
Policy: **Residential Life**

Code: **06ST11**

Reviewed/ Revised: **03/08/2023**

Date of Next Review: **February 2024**

Policy Owner: **Director of Operations**

Target audience: **All Students, Faculty, Staff, Guests and visitors**

PURPOSE:

The purpose of this policy to provide a clear framework as to what is included and part of the Residential Life on EAHM Campus

SCOPE:

This Policy covers the type of living units, the facilities, rules and regulations and visitation hours.

DEFINITIONS:

In this context, “student” includes full- and part-time degree students and exchange students, as well as participants in short courses and professional development. Access rights to computing and network facilities differ with the type of student but the guidelines for use are the same for all users.

Living Units: in this context is the student accommodation, lodging, villas and staff accommodations in EAHM

Opera PMS: is the Property Management System that enables us to control living units inventory, bookings, check in & check out and payment charges of all the accommodation, lodging and villa units

WC team: Welcome Centre team handling student accommodations, lodgings and faculty villas

Barza: is the student lounge located at the club house area of the campus grounds near the pool and student accommodation and lodging.

POLICY STATEMENT:

EAHM provides accommodation on campus for the students, staff, guests. Residential students are governed by the Campus Living Manual during their stay in the campus.

RESPONSIBILITY:

It is the responsibility if the Director of Operations to ensure that the relevant departments and teams upkeep the accommodations, lodgings, villa and facilities and uphold the rules and regulations and user access and restrictions on a day-to-day basis.

The Director of Operations is responsible to review, monitor and update the policy.

IMPLEMENTATION OF THE POLICY:

1. Living Units:

Type	Single room	Bunk Beds	Queen Bed	Twin beds	Disable room	1 Bedroom	2 Bedroom	3 Bedroom	Total
Block E Female Dorm	77	10							87 Rooms
Block F Male Dorm	119	4							123 Rooms
Lodging			34	10	1				45 Rooms
Faculty Villas							13 Villas	9 Villas	22 Villas

1.1 Student Accommodation:

All EAHM registered student bookings as part of their tuition package if accommodation is chosen, is paid through an online payment link through the EMADA system, through bank transfer, credit card payment on site or through cheque. Once paid it is the responsibility of the registrar team to communicate the list of names of the new academic year student enrolment that have paid for student accommodation to the Welcome Centre team. After which the Welcome Centre team is to accurately allocate the students as per their gender to the accurate dorms and rooms in Opera PMS and check them in. Not to mention it is then the WC team's responsibility to spot check and ensure all rules and regulations of living units are enforced.

1.2 Lodging:

Student family members and friends can also book rooms at our EAHM lodgings with a daily rate, as well as live out students who wish to book for a few nights due to exams or project season. These bookings are to be made by contacting the WC through the below channels and must be paid for prior check in:

Welcome Centre contact details:

- For bookings and reservations – reservations@eahm.ae
- All other inquiries – eahmwelcomecenter@emiratesacademy.onmicrosoft.com
- +971 55 100 0513
- +971 55 100 0217

1.3 Villas:

Are provided as faculty accommodation as part of their contract. Once contract is signed their arrival details and information is shared via HR to the WC team to block the appropriate available villa

1.4 Staff Accommodation:

Is provide to general staff who do not wish to live out as part of their contract. Once contract is signed their arrival details and information is shared via HR to the Shared Services team.

2. Facilities:

- 2.1 Below is the list of available facilities, please refer to the **Sports and Leisure Policy 07HS06** for the rules and regulations and user access and restrictions details for the below.
- 2.1.1. Gym
 - 2.1.2. Barza
 - 2.1.3. Pool and Sun Loungers
 - 2.1.4. Changing rooms
 - 2.1.5. Pool side restaurant
 - 2.1.6. Barbeque area
 - 2.1.7. Multifunctional sport facility
 - 2.1.8. Tennis Court

3. Rules and Regulations:

- 3.1 All living units and facilities are to be respected and kept clean by all who are using them
- 3.2 A Silent policy is in affect for all residents in the EAHM living units starting from 2300hrs daily
- 3.3 Residents of the EAHM Living Units are allowed visitors and up to 2300hr only

Failure to do so will result in disciplinary action as per the **student Discipline Policy 06ST13** and HR policies

4. How to report a violation

A student or faculty may contact the WC team or security team to report any breach the policy.

WC team or Security is then dispatched to enforce the policy.

5. The Process and sanctions for violating the policy

The Director of Operations or his/her designate will the review the security report and enforce the process and sanctions as per the **Student Discipline Policy 06ST13** for students, and handover to HR for staff and faculty related violations.

ASSOCIATED DOCUMENTS:

- Campus Security Policy 06ST29
- Student Discipline Policy 06ST13
- HR policy

MENTIONS:

- Catalogue
- Student Handbook
- EAHM Policies and Procedures
- Campus Living Manual

DATE OF NEXT REVIEW:

This document should be reviewed by **February 2024**.

POLICY APPROVALS RECORD

Policy Name:	Residential Life		
Policy Code:	06ST11	Formerly:	NA
Date of first approval:	27/07/2022		

Reviewed/ Updated	Details of Amendment
27/07/2022	
28/04/2023	Reviewed and Updated
03.08.2023	Reviewed and Updated by Dina M. - Director of Operations