



**REGULATIONS OF THE  
AFRICAN UNIVERSITY OF SCIENCE AND TECHNOLOGY, ABUJA**

# **UNIVERSITY FACILITIES CODE**

## 1.0 GRANT OF RESIDENCE

1.0.1 Subject to our rights to terminate this agreement early, we grant you the right to occupy the Accommodation for the period of Residence.

1.0.2 We grant you the right to use the common parts/areas.

1.0.3 For **ALL** M.Sc. students, rooms are leased for a period of 18 months, while lease periods for Ph.D. rooms is for 36 months. A 'grace period' of 7 days is granted to **ALL** students after completion of their program to vacate the Halls of Residence. Students whose programs have been terminated will be given Two days to vacate their Halls of Residence.

1.0.4 You agree that you will move (if reasonable requested to do so by us during the Period of Residence) to alternative accommodation which will be within the Halls of Residence where possible.

1.0.5 Halls of Residence accommodation is limited and will be allotted to full- time enrolled students of the African University of Science and Technology on a first come first serve basis. However, the applicants should satisfy the following eligibility criteria for Halls of Residence allotment:

- a) Priority will be given to students on full scholarship. Students on scholarship **MUST** show evidence of sponsor and payment of school fees made in full before they can be considered eligible to apply for Halls of Residence accommodation.
- b) Fresh students not on scholarship **MUST** show evidence of payment of school fees made in full before they can be considered eligible to apply for Halls of Residence accommodation on Campus.
- c) For fresh students, the second preference for Halls of Residence accommodation will be given to non Nigerians.
- d) If beds are available, the third preference for Halls of Residence accommodation will be given to those from outside Abuja.
- e) The fourth preference will be given to AUST students residing more than 25 km from AUST campus.
- f) For PhD students already living in the Halls of Residence, accommodation for the year can be

renewed ONLY if all Halls of Residence accommodation policies are adhered to.

- g) If any bed space or room is still available it will be allotted to PhD students applying fresh.
- h) No ex-student shall be allotted any Halls of Residence accommodation without payment which will be based on availability of rooms.
- i) Any student with past record of indiscipline in AUST or any other University will not be eligible for Halls of Residence allotment.

## 2.0 ACCOMMODATION POLICIES & PROCEDURES

2.0.1 **ALL** enrolled students are required to pay the Caution Fee. Although the caution fee is refundable at the end of the program if no billable damage is incurred by student on any facility property, it is also a compulsory fee tied to the on-campus accommodation. The associated fees are shown below:

Halls of Residence FEES	AMOUNT IN USD (\$)
Halls of Residence Fees (per session) Non Refundable	M.Sc. (18 months/shared space) - 4,000
	Ph.D. (12 months) – 4,000
Laundry Services	800
Caution Fees Per Academic Year	250
<b>TOTAL</b>	<b>5,050</b>

Regarding fees for the Halls of Residence, please note that:

- In exchange for the right to occupy the Accommodation, you must pay us the Halls of Residence Fees when they are due.
- You are not entitled to any refund of Halls of Residence Fees if you vacate or fail to take up the accommodation before the end of the Period of Residence without our consent or if you are absent from the accommodation at any time unless we are able to re-let your room (which we will make reasonable effort to do).
- You are not entitled to make any deductions from the Halls of Residence Fees.
- You must notify Campus Management as soon as possible if you have or can foresee any

difficulty in paying the Halls of Residence Fees.

2.0.2 For **ALL** married M.Sc. students residing in the Halls of Residence, it is illegal for your spouse to live with you in your shared accommodation space. If your spouse will be visiting you on campus and will want to spend the night, he/she **MUST** request for a separate room which will be provided at the accommodation rates (based on availability).

2.0.3 For **ALL** M.Sc. students who have dependents (babies, infants/toddlers), it is illegal to have these dependents reside with you in your allocated shared accommodation. If you must have your dependents reside with you on campus, you will be allocated a single room. **Please note that this allocation will be at a cost to you unless your scholarship covers this additional cost.**

2.0.4 For **ALL** married Ph.D. students residing in the Halls of Residence, please note that your spouse can **ONLY** live with you for no more than a One Month period. **Please note that prior written approval must be sought from the Operations/Facilities Office.** Any spouse intending to stay for longer period outside this allowance must secure a separate accommodation space from the Operations/Facilities Office.

2.0.5 For **ALL** Ph.D. students who have dependents (babies, infants/toddlers), you are allowed to have these dependents reside with you in your allocated single room. Please note that single rooms of 10-12 m<sup>2</sup> can take a maximum of 2 persons per room, excluding children under the age of 3 years old.

2.0.6 **ALL** students who will be away from campus for a prolonged period of time are expected to submit their room keys to the Operations/Facilities Office.

2.0.7 For **ALL** students residing in Halls of Residence, you are required to notify the Operations/Facilities Office **immediately** your health status changes.

### **3.0 CARE OF THE ACCOMMODATION AND COMMON PARTS**

3.0.1 In University managed and owned Halls of Residence, daily cleaning services include the Halls of Residence rooms, communal/common areas, and external surroundings. Although AUST cleaning services will be done daily, students are also responsible for cleaning and ensuring their en-suite facilities are tidy at all times.

3.0.2 Tissue will be provided to each student once a week. Cleaning Service will not provide any extra toilet paper that may be required by the students.

3.0.3 You must keep the Accommodation in a clean and tidy condition and leave it in the same condition it was in at the start of the Period of Residence except for normal wear and tear.

3.0.4 You must not change or damage the decorative finish of the Accommodation, Classrooms or Communal Parts.

3.0.5 You must not move, remove, rearrange or interfere in any way with any fixture fittings, furniture or equipment at the Accommodation. Strict disciplinary actions will be taken against those violating the rules.

3.0.6 Jointly with other occupiers, you must keep clean and tidy any Common Parts including any bathroom/toilet facilities and adjoining corridors.

3.0.7 You must promptly report to the Operations Department of any loss, breakage, damage or failure of facilities and services using the maintenance complaint form.

3.0.8 You must pay us the cost of making good any loss, breakage or damage caused by you to or at the Accommodation or the Common Parts; including a fair and reasonable proportion of such cost where the perpetrator(s) of such loss, breakage or damage cannot be identified, and we will use reasonable endeavors to identify them except:

- a) where damage is caused by our negligence or that of our staff,
- b) where you can prove that you were not in the Accommodation at the time that the damage was caused.

3.0.9 Laundry services are located in the Halls of Residence buildings. Location of the laundry rooms varies by building. The laundry opens from Monday to Friday between the hours of 8am and 5pm.

3.0.10 Students are allowed to bring only 7 pairs of clothes per week excluding bed-sheets, towels etc, to the laundry. Students are expected to sign in their laundry after proper inventory by the laundry staff and also sign-out during collection. Clothes may be ready for pick-up within the same week except in cases where there are backlogs.

3.0.11 Washing and drying of clothes in the Halls of Residence facilities is **strictly prohibited**. Strict disciplinary action amounting to even expulsion from the Halls of Residence shall be taken against those violating the rule.

3.0.12 The University offers students a unique opportunity to engage in different outdoor sports such as lawn tennis, basketball, badminton, gym equipment. The Operations Department provides professional guidance, facility support and an administrative framework under which sports facilities function.

3.0.13 A valid University ID card is required to access the sporting facilities.

3.0.14 All sporting facilities are open to any student who is properly registered as a full time student

3.0.15 On admission into Hall of Residence, students are expected to sign an inventory of University/Hall property issued out to them e.g. beds, mattresses and pillows, etc and are expected also to return same in good condition at the end of the session, failing which punitive measure shall be taken.

#### **4.0 RESPECT FOR YOUR ACCOMMODATION AND OTHER OCCUPIERS**

4.0.1 You must not cause any excessive or unnecessary noise in the Accommodation.

4.0.2 You must not cause other occupiers of the Halls of Residence or any other person any injury, disturbance, distress, annoyance, nuisance inconvenience or damage of their property.

4.0.3 You must not commit any crime or act in a manner which conflicts with our policies on drugs, harassment, offensive weapons or equal opportunities, nor in any way act in a manner which is likely to bring us into dispute.

4.0.4 You must not keep any animal(s) in the Halls of Residence including fish, insects, reptiles and birds.

4.0.5 You must exercise proper care when using any equipment in the Halls of Residence.

4.0.6 You must regularly remove rubbish from the Accommodation and place it in the main bin at your Halls of Residence.

4.0.7 Cooking in Halls of Residence is not allowed. Under **NO** circumstances shall meals be cooked within students' rooms or along the corridors. Any student found guilty of this infraction, after proper investigation, shall be expelled from the Hall.

4.0.8 Careless or willful destruction or damage to University property is punishable by a fine to be imposed by the Facilities Manager after seeking advice from Management as to the cost of replacement and/or repairs

## 5.0 TRANSFER OF AGREEMENT, SUBLETTING AND VISITORS

5.0.1 You must not at any time sub-let or share or part with possession of the Accommodation, except in the case of a double room for sharing with the other person, authorized by us to share the Accommodation and your rights in the Accommodation are not transferable to anyone else.

5.0.2 Overnight guests are not allowed in the Halls of Residence. Any student caught violating this rule shall automatically forfeit his/her room without any refund of accommodation fees earlier paid.

5.0.3 Your obligations extend to your visitors and you must use all reasonable endeavors to ensure your visitors behave in a manner consistent with these terms and conditions.

5.0.4 We reserve the right to **EXCLUDE** any visitor from the Halls of Residence where we have reasonable grounds to believe that their exclusion is necessary for the safety or well-being of other residents, their visitors or our employees.

5.0.5 **ALL** visitors are expected to vacate the campus on/before 11:00pm.

5.0.6 All students who are legitimately allocated rooms in the Halls of Residence shall **NOT** illegally harbor any other student or person.

5.0.7 Illegal Occupancy of Room (Squatting) is **PROHIBITED** in the Halls of Residence. Any student who keeps a 'squatter' shall automatically forfeit his/her room without any refund of accommodation fees earlier paid. The 'Landlord' and the 'squatter(s)' shall be ejected from any of the University Halls of Residence.

5.0.8 If an already ejected 'landlord' or 'squatter' is caught again squatting with another student (new landlord) in the Hall, the new squatter, now a 'second offender', will be subject to further disciplinary measures, while the new 'landlord', who is now a first offender, forfeits his/her room allocation without any refund.



## **6.0 VEHICLES**

6.0.1 You must not park any vehicle (motorized or not) at the Halls of Residence unless you are in receipt of a permit for which there may be a charge and then only, within designated parking or bicycle storage areas. You must not invite or allow any visitors to park in these areas.

6.0.2 You must comply with all traffic control measures and register any motor vehicle to be kept at the Halls of Residence with the Operations Department at the start of Period of Residence.

6.0.3 You must not repair vehicles at the Halls of Residence except in an emergency.

6.0.4 We reserve the right to remove without warning any vehicle found at the Halls of Residence which is not in a designated parking or bicycle storage area. If your vehicle has been removed, you should contact the Operations & Security Department. You may have to pay us for the proper and reasonable cost incurred in removing your vehicle before it will be released to you.

6.0.5 All motorized vehicles parked at the Accommodation must be serviceable fully insured and have a valid road fund licensed displayed.

6.0.6 All vehicles must be removed on the day of departure from the Residence.

## **7.0 UTILITIES**

7.0.1 Bearing in mind the nature and type of the building in which the Accommodation is located, you must not exceed the total load capacity of the electric sockets in the Accommodation.

7.0.2 You must not interfere with any electrical, plumbing or telecommunications installation or systems in the Residence.

7.0.3 You must not erect or install any outdoor aerial or satellite dish.

7.0.4 You must not cause blockage or pollution of any drains.

7.0.5 The generator will be run within the following hours: 7am-12pm, 2pm-5pm and 7pm-11pm daily

## **8.0 REGULATIONS**

You must comply in all respects with the Accommodation Regulations as set out in this Operations package.

## **9.0 OUR RIGHT OF ENTRY**

We will not unreasonably interfere with your privacy but we are entitled at reasonable times (save in case of emergency when no notice is necessary) to enter the Accommodation to clean (where you have not done so in breach of your obligations) or examine or repair or for any other reasonable purpose.

## **10.0 VACATIONS**

10.0.1 We do not guarantee that the Accommodation will be available during any period which is not included in the Period of Residence.

10.0.2 If you wish to use the Accommodation at any time outside the Period of Residence, you must first obtain consent from the Accommodations Office.

10.0.3 You must pay additional fees for each week or part of a week that you occupy the Accommodation outside the Period of Residence.

10.0.4 Not all Facilities and Services will be available outside the Period of Residence and you should check on availability before you request for accommodation during this period.

## **11.0 WHEN YOU LEAVE**

11.0.1 You must remove all your belongings from the Accommodation in accordance with the inventory and leave it in the state and condition required and return to us all the keys or card keys to the Accommodation.

11.0.2 Under no circumstance shall keys be taken away from the University. We will charge you the reasonable cost of replacing any key or card key which is not returned (and this will include our administration costs) or has been misplaced.

11.0.3 If you do not comply with 11.0.1, we reserve the right to charge a storage fee equal to the Residence Fees from the end of the Period of Residence until the Accommodation is cleared and the key or card key returned.

11.0.4 If you do not collect your personal belongings within 1 month of the termination of this agreement, we can dispose off your belongings and deduct the administrative costs of doing so from any monies raised on sale before returning any balance to you.

## **12.0 FIRE SAFETY**

12.0.1 You must have due regard for fire safety and must comply with our fire and safety regulations. Specifically, you must not tamper with any of our fire prevention and control equipment.

12.0.2 You must vacate the Accommodation (and ensure any visitors do so) immediately whenever the fire alarm is sounded and co-operate at all times with our staff and the emergency services.

12.0.3 You must comply with the Accommodation's policy on smoking and must not use candles in the accommodation or do anything else which may constitute a fire hazard.

12.0.4 You must not obstruct any designated fire escape or use designated fire escapes except for the purpose of emergency escape.

12.0.5 You must not cook in the Halls of Residence.

12.0.6 You must not bring soft furnishings into the accommodation without the permission of the Operations Department.

### **13.0 ENVIRONMENTAL SANITATION**

It is expected of each member of the Hall to maintain a high degree of environmental sanitation by ensuring that odds and ends are dropped into waste paper baskets and refuse bins supplied for the purpose.

### **14.0 SECURITY**

14.0.1 You have a responsibility to yourself and others living in your Residence to make sure that you take appropriate security measures particularly if leaving the Accommodation unoccupied (even for a short time).

14.0.2 You must always close and lock your window and door before leaving the Accommodation and you must ensure that when entering or leaving the Accommodation, the main entrance door is shut and locked behind you.

14.0.3 You must not allow anyone into the Accommodation unless you are satisfied that they are a

resident or a genuine visitor of a resident or are there with our authority.

14.0.4 You must show proof of your residence, such as your Accommodation key or ID card to any member of our staff if they request you to do so.

14.0.5 All students are expected to be on campus by 11pm as the gates shall normally be closed at this time for security reasons. Exceptions will only be made in the case of emergencies.

14.0.6 All registered students are expected to obtain a student identity card from the Security Office with the following requirements:

- Copy of admission letter
- Evidence of payment of school fees from the Accounts Office
- Completion of ID card form
- Two passport photographs

## **15.0 INDEMNITY**

You are liable to us for all loss or damage suffered as a result of any breach by you of your Agreement including (but not limited to) any expense properly incurred in collecting arrears, paying professional advisers and in relation to court proceedings.

## **16.0 INSURANCE**

16.0.1 Subject to any excesses or exclusions from cover which our insurer may impose, we will keep the Residence insured in its full reinstatement value **AND** your personal belongings against loss or damage by fire and such other risks as we may think necessary.

16.0.2 We will administer any claim on buildings insurance but you will be responsible for making any claims relating to your belongings.

## 17.0 CAFETERIA

17.0.1 The Cafeteria is run by an outsourced vendor according to the rules laid down for the purpose and under the supervision of the Operations/Facilities Office.

17.0.2 Smoking in the dining hall is prohibited.

17.0.3 Food will not be served outside the dining hall to resident or their guests. In case of illness, the residents may be served food in their rooms with prior permission of the officer in charge.

17.0.4 The Cafeteria Dining Schedule are as follows:

- Breakfast: 7:30am – 10:00am
- Lunch: 12:00pm – 2:00pm
- Dinner: 6:00pm – 10:00pm

**Please note that these schedules are strictly adhered to and food will not be served outside these periods.**

17.0.5 For **ALL** students whose scholarship covers dining at the Cafeteria, you are required to produce your Student ID Card to the Cafeteria staff and also sign-out when picking up your meals.

17.0.6 For **ALL** students whose scholarship covers dining at the Cafeteria, it is illegal to transfer your dining privileges to another student.

17.0.7 For **ALL** students whose scholarship covers dining at the Cafeteria, and have special dietary requirements, a request should be made through the Student Affairs Office.