



عضو في مؤسسة قطر  
Member of Qatar Foundation

HOUSING AND RESIDENCE LIFE

# COMMUNITY LIVING STANDARDS

2016 – 2017

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# Introduction

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This document serves as a resource to students to facilitate the understanding of their rights and responsibilities as well as the standards of the community within the Hamad bin Khalifa University (HBKU) Student Housing Complex. Specifically, this document provides detailed information in the following areas:

1. Specific student rights and responsibilities within the community;
2. Policies students are expected to abide by;
3. The conduct process for instances where policies are violated.

## PURPOSE

The *Community Living Standards* is established to complement the academic mission of Hamad bin Khalifa University (HBKU) and to foster the development of its students as well as students of Qatar campuses in a safe, secure, and respectful learning environment in alignment with local values and laws of the State of Qatar. As with all large residential communities, there are behavioral expectations that come with the privilege of living in the HBKU Student Housing Complex. Individuals who violate HBKU Housing and Residence Life (HRL) *Community Living Standards* and/or State of Qatar laws will be held accountable for their actions and may also be subject to Qatari laws. The regulations and policies contained in this document should not be regarded as a comprehensive code of desirable conduct; rather they describe the minimum standards necessary to reconcile the principles of maximum freedom and basic order essential in achieving the purposes and goals of HBKU. In striving to provide an environment for all residents to study, sleep, interact, grow and develop with integrity, it is expected that students be familiar with and abide by the *Community Living Standards* (CLS). In the event the policies and procedures outlined in this document contradict with the HBKU Code of Honor, the Code of Honor takes precedence.

## STUDENT RIGHTS AND RESPONSIBILITIES

By forming a code of ethics, rules and regulations, HBKU Housing and Residence Life does not absolve each student from accepting responsibility for his or her own behavior. Indeed, HBKU Housing and Residence Life reaffirms the principle of student freedom coupled with an acceptance of full responsibility for individual actions and the consequences of such actions. Below are student rights and responsibilities in the residential community.

### ***Student Rights***

One of the primary goals of HBKU is to provide each student with the opportunity to learn. Therefore, some personal freedoms and rights of students include, but are not limited to:

1. Freedom of inquiry and speech;
2. Freedom from threats and harassment;
3. Freedom from acts of violence;
4. Freedom from interference from others in an unreasonable or unauthorized manner;
5. Freedom from theft and willful destruction of personal property;
6. Right to study and to learn in an academic environment;
7. Right to procedural due process throughout any HBKU HRL disciplinary action;
8. Right to petition for redress of grievances, in non-academic matters;
9. Right to be treated with dignity and respect;
10. Right to be respected among peers regardless of age, gender, race, creed, religion, color or other social identity.

### ***Student Responsibilities***

Along with these rights, come responsibilities. In order to ensure a safe and clean educational environment where students can thrive academically and have their rights respected, students

must also take ownership and responsibility for their community. Each student has the responsibility to:

1. Respect the rights and property of others;
2. Secure their personal belongings;
3. Be fully acquainted and comply with the published and posted rules and regulations of Qatar Foundation (QF) and its affiliated institutions;
4. Practice rights in adherence to commonly acceptable practices and respect of Qatari culture, values, and traditions, and comply with all laws of the State of Qatar;
5. Live sustainably in compliance with LEED Building Certification requirements;
6. Recognize that student actions reflect upon the individuals involved as well as upon the entire Education City community.

### **JURISDICTION AND SCOPE**

Housing and Residence Life will hold students accountable for any violations of these *Community Living Standards* that occur in HBKU Student Housing Complex or during any Housing and Residence Life sponsored events. Housing and Residence Life will maintain communication with HBKU Colleges and each of the Qatar campuses and/or QF Health, Safety, Security & Environment (HSSE) Directorate in judicial matters and may hold students accountable for their actions outside of HRL facilities and events. These *Community Living Standards* apply to residential students, their families, visitors and guests. HBKU Housing and Residence life has designated a building for married students and students with families inside the student housing complex. Please refer to Appendix E for specific clauses applicable to married and family housing.

HBKU students living outside the Student Housing Complex in QF operated venues will be governed by the HBKU Code of Conduct and the guidelines of the facilities they are living in.

### **AMENDMENTS**

HBKU Housing and Residence Life administrative staff reserve the right to make modifications to policies/procedures for the purpose of safety, security, operation, and to support the learning goals in Education City (e.g. extension of visitation hours during the final examination period, alteration of quiet hours during the examination period, alternations of front desk hours during holidays, etc.). These modifications will be clearly posted in the HBKU Student Housing Complex and communicated to residents in advance of their taking effect.

Suggestions regarding changes to any of these policies can be made through the Residence Hall Association (RHA). This can include changing or modifying any policies within this document. However, working with RHA to suggest changes does not guarantee that changes will be made. Subject to the recommendations of the Housing and Residence Life staff, and with the support of the HBKU Vice President for Student Affairs and the Provost, the HBKU President has final authority to approve any amendments made to this document.

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## Definitions

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*The following are important definitions and acronyms that are found throughout this document which may be helpful in clarifying the information provided.*

<b>Abetting</b>	Abetting is defined as the intentional encouragement of any action which assists or supports another in the achievement of misconduct, or of the intentional creation of the conditions necessary for misconduct to occur
<b>Access Card</b>	The electronic card issued by HSSE in collaboration with HBKU Housing and Residence Life that provides access to designated areas of the Housing Village; all residents and HRL staff members are provided an HRL access card unless their university provides one
<b>Acts of Intolerance</b>	Discriminatory or disrespectful language or actions towards any member of or visitor to the HBKU community
<b>Aiding</b>	Aiding is defined as acting with intentionality to directly assist another in the planning or commission of misconduct
<b>Al Majlis</b>	Al Majlis is the Residential Community Center (RCC); there is a Shamali (north) and Janoubi (south) Majlis building; this is the main entrance to the residential buildings, which houses an Information Desk, Dining Court, Coffee Shop, administrative offices, conference venues, prayer rooms, and various common and public spaces. These spaces are accessible to all students and visitors regardless of gender during posted hours by HRL staff
<b>Common Area</b>	Any space other than individual student rooms or apartments such as, but not limited to hallways, stairwells, elevators, lounges, kitchens, bathrooms, courtyards, and lobby areas
<b>Courtyard</b>	Any outdoor space either internal to the residential buildings or the main courtyard in the center of the village
<b>Courtesy Hours</b>	Courtesy hours are in effect at all times and offer the community the opportunity to reasonably request to alleviate disturbances and noise created by other members of the community in order to prevent disruption of the community living environment and to effectively pursue their academic living needs
<b>Critical Incident</b>	Any situation deemed to warrant immediate attention and possible action towards resolution
<b>Damage</b>	Damage may be classified as either accidental or malicious and includes any occurrence which necessitates surplus and/or unreasonable custodial and/or maintenance services
<b>Accidental Damage</b>	Damage occurring through unintentional, chance happenings
<b>Malicious Damage</b>	Damage occurring through intentional happenings or through disruptive behavior resulting in damage
<b>Fuse Box</b>	A compartment for the safety devices that protect electric circuits from becoming overloaded
<b>GCC</b>	Gulf Cooperation Council
<b>Guest</b>	An individual staying in the HBKU Guest Residence, also known as "The Campus"
<b>Harassment</b>	Repetitive and/or persistent unwanted behavior directed toward a particular individual or individuals

<b>Hazing/Bullying</b>	Any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; and/or which demeans, degrades or disgraces any person regardless of location, intent or consent of participants. Hazing can also be defined as any action or situation that intentionally or unintentionally endangers a student in order for them to gain admission to, or affiliation with, any student organization or student group
<b>HBKU/QF Official</b>	An HBKU/QF official can include, but is not limited to, deans and faculty, Housing and Residence Life staff, Student Affairs staff, Qatar campus staff and security personnel
<b>Host</b>	The resident who signs in a visitor or visitors
<b>Housing Portal</b>	The Housing Portal is the website used by Housing and Residence Life to allow students to submit applications for housing, make maintenance requests, register visitors, among other things; a Housing Portal account is assigned to each current and prospective resident upon confirmation of enrollment at HBKU or Qatar campuses
<b>HSSE</b>	Qatar Foundation Health, Safety, Security & Environment Directorate; this unit is responsible for enforcing the rules and policies of Qatar Foundation and broadly ensuring the safety and security of the Education City community
<b>Law Enforcement Officers</b>	Officials of the Qatari government whose purpose is to enforce the laws and policies of this country; law enforcement officers can also include security personnel
<b>LEED Building Certification</b>	This is certification granted to buildings that comply with various sustainability standards both in the construction and post-occupancy phases of the facilities. These standards help define broad sustainable principles that we expect students to abide by. HRL ultimately supports the broader mission of QF, HBKU, and Education City by implementing sustainable practices within the department
<b>Obscene or Offensive Material</b>	Obscene or offensive materials are those that are outside the accepted standards of decency or modesty and are found to be unpleasant, disagreeable or repugnant to the sense as observed by the viewer; if you are uncertain, a Residence Hall Coordinator is available to you for consultation regarding what constitutes “obscene and offensive materials”
<b>Public Space</b>	Any part of the Hamad bin Khalifa University campus, which includes, but is not limited to, classrooms, meeting rooms, hallways, common areas, dining halls and outdoor areas
<b>Public View</b>	Areas that may be in view of any person other than one’s self; which may be viewed by any person who is not the owner of the items or materials being displayed
<b>RHA</b>	The Residence Hall Association is one of the leadership opportunities available to residents giving them the opportunity to work within their communities alongside Housing and Residence Life staff to improve the quality of the residential experience through the development and improvement of residential policies, procedures, programs and facilities; please contact your Community Development Advisor or Residence Hall Coordinator for more information

<b>Service Provider</b>	Any person, group or agency hired by QF/ HBKU to provide a given service; this includes, but is not limited to, maintenance and cleaning staff
<b>Soliciting/Selling</b>	Solicitation is defined as any activity designed to advertise, promote or sell any product or commercial service or encourages support for or membership in any group, association or organization and includes door-to-door canvassing. Soliciting/selling includes conducting business in a HBKU residence hall such as baby-sitting, alcohol distribution or selling such items as cosmetics, magazines, bagels and candy bars
<b>Student Complex</b>	<b>Housing</b> Consists of Janoubi and Shamali villages encompassing the physical buildings that house residential students, which include the apartments and traditional residence halls, Al Majlis or RCC (Residential Community Center), the parking area adjacent to Al Majlis, the walkway immediately in front of Al Majlis leading to the entrance, and an eight meter perimeter surrounding the external wall around these facilities
<b>Trespassing</b>	Someone is considered to be trespassing if they are in any area of the village buildings/offices for which they do not have authorization to be present
<b>Valid Identification (ID)</b>	Current (not expired) official photo ID issued by HBKU or your Qatar campus/center, passport or Qatar identification card, on which both your name and photo appear
<b>Violence</b>	Any exercise of force against person(s) or property that could result in physical or emotional harm
	<b>Acts of Violence</b> Acts of violence can include but are not limited to: physical assault or abuse, sexual assault or abuse, stalking, verbal or other threats of physical or sexual assault, threats that may include a weapon and damage or destruction of another's property
	<b>Threats of Violence</b> Any verbal or non-verbal communication that has the intent of inflicting harm
	<b>Intimidation</b> Any verbal or non-verbal act towards another person, the purpose of which may be to coerce or humiliate and the result of which could cause the other person to fear for his or her safety or the safety of others
<b>Visitor</b>	An individual who is visiting the HBKU Student Housing Complex. To visit residential areas individuals must be signed in by a host
<b>Weapons</b>	Weapons include, but are not limited to guns, pellet guns, bb guns, high-pressure water guns, paint guns, tazers, bows and arrows, machetes, Ninja stars, nun chucks, grenades, bombs and swords. Weapons can also include items used for other than their intended purpose to cause harm or threaten to cause harm to another person or persons; these can include sentimental or cultural items that can be harmful or dangerous as determined by authorized QF/HBKU staff

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## Housing and Residence Life Staff

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There are staff members within the residence halls who are there to help students make smooth and enjoyable transitions to campus life. These staff members work with the students in the halls to create a living environment that is supportive, educational and fun. All Housing and Residence Life staff members undergo an intensive training program that prepares them to provide the highest level of service and assistance to all residents. Below are descriptions of Housing and Residence Life staff members and some common abbreviations.

1. **Facilities Staff Members** ensure that the building is maintained and that all public areas are kept clean. Maintenance and custodial staff receive maintenance requests via the Housing Portal.
2. The **Facilities Management Coordinator (or equivalent)** oversees planned and urgent maintenance for all of the residence halls. Additionally, this staff member liaises with Facilities Management for cleaning and maintenance staffing, major appliance replacement and assists in regular safety and hygiene inspections of the facilities.
3. **HAs or Housing Assistants** are responsible for the supervision of maintenance workers as they complete maintenance requests in student rooms and the halls. Additionally, HAs work with custodial staff to ensure cleanliness of public spaces in the residential complex.
4. The **Housing Assignments Officer** is primarily responsible for the housing assignments, billing and refund processes.
5. **CDAs or Community Development Advisors** are students who live with the residents and coordinate activities, mediate roommate conflict or floor issues, address behavioral problems, and facilitate educational initiatives and events that enhance the living environment of the residence halls. They are one of the most valuable resources available to residents.
6. **FDMs or Front Desk Managers** are students that oversee the FDA staff through selection, training and supervision. Additionally they are responsible for managing the front desk operation with direction from HRL professional staff.
7. **TCAs or Technology and Communications Assistants** are student employees who work to promote all Housing and Residence Life initiatives through social media. These students provide programming opportunities to students promoting the broader values of the community. Additionally, these students provide administrative technological support as needed.
8. **FDAs or Front Desk Assistants** provide desk coverage at the Housing and Residence Life Information Desk. These students are often the first resources for the residential student population and provide access to visitors, check-out resources and answer questions for students.
9. **RHCs or Residence Hall Coordinators (or equivalent)** are live-in professional staff members who supervise the CDAs and advise Residence Hall Association (RHA). With the help of CDAs, they initiate a variety of educational and social programs and events in the residence halls throughout the year. RHCs serve as the primary judicial officers for the halls.



- 10. The Housing Coordinator and RLS or Residence Life Specialist (or equivalent)** oversee the administrative responsibilities associated with HBKU Housing and Residence Life. These staff members may supervise full-time professional staff to ensure that their residential area is providing appropriate programs and services to residents.
- 11. The ADs or Assistant Directors (or equivalent)** oversee the administrative and educational responsibilities associated with Housing and Residence Life. This staff member supervises full-time professional staff to ensure that the entire residence life and housing operations and programs are providing appropriate education and services to residents.
- 12. The DHRL or Director of Housing and Residence Life (or equivalent)** is responsible for the overall supervision, administration and leadership of HBKU Housing and Residence Life staff at Hamad bin Khalifa University.

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# Policies

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*The policies that govern the HBKU Housing and Residence Life community include, but are not limited to, the ones listed in this section. It is the responsibility of each student to be aware of the policies and expectations the Hamad bin Khalifa University community has for individual actions. Any resident who violates a policy faces the possibility of being charged with violating the Community Living Standards, and will face consequences if found responsible. Consequences will depend on the severity of the incident, the impact on self or the community and any relevant previous behaviors.*

*If additional guidance is needed in the interpretation of the policies below, please contact any Housing and Residence Life staff member.*

## **Policy 1 – Fire and safety regulations:**

For the safety of all residents in the building and in compliance with HSSE regulations, all residents and visitors must adhere to the following policies related to fire and safety regulations:

1. The possession or use of the following items is prohibited:
  - a. Candles
  - b. Incense
  - c. Matches
  - d. Lanterns or similar “open flame” receptacles
  - e. Explosives
  - f. Fireworks and similar devices
  - g. Flammable liquid of any kind
  - h. Various appliances, items, and decorations that are deemed hazardous as determined by authorized HBKU/QF staff (including, but not limited to, gas or electrical cookers, rice cookers, George Foreman grills, or space heaters).
2. Tampering with and/or disabling fire safety equipment (i.e. smoke detectors, pull stations, fire extinguishers and fire blankets) is prohibited. This equipment is to be used for emergency purposes only.
3. Access to roofs and ledges is prohibited, except in accordance with fire and safety guidelines.
4. All persons must vacate the building(s) any time the fire alarm is sounded or an emergency situation arises that requires the evacuation of the building in the manner specified by HSSE in Appendix B or by direction from HBKU/QF and HRL staff.
5. All individuals in the building must follow the directions of HBKU officials and other emergency personnel and may not re-enter the building until authorized by HBKU/QF officials or emergency personnel.
6. Students should observe due diligence when cooking in kitchens (both in individual apartments and common areas). This includes using the exhaust fan and monitoring all cooking activity appropriately.
7. Students are not allowed to access the fuse boxes in the rooms.

## **Policy 2 – Behavior that jeopardizes the health and/or safety of self and/or others:**

As HBKU recognizes the importance of providing a mentally, emotionally and physically safe and positive environment for all its members that is conducive to intellectual pursuits and personal development, residents and visitors are expected to know and abide by the following policies:

1. Residents shall ensure that their doors are closed and secure when they are not in the room or are asleep.
2. Residents must not allow others to enter the Student Housing Complex via any entrance other than the main gates in Al Majlis (RCC).
3. Acts of violence, threats of violence, intimidation and/or harassment will not be tolerated and are prohibited.
4. Inappropriate or offensive materials, items and/or decorations may not be posted in public view, either in common areas or the living space, (including, but not limited to, clothing, bags, doors, walls, and windows or electronically on social media).
5. The use or possession of firearms (actual or novelties/toys reasonably resembling actual firearms or weapons) and/ or weapons of any kind are prohibited.
6. HBKU is unconditionally opposed to and prohibits hazing among peers, peer groups, student organizations, and student groups of any kind.
7. Smoking (use of cigarettes, electronic/smokeless cigarettes, shisha pipes, pipes, and cigars) is prohibited in and around the residential complex. Smoking is only permitted in the designated smoking area located in the staff parking lot in front of Al Majlis.
8. Evidence of smoking, including, but not limited to, ashes, the smell of smoke and/or cigarette butts is prohibited anywhere in and around the Student Housing Complex.
9. All rooms/apartments must be kept at an acceptable level of cleanliness.

## **Policy 3 – Alcohol, illegal drugs and/or controlled substances:**

In matters related to alcohol and drugs, HBKU Housing and Residence Life adheres to and enforces the laws of the State of Qatar. As a result there is a zero-tolerance enforcement of this policy and residents found responsible for a violation will likely be removed from the Student Housing Complex. Residents of and visitors to the HBKU Student Housing Complex must adhere to the following policies:

1. Alcoholic beverages and/or alcoholic beverage containers are not permitted under any circumstances.
2. Public displays of intoxication are prohibited. Alcohol- or drug-related conduct that infringes upon the rights of others to a quiet, orderly living environment, or conduct where an individual poses a danger to himself or herself, others, or the environment while under the influence of alcohol or other drugs, will not be tolerated.

3. The promotion of alcohol and/ or drugs is not permissible including, but not limited to, images, clothing, decorations, and music.
4. Use, possession, cultivation and/or sale of drugs/controlled substances is/are prohibited. All related cases will be handled by the appropriate law enforcement agencies.

### **Policy 4 – Theft or property damage:**

Damage to and/or theft of any QF and/or HBKU property may lead to curtailment of services, loss of ability to make repairs and/or increased room rates while also impacting the community as a whole; thus, in order to provide a physically comfortable and safe living environment for all, residents and visitors must adhere to the following policies:

1. Theft or damage of other students' property and/or QF/ HBKU property is prohibited.
2. Malicious damage is prohibited.
3. Items checked out from the front desk (i.e. vacuums, irons, board games, DVDs, etc.) must be returned in the same condition within a predetermined timeframe.
4. Unauthorized removal of any property from the HBKU Student Housing Complex including, but not limited to, items in common areas (i.e. furniture, IP phones), common kitchens or the dining facility is prohibited.
5. The misuse of QF/ HBKU equipment or property is not permitted.
6. Residents must report lost or stolen access cards or keys to a Housing Assistant or the Residence Hall Coordinator immediately.
7. Decorations that may cause damage as determined by authorized HRL staff are prohibited.
8. Requests for additional furniture or fixtures must be communicated and approved by an authorized HRL staff member.

### **Policy 5 – Visitation:**

In regards to visitation, hosts are responsible for informing their visitors of the rules (the Community Living Standards), regulations and expectations in advance, and will be held accountable for the actions of their visitors regardless of whether the host is present to observe the behavior of the visitor(s). Thus, in order to maintain a living environment that respects the privacy, safety and security of all members of the residential community, residents and visitors must adhere to the following policies:

1. Visitors must be escorted into the residential buildings. Visitors do not need to be walked out to the Front Desk as they leave the village and will be able to **check-out** at the Front Desk on their own. However hosts are responsible for the behavior of their visitors in all areas of the Student Housing Complex beyond the Majlis.

2. Shamali and Janoubi villages of the HBKU Student Housing Complex are single-gender, and thus, opposite gender visitors are not permitted except in designated areas in Al Majlis during stated hours. Exceptions to this include HBKU Guest Residence guests and QF/HBKU staff.
3. Visitors will be required to provide valid photo identification (HBKU/Qatar Campus identification card, passport or Qatar identification card) before entering the HBKU Student Housing Complex.
4. Residents and visitors must abide by visitation times posted.
5. Residents and visitors are not permitted to sleep in the residential complex common areas.
6. Residents are not permitted to lend or give other residents, visitors or guests their access cards.
7. Children are not permitted to visit the residential buildings of HBKU Student Housing Complex unless approved by HRL staff.
8. Overnight guests or visitors are not allowed in resident rooms except in cases where there is medical assistance request. Requests must be approved and verified by HRL and QF Primary Care Clinic staff. See Appendix C.

### **Policy 6 – Unauthorized presence or entry in or around HBKU property:**

In order to maintain a close community where residents have an opportunity to build relationships with one another to support their academic experience, general well-being and safety, HRL limits access to the HBKU Student Housing Complex for those who are not directly associated with the community by enforcing the following policies:

1. Non-residents may not access the residential areas of HBKU Student Housing Complex without having been properly checked in as a visitor of a current resident or HRL staff member.
2. All visitors must confirm their identity with HRL and/ or QF security staff.
3. Students who are not currently enrolled, have not completed their Housing Application and submitted deposits, or who have not paid their fees are considered non-residents and are not permitted to live in HBKU Student Housing Complex.
4. Trespassing is prohibited including, but not limited to, entering the room of another student without approval or without them present, or entering any building through unauthorized access, such as fire/ maintenance doors or over the external wall.
5. Fundraising events, soliciting, selling, and posting advertisements are not permitted in HBKU Student Housing Complex unless authorized by one of the assistant directors.

6. All residents, staff, and, visitors must follow directives of HSSE staff who monitor vehicle access to the Student Housing Complex. Parking is for HRL staff only.

### **Policy 7 – Behavior that disrupts the community living environment:**

In order for the HBKU Student Housing Complex to serve as a space for students to live and learn seamlessly, residents must abide by the following policies:

1. Students must adhere to all the terms in the *Housing Contract* (see Appendix A).
2. Improper use of recycling bins is prohibited.
3. *Roommate Agreements* are not permitted to contain clauses that allow for the violation of Housing and Residence Life, HBKU or QF policies. *Roommate Agreements* are binding and violations of the *Roommate Agreement* are prohibited.
4. With the exception of small fish and service animals (with approved medical request), animals are not permitted in the HBKU Student Housing Complex.
5. People may not create a disturbance or noise that disrupts the activities of a resident in their residence hall or apartment, which includes, but is not limited to, the following:
  - a. Musical instruments that violate courtesy or quiet hours are not permitted in the HBKU Student Housing Complex.
  - b. Stereo speakers and stereos must not be directed out the windows/doors or used outside the HBKU Student Housing Complex.
6. Quiet hours are as follows:
  - Saturday through Wednesday:  
Must begin no later than 11 p.m. and continue until at least 9 a.m.
  - Thursday and Friday:  
Must begin no later than midnight and continue until at least 10 a.m.
7. 24-hour quiet hours will be in effect during finals weeks.
8. Courtesy Hours are to be maintained at all times in and around the residential complex. All requests for quiet are to be immediately complied with by the discontinuation of any activity causing the disturbance or noise.
9. Athletic or recreational activity is not permitted within the residence halls or apartments (i.e. no playing of sports, bike riding, use of balls, roller blades, skates, skateboards, and darts in the hallways, indoor common areas or individual apartments or rooms). Athletic or recreational activity in the main courtyard must be approved by HRL staff.
10. Bicycles may not be parked or stored in student rooms, corridors, rest rooms, lounges, entryways, storage rooms or in any area of the student housing complex.
11. The following are not permitted in the HBKU Student Housing Complex: vehicles including, but not limited to, scooters, mopeds, hover boards, and segways.
12. Motorcycles must be parked in the designated student/visitor parking areas.

13. All common area furniture, decorations and wall hangings should remain in their assigned location to allow use by all community members. This includes items from the Dining Court, (i.e. plates, silverware).
14. Inappropriate items and decorations as determined by authorized QF/HBKU staff are prohibited. These items include, but are not limited to, images, clothing, posters, social media, and music.
15. Trash may not be taken to or left in common spaces, outside building doors, restrooms, or hallways, and must be placed in the designated trash rooms and/or bins in or around the student housing complex. HRL is not responsible for lost, misplaced, or stolen personal items left in the trash.

### **Policy 8 – Improper use of computers, telephones and technology:**

During the academic year, priority is given to the residential student population in regards to use of computing resources. In order to ensure that technology is neither used to violate laws of the State of Qatar, nor prevent other residents from using technology in the HBKU Student Housing Complex for the primary purpose of academics, residents must adhere to the following technology policies:

1. Residential computing network services, wiring, security systems and computer software may not be modified or created. This includes, but is not limited to, all network wiring, wireless equipment, hardware and data jacks.
2. The residential network (in-room connections or computer lab connections) may not be used to provide Internet access to anyone outside of the Education City community and visitors for any purposes other than those that are in direct support of the academic mission of Hamad bin Khalifa University or Qatar campuses.
3. Residents must adhere to information technology policies.
4. Behavior that hampers, endangers, or otherwise disrupts use of the computers in the Student Housing Complex is prohibited.
5. All QF/HBKU equipment and residential computing connection materials must remain in the computer labs where they were placed by staff.
6. Students must not share their login and/or password information.
7. The fraudulent acquisition and use of a person's or entity's private identifying information is prohibited.

### **Policy 9 – Conduct unbecoming of a resident or visitor:**

HBKU Housing and Residence Life recognizes that it cannot account for all potential acts that do not adhere to the philosophy or broader cultural expectations of the department, Hamad bin Khalifa University, Qatar Foundation, and the State of Qatar at large. Thus, it is our expectation that students from Hamad bin Khalifa University and Qatar campuses do not engage in conduct that is unbecoming and must adhere to the following policies:

1. Interactions in public view with the opposite gender which may be deemed culturally inappropriate are prohibited (examples include, but are not limited to, public displays of affection, holding hands, and kissing).
2. Eating, drinking or smoking in public view during the times of fasting in Ramadan are prohibited.
3. For all individuals, whether male or female, clothing or lack thereof that is culturally inappropriate is prohibited (examples include, but are not limited to, shorts and skirts that reveal the knees, sleeveless or thin-strapped tops, being shirtless, wearing clothing that is too revealing, transparent or tight).
4. Residents and visitors must comply with reasonable requests/directives from QF/HBKU officials and Qatar campus staff.
5. Residents and visitors may not obstruct QF/HBKU officials, contractors or law enforcement officers in the execution of their professional duties.
6. Acts of intolerance are prohibited.
7. Residents and visitors must comply with reasonable requests from HRL staff regarding sustainability expectations within the community.
8. Aiding or abetting misconduct by others such that it would be in violation of the policies outlined in this document or Qatari laws is prohibited.
9. Students shall not use written or spoken words, sounds, videos, or social media (including, but not limited to, YouTube, WhatsApp, Twitter, and Facebook), in a way that may make a person or group feel harassed, intimidated, discriminated against, or in some way create a hostile or unwelcome living or learning environment.
10. Students should respect all policies and regulations enforced by QF and HBKU. This includes, but is not limited to, not parking in the designated staff zone or restricted areas such as fire lanes, driving within speed limits and adhering to safety precautions.



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## Conduct and Appeal Process

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### CODE OF CONDUCT

Members of the Hamad bin Khalifa University residential community, including undergraduate and graduate students, are responsible for their own actions as well as for the actions of their visitors. It is the expectation of HBKU and the Education City community that each member of the community will respect all community members and their property. However, some members of the community may, either by error or intent, violate the community living standards. At these times it will be necessary to hold the community members responsible for their actions. It is the intent of Housing and Residence Life to approach these violations from an educational perspective. Restorative Justice is a philosophy used in HBKU Housing and Residence Life conduct cases. As a part of a Restorative Justice approach, sanctions or other requirements may be necessary to ensure the residential community continues to be a positive living and learning environment. It is the responsibility of each student to be aware of the policies and expectations Hamad bin Khalifa University community has for individual action. Any resident who violates a policy faces the possibility of being charged with allegedly violating the *Community Living Standards*. When residential students are allegedly involved in incidents occurring in the Student Housing Complex, they are subject to the HBKU Housing and Residence Life conduct process. Non-Residential students involved in an incident will be forwarded to their university and/or QF HSSE for follow-up.

### DEFINITIONS

The following definitions are included to help clarify meanings of key elements within the conduct process:

<b>Hearing</b>	An opportunity to state one's case
<b>Respondent</b>	A respondent is any student accused of violating the <i>Community Living Standards</i>
<b>Sanctions</b>	A sanction represents the consequences of violating the <i>Community Living Standards</i> . It may affect one's student status, allocation of time, privileges, finances and ability to live in the HBKU Student Housing Complex. In most cases a combination of sanctions will be applied to further the philosophy of Restorative Justice
<b>Inspect</b>	Respondents in the conduct process may read through documents, observe pictures and evidence, but may not make any alterations. Inspection of evidence can happen during a conduct meeting and must be done in the presence of HRL staff
<b>Restorative Justice</b>	In its broadest meaning, Restorative Justice is about addressing wrongs, whether for an individual or a community, that has been impacted by the violation of the <i>Community Living Standards</i> . As often as possible, the consequences will reflect an effort to "make things right" between the respondent and those impacted by the violation(s)
<b>Preponderance of Evidence</b>	This standard is met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is a greater than 50% chance that the proposition is true

### CONDUCT PROCESS

Notification of an alleged violation is the first step in the conduct process, followed by a conduct meeting. Conduct meetings will be held between a member of the Housing and Residence Life staff (often the complainant) and the respondent to discuss and, if possible, resolve the respondent's alleged misconduct. This required meeting provides the respondent with the information necessary to make informed decisions about the conduct process, including the options available to them throughout the process. Failure on the part of a respondent to

schedule and/or attend a conduct meeting may result in a resolution in his/her absence and/or further disciplinary action.

The steps through the conduct process from the time the respondent is notified of the alleged violation to the resolution of the case are as follows:

1. Following an alleged violation of CLS policy the respondent will receive notification within two working days that a report has been received. Depending on the nature of the alleged violation a resident may receive either an email clarifying behavioral expectations or a request for an in-person conduct meeting with an RHC. During this meeting, the respondent will have the opportunity to discuss the alleged violation(s) of HBKU Housing and Residence Life policy.
2. Based upon the information reviewed by the RHC a decision will be reached regarding responsibility using preponderance of evidence as the standard of proof.
3. If the respondent is found responsible or accepts responsibility for the alleged violation(s) then sanctions may be warranted as determined by the RHC. The RHC will provide documentation to the student of the finding of responsibility and any sanctions associated with the decision. The respondent will be notified of the decision and sanctions (if any) in writing within two working days following the formal conduct meeting.
  - a. If the respondent is found not responsible for the alleged violation(s), then the case will be dismissed and the student will be officially notified in writing.
  - b. If the information gathered during the incident (as described in the incident report) and during the conduct meeting indicates that an alleged policy violation has occurred that may warrant a sanction resulting in the removal of the respondent from HBKU Student Housing Complex, then the respondent and the case will be referred to an RLS or the AD.
    - i. Another conduct meeting will be scheduled with either an RLS or the AD, during which the RLS or AD will review the charges as well as the notes from the previous conduct meeting with the respondent and ask the respondent to share their perspective regarding the alleged violation as a part of the fact finding process.
    - ii. Based upon the information reviewed by the RLS or AD, a decision will be reached regarding responsibility using preponderance of evidence as the standard of proof.
      - a) If the respondent is found responsible for the alleged violation(s), the meeting will go into the sanctioning phase and the RLS or AD will discuss the range of possible sanctions with the respondent. At this time the respondent will have the opportunity to present her/his suggestions regarding the sanction(s).
      - b) If the respondent is found not responsible for the alleged violation(s), then the case will be dismissed and the respondent will be officially notified in writing.
4. The respondent will be notified of the official decision and sanctions (if any) in writing within two working days following the formal conduct meeting.
5. The respondent may appeal the decision of the RHC, RLS, or the AD based on the criteria outlined below for appeals.

*Students should be aware that it is HBKU Housing and Residence Life practice to notify Qatar campuses of student conduct violations.*

## SANCTIONS

If a respondent is found responsible or accepts responsibility for violating the *Community Living Standards*, one or more of the following sanctions may be imposed:

<b>Written Warning</b>	A written warning is a formal and official recognition of misconduct with the condition that further violations of the <i>Community Living Standards</i> may result in more severe conduct action
<b>Residential Disciplinary Probation</b>	Probationary status whereby any further violations of the <i>Community Living Standards</i> during a specified period of time may result in eviction/removal from HBKU Student Housing
<b>Educational Sanctions</b>	Work assignments, service to QF/HBKU or other related assignments. This may include service hours, educational projects, educational service time, fines or behavioral contracts and may take place in collaboration with relevant HBKU faculty or staff and/or other educational partners.
<b>Restitution Compensation</b>	Within a specified period of time, for loss or damage. This may take the form of appropriate service and/or monetary or material replacement
<b>Residential Building Restriction</b>	Restricting the respondent from being in or around one or more buildings for a definite period of time, after which the student is eligible to re-enter the formerly restricted facility
<b>HBKU Student Housing Suspension</b>	Separation of the respondent from a living area in the HBKU Student Housing Complex for a definite period of time, after which the student may apply again to live in housing.
<b>Residential Building Expulsion</b>	Permanent separation of the respondent from HBKU Student Housing residential living areas
<b>HBKU Student Housing Expulsion</b>	Permanent separation of the respondent from residing in the HBKU Student Housing Complex and from visiting all student housing public or private areas

## STUDENT RIGHTS IN THE CONDUCT PROCESS

1. The right to be informed in writing of alleged violations of the *Community Living Standards*.
2. The complainant and the respondent have the right to inspect any documents and evidence that are to be submitted at the meeting.
3. The complainant and the respondent may bring witnesses relevant to the alleged incident to the conduct meeting. The RHC, RLS, or AD has the right to question any witnesses presented during the conduct meeting. The names of all witnesses and their relevance to the case must be submitted in writing no later than 24 hours prior to the conduct meeting.
4. The respondent may be accompanied by an advisor of their choice. An advisor is anyone who will provide the respondent with support throughout the meeting. Advisors are not permitted to speak or to participate in the conduct meeting.
5. The respondent is under no obligation to make any statement(s) relevant to the charge(s), nor answer any questions relevant to the charge(s). However, part of living in a residential community includes answering questions openly and honestly. As a result, should the respondent decide not to speak on their own behalf or to attend the meeting, the RLS or AD will make a decision based upon the information available at that time (the meeting will not be rescheduled).
6. The respondent has the right to be treated with respect through the entire process.

## STUDENT EXPECTATIONS DURING THE CONDUCT PROCESS

As students continue through the conduct process, they are expected to abide by the following:

1. Be respectful to professional and student staff involved;
2. Attend meetings as requested;
3. Respond to any communication (emails, phone calls, and letters) regarding the conduct process;
4. Abide by the rules and policies in place in this document;
5. Bear in mind that this is not a punitive process, but an educational one that involves the individual student and community at large.

## APPEALS

Respondents have the right to appeal the decision imposed by a RHC in an informal meeting or the final decision of the RLS or AD in a formal disposition.

### 1. Initial Appeal

Appeals must be filed, in writing, within two (2) working days of receipt of the decision and are to be directed to the Director of Housing and Residence Life (or their delegate) for review. Sanctions remain in place until an appeal is received, if applicable. Appeals must be submitted based upon one of the following grounds:

- a. **Substantial Procedural Error** - This means the respondent was not provided the required notice or an opportunity for a fair hearing due to specified procedural errors, or errors in interpretation of policies or regulations, that were so substantial as to effectively deny the respondent a fair hearing. Reasonable deviations from the procedures set out in this regulation will not invalidate a decision or proceeding unless the respondent can show that, but for the deviation or error, there likely would have been a different outcome in the case.
- b. **New Evidence of a Substantive Nature** – This is defined as new, significant or relevant information that becomes available that could not have been discovered by a properly diligent respondent at the time of the original decision and that may have substantially affected the hearing or changed the outcome of the hearing.
- c. **Substantial Disproportionate Sanction** – This is defined as a sanction that appears to be disproportionately severe to the level or nature of the offense or the student's prior record.

To be considered, the appeal request must cite the applicable ground(s) for appeal (a,b,c) and provide an explanation of why, based on these grounds, the results of the disciplinary process should be changed. Any supporting evidence or documentation that is not contained in the original case materials must be included in the request for appeal. Respondents must print and sign their name to the request for appeal document. Please note that an additional meeting is not held as a result of an appeal being submitted; rather the appeal process requires only that the information be evaluated on the basis for an appeal. During an appeal, any sanctions imposed will be temporarily stayed until the appeal has been reviewed. A decision will be rendered within three (3) working days following the submission of an appeal. The decision of the Director of Housing and Residence Life (or their delegate) will be provided to the respondent in writing.

### 2. Final Appeal

For cases involving housing suspension or expulsion, respondents have the right to request for a Final Appeal within two (2) working days of receipt of the initial appeal decision. Requests are to be directed to the HBKU Vice President of Student Affairs (or their delegate) in writing. During this time sanctions are considered to be effective immediately unless the written outcome of the initial letter of appeal states otherwise.

In these instances, the HBKU Vice President for Student Affairs (or their delegate) will review the initial appeal decision and relevant case documents. Through this review a determination will be made whether to uphold both finding(s) and sanction(s); uphold the finding(s) and modify the sanction(s); or dismiss the finding(s) and send the case to a new conduct hearing in HRL. The final decision will be communicated by the HBKU Vice President for Student Affairs (or their delegate) to the respondent in writing. There is no definitive timeline for issuing an appeal response. It depends on many factors including the complexity of the case and the information mentioned in the appeal. The decision of the HBKU Vice President for Student Affairs (or their delegate) will be final.

### **RETURN TO STUDENT HOUSING AFTER REMOVAL**

Students who wish to live in the HBKU Student Housing Complex after serving a suspension or an expulsion, must complete the following steps:

1. Students must first be enrolled and approved to live in housing through their university.
2. Students must submit a written request to HBKU Housing and Residence Life. The request must include:
  - a. Why do you want to return to HBKU Housing and Residence Life?
  - b. How have your actions changed since your removal from HBKU Housing and Residence Life?
  - c. Describe your action plan for conducting yourself as a contributing member of the HBKU Housing and Residence Life community. Your plan should be specific and measurable.
3. Additional documentation may be required (e.g. from a medical professional).
4. Submit your written request and required documentation to HBKU Housing and Residence Life to [housing@hbku.edu.qa](mailto:housing@hbku.edu.qa) prior to the beginning of the semester during which you are requesting to return.
5. Once your materials have been received and reviewed, you will be contacted by HRL to schedule a review meeting with a committee that may include HBKU faculty members in addition to HRL staff nominated by the Director of Housing and Residence Life (or their delegate). In this meeting, the committee will review your submitted materials, reflect over your time away, assess your eligibility to return, and discuss strategies and resources to successfully re-enter the HBKU Housing and Residence Life community. The meeting may be completed via phone or in person, depending on your location and availability. Upon completion of a successful review meeting, the student will be allowed to re-apply for housing.

### **INFORMATION FOR NON-RESIDENTS**

An individual, who is non-resident and is alleged to be in violation of the *Community Living Standards* will be referred to HBKU or respective university/center and/ or QF HSSE. Those who are not affiliated with the Educational City community will be referred to QF HSSE. Actions may be taken to protect the residential community by implementing necessary actions against non-residents.

### **EMERGENCY ADMINISTRATIVE ACTION**

If a student appears to pose a risk of danger to self, or danger or disruption to the community, or any individual, emergency administrative action may be taken, including the immediate removal of the individual from the HBKU Student Housing Complex. Additionally, Housing and Residence Life reserves the right to terminate any in-room or computer connection without notice should it be determined that network traffic generated from that connection drastically inhibits or interferes with the use of the network by others. These actions do not require an admission of responsibility on the part of the respondent student. The decision whether to take Emergency Administrative Action is vested solely within the non-reviewable discretion of the Vice President for Student Affairs, the Director of Housing and Residence Life, or Assistant Director of Housing/Residence Life. Within three (3) business working days of the Emergency

Administrative Action, a letter of alleged violation(s) will be provided to the student. Housing and Residence Life staff will schedule a meeting as soon as reasonably possible after the letter has been presented to the student. Pending the meeting, the Vice President for Student Affairs, the Director of Housing and Residence Life, or Assistant Director of Housing/Residence Life can modify the conditions of the emergency administrative action.



# APPENDICES

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## Appendix A

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### Housing Contract Hamad bin Khalifa University Housing and Residence Life

This Contract is made active once the following steps are fulfilled: An application is submitted and approved by Housing and Residence Life; the Student agrees to the Housing Contract Terms and Conditions; and a confirmation of room assignment is made to the Student via official email communication.

BETWEEN

(1) [ Hamad bin Khalifa University] member of QATAR FOUNDATION FOR EDUCATION, SCIENCES & COMMUNITY DEVELOPMENT of Education City, [Al-Luqta Street], P.O. Box [5285], Doha-Qatar;

And

(2) Student Name      Address. P.O. Box [      ]. ID Number:[      ]

#### 1. Preamble

The purpose of this Housing Contract (herein referred to as “Contract”) is for housing in the Hamad bin Khalifa University (herein referred to as “HBKU”) Student Housing Complex, consisting of Shamali and Janoubi villages. This is a Contract between the student and HBKU Housing and Residence Life (herein referred to as “HRL”) whereby the student agrees to settle all finance and other applicable charges unconditionally. This contract is binding for the complete period the student resides in HBKU Student Housing Complex and constitutes his/her obligation to pay Qatar Foundation (herein referred to as “QF”) and/or HBKU all the applicable charges for the right of occupancy in the HBKU Student Housing Complex.

This Contract will be deemed effective upon submitting the online *Housing Application* and agreeing to the terms and conditions of the Contract or signing and submitting a hard copy of the Contract in the Housing Complex front desk during official working hours of HRL professional staff (8:00AM to 4:00PM Sunday to Thursday except during official holidays), provided that the applicant fulfills the eligibility criteria listed below in section 2 of this document. The terms and conditions of this Contract remain valid as long as the student continues to reside in HBKU Student Housing Complex or by renewing her/his Contract subject to HRL approval.

This Contract covers any semester and occupancy period of the living unit during the 2016 - 2017 Academic year.



The semester periods are shown in Table 1:

<b>Semester</b>	<b>Start date*</b>	<b>End date*</b>
Fall 2016	August 12 <sup>th</sup> , 2016	December 15 <sup>th</sup> , 2016
Spring 2017	December 30 <sup>th</sup> , 2016	May 4 <sup>th</sup> , 2017
Summer 2017	May 12 <sup>th</sup> , 2017	August 3 <sup>rd</sup> , 2017

*\*Start and end dates of each semester may change each year and supersede any other dates shared on HBKU's or Qatar campuses' academic calendar.*

*\* Start and End dates are considered as the official check-in and check-out dates of the semester.*

Students wanting to occupy their living units outside the specified start and end dates of each semester should submit a separate Resident Short Term Housing Application through the Housing Portal. Weekly rates will be applicable depending on the assigned residential unit type. It is important to note that a different unit may be assigned to students between semesters due to consolidation purposes.

## **1. Student Obligations**

To be considered for housing, and/or to continue living in the Student Housing Complex, a student must comply with the following requirements:

- 2.1. For fall and spring semesters, the student must be registered as a full time or part time student at HBKU or one of the Qatar Campuses.
- 2.2. For summer semester, the student must be a full time student either in the spring semester prior to the summer session or the fall semester following the summer session, enrolled in at least one course, or have a summer internship or research employment.
- 2.3. Submit a complete Housing Application through the Housing Portal for the semester they are applying for, including proof of payment of Housing Deposit sent to [housing@hbku.edu.qa](mailto:housing@hbku.edu.qa).
- 2.4. The information in the application will be verified in coordination with respective university housing liaisons before final approval by HRL.
- 2.5. Clear all outstanding housing payments from previous semesters and other housing expenses that may occur.
- 2.6. A student who is expelled from HBKU Student Housing Complex may be deprived of the privilege to obtain future housing subject to HRL administrative decisions.
- 2.7. All listed above is subject to a written confirmation and approval from HRL.

### 3. RESPONSIBILITIES

Students are responsible for reading and understanding all communications from HRL including the *Community Living Standards* (herein referred to as “CLS”) and any amendments that will be made. HRL will use the contact information provided in the Housing Application. It is the student’s responsibility to update their contact information online or to notify HRL on any changes by sending an e-mail to: [housing@hbku.edu.qa](mailto:housing@hbku.edu.qa).

Lack of awareness and negligence to be familiar with any of the policies will not be accepted as an excuse for failure to act upon any matter or comply with the policies as laid down in the CLS.

### 4. HOUSING APPLICATION

4.1. First time applicants are required to complete the Housing application and pay a Housing Deposit, refer to Table 3 for more details. Returning students who have paid the housing deposit already will only be required to complete the housing application.

4.2. This deposit is an important requirement of the application’s approval process. The deposit serves as reservation confirmation for both new and returning students from August 4 until the deadline for check-in for applicants applying for housing for the fall semester and from December 22 until the deadline for check-in for applicants applying for housing for the spring semester. Refer to Table 2 for a detailed timeline.

<b>Semester</b>	<b>Deadline for Deposit Refund</b>	<b>Active Reservation Deposit Forfeited between</b>	<b>Cancelled Reservation Reapplying Required by</b>
Fall 2016	August 4 <sup>th</sup> , 2016	August 5 <sup>th</sup> and August 25 <sup>th</sup> , 2016	August 26 <sup>th</sup> , 2016
Spring 2017	December 22 <sup>nd</sup> , 2016.	December 23 <sup>rd</sup> and January 12 <sup>th</sup> , 2017	January 13 <sup>th</sup> , 2017

4.3. The student will not be assigned a space until the Housing Deposit is paid in full and proof of payment(s) with all details is uploaded to the application. For returning applicants, the Housing Deposit will be held as a reservation confirmation throughout the reapplication process.

4.4. Any cancelation of bookings initiated by the student after August 4<sup>th</sup> for fall semester and December 22<sup>nd</sup> for spring semester will result in canceling their reservation and the forfeiture of said Housing Deposit. The only exception to this would be a student who is not accepted into the academic program.

4.5. All the terms and conditions mentioned in this *Contract* are applicable upon renewal (returning to HBKU Student Housing Complex). Students should submit a renewal application and, only when announced by HRL, participate

in the Room Assignment Process by the communicated due date or risk the loss of space in HBKU Student Housing Complex for the following semester.

## **5. HOUSING ASSIGNMENTS**

- 5.1. Assignments will be made based upon the receipt date of a complete application. The HRL staff does not make room assignments on the basis of race, color, religion, national origin, age or other social identity.
- 5.2. Students with special needs who would like to request special accommodations must complete the relevant forms and provide the appropriate documentation (refer to Appendix C).
- 5.3. HRL administration reserves the right to reassign students to other rooms/apartments for consolidation purposes, vacancies, maintenance or safety issues, policy violations or disruption to the living environment.
- 5.4. During the first two weeks following the start date of each semester no room/apartment changes will be made. Thereafter room/apartment changes, including moves made within apartments, must be approved by the Residence Hall Coordinator (herein referred to as "RHC") by sending an email to [Housing@hbku.edu.ga](mailto:Housing@hbku.edu.ga) to process the request. This request is subject to availability and final approval by HRL assignment team.
- 5.5. Requests for room assignment changes will not be honored for reasons involving age, race, ethnicity, color, national origin, religion or other social identity.
- 5.6. Students requesting a room change are expected to exhaust the mediation process with their RHC if they are involved in a resident/student conflict. A student should see their Community Development Advisor (herein referred to as "CDA") to initiate the mediation process.

## **6. MOVE-IN DATES AND CHECK-IN REQUIREMENTS**

- 6.1. Students are required to check-in to their assigned room within two weeks of the start of the fall/spring semester, and within 48 hours for the summer semester. Failing to meet this requirement will be considered as a no-show and the following rules in Clause no.14 in the contract (FAILURE TO CHECK-IN) will apply.
- 6.2. Students are expected to follow the requirements set forth in this *Contract*. Completing the check-in process can include, but is not limited to, submission of a proof of payment, activating an access card/access by HRL Front Desk Staff, completing their StarRez profile, and completing the room inventory form appropriately.

- 6.3. Residents must complete an inventory form and return it to the Front Desk at the time of check-in as part of the check-in process, and before moving into their assigned space. This form is the basis for assessing any damage or loss attributed to them at the end of their contract term. If the residents fail to complete and return the inventory form, they assume responsibility for all damages found in the room during the check-out process.
- 6.4. Students wishing to move in prior to the start of the semester must update their check-in information by sending an email to [housing@hbku.edu.qa](mailto:housing@hbku.edu.qa) at least two weeks in advance of their arrival date so HRL staff can make necessary arrangements.
- 6.4.1. Such requests are conditional and those students approved for early arrival will be required to pay additional charges as applicable. Fees and extra charges will be outlined and communicated upon *approval* of the request.
- 6.4.2. During these early move-in periods (a maximum of one week before official check-in date of the semester), students should be aware that there may be a lesser degree of staffing and services (e.g. live-in staff, maintenance, etc.) provided.

## **7. RESIDENT SHORT TERM HOUSING**

- 7.1. Resident Short Term (herein referred to as “RST”) housing is provided on a weekly basis for students who are taking summer classes or have unique academic calendars or require additional housing outside of the regular semester start and end dates (refer to Table 1).
- 7.2. Students having unique academic calendars who require housing outside of the regular semester start and end dates, need to obtain an approval from their respective HBKU or Qatar campuses and should complete a RST Housing Application through the online Housing Portal.
- 7.3. Students can specify the check-in and check-out dates for their stay, but will ultimately be billed at a weekly rate (see section 8 of this contract) based on the date of their actual check-in and check-out. Before being granted RST housing, students must have fulfilled any financial obligations to HRL in full.

## **8. HOUSING FEES**

The basic housing fees for HRL are listed in the table below. This is not an all-inclusive list and any other fees assessed as a result of damage (as discussed in section 9 of this contract) will be based on current replacement costs. Housing and Residence Life reserves the right to make changes to these fees to account for cost of living increases after providing reasonable notice to students.

**Table 3 - HBKU HOUSING AND RESIDENCE LIFE FEES**

<b>Residential Unit Type</b>	<b>Rate Per Semester</b>
Residence Hall Room	8,840 QAR
2 Bedroom Apartment	10,240 QAR
Studio Apartment	11,140 QAR
1 Bedroom Apartment	11,940 QAR
<b>Resident Short Term Housing</b>	<b>Rate Per Week</b>
Residence Hall Room	563 QAR
2 Bedroom Apartment	631 QAR
Studio Apartment	686 QAR
1 Bedroom Apartment	734 QAR
<b>Other Fees</b>	<b>Rate</b>
Housing Deposit*	2,000 QAR
Storage fee (one box)	200 QAR per summer period
Storage fee (additional box if space permits)	50 QAR per summer period
Improper Check-out	500 QAR
Access Card Replacement Fee	50 QAR
Lost Wardrobe or Room Key Fee	100 QAR
Room Change Fee	100 QAR
Lockout Fee	50 QAR/Lockout
Unlocking of Electronic Safe	50 QAR/Reset
Cleaning Fee	50 QAR/Hour
Labor Fee	50 QAR/Hour
Late Payment Fee for Fall & Spring	500 QAR/Semester
Late Payment Fee for Summer	30QAR/Week of Delay
Smoking Abatement Fee	500 QAR
<p><i>*The Housing Deposit is a one-time deposit paid before a student moves to live on campus and carries through consecutive semesters that student lives on campus. This fee cannot be used to pay outstanding housing fee charges. This fee is refunded once a student completes his/her final check-out with no intent to return the subsequent semester and if there is no damage to the room or other additional charges remaining owed to Housing and Residence Life. Typically, this deposit is not covered by financial aid or scholarships. This deposit holds a student's reservation throughout the housing reapplication process. If a student cancels this reservation after August 4<sup>th</sup> (for fall semester) or December 22<sup>th</sup> (for spring semester), the Housing Deposit will be forfeited.</i></p>	

All students are responsible for paying their fees before the cutoff date for each semester, which is September 5<sup>th</sup> for fall, January 25<sup>th</sup> for spring and prior to the check-in for RST that is based on weekly rates. Students should provide a proof of payment as stipulated in section 4 of this contract. Furthermore, students must have an account

that is current or paid in full (i.e. no outstanding bills); failure to do so may result in inability to obtain an exit permit.

If a student has extenuating circumstances he/she may approach QF Finance to explore payment plan options. Arrangements with QF Finance to make a payment plan shall be finalized before the semester payment cutoff date or late payment fee will apply.

## **9. DAMAGE TO PROPERTY OR PERSONS**

- 9.1. Students are expected to behave in a manner that is respectful of the environment in which they live and which reduces the risk of damage occurring. Students should not use the space for any disorderly purpose, or in such a manner as to interfere with the rights of other students in their academic pursuits. Such violations may subject students to disciplinary action with a HRL staff member.
- 9.2. To minimize further damage to QF/HBKU property, residents must report damages or concerns regarding maintenance, repairs or custodial conditions in his/her residence hall room/apartment via the StarRez Maintenance Page. If loss or damage to space or furnishings occurs, the student will be billed for repair or replacement costs based upon the current appropriate value of the item in need for replacement.
- 9.3. In the event the responsible individual of such damage cannot be identified, all resident students served by the common areas may be assessed equally for such repair and/or replacement costs. The RHC of the respective Residence Hall in conjunction with the Facilities Management Officer will determine the appropriate action to be taken related to common area damages.
- 9.4. The cost of repair or replacement of QF/HBKU property damaged after the completion of the inventory form will be charged to the room resident(s). If students plan to modify the room once they check-in, they must inform HRL via email [housing@hbku.edu.qa](mailto:housing@hbku.edu.qa) to go through the review and get approval.
- 9.5. While students are liable for all damages to QF/HBKU property resulting from theft, negligence, vandalism, accidents, or misuse, in the case of malicious damage, disciplinary action, as well as financial restitution, may be initiated by HRL.
- 9.6. QF/HBKU shall not be liable for any loss or damage to property or students' personal belongings resulting from fire, flood, interruption or failure of utilities such as air-conditioning or electricity, theft, casualty, or personal injuries occurring within the assigned space, other locations in the buildings or for any other causes unless such damages, losses or personal injuries are caused directly by or result from the proven negligence of QF/HBKU staff.

- 9.7. QF/HBKU shall not be liable for any loss of damage to students' personal belongings. Students will need to properly store their personal belongings while HRL staff and service providers are conducting any kind of maintenance work whether announced or not.
- 9.8. All residents are encouraged to properly insure their items of value by purchasing a home care insurance policy. Students should take care of their assigned space. At the end of the contract period, students should make every effort to return it in the same condition as it was received at check-in.
- 9.9. Rooms found to have signs of smoking will be assessed an odor removal (abatement) and/or cleaning fee to restore the apartment/room to a smoke free condition based on current cleaning rates. The residents of those rooms will be responsible for paying the fees in full.

## **10. CLEANING OF OCCUPIED UNITS**

- 10.1. HRL provides a mandatory cleaning service for all occupied units. Information on frequency, room conditions policy, and timing will be announced by HRL staff ahead of time.
- 10.2. The cleaning activity for each living unit takes between 20 to 30 minutes depending on the condition of the room.
- 10.3. Room conditions will be assessed by HRL staff and further actions will be communicated to residents.
- 10.4. Residents who provide valid reasons and obtain an approval from HRL team, will be allowed to reschedule the room cleaning service only once without additional charges.
- 10.5. Residents rejecting the rescheduled cleaning service without justification are subject to additional cleaning charges as listed in Table 3 and to the HRL conduct process if applicable.

## **11. ROOM/APARTMENT ACCESS**

- 11.1. QF/HBKU employees and/or contracted service providers shall provide, at scheduled times, general maintenance of assigned space i.e. cleaning, inspection, pest control and repair. HRL staff will accompany workers if necessary into student apartments in order to supervise work and inspections. During the semester and vacation periods, routine maintenance and cleaning will be done on schedules developed by QF/HBKU.
- 11.2. Students shall inform HRL of any special maintenance or repairs required. A maintenance or repair request is treated as permission to access the occupied unit assigned to students within proper notice, provided that entry

for the purpose of making requested repairs or alterations should be at reasonable times.

- 11.3. QF will repair damaged items as rapidly as can be accomplished (a schedule for maintenance/repair will be provided reference to the manpower and spare part availability). To ensure that proper care is being taken of space, authorized QF/HBKU employees and contractors shall have the right, to enter and/or to inspect the space from time to time while providing prior notice to the resident.
- 11.4. HRL reserves the right to access apartments in order to conduct cleaning, maintenance, and inspection of student rooms, if deemed necessary, for which the student(s) may be billed.
- 11.5. Authorized entry and/or searches of student rooms by QF officials shall be authorized, escorted by HBKU staff and conducted under one or more of the following conditions:
  - 11.5.1. By the consent of an occupant of the room;
  - 11.5.2. By warrant issued by an appropriate legal body/agent;
  - 11.5.3. By authorization of an administrative search by the Director of Housing and Residence Life or their delegate;
  - 11.5.4. Upon reasonable cause to believe that there is an emergency situation, critical incident, or violation of the laws of the State of Qatar, or the *Community Living Standards*.

## **12. STORAGE OF ITEMS**

- 12.1. HRL does not guarantee storage. When available, information and charges associated with temporary storage will be communicated to residents prior to the end of the spring semester.
- 12.2. Students are required to move all items themselves to and from the designated storage areas. If belongings are left anywhere outside the designated storage areas, HRL will dispose of them as per existing practices, and residents will be billed as per charges in Section 8. All stored items should not be in violation of the CLS and are stored at the responsibility of the owner. QF/HBKU is not liable for any damage or loss that occurs during the storage period.
- 12.3. At the end of the summer storage period announced by HRL, students who do not collect their box(es) within one month of the scheduled pick-up date will risk disposal of stored items. HRL is then authorized, on behalf of the student, to dispose of the belongings without any financial obligation of any kind to the student, resulting from such a disposal, damage or loss. HRL will not ship items left in the residence halls or in temporary storage and will dispose of them according to existing practices.



- 12.4. During winter break, starting from the end date of the fall semester until the start date of the spring semester, residents planning to return to housing for the spring semester will not be charged for storing their belongings in their rooms when they check-out. HRL will not be liable for any damages that may occur during this period and will have access to the room as needed for cleaning and maintenance purposes.

### **13. MOVE-OUT DATES AND CHECK-OUT PROCEDURE**

- 13.1. When checking out of a room/apartment at the end of the semester or at any time during the semester, the resident will follow the check-out procedures available at front desk. The resident is responsible for properly completing the check-out procedures and leaving the room/apartment clean, including vacuuming, dusting, and removal and recycling of any accumulated trash. A student who fails to follow the check-out procedures announced and communicated by HRL or check-out of his/her room by the scheduled date and time may be subject to an improper check-out fee.
- 13.2. To properly check-out of HBKU Student Housing Complex a resident must complete the following:
- 13.2.1. One week before moving out of the living unit, students are expected to schedule a check-out, which needs to take place within 48 hours of their last academic commitment or graduation, or the contract end date, whichever comes first.
  - 13.2.2. Students must remove all personal items in their room and ensure that the room is completely clean (trash, dust, and debris). Failure to do so will subject the student to a 500 QAR charge and/or risk forfeiture of all or part of the Housing Deposit. Students may incur extra charges if there is additional cleaning, maintenance, labor, or any other work that must be done in the room (see table 3, Page 29).
  - 13.2.3. At the scheduled time the student must meet the appointed HRL Representative (CDA or any professional staff) at the student room.
  - 13.2.4. The HRL Representative will assess the condition of the room and complete the check-out form.
  - 13.2.5. The student signs and confirms the information on the room inventory form, which is the basis for any assessed damage fees.
  - 13.2.6. Upon completion of the scheduled check-out, students must return their access card to the HRL front desk during official working hours. A fee will be charged to students for access cards that are lost or not returned upon check-out as per Section 8 of this contract.
  - 13.2.7. Upon check-out, students must coordinate with HRL IT staff to remove from their laptops or personal tablets any software provided to them by QF/HBKU.
  - 13.2.8. Clearance forms from HBKU or Qatar campuses will not be signed in case the resident has outstanding housing charges, and does not fulfill check-out procedures i.e. provide valid documents listed in the HRL application process, update his/her contact information in StarRez, and complete the room inventory form.

- 13.3. Any financial exception outside the scope of HRL, shall be reviewed and approved by QF finance.
- 13.4. All check-outs must occur during Front Desk hours, which are 7:00am - 11:00pm on weekdays and 7:00am - 12:00am on weekends. Failure to follow proper check-out procedures may result in the loss of the Housing Deposit and subject the student to additional charges such as improper check-out fee, labor, cleaning, logistics and maintenance cost. HRL reserves the right to make the final determination regarding any assessed damages and refunds.
- 13.5. If a student wants to extend his/her stay in the housing complex after graduation, a request should come from the concerned student affairs department at HBKU or any Qatar campus from which the student graduated and sent to [housing@hbku.edu.qa](mailto:housing@hbku.edu.qa). The email should include name of student(s), specific start and end dates for the extension, and necessary documentation (e.g. proof of summer internship). If the request is granted, the graduate will receive approval in writing and is responsible for paying in advance appropriate fees and may be required to occupy a different space.

#### **14. FAILURE TO CHECK-IN**

- 14.1. A notification will be sent to students a week after the official start date for each semester (see Table 1, Page 25), to confirm their status with housing.
- 14.2. Failure to notify the housing team via e-mail to [housing@hbku.edu.qa](mailto:housing@hbku.edu.qa) or check-in by August 25<sup>th</sup> for fall semester and January 12<sup>th</sup> for spring semester will result in an automatic cancellation of their reservation and forfeiture of the housing deposit.
- 14.3. Students wishing to apply for housing in the future will be required to submit a new application and pay a new housing deposit.

#### **15. FAILURE TO CHECK-OUT OR VACATE A SPACE**

- 15.1. Students are required to check-out within 48 hours after their last academic commitments.
- 15.2. If students fail to check-out and leave their belongings in the room, they will be charged a housing fee until they fulfill the check-out requirements. HRL reserves the right to remove the student's belongings to storage where all applicable charges (labor, cleaning, storage, improper check-out, etc.) will be billed against the student's account. This charge is not applicable to the winter break's clause as stated in 12.4.
- 15.3. Upon the student's failure to vacate, HRL shall be entitled to immediate possession of the space, to take all necessary actions to secure possession without any other or future notice of any kind to the student, such notice being expressly waived, and to reassign the space.

## 16. TERMINATION OR CANCELATION OF CONTRACT

16.1. Students who have checked in already and wish to cancel their Housing Contract must submit a written notice via e-mail to [housing@hbku.edu.qa](mailto:housing@hbku.edu.qa) and complete and submit the *Withdrawal from Housing Form* to HRL. This form can be provided by HRL team via email or by hand, once a student initiates this request. If the withdrawal takes place after the HBKU Student Housing Complex official check-in dates, the following Refund Policy will apply:

**Table 4 - WITHDRAWAL PERIOD/CONTRACT TERMINATION**

<b>During Fall &amp; Spring Semesters</b>	<b>Refund</b>
Withdrawal during the first week from the check-in date of the semester, which is August 12 <sup>th</sup> for fall and December 30 <sup>th</sup> for spring	90% of Room Fee
Withdrawal during the second week from the check-in date of the semester, which is August 12 <sup>th</sup> for fall and December 30 <sup>th</sup> for spring	70% of Room Fee
Withdrawal during the third week from the check-in date of the semester, which is August 12 <sup>th</sup> for fall and December 30 <sup>th</sup> for spring	50% of Room Fee
Withdrawal after the end of the third week from the check-in date of the semester, which is August 12 <sup>th</sup> for fall and December 30 <sup>th</sup> for spring	NO REFUND

16.2. Housing refund requests should include personal and contact information, address information, bank account details, and a copy of beneficiary's passport or a valid Qatar ID card. Additional information may be required by HRL at the time of request.

16.3. If a resident student withdraws to join another academic program, the refund policy will be at the discretion of HRL.

16.4. HRL reserves the right to terminate the Housing contract unconditionally and apply the refund policy in Table 4.

## 17. TERMINATION OF CONTRACT (UNDER SPECIAL CONDITIONS AND CHARGES)

This contract can be terminated by HRL under special conditions and pro-rated charges will apply subject to HRL management approval of the amount to be refunded. This policy will be applicable to any, but not limited to the following conditions:

17.1. **Change in Student Status:** Should a student at any time cease to be enrolled as a full time HBKU or Qatar Campus student, the contract shall be terminated without notice, such notice being hereby waived.

17.2. **Disciplinary Action:** In the event of academic or disciplinary dismissal or suspension during the semester (whether this sanction comes from a

university or HBKU organization, center or HBKU Housing and Residence Life), the contract shall be terminated with notice.

17.3. **Emotional Distress:** HRL reserves the right to terminate this contract and requires that the resident vacates the premises if HRL determines that the resident is emotionally unfit to live in the HBKU Student Housing Complex.

17.4. **Medical leave (leave of absence):** Residents who are granted a medical leave or are required to take medical leave may be eligible for a pro-rated refund. In such cases, documentation from the university and a qualified psychological or medical practitioner may be required.

In the event of a medical leave or other types of leave as approved and communicated by HBKU and/or Qatar campuses, HRL reserves the right to require that the resident receives specific permission to return to housing from the Director of Housing and Residence Life or their delegate. Such permission will normally require the resident to provide an assessment and recommendation from a qualified psychological or medical practitioner as to the resident's condition and/or fitness for occupying a space in the HBKU Student Housing Complex.

## 18. GENERAL PROVISIONS

18.1. This Contract is valid for a full academic year (fall, spring, and summer). HRL reserves the right to amend this contract with written communication to the students.

18.2. This Contract shall not be transferred (nor the performance or any obligations hereunder sub-contracted).

18.2.1. Students have the right to inhabit the assigned space in the HBKU Student Housing Complex as well as the right to use the shared or common facilities existing within the residential buildings where the resident has been assigned to live. The resident student is bound by the terms of this Contract and is only eligible to occupy the space assigned.

18.2.2. Under no circumstances is a resident student permitted to rent or share this space with a third party except for medical cases and only with the permission from HRL management.

18.3. Any notice or other communication required by this Contract to be given by HRL department to the student (or vice versa) shall be given by registered email address or registered post, or comparable means of communication at the address set out in the introduction of this Contract.

18.4. This Contract shall be governed and constructed in accordance with Laws and Regulations in force in Doha, Qatar. Qatari courts shall have the exclusive jurisdiction on disputes arising out of, or in connection with, this Contract.

18.5. Any exception to the clauses of this Contract will be reviewed by the Director of Housing and Residence Life, or their delegate, on a case-by-case basis. HRL reserves the right to accept or reject requests with insufficient evidence.

This contract has been signed by:

**HBKU Housing & Residence Life**

Signature: \_\_\_\_\_

**Student Name:**

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\* This Contract is made active once the following steps are fulfilled: An application is submitted and approved by Housing and Residence Life; the Student agrees to the Housing Contract Terms and Conditions; and a confirmation of room assignment is made to the Student via official email communication.

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## Appendix B

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### HSSE Fire Evacuation Guidelines

As determined by QF HSSE, the recommended safe evacuation time for all persons from a building during a fire alarm is three minutes. Though QF HSSE and/or HBKU Housing and Residence Life cannot guarantee the absolute safety of residents within three minutes from the start of an actual fire, the three-minute evacuation time is recommended as the safest timeframe in which a certain level of safety can be expected. Thus, all persons must vacate any time the fire alarm is sounded or an emergency situation arises that requires the evacuation anywhere in HBKU Student Housing. Every time the fire alarm sounds it must be treated as a real fire and all persons must evacuate within the three-minute limit. All individuals in the building must follow the directions of the staff and other emergency personnel and may not re-enter the building until authorized by QF/HBKU staff or emergency personnel. Failure to evacuate the building could result in judicial action.

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## Appendix C

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### Medical Request for Special Housing Consideration

If you have a medical condition or disability that would be aided if we could provide special housing consideration, you must complete this form including all of the following requirements:

1. Complete the bottom section of this form and return the form in its entirety to HBKU Housing and Residence Life (HRL) at least 30 days prior to your housing need or the Room Assignment Process. You may scan and return the completed documents via email to [housing@hbku.edu.qa](mailto:housing@hbku.edu.qa) as long as they are legible when scanned.
2. You are responsible for requesting that your health care provider (medical doctor) complete the attached form and return it to HRL. This supporting information from your health care provider must be received by HRL in order for your request to be considered. The medical information provided by you and your health care provider will be used for the purpose of evaluating your request for special housing and will be kept confidential and only used for the purpose of considering your special housing request.
3. Medical staff in Qatar Foundation's Primary Health Care Center may review medical documentation. Your health care provider's documentation must provide enough detail to allow qualified health care providers in the QF Primary Health Care Center to make an independent judgment of the need for your request. Please understand that a simple request from a physician may be insufficient to support a request for accommodations; the request should be accompanied with a clear medical explanation and/or documentation of the specific nature of your medical condition and the reasons it necessitates special housing, if available. The medical provider's area of specialty should coincide with the student's medical request.
4. After reviewing the information provided by your health care provider, Housing and Residence Life professional staff, in consultation with the QF Primary Health Care Center, will make a decision regarding the type of housing which would best meet your needs. All requests will be reviewed on an individual basis.
5. A medical condition alone does not qualify a student for special housing consideration. There must be a clear connection between the recommended housing arrangement and the impact on the student's medical condition. *Learning disabilities, asthma, allergies, attention deficit disorder, and most psychological disorders alone typically do not warrant special housing.*
6. Assignment to a specific residence hall/apartment cannot be guaranteed. Assignments are based both on the existence of a documented medical condition warranting special consideration, and the availability of space.
7. Students must adhere to the rules of the housing assignment process.
8. When a decision has been made, HRL will notify you in writing via the email provided.
9. It is important that all deadlines be met in order for a timely decision to be made. Late requests may not be reviewed prior to student arrival.
10. Students need to reapply each year for special housing considerations and submit updated supporting documentation as necessary.



## Medical Request for Special Housing Consideration

I am requesting special housing consideration because of a medical need or disability. I understand that it is my responsibility to contact my health care provider and to request that documentation be forwarded to HRL.

Name (Please Print): \_\_\_\_\_ Year in School: \_\_\_\_\_

Education City university/center: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Current Housing Assignment: \_\_\_\_\_

Type of housing requested (e.g. residence hall room, studio, 1 bedroom or 2 bedroom apartments): \_\_\_\_\_

Reason for request: \_\_\_\_\_

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

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Medical Request for Special Housing Consideration**

### **HBKU Housing and Residence Life**

#### **DIRECTIONS FOR THE HEALTH CARE PROVIDER**

The information provided should be in enough detail to allow HBKU Housing and Residence Life to make an independent judgment of the need for the student's request. Clear, specific information about the student's medical conditions and the reasons why this medical condition necessitates special housing consideration is necessary to evaluate the student's request. Please understand that a medical condition alone does not qualify a student for special housing consideration. **PLEASE NOTE: The health care provider must be an impartial individual who is not a family member.**

On letterheaded stationery, please type responses to the following questions:

- 1) What is your medical specialty?
- 2) How long have you treated this patient for this condition?
- 3) What is the patient's condition? What special housing considerations do you recommend based upon the patient's condition? Why? Please provide a clear connection between the recommended housing arrangement and the impact on the student's condition.
- 4) What current medications or treatments, if any, are being prescribed for this condition? What are the ramifications of this medication that might affect the student's health?
- 5) In your estimation, would there be any detrimental effect on this patient's health if the HRL was unable to grant this special housing request? If yes, please explain.

**This letter must be returned to HBKU Housing and Residence Life. The letter may be scanned and sent via email ([housing@hbku.edu.ga](mailto:housing@hbku.edu.ga)) provided the signature is legible, along with the letterhead and contact information.**

**Please return to:** Housing and Residence Life  
[housing@hbku.edu.ga](mailto:housing@hbku.edu.ga)

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## Appendix D

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### Important Phone Numbers

HSSE Emergency	4454-0999
CDA On-Duty (Janoubi)	5585-5045
CDA On-Duty (Shamali)	5585-5039
Janoubi Front Desk	4023-7000
Shamali Front Desk	4023-5000
Primary Health Care Center in the Hamad bin Khalifa Student Center	4454-1244 or 4454-1240
Dental Primary Health Care Center in the Hamad bin Khalifa Student Center	4454-1244 or 4454-1240
Kulud Pharmacy in the Hamad bin Khalifa Student Center	4423-4481 or 4423-7214

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## Appendix E

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### Married and Family Housing

To support the needs of its diverse student population, HBKU Housing and Residence life has designated a building for married and family housing inside the student housing complex. This building is accessible only to those students and their families along with QF/HBKU staff. Except for the following clauses, students and their families are governed by the CLS. In some instances the policies may be adapted to meet the unique needs of married students with families and ensure the safety of the community. Changes to the policies will be posted on digital signage or communicated directly to concerned students.

#### Access

Access cards will be provided to students and their spouse and not to the child. Students and spouses are expected to present their IDs at the front desk of Al Majlis (Residential Community Center or RCC) and respective hall to confirm their identity before entering. Children are expected to be escorted at all times within the villages and Al Majlis.

#### Application

Admitted students are required to submit an application through the housing portal. Upon approval of the application, students arriving to Doha without their family may be assigned to a temporary living unit (with single students). Once students confirm family arrival, they will transfer to married and family housing, subject to meeting the following conditions:

- Provide information and copies of valid IDs for spouse and child.
- Submit an attested copy of the marriage certificate for use in Qatar prior check-in.
- Notify the housing office in advance of any changes to the family size.

#### Conduct and Judicial Process

Students signing the housing contract are responsible for the behavior of the spouse and children.

#### Housing Fees and Eligibility

Married students admitted to HBKU and/or Qatar campuses are eligible to apply subject to complying with the family size - one child maximum. The applicable housing fees are listed below. Students can choose any of the available options in accordance with the family size.

Room Type	Semester Fee 2016 - 2017	Weekly Rate For Short Term Stay	Family Size Per Living Space	Housing Deposit
Studio Apartment	QAR 11,140	QAR 686	Married Couple (No Kids)	QAR 2000
1-Bedroom Apartment	QAR 11,940	QAR 734	Married Couple (No Kids)	QAR 2000
2-Bedroom Apartment	QAR 20,480 Paying for both rooms	QAR 1262	Married Couple (One Child Only)	QAR 2000

#### Visitation

Visitors of students in married and family housing will only be permitted in Al Majlis and only during the timings open to the public. Spouses and children are required to have identification to be allowed into the Student Housing Complex.