



Majan College
University College

كلية مجان
كلية جامعية

Hostel Regulations



2018 - 2019

Majan College (University College)

The name of God the most Merciful

Peace be upon you all,

I would like to welcome all of you to Majan University College's Hostel, hoping that it will be an ideal place for your convenience. The hostel will provide you a good environment for learning, and Majan University College is so keen on ensuring all possible ways for students' comfort and convenience in order to guarantee their success it looks for.

Since the hostel is one of the most important facilities and services that Majan College provides to its students to ensure their success and stability, this booklet has been prepared to be a directory for the hostel. It has all the regulations and rules of the hostel. Moreover, the college has assured that all the rules and regulations are made to help the students and serve of great help in their academic experience. Please read this booklet and follow its rules and instructions so that we all are able to reach the goals we are working on.

Best wishes

Nabila Al-Macki

Associate Dean of Quality Assurance & Registration,
and Head of Hostel Committee

Regulations for the Hostel (males and females)

It is within the responsibilities of all students to adhere to all the rules and regulations stipulated by Majan College.

Article (1)

Requirements for Admission into the Hostel Application:

Students are admitted to the hostel of Majan Collge University College (MCUC) according to the following procedures:

1. The applicant should be a Full time registered student of Majan College.
2. The applicants should pay the fees of the hostel.
3. The applicant should complete all the procedures needed for the hostel and abide by the rules and regulations of the hostel.

Article (2)

First: Instructions for residing in the Hostel:

1. Students should comply with the rules and instructions of this booklet in addition to any other instructions that MCUC makes.
2. Students should be quiet in the hostel in order to make it an ideal place for studying and relaxing.
3. Students should keep their rooms neat and clean.

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4. Students should keep the hostel in a good condition and use the utilities in a good way and keep them clean after usage.
5. Students should ensure the safety of all the facilities in the hostel.
6. Students should stay in their rooms, and they are not allowed to stay in another room unless permitted by the wardens.
7. Students should inform the wardens of any damage in their rooms or in the utilities, by filling the form.
8. Students should seek permission from the warden in advance if they want to have a group activity inside the hostel.
9. Students should be responsible for the furniture in their rooms. They should also be responsible for their own belongings. MCUC does NOT bear any responsibility for any lost items.
10. Students should use electricity and water wisely.
11. Students should carry their ID cards and show them when asked by the hostel authorities.
12. Students should receive their guests ONLY in the reception halls during the permitted times.
13. Female students are not allowed to leave the college without permission or be picked up by their guardians. The female student must go back to the hostel and complete all the procedures with the warden to be able to go with her family member(s).

14. Every female student is required to sign-in every day in the hostel between 9 and 10 p.m. anyone who does not follow the rule will be subject to the procedures that are mentioned in the list of penalties.
15. Students are permitted to stay in the hostel only during the semesters. During the summer and winter vacations, students cannot stay in the hostel unless they have permission from the head of the hostel committee.
16. Students should take all their belongings by the end of each semester. MCUC shall not be responsible for any item left behind when leaving for summer or winter vacations.

Second: Prohibited Actions:

1. It is not allowed to stick any posters, pictures, announcements, or advertisements on any wall or closet inside the rooms without approval from the wardens.
2. Students can NOT host friends or guests from outside and let them stay after the allowed time for visiting. Additionally, guests and friends from outside are not allowed in the bedrooms and hostel's utilities.
3. Students should NOT cook in the hostel's kitchens after 11 p.m.
4. Students are NOT allowed to use incense or burn any kind of coal inside the hostel for any reason. Any violation to this rule will lead to immediate expel from the hostel.
5. Students can NOT heat up light snacks or make coffee/tea unless in the designated areas. Cooking inside the rooms is

prohibited. Students can NOT have cookers or burners in their rooms. Any of these items found will be confiscated immediately, and the person will be penalized.

6. Students (females and males) should wear decent clothes inside the hostel.
7. Students can NOT bring any kind of alcohol or cigarettes inside the hostel, nor can they chew tobacco or bring to the hostel prohibited books, magazines, CDs, etc.
8. Students should NOT assemble in the bedrooms or the utilities without the permission of the warden. Exception to that are TV-lounges.
9. Students should NOT provoke others into refraining from attending classes or student activities, nor can they organize protests or sit-ins or stop doing regulations that MCUC requires doing.
10. Female students are not allowed to wear 'niqab' inside the hostel.
11. Students are not allowed to use the hostel for other purposes or reasons than the ones mentioned in this booklet.
12. It not allowed to use or burn incense in the hostel.
13. It is not allowed for Female students who are enrolled in hostel to go out of the college under any circumstances unless a prior permission from the competent authority is issued.

Article (3)

First: Regulations for Leaving and Returning to the Hostel:

1. Female students are required to fill out the 'leaving form' (appendix1) when they go on weekends or official holidays with the persons with whom their parents/guardians have agreed to leave with. This agreement is signed when the student moved in to the hostel, and it should be attested from the Sheikh and Wali.
2. Female students shall keep the original copy of the 'leaving permission' (for weekends or temporary), and they should show it to the persons in charge in the hostel when they come back. Otherwise, they will be subject to questioning.
3. Female students will not be allowed to leave the hostel only with those who are officially permitted. Not doing so will lead to penalties according to MCUC regulations.
4. Relatives visits are during specified times between 4 and 8 p.m.
5. Students are allowed to leave the hostel during the weekdays, and they are required to be back by 9 p.m. During weekends, the latest they can report back to the hostel is 11 p.m. If a student is late for any reason, she should inform the warden.
6. Female students are allowed to shop only with the wardens during the given days and be back by 9:00 p.m.
7. The hostel's doors will be closed during week days at 10 p.m., but during weekends, the doors will be closed at 11 p.m. Female students should not be late without permission or a valid excuse.

Second: The End of the Hostel Stay

A- The stay in the hostel ends in the following situations:

- i) At the end of each academic semester
- ii) When there is a case of withdrawal or postpone or a penalty of disqualification for one or more semester(s).
- iii) If a student wants to vacate from the hostel. In such case, the student should fill out a form and hand it to the warden and follow all the regulations related to vacating out including filling out the vacating form and signing it from the persons in charge at MCUC. If a student fails to do all the procedures, she/he will still be deemed as a resident in the hostel. Thereby, the student will still pay all the hostel fees. (appendix2)

B- When the stay-period is over, students should empty their room and check with the warden, and they should assure that receive the receipt of the room along with the check-out form.(appendix3)

C- The fees for the hostel should be paid completely before vacating from the hostel (as in the fees' payment instructions).

Article (4)

Violations and Disciplinary Penalties

A violation is any action that goes against the rules and instructions of the hostel. It can lead to appearing in front of the Disciplinary Committee. It is a committee that meets when there is a violation of the rules and regulations that are mentioned in Article (4). The

committee guides and advises students and is entitled to give one of the following penalties:

1. Warning:

This is verbally done by the warden in the first time, and it is written in the second time with notifying the student services and keeping a copy of the written warning in the student's file.

2. Notice:

It is done through a formal letter from the head of the disciplinary committee to the student. A copy of that notice will be sent to the student's parents/guardians, or the parents will be called to discuss the issue with them. The notice will be kept in the student's file after signing it as received by the student. The notice is given in the following situations:

- 2.1 If the violations are repeated under 'warning'.
- 2.2 Not following the rules and regulations of the hostel.
- 2.3 If there was any misbehaviour.
- 2.4 If there was an intention to ruin students' activities.
- 2.5 If there was an intention to disturb others inside or outside the hostel.
- 2.6 If a student spoke in an inappropriate way with the persons in charge, workers, wardens, or colleagues.
- 2.7 If a student fights with colleagues and intends to make troubles, and if there are repeated complaints from colleagues and wardens.
- 2.8 If a student possesses a TV, Video, CDs, books, or magazines that are PROHIBITED, or if the student is using any of the prohibited items.
- 2.9 If a student intends to ruin the public belongings or personal belongings of others in the hostel.
- 2.10 If a student uses the hostel for another reason than the main purpose of using the hostel.

3. Financial Fine

This fine is charged when a student breaks or ruins any of the furniture items or other belongings. The fine is decided based on the disciplinary committee's decision.

4. Temporary dismissal of the Hostel or College.

This is one of the things that the disciplinary committee has authority to do. When there is a temporary dismissal, the student's parents or the sponsor will be informed about the decision. The decision will be officially valid once the sponsor is informed. A copy of that decision will be kept in the student's file. This dismissal is applied in any of the following cases:

- 4.1 If the violations mentioned under 'notice' are repeated
- 4.2 Leaving the hostel without permission.
- 4.3 Insulting any of the persons-in-charge, wardens, or colleagues verbally or physically.
- 4.4 Getting involved in any forbidden action.

5. Permanent dismissal of the Hostel or College.

This is done by a decision from the Dean based on a report from the Disciplinary Committee. This dismissal is applied in any of the following cases:

- 5.1 If the violations mentioned under 'temporary dismissal' are repeated.
- 5.2 If a student did something against honor.
- 5.3 If a student did something against religious or national values.
- 5.4 If a student did something against national security.

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Note: the Disciplinary Committee has the right to deal with violations done by students that are NOT mentioned in this list, and the committee can do what is appropriate. Moreover, the committee can apply other penalties against students in case they violated the rules and regulations.

The Hostel Management Committee wishes all of you success
and the best of luck.

May Allah Al-Mighty take care of all of you and make you
achieve your goals.