

UNIVERSITY OF NEW ENGLAND



TANGIER STUDENT HANDBOOK

UPDATED
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UNIVERSITY OF NEW ENGLAND
Housing and Residential/
Commuter Life

Introduction

All students residing at, or visiting the Tangier Campus, must be knowledgeable of, and comply with, University policies as outlined in the University Student Handbook and Residence Hall Standards, Housing Handbook, and the Tangier Handbook. Students abroad are also subject to the laws of the country in which they are studying or traveling.

As students studying abroad on the UNE Tangier Campus, you are the University's ambassadors in Tangier, the country of Morocco, and the many cities and towns you visit during University sponsored excursions. Your actions abroad reflect not only on yourself, but the University and the United States.

The following items are especially pertinent to residents on the Tangier Campus but do not exclude or replace the comprehensive University policies.

RESPONSIBILITIES

Every residential student has the responsibility to:

- Take learning seriously: attend class, be prepared, participate in discussions, ask questions and get assignments done on time.
- Attend residence hall meetings, programs, events, excursions; check UNE Morocco Instagram page for campus announcements; and check UNE e-mail and WhatsApp group regularly.
- Treat fellow students and University faculty and staff with respect.
- Contribute to the enrichment of your room, suite, floor, residence hall, University, and local communities.
- Communicate effectively to prevent and resolve conflict with roommate(s) and other community members.
- Protect and preserve property belonging to others and the University.
- Be aware of how personal choices affect your academic success, personal growth, and the quality of life for other community members.
- Be knowledgeable of and comply with University policies as outlined in the University Conduct Code and Residence Hall Standards, Policies and Expectations.

THE COMMON GOOD

One characteristic of positive communities is a concern for the common good. Residents must understand what it means to be a member of a community and must set high standards for their own behavior. To achieve this goal, we will raise residents' awareness of their rights and

responsibilities while living in our community. We encourage residents to take an active role within their living environment and to participate in the development of community standards. By reminding residents of these standards, holding people accountable through personal contact and group discussions, and taking swift action on behavioral and facilities issues, we help make the residence hall vital and enjoyable places in which to live.

By inviting a student to join the UNE community, the University assumes the student has developed and maintained a high degree of integrity and commitment to the personal values in their private and academic life. The faculty and administration at UNE are committed to fostering and furthering this sense of integrity and to helping students develop an ever-deepening awareness of the multi-faceted demands facing them. Students are ultimately responsible for their own learning, the consequences of their choices, actions and behavior, and should constantly appraise themselves. Respect, openness to new situations and people, personal and intellectual curiosity and a commitment to meeting one's obligations are all expectations of the UNE student. The University articulates and clarifies expectations regarding behavior through the University Conduct Code and Residence Hall Standards, Policies and Expectations.

Guidelines, Procedures, and Policies

GENERAL HOUSING INFORMATION

- Authorized UNE personnel may enter and inspect residence hall rooms to ensure compliance with safety policies and maintenance procedures.
- It is the University's responsibility to respect the right of resident student privacy. Proper written notice will be given in case of a routine, scheduled room inspection and effort should be made to have the resident present if a search of a room by University personnel is necessary. Civil warrants do not require prior notification.
- The University holds residence hall students financially responsible for all loss or damage to institutional property, whether in assigned rooms or throughout the residence hall, except for those resulting from normal age and wear.
 - Individuals – for their own listening – may enjoy radios, stereos or musical instruments, but no one has the right to compel others to listen beyond one's own room.

THE RESIDENCE HALLS SHOULD BE SAFE

- Tampering in any way with fire emergency equipment will not be permitted.
- Any infringement on the privacy, physical safety or emotional safety of another student will not be permitted.
- Students are not permitted to have firearms (including fake or toy firearms) or explosives in any form on campus. Possession or use of fireworks will be dealt with as a very serious offense. No excuse or explanation for possession of firearms or fireworks will be accepted.
- Explosive components or chemicals such as explosives, gas or compressed air will not be used or stored in the residence halls or other University property, except under supervision of a faculty member.
- If it is reasonably suspected or determined that behavior in a room is in violation of
- University policy and occupants of that room fail to respond to a request to enter in a timely manner, a University official may enter a room upon identification.
- Hall sports may not be played within the residence halls due to the high risk of personal injury and/or property damage.

PERSONAL AND UNIVERSITY PROPERTY SHOULD BE PROTECTED

- The destruction of personal or University property is forbidden. All damages inflicted intentionally or because of negligence will be paid for by the individual(s) responsible; the individual(s) will also be subject to the penalties listed below.
- Whenever damage occurs by accident, the student(s) involved should report it promptly to the Managing Director of UNE Tangier or/ and the Campus Coordinators
- Movement of University owned lounge furniture or other University property into private rooms will not be permitted.
- The University respects the right to privacy. No student's private behavior will be intruded upon without good cause.
- Dining cafeteria dishes, cups, utensils etc. are University property and are not permitted to be removed from the dining area.

CAMPUS CURFEW

For the safety of all students on the Tangier Campus, curfew hours have been established. Students must be on campus during curfew hours, unless granted permission to do otherwise at least 24 hours prior by the Managing Director of UNE Tangier or the Campus Coordinators. Students not complying with curfew hours will be subject to student conduct review. Curfew hours are not in effect during school holidays.

Curfew Hours:

Monday - Thursday: 1:00 a.m. – 6:00 a.m.

Friday - Sunday: 3:30 a.m. – 6:00 a.m.

CAMPUS COORDINATORS

Campus Coordinators are professional staff that live on campus and are on-call on a rotating basis. They build community, maintain community standards, oversee excursions, and serve as liaison to students. A Coordinator will on-call throughout the night. After normal business hours, students who need assistance must refer to the on-duty schedule and contact only the coordinator on duty. The Campus Coordinator's office is located in the academic building.

CHECK-IN/CHECK-OUT

Upon a student's arrival into the residence hall, they will be asked to complete a Room Condition Report form with the Campus Coordinators, which will detail the condition of the room upon their arrival. It is the responsibility of each resident to make sure their report includes all missing items, damages or defining marks. This report will be used at the time of the student's departure

to assess discrepancies and damage charges. All rooms will be thoroughly inspected and assessed for damage by the Campus Manager, once the buildings have closed.

When a student is ready to leave the residence hall, they must move all belongings from the room; clean the room and return all furniture to its original place; and follow all checkout procedures. Students are responsible for any damages, missing furniture and excessive cleaning issues.

CLEANING ROOMS

Students are expected to keep their rooms clean. The Campus Coordinators will make regular inspections of rooms and all violations. The University does not supply any cleaning supplies.

DRUGS AND ALCOHOL

- Students and/or guests, under the age of twenty-one (21), may not consume, be in possession of, or be in the presence of alcoholic beverages on University property.
- Intoxication which interferes with or disrupts the campus life of others, or necessitates staff intervention or medical attention (as determined by a university official) is prohibited.
- Students shall not possess, make, grow, furnish, sell, trade or conduct any other form of transaction of any illegal drug or possess, use, sell, manufacture or advertise drug paraphernalia. Paraphernalia is defined as all items created for the express purpose of using illegal drugs or as items, which although designed for another purpose, are frequently used in the consumption of illegal drugs.
- The presence of smoke or other types of residues, including but not limited to seeds, stems, strong odor as determined by a University official, from illegal drugs provides justifiable grounds for disciplinary action.
- Marijuana is illegal in Morocco and possession and/or use of marijuana or its derivatives is punishable by arrest and imprisonment by Moroccan authorities.

EXCURSIONS AND CULTURAL ACTIVITIES

Participation in scheduled excursions and cultural activities of the UNE Morocco semester program is mandatory. Students are expected to engage in a positive and respectful manner with fellow students, group leaders, host families, and tour leaders.

FIRE SAFETY

In the event of a fire drill or fire, students should immediately evacuate the building, using the stairs when evacuating from upper floors, and gather inside the front gate of the campus on the lawn next to the security building. Campus staff should be immediately notified of the fire.

GUESTS

UNE Tangier students are responsible for their guests (both fellow UNE students and non-UNE students) and are accountable for their guests' conduct on campus, including damage to University property. Guests are expected to abide by the University Conduct Codes, policies, and guidelines. Failure to do so may result in removal from campus and restriction from future visits.

If guests (non-UNE students) are staying on campus overnight, the Campus Coordinators must be notified and a Guest Pass must be completed through the online system below.

Guest Registration Form

<https://shorturl.at/1CkKg>

Overnight guests (non-UNE and UNE students) are permitted only during the academic year. A guest is considered an overnight guest if the guest is in the residence hall building at the start of quiet hours, Sun.-Thurs. at 9:00 p.m. and Fri.-Sat. at 11:00 p.m. Any guest who is a Tangier resident is not permitted to stay overnight on campus.

Overnight guests must be at least 16 years of age. Those who are under 18 must provide a Parental/Guardian Overnight Visitation Approval form. Residential students are limited to one (1) overnight guest at any one time. All guests should not exceed the age limit of 25 years. Guests may stay no longer than three (3) consecutive nights and passes will not be reissued consecutively.

Parental/Guardian Overnight Visitation Approval Form

<https://www.une.edu/pdfs/overnight-minor-guest-form>

Any meals intended for consumption within the cafeteria premises must be procured in advance from the Campus Management Office, in compliance with the established campus policies.

Meals fees are 50 dirhams per breakfast, 100 dirhams per lunch, and 100 dirhams per dinner.

Guests are welcome contingent upon mutual agreement of roommates. Excessive requests for overnight guests or visitation not approved of by all residents of the room in which the guest is staying can be denied at any time by University Officials. Unresolved conflict may result in the restriction of guests. All guests are expected to have appropriate picture identification (such as a passport) and produce identification when requested.

Important Note:

- Guests are not permitted during exam periods.

MAIL

Student mail boxes are not available on the Tangier Campus. Mail should be addressed to:

University of New England
Student's Name
Rue Abi Chouaib Doukkali, Tangier 90000, Morocco

Students are responsible for any custom fees assessed on personal mail.

MAINTENANCE REQUESTS

Maintenance requests are made to the Facility Manager via the online maintenance form. A link for the maintenance form will be shared with residents via email at the beginning of each semester. It is important to give complete information about the request: detailed description of problem, date problem occurred, how the problem occurred, location of problem, etc. Once a request for maintenance has been placed, it is assumed that permission has been given for a staff member to enter the room to complete repairs.

MEDICAL AND PERSONAL CONCERNS

Emergency medical care is available off-campus, and accessed with the assistance of the Campus Coordinators and Managing Director of UNE Tangier. Professional staff will maintain students' privacy to the extent that the legal system and the University will allow. Individuals may need to be referred to counseling services or a medical clinic/hospital for proper attention. It is important to keep in mind that your emergency contact may be notified.

PERSONAL PROPERTY

The University is not responsible for damage or loss of personal property. Students are urged to use the safes provided in each room to secure valuables. Students are urged to check individual insurance plans prior to travel to assure coverage against fire, flood or theft. Parents' homeowner's policies very often cover such losses and if not, students may want to look into renters' insurance. Stolen property should be reported to the Managing Director of UNE Tangier.

The University does not, under any circumstances, assume responsibility for loss or damage to personal property through fire, flood, theft or other causes. Loss through these causes should be reported immediately to the Office of Safety and Security and to the student's personal insurance representative.

PETS

For health code reasons, and due to allergies and restricted living environments, pets are not permitted in student residence hall rooms or on campus. Students are not permitted to feed stray animals on campus, nor bring stray animals into campus buildings.

QUIET HOURS/NOISE

Quiet Hours

In order to meet the goal of providing a residence hall environment that is conducive to rest and study, we hold that the right of a student to study takes precedence over the right of a student to make noise and disturb others. Noise is defined as sound that can be heard outside a room with the door closed or sound that is disruptive or uncomfortable for others as they sleep, study or carry out their daily living. All students are expected to be quiet enough to respect the rights of others.

Quiet hours are uniform throughout campus:

Sunday - Thursday: 9:00 p.m. – 9:00 a.m.

Friday - Saturday: Midnight – 10:00 a.m.

Courtesy Hours

Courtesy hours have been established to assist students with noise or disruptions beyond the established quiet hour period. Students have the right to ask roommates or neighbors to lower voices, stereos, etc. in an effort to study or rest. Courtesy hours are 24 hours per day, 7 days per week.

During final exam periods, 24-hour quiet hours will be enforced. Violations of quiet hours are referred for a student resolution review.

ROOM DECORATIONS

Students are encouraged to personalize their rooms to make them comfortable while they are on campus. Below are guidelines that must be followed:

- Hanging posters/pictures etc. should be done with poster putty only. Tape and other adhesive materials will remove the paint.
- No objects or materials may be hung on the walls within 18 inches of the ceiling.
- Additionally, no items may be suspended from the ceilings.
- Tapestries may be hung under guidelines of the tapestry policy (see Tapestry Policy below).
- Tape, stickers or other adhesive materials are not to be placed on the ceiling.
- No decorations should, at any time, be attached to or cover any fire safety equipment. This includes but is not limited to stickers on smoke detectors; any items that cover

detectors or fire horns; and any items that cover the evacuation map or hang from the sprinkler heads.

- Decorations may not cover more than 1/3 of the wall or door in or outside a student's space.
- Empty beer boxes, bottles, and other alcohol or drug paraphernalia are prohibited as decoration in student rooms.

TAPESTRY POLICY

Students may hang a tapestry in their rooms under the following guidelines:

- Tapestries may not be hung from or covering the ceiling in any way.
- The tapestry may not cover or block fire safety or heating equipment.
- A tapestry hung vertically must be against the wall only. It may not be hung in front of the doorway or to divide the room.
- The tapestry must be hung at least 18 inches away from the ceiling, no larger than 4ft by 6ft, and only one per wall in a student's room/suite.
- Students wishing to hang a tapestry in their room should get the approval of the Campus Coordinators on the floor for its proper location.
- Failure to abide by these guidelines will result in immediate and permanent suspension of the privilege to hang a tapestry in the room.

This policy is subject to change depending on fire codes.

ROOMMATES

Fostering a positive relationship between roommates is an important piece of residential living. Not all roommates are best friends, but it is imperative that they establish a respectful dynamic. The Campus Coordinators are available to assist students every step of the way. A roommate relationship can quickly bring about social, cultural and values related conflicts, particularly when said differences are not addressed in an appropriate manner. All residents will complete a Roommate Agreement in order to foster communication and to create common guidelines for their room. It is important to know their expectations of each other, as well as areas of agreement and disagreement. When conflict arises among residential students, a Roommate Agreement will be drafted in order to foster communication and resolution of disagreements.

ROOM KEYS

Upon arrival, each resident student will be given a room key. If a student should lose their key or fail to return it once they've vacated their residence hall space, they will be billed \$60 for a lock change and key replacements. If a student should lose their ID card, they will be billed \$10 to replace it. Arrangements can be made for a replacement key with the Managing Director of UNE

Tangier. Students are responsible for returning their assigned key. Returning the wrong key will result in a lock change charge.

SECURITY

The security of students and the residential facilities are of primary importance. Security officers regularly patrol the campus and are very interested in getting to know students. Students are encouraged to say hello and to get to know the officers. The Managing Director of UNE Tangier and the Campus Coordinators should be notified of all emergency and security concerns.

SMOKING/TOBACCO

The University of New England is a tobacco and smoke free campus. Smoking of tobacco or other substances and use of all tobacco products, including electronic cigarettes or any form of vaping will not be permitted anywhere or anytime on the University campuses. This includes all parking lots (including personal vehicles), buildings, residence halls and their grounds, clinics, laboratories, classrooms, private offices, balconies, roofs, plazas, vestibules, loading docks, sidewalks, and on any other campus property, as well as within close proximity to or causing the obstruction of any building entrance, covered walkway or ventilation system.

Please note only FDA approved nicotine replacement therapy products will be permitted (Nicotine pouches are not FDA approved). The full Tobacco Policy may be found [here](#).

STUDENT ACADEMIC SUCCESS CENTER

Students on the Tangier Campus may access academic support through the Student Academic Success Center on the Biddeford Campus. Contact Mary Fraser, Director, mfraser3@une.edu to discuss tutoring options.

TAXIS

Students returning to campus after dark should take a taxi. Taxis are readily available throughout the city. Students should never accept rides in private vehicles from people they do not know.

TRASH REMOVAL

Students are expected to assume responsibility for the disposal of all personal trash. Remove all personal trash from room at least once per week and place in designated trash bins on ground floor of residence hall.

TRAVEL

<http://www.emailmeform.com/builder/form/2ozd71OKf5>

Students traveling away from campus for one night or more must complete the online Tangier Away Form Campus Form at least 48 hours prior to departing campus, thereby informing University staff of travel dates, destination, and date and time of expected return to campus. Personal travel should not conflict with class time.

Class attendance takes precedence over personal travel.

WEAPONS AND PROHIBITED ITEMS

No person shall possess weapons or any device(s) that, in the opinion of the Campus Manager present a danger to the community. Prohibited items may include but are not limited to devices with a lithium battery or gas powered, tattoo supplies (i.e., Tattoo machining gun, needles) and examples of weapons include swords, axes, machetes, martial arts weapons of any kind, knives, slingshots, paint-ball guns, nerf guns, any device that propels an object including but not limited to pellet guns, "soft pellet guns", bb guns and the like, as well as bows, arrows, hunting knives, harpoons, and any firearm or ammunition. Anything else that resembles a firearm and/or propels an object are prohibited from all University buildings. Pepper spray and or any other similar product are prohibited from all University buildings without the express consent of the Campus Manager. Small "pocketknives" for personal use with blades no longer than 2 ½ inches in length are generally acceptable. No person shall possess replica or toy firearms that resemble an actual firearm or weapon.

WINDOWS AND BALCONIES

Nothing may be hung from balcony railings or placed on or in front of windows.



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