



THE AMERICAN UNIVERSITY OF
KURDISTAN



FEMALE RESIDENCE FACILITY



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WELCOME TO AUK RESIDENCE FACILITY!

We are excited to have you join our community. Living on campus offers you convenience, support, and numerous opportunities for personal and academic growth. You will be close to your classes, have access to various facilities, and be part of a supportive environment where you can make lifelong friends.

This Handbook is designed to help you navigate your new home and make the most of your experience on the campus of AUK. Please read through it and familiarize yourself with the resources and guidelines available.

Why Join the AUK Residence Facility?

Here, we aim to create an active and supportive living environment for our female students. By choosing to live on campus, you will enjoy a range of benefits designed to enhance the university experience.

What Do We Offer:

- **Convenient Location:** Stay close to your classes, the library, and campus facilities.
- **Community Living:** Make new friends and build lasting connections with fellow students.
- **Skills Development:** Learn new skills and take on responsibilities that will prepare you for future challenges.
- **Safety and Security:** Feel secure with 24/7 security in a safe living environment.
- **Comfortable Facilities and Services:** Enjoy furnished rooms, common areas, and study spaces with 24/7 electricity and internet.
- **Events and Activities:** Participate in social events, workshops, and sports activities.
- **Inclusive Environment:** Experience a diverse and inclusive community where everyone is welcome.
- **Lifelong Learning Opportunities:** Engage in continuous learning and personal development.

Living on Campus

AUK has one Residence Facility on campus, exclusively for women, able to accommodate about 200 students. Every month, we organize activities to help you feel at home and meet new friends. These events are a chance to have fun, relieve stress, and make great memories. Such events are an important part of the residential experience, helping to build a strong community where everyone feels welcome.

Residence Facility Staff

The staff ensures your comfort and safety. Security personnel are stationed at Reception and outside. Staff provide support and assistance during both day and night. There are Residence Assistants assigned to each floor.

During the weekdays (Sunday to Thursday), the Residence Facility is staffed with two shifts covering 12 hours each day.

- Morning Shift: Ms. Nishtiman Asem, 8:30 - 17:00
- Night Shift: Ms. Hala Abdulhameed, 19:30 – 23:30

Student Learning Outcomes

At AUK, learning occurs in the classroom and outside of the classroom. The Residence Facility is no exception. Living in the Residence prepares you for academic, professional, and personal success; lessons learned for academic achievement and personal growth beyond your university years.

- **Life Skills Development:** Through daily interactions and responsibilities, you will develop skills like time management, organization, and problem-solving.
- **Social Skills:** Living in a community setting allows you to develop strong communication, collaboration, and conflict resolution skills.
- **Cultural Awareness and Diversity:** Engaging with residents from diverse backgrounds fosters a deeper understanding and appreciation of different cultures, perspectives, and experiences.
- **Independence and Responsibility:** Managing your own space, schedule, and daily tasks promotes independence and accountability.
- **Adaptability:** Navigating the challenges and dynamics of campus life fosters resilience, flexibility, and adaptability.
- **Networking and Relationship Building:** Making connections and forming friendships provide opportunities for networking, support, and lifelong relationships.
- **Conflict Resolution:** Learning to handle and resolve conflicts with roommates or neighbors improves mediation and negotiation skills.
- **Financial Management:** Managing personal finances, budgeting for meals, and daily expenses teaches financial responsibility.

REGISTERING AT THE FEMALE RESIDENCE FACILITY (FRF)

Registration Process

The first point of contact for every matriculated student registering to reside at the FRF is with the Residence Facility (RF) staff. The below procedure will be followed for every academic semester.

1. For Self-Paying Students

- a. The applicant visits the Office of Finance to complete the payment.
- b. The student chooses between single or double rooms. Only if three self-paying students would like to share a triple, then the three-person shared option will be available.
- c. Any decision regarding payments should be coordinated with the Office of Finance.
- d. The Office of Finance will share the student's name(s) with the RF Staff to start the registration process at the FRF.
- e. RF Staff will ensure that the IT team provides the student's ID card to access the RF. The activation period for bachelor's students only covers one academic semester; for CAPA and professional students, the duration of the activation period will be limited to the duration of study as approved by Finance. The ID activation will be completed only on the registration day to prevent unauthorized access to the RF.
- f. Students who have missed the payment deadline:
 - i. Students who miss the payment deadline will receive a follow-up email from the Office of Finance with a new payment deadline keeping RF staff informed of the case.
 - ii. These students' ID cards will not be activated until the payment is made.
 - iii. In rare cases, the ID card may be activated temporarily for a specific period, as agreed upon between the student and Finance, to allow time for payment processing.
 - iv. The student will receive two payment reminders. After the third reminder, the student must vacate the RF; the student will vacate the room and check-out within 24 hours of the notice. The student will need to cover the accumulated expenses for the unpaid duration of the stay in coordination with Finance.

2. For Applicable Scholarship Students

- a. The Office of Finance will share the student's name with the RF Staff to start the registration process at the FRF.
- b. RF Staff will ensure that the IT team provides the student's ID card to access the RF. The activation period for bachelor's students only covers one academic semester; for CAPA and professional students, the duration of the activation period will be limited to the duration of study as approved by Finance. The ID activation will be completed only on the registration day to prevent unauthorized access to the RF.

3. For Applicable Financial Aid Recipients

- a. The student must submit the Financial Aid application by the deadline prior to the start of the academic semester for which aid is requested. The students submit FA applications to the VPAF by the deadline. The exact deadline will be communicated to students via email by the VPAF representative.
- b. The Financial Aid Committee must approve the application.
- c. Those students whose applications are rejected can stay at the RF as self-paying students.
- d. Once the RF Staff receives confirmation of the award of Financial Aid to cover the student's residence costs, RF Staff will coordinate with the IT requesting activation of the student's ID card to access the FRF. The activation period for bachelor's students only covers one academic semester; for CAPA and professional students, the duration of the activation period will be limited to the duration of study as approved by the Administration. The ID activation will be completed only on the registration day to prevent unauthorized access to the RF.

ROOM TYPES



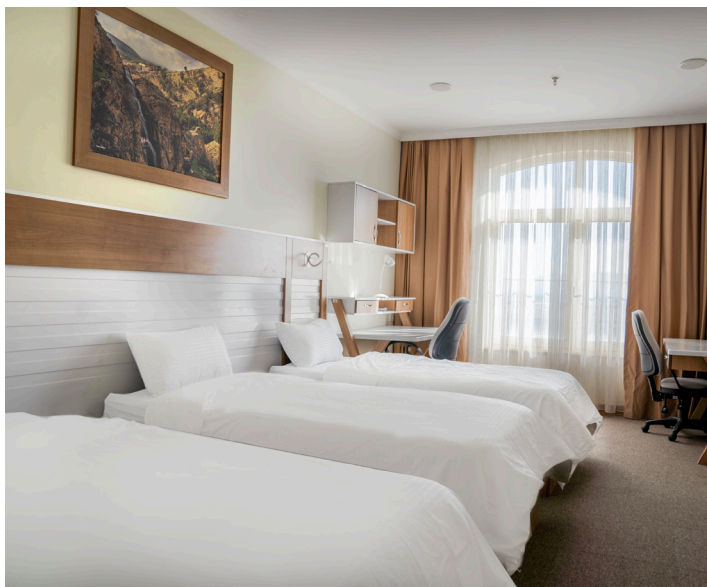
SINGLE BEDROOM

The Single Room is designed for students who prefer a private living space. It offers a private restroom, comfortable bed with a mattress, a spacious closet, a study table, a fridge, and a smart TV. This room type provides a quiet and personal environment, ideal for focused studying and relaxation; rooms accessible for students with disabilities are available.



DOUBLE BEDROOM

The Double Room is perfect for students who enjoy a shared living experience. It features two comfortable beds with mattresses, restroom, big closet space for both students, two study tables, a fridge, and a smart TV. This room type fosters a sense of community and collaboration, making it easy to form friendships and support each other academically. Ideal for those looking to balance privacy with social interaction.



TRIPLE BEDROOM

The Triple Room is an option designed for three students, making it a cost effective choice. It includes three comfortable beds with mattresses, closet space, two study tables, a fridge, and a smart TV. This room type encourages a strong sense of community and teamwork, providing an excellent environment for social interaction and mutual support. Ideal for students who enjoy a lively, collaborative living space and are looking to manage expenses efficiently.

The Residence Facility offers 10 rooms designed for students with disabilities, ensuring comfort and catering to their needs. If you have any special circumstances or physical limitations which affect your daily living routine, you should contact the Office of Student Affairs.

Room Assignments

Room assignments are made by the Residence Facility Staff. Upon registration, students will be assigned to their requested room type, though specific room assignments cannot be guaranteed. The Staff will try to accommodate student preferences. However, all assignments depend on availability and the date applications and fees are received by the Office of Finance.

Roommate requests must be mutual and submitted by the time rooms are assigned, though there is no guarantee of placement with a specific individual. Students who do not request a specific roommate will be matched by the Staff. The Staff will not discriminate in assigning rooms or roommates based on race, color, religion, disability, national origin, ancestry, family status, political affiliation, or age.

Roommates

When new residents first arrive, one of their initial encounters is with their assigned roommate. Roommates share a unique bond. They may not always agree or want to spend every moment together, but they share space and therefore, should find ways of mutual understanding. Learning to live with and appreciate a roommate can be both a rewarding and challenging aspect of the campus experience. Even in less than ideal situations, clear communication is key. Communicate openly, even during disagreements; this will foster understanding and acceptance – lifelong skills.

Living with a roommate:

- Set expectations right away. The Staff can help you write a roommate agreement if desired.
- Talk about ideas, feelings, likes, and dislikes as well as just “things”.
- Be willing to compromise; each resident needs to know what she is willing to compromise, what is important, and what is not negotiable.
- Give your roommate the respect, consideration and understanding they expect.
- Roommates should only discuss problems with each other (or the Staff).

Regardless of their familiarity with each other, each resident is now living in a new situation. Roommates need to contribute toward providing a comfortable and safe place to study and sleep -a private space. Roommates need to support each other in achieving a healthy and happy space.

Questions for New Roommates to Ask Each Other

- How do you feel about guests dropping by? How often? How late? Weekend visitors?
- What time do you go to sleep? What time do you wake up? Are you a heavy or light sleeper?
- How much do you study? When? How quiet does the room have to be to be able to study?
- What is your preferred temperature of the room?
- What kind of music do you like? How loud?
- How clean and neat do you expect the room to be? How are the cleaning duties shared?
- Which items can be borrowed/touched? Which not?
- How will the living space be set up and arranged?
- What is your preferred lighting?

Tips for New Roommates

- Discuss “Questions to Ask Each Other” as soon as possible. Be realistic. Roommates are not expected to become each other’s best friend and constant companion.
- Continuous close contact can strain even the best of friendships.
- Keep the lines of communication open; avoid being judgmental.
- Discuss potential areas of conflict before they rise to a critical level. Be open to compromise.
- If one roommate does something the other roommate does not like, talk about it right away.
- Once you start living together, you may need to renegotiate boundaries.
- Be considerate of each other’s privacy and property.
- Roommates should never assume their roommate is just like them. Each resident has unique characteristics.
- Always ask permission.
- Roommates should appreciate one another and never take each other for granted.
- Residents should be honest, assertive, and stand up for themselves.
- If a resident plans to leave the building overnight or longer, inform your roommate – where you’re going, when you’ll be back, emergency contact.



CHECK-IN AND CHECK-OUT PROCEDURE

Check-In

Upon registration and check-in, residents are provided with a Room Condition/Inventory Form, which details the condition of their assigned room, including furniture, fixtures, and appliances. During working hours, Residence Facility Staff will conduct a detailed inspection of the room with the resident. It is crucial to accurately record the condition of all items in the report. This form will be referenced during the checkout process, and any damage or changes not noted during the check-in will be the resident's responsibility.

After completing the check-in process, residents will receive their room key. It is prohibited to duplicate, misuse, lend, or leave University issued keys and key cards unattended in the lock. If a resident loses their key, they can request one replacement for a \$15 fee.

Check-Out

To ensure the security and proper management of the RF, the following procedures must be followed at the end of each academic semester.

1. Students' ID cards will be deactivated on the last day of the academic semester to prevent unauthorized access to the RF; RF Staff will send the deactivation request to IT, authorizing the deactivation.
2. Students must complete the check-out process. Failure to do so will result in the immediate deactivation of the student's ID card and will be recorded as a violation according to the Student Code of Conduct Policy.
3. Students who fail to clear their unpaid balances will face disciplinary actions, including but not limited to not being able to participate in the Commencement Ceremony and not being granted the diploma.
4. RF Staff will conduct a room inspection for damage and cleanliness. Any reported damage identified during the check-out process and documented through the RF Damage Report Form will be the responsibility of the student.
 - a. In case of cleanliness issues or damage, a CSD representative will assist in evaluating the damage and providing an exact estimate. The student must cover the amount within the timeline suggested by the Office of Finance. For self-paying students, costs will be deducted from their deposit. Scholarship Students and Financial Aid Recipients must pay the costs out-of-pocket at the time of check-out.
 - b. Any other identified issues must be resolved at the time of check-out.
 - c. Residents must return their room key at checkout and sign the checkout form.

To ensure a smooth checkout process:

Schedule Check-out Appointment: Make an appointment with the RF Staff at least 48 hours in advance during working days. Not following the check-in/check-out procedures will lead to a warning.

Prepare the Room:

- Remove all decorations and personal belongings.
- Empty and clean closets, cabinets, drawers, refrigerator and counters.
- Take all waste to the designated waste rooms.
- Vacuum the floor and dust all furniture, blinds, and windowsills.
- Clean and empty university provided appliances like refrigerators, kettles, and washing machines.
- Wash university provided sheets, blankets, and pillowcases.

FACILITIES AND SERVICES

The Residence Facility includes the following areas:

- Garden: Campus gardens with benches.
- Parking: Lot for up to 20 cars.
- Social area 1: sofas in groups, billiard tables, TVs and big windows.
- Social area 2: chairs and tables, sofas for gathering, TV and big windows.
- Study areas: Space with chairs, tables and PCs.
- Art Corner: Space for painting, drawing, and crafts.
- Gym: Fitness center with exercise equipment.
- Terrace/ Balconies: Outdoor space for relaxation and socializing.

Services:

- 24/7 Internet
- Maintenance for rooms and common areas.
- Cleaning common areas
- Air conditioning
- Laundry room
- Social events
- Cisco extension

Housekeeping

The AUK cleaning staff cleans the RF daily Sunday through Thursday. The cleaners are responsible for general cleaning in the common areas: social areas, bathrooms, hallways, kitchens (only floor, tables and chairs), and stairwells. It is the responsibility of each resident to keep their room in an acceptable state of cleanliness. All residents are expected to assume and share responsibility for keeping common areas of the residential facilities (i.e., social areas, kitchen areas, laundry rooms, etc.) clean, neat, and orderly. The University reserves the right to check rooms regularly to determine if there are any unsanitary or unsafe conditions. If such conditions exist, residents will be expected to correct the condition immediately.

Although the residential areas are treated regularly for pests by professional exterminators, cleanliness is the best form of pest control. Empty cans, bottles, and other trash must be discarded promptly and properly.

Kitchens

In the RF, shared kitchens are available for resident convenience. The kitchen includes a stove, microwave, refrigerator, and kettle. Each resident should bring their own cooking utensils. Both the kitchen, dishes, and utensils must be cleaned after each use to provide a nice space for the next users and to maintain a healthy and safe common area. For convenience purposes, residents are strongly advised to open windows while cooking to prevent smoke detectors from activating a false alarm.



Residents must adhere to the following guidelines:

- Food should not be left unattended and should always be properly covered/stored.
- Trash should be regularly disposed of in the dumpsters provided.
- Residents **MUST** turn off kitchen equipment when not in use for energy conservation and safety.
- Each resident is expected to use one cabinet for their utensils.
- Using dishes or utensils that belong to other residents without permission is strictly prohibited

Common Areas

These are defined as any area available for use by all residents of the RF. This may include social areas, stairwells, hallways, laundries, kitchen areas, terrace, gardens, and elevators.

Social Areas

The RF has two social areas equipped with furniture, TVs, and billiard tables. Residents who damage, destroy, or lose equipment, except for normal wear and tear, will be held responsible for replacement costs and may be subject to disciplinary action.



Gym/Fitness Center

The RF has fitness equipment and machines such as treadmills, elliptical machines, and weight machines. Residents who damage or destroy equipment, except for normal wear and tear, will be held responsible for replacement costs and may be subject to disciplinary action. Residents should keep the machines undamaged and turn them off after use. Residents must always keep the gym's door closed so as not to bother other residents.





Laundry Rooms

Rooms are available on each wing of each floor. Laundry rooms are provided with washing machines and irons, but the residents need to bring their own detergent etc. Any damage that occurs to the machines will cost residents a fee for the repair of the machine. Students should report any issues to the RF Staff by email. Residents are expected to remove their laundry from the machines and drying racks promptly after use to ensure fair access for all.

Elevators

Tampering with or disrupting elevator services is strictly prohibited. Students found responsible for such actions will be held accountable for repair costs and may face disciplinary consequences. In the event of an elevator malfunction, emergency bells are available for use even during electricity outages.

Food Delivery Service

Students can order food outside of curfew hours. They are expected to be responsive and promptly answer their phones when the delivery arrives. If they fail to respond, after ten minutes, the delivery car will be asked to leave. Food delivery is not permitted on AUK premises after curfew hours. Please note that motorcycle deliveries are strictly prohibited from entering the campus under any circumstances.

Furniture

All RF furnishings must remain inside campus residences and in their designated locations. The University does not offer furniture removal or storage services for residents. Any misplaced or improperly located furniture may result in disciplinary action and replacement costs. Furniture in common areas should not be moved to individual rooms. Any damage to university furniture will require restitution for the property's cost and may result in additional fine.



Room Maintenance

Only RF Staff or University authorized contractors are permitted to conduct maintenance in the building. Residents are not allowed to make repairs and will be charged for any damage to university property. Maintenance staff will lock rooms upon leaving, even if they were unlocked when entering.

AUK reserves the right to enter residents' rooms for health, safety, security, and building maintenance purposes. Advance notice will be given when possible. Authorized personnel may enter to:

- Perform emergency maintenance.
- Assess damages after a resident has vacated.
- Conduct an asset management inventory.
- Silence disruptive noise if the room is unoccupied.

Residents are responsible for being prepared when notified of a staff member's entry. The Residence Staff must report any violations of university regulations or contract terms observed during room entry.

Student property may be seized and removed if it:

- Poses an immediate threat.
- Belongs to the University.
- Is an unauthorized item under Prohibitions.

For maintenance emergencies:

During office hours (Sunday through Thursday), contact RF Staff to report the issue. During off days inform the security in the reception.

Emergency maintenance issues include:

- Power outages that affect an entire wing, floor, or building
- Flooding
- Vandalism, which requires securing of an area
- Completely broken windows
- Fire or disaster related alarms

The Office of Student Affairs, along with Campus Services, prioritizes maintenance requests with safety as the primary concern.

Pest Control

Monthly, pest control services are scheduled to spray the building from the outside and inside, excluding students' rooms. Prior to this treatment, the RF Staff will notify students via email, specifying the departure and return times. Students must strictly adhere to these instructions to avoid disciplinary action. For individuals sensitive to scents or those with breathing difficulties, wearing a mask on the day of treatment is advised.

TECHNOLOGY AND COMMUNICATION

Email

Email is the principal form of official communication between the University and the students. RF Staff will send email communications to all students, and expects emails to be read in a timely manner.

Telephones

On campus, extensions can be reached throughout the RF simply by dialing the number of the room or office of the Staff.

Student Identification

For safety and security, students must carry and use a valid AUK student ID to enter the RF. ID cards are nontransferable and should not be shared with others. Immediately report any loss or theft to the Staff. Students must swipe their own ID card, even if the door has been opened by someone else. Present your ID card to security at the reception every time you enter or upon request by university officials.



Resident Meetings

Resident meetings are held once or twice a month to share important campus updates, gather feedback, and address resident concerns. These meetings are led by the Resident Assistants (RAs), under the guidance of the RF Staff. Each meeting follows a structured agenda to ensure clear communication and effective discussion. Any recommendations or concerns raised during the meetings will be documented and submitted to the Director of the Office of Student Affairs. Attendance is highly recommended to make sure that the students do not miss any important updates on the student life.

Safety and Security

AUK prioritizes the safety of its students to ensure a secure environment. AUK Security provides 24/7 surveillance of the campus. Inside the RF, Security is entrusted with the responsibility to inspect residents' belongings, verify student IDs, and request their name and room number.

Prohibited

Items To ensure the safety and wellbeing of all residents, the following items are strictly prohibited:

- Pets
- Flammable materials (e.g. fireworks, candles, gasoline, or any item that requires or creates a flame)
- Alcohol
- Controlled substances
- Weapons of any kind
- Hazardous chemicals
- Illegal drugs
- Appliances with exposed heating elements
- Explosive devices
- Tobacco products

Compliance with these regulations is mandatory. Violations may result in disciplinary action and potential legal consequences.

Security Cameras

Security cameras have been placed in most of the RF's communal areas to assist in policy enforcement and to monitor the living environment for all residents. Any violation recorded on the cameras will be considered for administrative action or legal action through OSA and Security.

Access the Building/Room

All residents are provided with a key to their room after registration and checking-in. Residents must use their AUK student identification card to access the RF. Residents must swipe their student ID card at the card reader each time they enter or exit to record their entry into the building.

Missing Persons Notification

For the safety and wellbeing of residents, AUK has implemented a Missing Persons Notification Procedure. This procedure is applicable to all residents. Students must designate an emergency contact. If a student is missing for more than 24 hours, the University will notify the designated contact and take further actions in coordination with the AUK President.

To assist, students should:

- Keep emergency contact info updated each semester.
- Inform friends and family of contact changes.
- Ensure roommates and friends know how to reach emergency contacts.
- Regularly check in with family and friends.

Health and Wellness

If a resident falls ill, they should promptly inform the Staff or Security at reception after 11:30 PM. An ambulance will be dispatched to provide care and hospital transportation. Ambulance arrival times may range from 15 to 60 minutes. In case of hospitalization, the residents are responsible for arranging their transportation back to the RF.

Residents feeling unwell are strongly encouraged to return home, where they can receive necessary support and care. It's important to note that neither roommates nor Staff can assume responsibility for a resident's medical needs. Residents must email a doctor's prescription for medication approval before bringing it into the building.



FINANCIAL PROCEDURES

Payments

Payments are due as follows:

- Pay the total amount due for each semester. The fall and spring semester payments are due by the tuition deadline before classes begin.
- You may pay in installments. The cashier will provide dates when payments are due.

Methods of Payment:

- Cash
- Financial Aid: Unpaid housing charges will be automatically deducted from your financial aid each semester when your aid is released.

Deposit:

Upon registering at the RF, students are required to submit a room deposit. This deposit will be refunded upon withdrawal or graduation, but deductions may be made for damaged or lost items. Failure to check out properly will result in forfeiture of the deposit.

Cancellation/Withdrawal:

Residents can cancel or withdraw their RF application by informing the Staff. Following approval, a room inspection will be conducted to assess any damaged or lost room items or furniture. After the inspection, students should submit their keys and visit the Finance Office to receive their room deposit refund.

RULES AND REGULATIONS

Students in the RF must adhere to the Student Code of Conduct Policy. This ensures a safe, respectful, and positive living environment for all residents.

The regulations below are specific to the RF, complementing the Student Code of Conduct Policy.

Guest/Overnight Stay

The AUK RF provides housing exclusively for AUK student residents. A guest/visitor is defined as anyone not assigned to the RF.

Students are allowed to have guests during the RF visiting hours, which are from 8:00 am to 9:00 pm. One guest can visit a maximum of three times a month for not more than three hours per visit. The RF is not open beyond these hours. Residents must sign in their guests following security procedures at the reception and escort them within the facility at all times. Residents are responsible for the guests' behavior and must ensure compliance with all AUK Policies, including the Student Code of Conduct. Residents must obtain permission from their roommate before bringing a guest to their room. If permission is not granted, the guest may only access the social areas on the ground floor. Persons who have been evicted or excluded from the RF are not permitted to return as guests.

Curfew

The curfew for residents is set at 11:00 pm. Students must not exit the RF after 11:00 pm. For daytime departures, students must return by curfew. If the student is planning not to return by curfew, they should sign out at the reception or send an email if departing at least 2 hours before the curfew. In cases of late returns, students must seek approval by emailing the RF Staff at least 3 hours before curfew and providing proof of the delay. Access to the building will be granted only after approval; only valid reasons will be considered.

Noise

Noise disturbances are serious and can disrupt the academic environment and the living experience. Students should respect their neighbors and keep noise levels low, especially during quiet hours: 11:00 pm to 8:00 am (Sunday to Thursday) and 12:00 am to 10:00 am (Friday to Saturday). Excessive noise, such as loud music or yelling, is always prohibited. Use of music, stereos, and televisions should not disturb others, and students are encouraged to use headphones and keep doors closed. If noise can be heard in another room, it must be lowered. Unreasonable noise, including loud conversations in common areas, will be addressed by Staff. Report any violations to the Staff.

Privacy

Residents are expected to respect the reasonable privacy of others. Audio or video recording without the knowledge and consent of all participants is prohibited, particularly in sensitive areas such as restrooms. Any use of cameras, cellphones, and video equipment in the RF, which could be considered sensitive in nature is also prohibited.

Cleanliness of Rooms

All residents are expected to maintain high standards of cleanliness in their rooms. This includes properly storing or disposing of open food containers to prevent pests. Residents are responsible for keeping their rooms neat and clean. Residents must meet the following minimum standards:

- Keep all appliances reasonably clean.
- Maintain reasonably clean floors and walls.
- Properly store food and ensure overall cleanliness and sanitation.
- Regularly empty trash in the waste room to uphold health and safety standards.

Liability

The University is not responsible for loss in the RF due to theft, fire, floods, interruption of utilities, or other causes. The University is not responsible for personal property that is lost, stolen, or damaged in or on RF premises. This includes student rooms, storage rooms, parking lots, and all other areas during the semester and during semester breaks.

Vacating and Relocation

Students are required to vacate their rooms as instructed by the university administration. Any necessary repairs or improvements to RF rooms may require relocation to another floor or facility. All students must comply with relocation requests promptly.

Emergency Exit Only Doors

Doors marked as "Emergency Exit Only" shall not be used to enter or leave the building except during an emergency. All doors other than the primary lobby entrances are designated as emergency exits only. Persons who are caught using these doors inappropriately are subject to disciplinary actions.

Restricted Access

Entrance to any private room or normally locked building/common area without following security procedures or obtaining appropriate permission from RF Staff, is prohibited and may result in serious disciplinary actions. This includes roof access doors, IT room, Electrical room, fire escapes, construction areas, and any other area or space that RF Staff deems restricted. Entrance to or exit from the RF through a window or emergency exit door

Fire Safety and Fire Drills

In the event of a fire alarm, all building occupants, including residents and guests, must immediately evacuate using the nearest exit, including emergency exits. Upon reaching the outside designated evacuation area, residents must check in with Staff to confirm their presence and safety. Failure to comply with evacuation procedures will lead to disciplinary action.

Setting false fire alarms, unauthorized use of fire safety equipment, and any actions that compromise safety, such as burning substances or lighting candles, are strictly prohibited. Violations of fire safety regulations will result in disciplinary consequences.

Evacuation Sites

Residence Facility entrance and reception areas.

Flammable Items

Using, possessing, or storing fireworks, firecrackers, or any explosives is not allowed in the RF or on campus. Flammable items like incense, candles, gasoline, and similar materials are also banned. These items will be confiscated, and residents may face disciplinary action.

Suicidal Attempts

In situations involving attempted or suspected suicide, or other health threatening circumstances that require immediate intervention for the resident's safety and security, Staff is authorized to enter a student's room without prior notice. This procedure is in place to ensure immediate action and prioritize the wellbeing of the resident. Residents who attempt suicide will be immediately referred to the Hospital Emergency Room. The resident's guardians will be informed of the suicide attempt. The resident must have a written document from a mental health professional stating that they are stable and no longer a threat to themselves or others before returning to campus. Note that this procedure is in place to prioritize the safety and support of all residents. We encourage open communication and urge residents to reach out to Staff when someone they know is in distress or in need of mental health support.

Emergencies

For medical emergencies, fires, and other emergency situations, students should call or contact the RF Staff or/and inform Security at reception. Emergency evacuation routes for all areas are shown to residents by Staff. In the event of an emergency, students should follow evacuation routes and procedures.

Using, possessing, or storing fireworks, firecrackers, or any explosives is not allowed in the RF or on campus. Flammable items like incense, candles, gasoline, and similar materials are also banned. These items will be confiscated, and residents may face disciplinary action.

Facility and Regulations

- Misuse or tampering with fire safety equipment (e.g. smoke detectors, fire extinguishers, sprinklers, door closures, safety lights, exit signs) is prohibited.
- Tampering with windows, security screens, window stops, or doors (including locks, hinges, and closures) is prohibited.
- Interfering with elevators or related machinery, including removing button plates, forcing doors, or unnecessarily triggering alarms, is prohibited.
- Unauthorized adjustments to the AC system beyond individual rooms are prohibited. Only authorized maintenance personnel may handle central AC or common area units.
- University provided furniture, including mattresses, must remain in the room and on their original frames. Furniture stacking or improper assembly is prohibited.
- Moving furniture from its designated place is not allowed.
- Damaging or defacing university property, such as breaking windows, drawing on walls, or improper trash disposal, is prohibited.
- Drilling nails into walls or doors is prohibited.
- Maintenance requests should be directed to Residence Facility staff at Residencehall@auk.edu.krd. Only Campus Services personnel are authorized to perform repairs. Residents must not attempt repairs themselves.
- Unmarked or unclaimed items left in the kitchen will be disposed of after 24 hours. Residents will be notified, and items will be stored for 72 hours (about 3 days) before being discarded.
- Laundry rooms are equipped with washing and ironing machines. Any damage caused will result in a repair fee for the resident responsible.
- Residents must keep laundry machines undamaged and turn them off after use.
- The gym door must always be closed to avoid disturbing other residents. Residents must use the designated parking areas. Parking operates on a first-come, first-served basis and is shared among residents and staff.
- Pick-up areas in the RF parking lot have a 10-minute waiting limit; beyond this wait time, they will be asked to leave.
- Accessing restricted areas (e.g., rooftops, ledges, construction zones) is prohibited and may lead to disciplinary actions.
- Entering or exiting a building through a window or emergency exit during non-emergency situations is prohibited and may result in serious disciplinary actions.
- Residents are responsible for the safety of their personal belongings, if left in communal areas.

VIOLATIONS

- Resisting or interfering with university staff directives, such as not opening doors or failing to produce an ID, is prohibited.
- Failure to respond to reasonable requests for meetings or information from university staff acting within their duties is prohibited.
- Common area damages will prompt a community alert. If no one claims responsibility within a week, a damage charge of at least \$10 per person will be assessed to all residents on the floor. Damage to high traffic areas (elevators, stairwells, TV lounges) and surrounding property (gazebos, picnic tables, etc.) will be charged to all residents.
- Residents are financially liable for:
 - Building damage, including fire damage.
 - Missing or damaged furniture, keys, and other property.
 - Labor costs incurred due to resident actions.
- If responsibility for damage or loss in a shared room cannot be determined, the cost will be equally divided between the room's occupants. RF Staff reserves the right to assess common area damage among residents of a house, floor, or facility.
- AUK and its affiliates are not liable for residents' personal property loss due to theft, water damage, vandalism, or other perils, except where negligence by a specific university employee is involved.
- Residents agree to indemnify AUK and its staff for damages resulting from modifications to their rooms or furnishings. This includes financial responsibility for injury or damage caused by equipment, or items constructed or used improperly, and for any claims arising from such actions.

Reporting the Violation

- Complaints against residents by other residents, staff, or faculty must be submitted with credible evidence electronically to the Director of Student Affairs; an impartial committee will assess complaints and make a disciplinary decision within 10 working days.
- Complaints against RF Staff by staff, students, or residents must be submitted with credible evidence electronically to the Director of Student Affairs; an impartial committee will assess complaints and make a disciplinary decision within 10 working days.
- If a student receives a verbal or written warning, it will be inserted in their university file. Receiving more than three written warnings will result in a one-semester suspension from the RF.

The Residence Facility Handbook complements the Student Handbook

<https://auk.edu.krd/wp-content/uploads/2024/10/Student-Handbook-Fall-2024.pdf>



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