standard than that specified by the granting entity, and the required space is available, they shall pay the difference in fees unless the granting entity objects.

### **Student Rights and Responsibilities**

#### **Article (11)**

Students are allowed to engage in any cultural, social, sports, and recreational activities within the housing in accordance with the instructions issued by a decision from the Director of Student Affairs.

#### **Article (12)**

1. A male student residing in university housing may receive male visitors in the designated visitor hall.
2. A female student residing in university housing may receive visitors or maḥārim (close family members), provided that this occurs in the locations and times specified by the dean's office. Female students are strictly prohibited from receiving female visitors in their rooms, regardless of the visitor's relationship to the student.

#### **Article (13)**

Students may stay in the university housing during weekends for study-related reasons with the approval of the Director of Student Affairs.

#### **Article (14)**

A student may reserve a room for the next semester by paying a deposit equal to 25% of the housing fees, which will be deducted from the required fees if the room is occupied. The student forfeits the right to reclaim the deposit if they cancel the room reservation for any reason. In all cases, housing fees will not be refunded once paid, except in special circumstances determined by the chancellor.

#### **Article (15)**

Students residing in the housing shall comply with the university's law, related regulations, and the internal instructions for housing.

#### **Article (16)**

Students shall behave appropriately with their peers, supervisors, staff, and all workers within the university housing. They are prohibited from engaging in any action or behavior that goes against proper moral conduct.

#### **Article (17)**

Students shall sleep in the room assigned to them and are not permitted to stay in any other room unless they have prior approval from the housing administration. They shall also report to the designated supervisor to verify their presence at night during the times specified by the housing instructions.

#### **Article (18)**

Students shall maintain the cleanliness of the housing and the safety of its contents. The furniture in the room is considered the responsibility of the students residing there.

#### **Article (19)**

Students, either collectively or individually, are responsible for any loss or damage to the furniture or buildings. They will not be allowed to transfer from one room to another while responsibility is pending unless the lost or damaged items are returned or their value is paid. The student shall pay a refundable deposit when signing the contract, as determined by the university administration.

#### **Article (20)**

Students are responsible for safeguarding their personal belongings and items. They cannot leave valuable items in their rooms when leaving the housing for the weekend or at the end of the semester.

#### **Article (21)**

Students shall return to the university housing at the times specified by the instructions issued by the Director of Student Affairs. In special cases, with the approval of the Director of Student Affairs, students may be allowed to delay due to study-related reasons, university activities, or emergencies.

#### **Article (22)**

Students shall cooperate with the security personnel in the university housing and present their student ID or housing card upon request.

#### **Article (23)**

The students' stay in the housing ends no later than two (2) days for resident students. For non-resident students, their stay ends immediately after they complete their exams. If a student is late in leaving the housing after the specified time, a fee of thirty (30) dirhams will be charged for each additional day.

### **Article (24)**

1. Students may not stay outside the housing overnight without prior approval from the housing administration. They shall personally report to the supervisor to confirm their night attendance at the following times:
  - a. 12:00 AM for male students.
  - b. 9:00 PM for female students authorized to leave with a taxi.
  - c. 11:00 PM if leaving with one of their parents or siblings.
2. Any person who brings a female student to or from the housing shall be a mahram (close family member) and shall present themselves to the security office in the housing to verify their identity and vehicle ownership.

### **Article (25)**

Students residing in the university housing shall observe the following:

1. Maintain the cleanliness and organization of the rooms.
2. Avoid tampering with the housing's property and equipment.
3. Avoid hanging pictures, drawings, or slogans on the walls, doors, or windows for any reason without prior permission from the supervisor or administration.
4. Hand over any furniture that is no longer needed to the supervisor for proper action.
5. Adhere to the regulations for the proper use of water and electricity.
6. Wear modest clothing when moving around public areas like reception halls, administration offices, and the dining hall.
7. Maintain quiet and avoid disturbing others.
8. Not to place luggage or personal items in the housing corridors.
9. Avoid bringing personal cars into the housing.
10. Avoid bringing children into the housing.
11. Avoid bringing animals into the housing.
12. Comply with the university's law, regulations, and any rules issued by the dean's office.
13. In general, students are prohibited from engaging in any activity that could disrupt the identity of the housing or damage public property, with violators subject to the disciplinary penalties outlined in the housing regulations.

### **Article (26)**

Students may not perform any act or behavior that contradicts university traditions or values. Specifically, students are prohibited from:

1. Carrying or storing any kind of weapons, consuming alcohol, using drugs, or smoking inside the housing.
2. Using incense burners or candles inside rooms or any other facility in the housing.
3. Using fireworks, gas appliances, or anything else that could cause a fire in the housing.
4. Bringing unauthorized electrical appliances into the housing without coordination with the supervisor.

5. Obtaining any tools, materials, books, magazines, or images that are immoral or contrary to university laws and traditions.
6. Possessing or using video devices or other display equipment inside rooms.
7. Accompanying a fellow student to the hospital unless with a prior permission from the supervisor.
8. Bringing a visitor, graduate, or student from outside the university into the housing or into their room.
9. Issuing any publications or statements without prior approval from the dean or their designee.
10. Disrupting authorized activity programs within the housing.
11. Misusing photography equipment.
12. A female student leaving the university campus without written permission from her guardian and failing to obtain permission from the supervisor in accordance with the internal housing permit system.
13. Engaging in any behavior or act that goes against proper moral conduct and the required behavior.
14. Smoking in any form inside the university housing buildings.
15. If it is discovered that a student has misused a phone camera or engaged in any behavior that breaches ethics, the student will be expelled from the university after an investigation and confirmation.
16. Using university computers for private chat programs or any other form of misuse.

### **Violations**

#### **Student Accountability In University Housing**

#### **Article (27)**

Without prejudice to the Student Disciplinary Bylaw, students are subject to the disciplinary system outlined in the following articles concerning any violations they commit within the university housing.

#### **Article (28)**

Any violation of laws, regulations, instructions, or university traditions, or the commission of any prohibited act under these instructions or any other systems or instructions issued in accordance with them, will be considered a disciplinary breach.

#### **Article (29)**

In cases where a student is accused of committing a disciplinary violation, the housing supervisor is responsible for documenting the incident and submitting it to the housing manager for initial investigation. It will then be referred to the Director of Student Affairs and forwarded to the relevant dean within twenty-four (24) hours of the incident for appropriate action.

### **Second: Penalties**

#### **Article (30)**

The penalties that may be imposed on students of the university housing include:

1. Verbal or written notice of caution.
2. Warning in the form of a first, second, or final warning.
3. Suspension from the housing for one academic semester.

4. Suspension from the housing for one academic year.
5. Permanent expulsion from university housing.
6. Cancellation of the student's enrollment for one or more academic semesters.
7. Permanent cancellation of the student's enrollment from the university.

#### **Article (31)**

The investigation into student violations will be conducted by someone appointed by the Director of Student Affairs. Note that the official conducting the investigation cannot be a member of the Student Conduct Committee.

#### **Article (32)**

A decision to refer a student to the Student Disciplinary Committee will be made by the university president based on a recommendation from the Director of Student Affairs.

#### **Article (33)**

The following are responsible for imposing the penalties mentioned in Article (30):

- a. The Director of Student Affairs, who has the authority to impose the penalties specified in paragraphs (1) and (2).
- b. The Chancellor, who has the authority to approve the record containing the penalties specified in paragraph (3).
- c. The Student Disciplinary Committee, which has the authority to impose all the penalties outlined in Article (30).

#### **Article (34)**

Penalties specified in clauses (3) to (7) of Article (30) of this Decision may not be imposed unless the student has been investigated in writing, their statements have been heard and recorded, and their defense against the allegations has been duly considered. If the student does not attend the investigation at the specified time provided that he has been notified in writing, or fails to attend without a valid excuse accepted by the investigation committee, their right to be heard is waived, and the violation will be examined in absentia.

#### **Article (35)**

Decisions with regard to disciplinary penalties are announced on the university housing bulletin board.

#### **Article (36)**

The decisions issued by the Student Disciplinary Committee are final after being approved by the Chancellor, unless an appeal is filed with the Board of Deans within two weeks as of the date of the written notification of the penalty to the student, their guardian, or the granting authority. The decisions of the Board in this regard are considered final and cannot be appealed to any other entity.

### **Article (37)**

Decisions with regard to penalties are kept in the student's file in the University Housing and Registration Department. The Director of the Registration Department is responsible for notifying the student's guardian in writing, the student via their email, and informing the relevant dean.

### **Article (38)**

The Board of Deans will decide in cases not covered by this Decision or in any issues that arise during its implementation.

### **Article (39)**

This Decision shall take effect as of the date of its issuance, and the relevant authorities are required to implement it as it pertains to them. Any provision that contradicts with this bylaw of this Decision shall be repealed to the extent of such contradiction. The Decision will be published in the Official Gazette.

Issued by us on:

Monday, Rajab 17, 1445 A.H.

Corresponding to: January 29, 2024 A.D.

Sultan bin Mohammad Al Qasimi,  
Ruler of the Emirate of Sharjah  
President of the University of Khorfakkan