

Ministry of Higher Education and Scientific Research - Iraq

AlMaarif University College – Al Anbar Province – Iraq

Quality Assurance and Academic Accreditation Section



On-Campus Accommodation Policy

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1. Eligibility for On-Campus Housing at Al Maarif University College

The on-campus housing at Al Maarif University College is designed to support the academic success and well-being of its community members by providing convenient and comfortable living accommodations. Here are the eligibility criteria for students and faculty/staff:

1) **Students:**

- **Eligibility:** All full-time undergraduate and postgraduate students are eligible to apply for on-campus housing.

a) **Priority Criteria:**

- **Academic Year:** Students in later years of their programs may be given priority, recognizing their proximity to graduation and increased academic demands.
- **Distance from University:** Students living further away from the university, especially those from other cities or countries, are typically given priority to help reduce the burden of commuting.
- **Special Needs:** Students with documented special needs, including disabilities or health conditions requiring proximity to campus resources, receive priority consideration to ensure accessibility and support.

2) **Faculty/Staff:**

- **Eligibility:** Limited accommodations may be available for new or international faculty and staff members, primarily to assist in their transition to the university and local area.

3) **Approval and Availability:**

- **Subject to Availability:** Housing for faculty and staff is limited and subject to the availability of suitable accommodations.
- **Administrative Approval:** Applications for faculty/staff housing require administrative approval. Factors considered include the role at the university, the expected duration of stay, and the current housing stock.

4) **Application Process:**

1) **Students and Faculty/Staff:**

- Applicants must submit a detailed application through the university's housing office or via the designated online platform.
- The application should include all necessary personal information, documentation of eligibility, and any specific requests or needs related to housing.
- The Housing Committee reviews applications, with decisions communicated via email or through the housing portal.



This policy ensures that housing resources at Al Maarif University College are allocated fairly and efficiently, supporting the diverse needs of its community members while prioritizing those who benefit most from on-campus accommodations..

2. Application and Allocation Process for On-Campus Housing at Al Maarif University College

To ensure a fair and efficient process for accessing on-campus housing, Al Maarif University College has established a clear application and allocation procedure. This process is designed to meet the needs of our diverse student body and faculty/staff members while ensuring transparency and fairness. Here's how it works:

1) For Students:

a) Application Submission:

- Students must complete an online application form available on the university's housing portal. The form requires personal information, academic details, and any specific housing preferences or needs.
- Documentation supporting priority criteria (such as proof of address for distance verification or medical documentation for special needs) must be attached to the application.

b) Application Deadline:

- Applications for each academic year must be submitted by a specified deadline, typically set a few months before the end of the current academic year.

c) Review Process:

- The Housing Committee reviews applications based on the eligibility criteria and priority system. This review considers academic year, distance from the university, and special needs.
- In cases where demand exceeds available spaces, a lottery system may be used among eligible applicants who meet similar priority criteria.

d) Allocation Notification:

- Students are notified of their housing allocation via email. The notification includes details of the assigned housing unit, move-in dates, and any necessary steps to confirm their acceptance of the housing offer.

e) Acceptance and Agreement:

- To finalize the allocation, students must accept the housing offer and sign a housing agreement that outlines the terms and conditions of their stay, including rent details, rules, and regulations.



2) For Faculty/Staff:

a) Application Submission:

- Eligible faculty and staff must apply through the same online portal, providing required personal and professional details along with any specific accommodation requests.

b) Administrative Review:

- Applications from faculty and staff are reviewed by the Housing Office in consultation with the relevant department heads to determine necessity and availability.

c) Allocation Notification and Agreement:

- Successful applicants receive an allocation notification. Like students, faculty and staff must accept the housing offer and agree to the housing terms through a formal agreement.

d) General Information:

3) Waitlist:

- Applicants not initially allocated housing may choose to be placed on a waitlist. Waitlisted applicants will be considered for housing as it becomes available throughout the academic year.

1) Special Considerations:

- The university recognizes the dynamic nature of student and faculty/staff needs and retains flexibility to make special allocations in extraordinary circumstances.

2) Appeals Process:

- Applicants who feel their application was not fairly assessed can appeal to the Housing Committee. The appeal must be submitted in writing and will be reviewed in a timely manner.

This structured approach to application and allocation is designed to ensure that the on-campus housing at Al Maarif University College is distributed equitably and efficiently, supporting the college's mission of fostering an inclusive and supportive academic community.

3. Accommodation Types at Al Maarif University College

To accommodate a diverse student body with varying needs, Al Maarif University College offers several housing options designed to provide comfort, convenience, and accessibility. These options are tailored to suit different preferences and requirements:

1) Dormitories:

- Type: Shared rooms that typically house 2-4 students.



- Features: Each room is equipped with individual beds, desks, and storage space for each occupant. Common areas include lounges, shared bathrooms, and laundry facilities, fostering a community environment.
- Best For: Undergraduate students who appreciate a communal living experience which encourages social interaction and collaboration.

2) Apartments:

- Type: Private or shared apartments available primarily for senior students or those with special needs.
- Features: These units include one or more bedrooms, a private or shared bathroom, and kitchen facilities. They provide more independence and are suited for students who prefer or require more living space.
- Best For: Senior or graduate students, students with families, or those who prefer more privacy and independence in their living arrangements.

3) Special Housing:

- Type: Accessible housing options specifically designed to accommodate students with disabilities.
- Features: These accommodations include features such as ramps, elevators, wider door frames, grab bars in bathrooms, and other necessary modifications to ensure ease of access and mobility.
- Application Requirement: Students requesting special housing must provide medical documentation to support their needs, ensuring that the provided accommodations appropriately address their specific requirements.
- Best For: Students with physical disabilities or mobility issues who require tailored living spaces to support their daily activities and academic commitments.

4) Additional Information:

- Safety and Security: All housing options are equipped with security measures, including CCTV, secure entry systems, and 24/7 on-call assistance to ensure students' safety and security.
- Internet and Utilities: High-speed internet and all utilities (water, electricity, heating) are included in the housing options, allowing students to focus on their studies without worrying about additional bills.
- Community and Support Services: The college offers various support services, including resident assistants and housing coordinators who are available to help students adjust to campus life and address any concerns they may encounter.

By providing these varied housing options, Al Maarif University College aims to meet the diverse needs of its students, ensuring that they have a supportive and comfortable living environment which contributes positively to their academic success and overall well-being.



4. Fees and Payments for On-Campus Housing at Al Maarif University College

To ensure transparency and financial planning for students and faculty, Al Maarif University College has established a clear structure for housing fees and payment schedules. Below are the detailed provisions:

1) Housing Fees:

- **Publication and Details:** The housing fees for each type of accommodation (dormitories, apartments, and special housing) are published annually on the university's housing portal and in printed brochures available at the Housing Office.
- **Variability:** Fees are reviewed and may be adjusted each academic year based on the university's budget decisions, operational costs, and market conditions. Any changes to the fees are communicated to current and prospective residents well in advance of the payment deadlines.

2) Payment Schedule:

- **Timing of Payments:** Housing fees are payable at the beginning of each semester. The specific due dates are published along with the fee details at the start of the academic year.
- **Payment Plans:** Recognizing that students may have different financial situations, the college offers payment plans to accommodate their needs. These plans allow housing fees to be paid in installments throughout the semester rather than as a single lump sum.
- **Arranging Payment Plans:** Students interested in setting up a payment plan must contact the Housing Office to discuss their options. A meeting can be arranged to tailor a payment schedule that fits the student's financial circumstances.
- **Late Payments and Penalties:** Late payments may be subject to penalties such as late fees. Students facing financial difficulties are encouraged to contact the Housing Office before the payment due date to discuss potential adjustments to their payment plan.

3) Additional Charges:

- **Damages and Fines:** Residents may be charged for any damages to housing facilities that occur during their occupancy. Charges for damages are assessed at the end of the residency period or when the damage is reported.
- **Other Fees:** Additional fees may apply for specific housing services such as parking, special maintenance requests, or premium internet services if not included in the standard housing package.



Financial Assistance and Support:

- **Housing Scholarships:** Al Maarif University College may offer housing scholarships or grants to eligible students who demonstrate financial need. Information about these opportunities is available through the Financial Aid Office.
- **Counseling Services:** Financial counseling services are available to help students manage their budgets and understand their financial options related to housing.

By outlining these fees and payment structures, Al Maarif University College ensures that all students and faculty are well-informed about their financial obligations and have access to flexible payment options that accommodate their individual financial circumstances. This approach helps maintain the accessibility and affordability of on-campus housing.

5. Rules and Regulations for On-Campus Housing at Al Maarif University College

To ensure a safe, respectful, and conducive living environment, Al Maarif University College has established a set of rules and regulations for all on-campus housing residents. Adherence to these rules is mandatory and helps maintain the quality of life for all community members. Below are the key regulations:

1) Code of Conduct:

- **Respect for Diversity:** Residents are expected to respect the diverse backgrounds and identities of their fellow community members. Discrimination or harassment of any kind will not be tolerated.
- **Cleanliness:** Maintaining a clean living environment is essential. Residents are responsible for the cleanliness of their rooms and shared spaces, and regular inspections may be conducted to ensure compliance.
- **Quiet Hours:** Quiet hours are enforced to ensure that all residents have the opportunity for undisturbed study and rest. These hours are typically set from late evening to early morning, with specific times published at the beginning of each academic year.

2) Guest Policy:

- **Overnight Guests:** Residents may have overnight guests, but such arrangements require prior registration with and approval from the Housing Office. This policy helps manage security and ensures that all guests are accounted for in case of emergencies.



- Guest Conduct: All guests must adhere to the university's regulations during their stay. Residents are responsible for their guests' behavior and may face consequences for any violations of housing or university rules by their guests.

3) Substance Use:

- Prohibition of Illegal Substances: The use, possession, or distribution of illegal drugs is strictly prohibited on university property. Violations of this policy result in severe disciplinary actions, which may include eviction from housing, academic sanctions, and legal consequences.
- Alcohol: The use and possession of alcohol are also prohibited in on-campus housing. The university enforces this rule to promote a healthy and safe living environment for all residents.

4) Enforcement and Penalties:

- Monitoring and Inspections: The Housing Office conducts regular checks to ensure compliance with housing rules. Residents are informed in advance about inspection schedules.
- Penalties for Violations: Violations of housing rules may result in penalties ranging from warnings to more severe consequences such as fines, loss of housing privileges, or eviction, depending on the severity and frequency of the offenses.
- Appeal Process: Residents have the right to appeal against disciplinary actions. The appeal process is outlined in the resident handbook, and appeals must be submitted within a specified timeframe after the penalty is imposed.

Communication of Rules:

- Resident Handbook: Upon moving in, all residents receive a Resident Handbook that outlines all housing rules, regulations, and procedures in detail.
- Orientation Sessions: At the start of each academic year, the Housing Office conducts orientation sessions for new residents to go over the rules and answer any questions.

These rules and regulations are designed to foster a community that is not only conducive to academic success but also supportive of personal well-being and respectful of all members. Compliance with these rules ensures that Al Maarif University College remains a welcoming and safe place for all its residents.

6. Maintenance and Inspections in On-Campus Housing at Al Maarif University College

To ensure that on-campus housing at Al Maarif University College remains in good condition and provides a safe, comfortable living environment for all residents, the university has established systematic maintenance and inspection procedures. Here's a detailed explanation of how these processes are managed:



1) Routine Maintenance:

- Purpose: Routine maintenance ensures that all housing facilities are functional and well-maintained. This includes repairs and servicing of electrical systems, plumbing, heating and cooling systems, and structural upkeep.
- Process: The Housing Office schedules routine maintenance based on the expected lifespan and usage patterns of facilities and appliances. Residents can also report any issues they encounter, which are then addressed by the maintenance team according to priority and urgency.

2) Emergency Repairs:

- Purpose: Emergency repairs address unexpected issues that pose immediate risks to safety, security, or significant discomfort for residents, such as water leaks, electrical faults, or heating failures.
- Availability: The Housing Office provides a 24/7 contact number for reporting emergencies, ensuring that urgent issues are promptly attended to at any time of the day or week.
- Response Time: The goal is to respond to emergencies within hours of notification, depending on the severity of the issue.

3) Scheduled Inspections:

- Purpose: Regular inspections help the university identify potential issues before they become serious, ensuring compliance with safety standards and preventing costly damages.
- Frequency: Inspections are typically scheduled bi-annually or annually and may focus on different aspects of the housing facilities, such as safety features, appliance functionality, and overall condition of the living spaces.
- Process: Inspections are conducted by trained staff who check the integrity and functionality of structural elements, safety devices (like smoke detectors and fire extinguishers), and general living conditions. Residents are notified in advance about scheduled inspections.

The maintenance and inspection procedures at Al Maarif University College are designed to ensure that the housing facilities are safe, comfortable, and well-maintained. By adhering to these procedures, the university not only enhances the quality of life for its residents but also extends the longevity and functionality of its housing properties. These efforts reflect the university's commitment to providing a high standard of living accommodations for its community.

7. Termination and Eviction Policies at Al Maarif University College On-Campus Housing



Al Maarif University College has established clear policies regarding the termination of housing contracts and the eviction of residents from on-campus housing. These measures are necessary to maintain a safe and orderly living environment and to ensure that all residents adhere to the college's rules and regulations. Here's an outline of the procedures and circumstances under which a housing contract may be terminated and eviction may occur:

1) Grounds for Termination and Eviction:

- **Violation of Housing Rules:** Repeated or severe violations of housing rules, such as noise disturbances, failure to maintain cleanliness, or other breaches of the resident code of conduct, can lead to termination of the housing contract.
- **Illegal Activities:** Involvement in illegal activities, including the use, possession, or distribution of illegal drugs; theft; or violence within the housing premises, will result in immediate eviction and may involve legal action.
- **Non-Payment of Housing Fees:** Failure to pay housing fees as per the agreed schedule without arranging for an alternative payment plan with the Housing Office can lead to eviction.
- **Damage to Property:** Causing significant damage to housing facilities that goes beyond normal wear and tear may result in eviction, especially if the damage is intentional or due to negligence.

2) Process for Termination and Eviction:

- **Notice of Violation:** Residents found in violation of housing policies or rules will first receive a written notice detailing the nature of the violation and the need to rectify the situation within a specified timeframe.
- **Hearing:** In cases where eviction is considered, the resident may be given the opportunity to present their case before a housing committee, which will review the circumstances and evidence before making a decision.
- **Final Notice:** If the decision to terminate the housing contract is upheld, the resident will receive a final notice of eviction, specifying the date by which they must vacate the premises.
- **Assistance in Relocation:** In certain circumstances, the Housing Office may assist the evicted resident in finding alternative accommodations, particularly if the eviction is not related to disciplinary issues.

3) Appeal Process:

- Residents have the right to appeal eviction decisions. The appeal must be submitted in writing to the Housing Appeals Committee within a specified period after receiving the eviction notice. The appeals process is detailed in the resident handbook, and residents are encouraged to familiarize themselves with this process to ensure their rights are protected.



4) Documentation and Record-Keeping:

- All proceedings related to terminations and evictions are thoroughly documented, including the reasons for eviction, the process followed, and any communications with the resident. This documentation is important for transparency and for protecting the legal rights of both the resident and the university.

By enforcing these termination and eviction policies, Al Maarif University College aims to uphold the standards of conduct expected within its community, ensuring a safe and conducive living environment for all residents.

8. Appeals and Grievances Procedures at Al Maarif University College On-Campus Housing

Al Maarif University College is committed to ensuring fairness and due process in the enforcement of housing rules and decisions. The appeals and grievances procedures are designed to provide students and residents with a structured and transparent way to challenge decisions or file complaints regarding on-campus housing matters. Here's a detailed outline of the process:

Scope of Appeals and Grievances:

- Appeals: Residents can appeal decisions related to disciplinary actions, eviction notices, or other housing administration decisions that directly affect their living arrangements.
- Grievances: Grievances may be filed in cases of dissatisfaction with housing conditions, disputes with other residents or housing staff, or perceived failures in the application of housing policies.

Steps for Filing an Appeal or Grievance:

1) Initial Review:

- Residents must first discuss their concerns or issues with the Housing Office to seek an informal resolution. This step often resolves minor misunderstandings or disputes without the need for formal procedures.

2) Formal Submission:

- If the issue is not resolved informally, residents can file a formal appeal or grievance. This involves submitting a written document outlining the nature of the grievance or the basis for the appeal, including any relevant evidence or documentation.



- The document should be submitted to the Housing Appeals and Grievances Committee, which is specifically tasked with handling such cases.
- 3) Committee Review:
 - The Appeals and Grievances Committee reviews all submissions within a specified timeframe, usually within two weeks of receipt.
 - The committee may request additional information or conduct hearings where the resident and other relevant parties can present their cases.
- 4) Decision:
 - After reviewing all information and conducting hearings, the committee issues a decision. The decision is communicated in writing to the resident, explaining the rationale and any actions to be taken.
- 5) Further Appeals:
 - If residents are dissatisfied with the decision of the Housing Appeals and Grievances Committee, they may have the option to escalate their appeal or grievance to a higher authority within the university, such as the Dean of Students or the university's ombudsman.

Timeline:

- Appeals and grievances should be filed within a specific period, typically within 30 days of the incident or decision being appealed.

Rights and Responsibilities:

- Residents' Rights: Residents have the right to a fair hearing, to be informed of the grounds for any decisions affecting their housing, and to be represented or accompanied by an advisor during formal proceedings.
- University's Responsibilities: The university must ensure that the appeals and grievances process is conducted impartially and that all decisions are based on substantial evidence. The university also has the responsibility to maintain confidentiality and respect the privacy of all parties involved.

Documentation:

- All proceedings related to appeals and grievances are thoroughly documented and stored securely. This documentation is crucial for maintaining transparency and for future reference if further appeals are necessary.
- By providing a clear and fair mechanism for handling appeals and grievances, Al Maarif University College ensures that residents' concerns are heard and addressed properly, reinforcing a just and supportive community environment.