

**Academy President's Decision No. (10) of 2024 AD**

**By issuing**

**Regulation of Student Housing of Sharjah Maritime Academy**

We, Sultan bin Muhammad Al-Qasimi, Ruler of the Emirate of Sharjah, President of Sharjah Maritime Academy, after reviewing Law No. (2) of 2023 AD regarding the organization of Sharjah Maritime Academy and based on the approval of the Academy's Board of Trustees, and as required by the public interest,

**we issued the following decision:–**

**Name**

**Article (1)**

This decision is called "Student Accommodation Regulations of Sharjah Maritime Academy."

**Definitions**

**Article (2)**

In applying the provisions hereof, the following words and phrases shall have the meanings indicated next to each of them unless the context of the text requires otherwise:

Academy : Sharjah Maritime Academy

Chancellor : Academy's Chancellor.

Students : male and female students registered in the academy and regularly studying.

Housing : Academic university housing.

Supervisor : Housing supervisor or supervisor – as appropriate.

Mahrams : The people with whom the student is allowed to go out, namely the father, mother, husband, brother, sister, uncle, aunt, uncle, and aunt, in the event that proof of the required kinship relationship is presented.

Internal Instructions : Instructions regarding the organization of housing issued by the Chancellor or his authorized deputy from time to time.

## **General Provisions**

### **Article (3)**

1. The Academy is keen to provide appropriate housing and any other necessary services for the Academy's students, and to achieve calm and stability for them in a way that ensures the advancement of the Academy's educational functions and helps achieve the following:–
  - A. Strengthening university values among students.
  - B. Teach students to take care of their time and organize their cultural, social, sporting and recreational activities that accommodate their inclinations and develop their various hobbies.

- C. Strengthening the spirit of harmony among students, achieving acquaintance between them, developing their sense of community and belonging to it, and working in one team.
2. The residential service for students of Sharjah Maritime Academy is at a fee determined by the academy administration.
  3. The residence is considered one of the units affiliated with the Academy, and its management and affairs are subject to the Academy's organizing law and its executive regulations, as well as these instructions and internal instructions.
  4. The Deanship is responsible for supervising the administration of housing and conducting its affairs in accordance with academic regulations and systems.
  5. The housing administration, in application of the provisions of these instructions, will inspect the rooms at the time it deems appropriate, provided that the Dean's approval is obtained in advance, provided that the inspection is carried out in the presence of the male or female student concerned, except in cases determined by the Dean.

## **Conditions for admission to housing**

### **Article (4)**

For a student to be accepted into housing, the following conditions must be met:

1. He must be a student accepted into one of the Academy's colleges, centers, or institutes, provided that priority is given to students accepted full-time, and housing may be allocated to other categories with the approval of the Dean.
2. He must be of good conduct and conduct
3. To be proven by a medical report that he is free of infectious diseases.
4. To pay the prescribed housing fees.
5. To write a written acknowledgment of his commitment to the academy's law and its organizational regulations, especially the housing regulations.
6. To submit a recent photo of himself.
7. Any other conditions set by the Academy.

### **Article (5)**

1. Students are distributed among residences and rooms according to vacancies in accordance with the controls set by the Dean, taking into account the students' desire whenever possible. Students may not

change the rooms allocated to them except with written approval from the supervisor.

2. If scholarship beneficiaries wish to stay in a room of a higher standard than that specified by the donor and the required vacancy is available, they must pay the difference in fees, unless the donor objects.

### **Students' Rights and Duties**

#### **Article (6)**

1. Students practice cultural, social, sporting and recreational activities inside the residence in accordance with the instructions issued by a decision of the Dean.
2. A student residing in the residence may receive only male visitors in the visitors' hall designated for that purpose.
3. A female student residing in the residence may receive visitors or relatives, provided that this is in the places and times specified by the deanship. It is also strictly prohibited to receive female visitors in the female students' rooms, regardless of the relationship to the student.
4. Students may stay in the residence during the weekend for study-related reasons based on approval from the Dean.

5. The male/female student may reserve a room for the next semester in exchange for paying a deposit amounting to 25% of the housing fees, deducted from the prescribed fees if it is occupied. His/her right to recover the deposit shall be forfeited if he/she withdraws from renting the room for any reason. In all cases, housing fees will not be refunded after they have been paid, except in special cases determined by the Chancellor.
6. Students residing in the residence must adhere to the provisions of the Academy Law, its related regulations, and the internal instructions of the residence.
7. Students must adhere to good behavior with their colleagues, supervisors, employees, and all residence staff, and they may not engage in any act or behavior that deviates from the requirements of good morals.
8. Students must spend the night in the room allocated to them, and they may not sleep in any other room except with prior approval from the housing administration. They must also present themselves to the relevant supervisor to prove night attendance at the times specified by the housing instructions.

9. Students must maintain the cleanliness of the residence and the safety of its contents, and the furniture in the room is considered a trust for the students residing there.
10. The students, together or individually, are responsible for any loss or damage to furniture or buildings. They are not released or allowed to move from one room to another in the event of responsibility unless the lost or damaged item is returned or its value is paid.
11. Students are responsible for maintaining their supplies and personal effects, and they are not permitted to leave valuables in the rooms when leaving the residence at the end of the week or at the end of the semester.
12. Students are committed to returning to their residence on the dates specified by the instructions issued by the Dean. It is allowed, in special circumstances, and with the Dean's approval, for students to be late for these dates for reasons related to study or academic activities, or for emergency reasons.
13. Students must cooperate with the security personnel in the residence and present their academic card or residence card upon request.
14. The students' stay in the residence ends within a maximum of two days for resident students, while for non-resident students it ends immediately

after they finish the exams. In the event that the student is late in leaving the residence on the specified date, an amount of (AED 30) will be collected from him for every other day he spends. at home.

15. Students may not spend the night outside the residence except with prior approval from the residence administration, and they must present themselves personally to the supervisor to prove their overnight attendance on the following dates:–
  - A. Twelve o'clock in the evening for the student.
  - B. Nine o'clock in the evening for the student who is authorized to go out in a taxi.
  - C. Eleven o'clock in the evening if going out with a parent or sibling.
  
16. Whoever brings the student to and from the residence must be a mahram and present himself to the security office in the residence to prove his identity and ownership of the car.

### **Article (7)**

Students are prohibited from carrying out any action that leads to a violation of the identity of the residence, tools, or public property. Otherwise, the disciplinary penalties stipulated in the residence regulations will be imposed on the perpetrator, and students residing in the residence must observe the following:–

1. Maintaining the cleanliness and order of the rooms.
2. Avoid tampering with residence property and equipment.
3. Avoid hanging pictures, drawings, or slogans on walls, doors, and glass, for whatever reason, without prior permission from the supervisor or management.
4. Hand over the disposed furniture to the supervisor to take the necessary action regarding it.
5. Adherence to controls on proper use of water and electricity. Wear modest clothing when moving around public facilities such as reception halls, administration, and the restaurant.
6. Be calm and do not disturb others.
7. Avoid bringing private cars into the residence.
8. Avoid taking children to housing.
9. Avoid bringing animals into the residence.
10. Adherence to the academy's law and regulations and to all rules issued by the deanship.

## **Prohibitions**

### **Article (8)**

Students are prohibited from carrying out any action or behavior that conflicts with university traditions or values. In particular, students are prohibited from the following:–

1. Carrying or storing weapons of all kinds, or using alcohol or drugs, or smoking inside the residence.

2. Use incense burners and candles inside rooms or any accommodation facility.
3. Using fireworks or gas devices and anything that causes a fire in the residence.
4. Bringing in unauthorized electrical tools except after coordination with the supervisor.
5. Keeping any immoral tools, materials, books, magazines, or pictures that violate university laws and customs.
6. Possession or use of video devices and other various display devices inside the rooms.
7. The student accompanies her colleague when she goes to the hospital, except with prior permission from the supervisor.
8. Accompanying a visitor, graduate, or student from outside the academy to the residence or to her room.
9. Issuing any bulletins or statements without prior approval from the Dean or his authorized representative.
10. Disrupting authorized activity programs inside the residence.
11. Misuse of photographic equipment).
12. The student leaves the academic campus without written approval from the guardian, and does not obtain any permission to leave from the supervisor in accordance with the permit system in force in residential housing.
13. Carrying out any act or behavior that deviates from the requirements of good morals and proper behavior that must be followed.
14. Smoking of all kinds, forms and means inside residential buildings.

15. Upon discovery of any misuse of the phone camera or in any case of immorality, the student will be dismissed from the academy.
16. Using academy computers in private chat programs or any other abuse.

### **Accountability of Students Residing in Housing**

#### **Violations**

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

Without prejudice to the regulations governing student behavior, students are subject to the disciplinary system set forth in the following articles regarding any violations they commit within the residence hall.

1. Any violation of applicable university laws, regulations, instructions, and traditions, or performing any action prohibited by virtue of these instructions or other systems or instructions issued in implementation thereof, is considered a disciplinary violation.
2. In cases where a student is accused of committing a disciplinary violation, the residence supervisor shall prove the incident and submit it to the residence official/Chancellor for initial investigation, and submit it to the Dean of Student Affairs within 24 hours from the date of the violation to take what he deems appropriate.

#### **Penalties**

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

The penalties imposed on students in housing are:–

1. Verbal or written warning.
2. Three forms of warning: first, double, and final.
3. Deprivation of housing for a semester.
4. Deprivation of housing for an academic year
5. Permanent dismissal from housing.
6. Cancel the student's registration for one or more semesters.
7. Permanently canceling his registration from the academy.

### **Investigation and imposition of punishment**

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

1. The investigation with the students shall be carried out by someone designated by the Student Affairs Administration for this purpose. The person who initiates the investigation with the student may not be a member of the conduct control committee.
2. The decision to refer the student to the Behavior Control Committee shall be issued by the Chancellor based on a proposal from the Student Affairs Department.
3. The following shall be responsible for imposing the penalties mentioned in Article (10) hereof:
  - A. The Student Affairs Administration has the authority to impose the penalties stipulated in paragraphs (1, 2).

- B. Chancellor: He has the authority to approve the report containing the penalties stipulated in Article (10).
  - C. The Conduct Control Committee has the right to recommend penalties.
4. The penalties stipulated in clauses (3) to (7) shall not be imposed except after interrogating the student in writing, hearing his statements, recording them, and investigating his defense of what is accused of him. If the student does not appear for investigation on the date specified for his investigation and notified in writing, or fails If he fails to appear without a compelling excuse accepted by the investigation committee, his right to have his statements heard is forfeited, and his violation will be considered in absentia.
  5. Decisions issued imposing disciplinary penalties are announced on the academy's housing bulletin board.
  6. The decisions recommended by the Conduct Control Committee are considered final after being ratified by the Chancellor, unless they are appealed within two weeks from the date of written notification of the penalty to the student, his guardian, or the donor agency. Decisions in this regard are final, and may not be appealed to any other party.
  7. The decisions issued imposing penalties are kept in the student's file in the Housing Department and the Registration Department, and the

Director of the Registration Department informs the student's guardian in writing, and also notifies the concerned college dean.

### **Validity & Publication**

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

This decision will be effective from the date of its issuance, and the concerned authorities must implement it, each within its specialty.

**Issued by us on**

**February 14, 2024**

**Sultan bin Muhammad Al-Qasimi**

**Ruler of the Emirate of Sharjah**

**Sharjah Maritime Academy's President**