

ASIA-PACIFIC INTERNATIONAL UNIVERSITY

RESIDENCE HALL HANDBOOK

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INTRODUCTION

A student residence hall is more than just a place to sleep; it is a happy place where students live and learn. A residence hall setting provides a wonderful opportunity for personality and character development. Living in the residence halls provides a supportive academic and social learning environment. Residence halls also provide a place to learn vital inter-personal communication skills for community living.

Living in a residence hall means living in a community. Community living requires respect, flexibility, and responsibility from all members. Staff and students must work together to ensure that the community living is positive and educational for everyone.

Every community needs guidelines to ensure it functions harmoniously and for the good of its members. Resident Halls are no exception. We expect students who live in residence halls to be appreciative and accommodating of diverse cultures and treat others with respect.

The following guidelines are to assist you to make a quick adjustment to residence hall life and help you have a memorable university experience. Some guidelines exist to preserve and enhance the unique mission, message and life-style of the Seventh-day Adventist church.

You may not always like or agree with all the rules and regulations; nevertheless, you are required to abide by them. We encourage you to develop mature responses toward these guidelines and to always show a positive and respectful attitude to those who are assigned to implement the Residence Hall guidelines.

The Residence Hall Handbook will be updated as needed from time to time. The topics that follow are listed in alphabetical order.

ABANDONED PROPERTY

Abandoned property refers to student-belongings that have been stored in the dormitory with the understanding that the student intends to continue his education at AIU and to stay in the dormitory.

- a. Abandoned property will be collected by Residences Staff and labeled and stored in storage.
- b. Abandoned property will be held in storage for no less than 12 months, after which time the property will be disposed of under the direction of the Dean.
- c. AIU, its Residence staff and other University employees will not be responsible for damages to or theft of abandoned property while in storage.
- d. The office of the Resident Dean will make minimal attempts to contact the believed owner of such property and request such party to claim such property.
- e. (See related- LOST & FOUND)

ACCIDENTS/SICKNESS

If you feel ill or are involved in a minor accident, first attempt to contact your Dean who will arrange assistance for you. Each dorm is equipped with a first aid box containing medicine for simple ailments and medical supplies for assistance during accidents.

Guidelines and Procedures for Caring for Students with a Medical Condition

The following guidelines and procedures have been established to provide suitable care for sick or injured students on campus and in the dormitories at Asia-Pacific International University.

“AIU employs experienced health care staff to provide routine and basic first aid health care services for students requiring attention. For more serious medical conditions, referrals are made to local clinics and hospitals. Campus Health Service personnel operate a campus nurse’s office in the Student Center and regular office hours are maintained. This is the first place for students to seek help.” (Student Handbook p. 20)

Please Note: Because the nurse’s schedule is unpredictable, it is highly recommended that a student first call the Campus Nurse or seek help from the dormitory dean who will check to see if the nurse is available or in her office. If the nurse is out of the office or busy caring for a patient, the dormitory dean will be able to assist the student.

The General Procedures for Medical Care

1. During Daytime (Office Hours 8:30 a.m. – 5.00 p.m.)
 - a) In case of a minor medical condition, the dean and or RA may use the dormitory First-Aid Kit to treat the student as per nurse’s written or oral instructions.
 - b) In case of a minor medical condition, the dean may recommend that the student visit the nurse/nurse assistant at the Nurse’s Office in the Student Center Building. Note: Because the nurse/nurse assistant may be away caring for a student, the dean should first make sure the nurse/nurse assistant is in the office before sending the student to the Nurse’s Office.
 - c) In case of a major medical condition, the dean may inform the nurse/nurse assistant to come to see the student in the dormitory for further treatment.
 - d) In serious or emergency cases, or for any other medical condition, the dormitory dean will at his/her discretion contact the Nurse and, or send or take the student directly to the medical clinic or hospital.

2. After office hours or during room-check (10.15 p.m.) every weeknight, the dormitory dean will be notified if any students are ill. In the dean’s absence, the RA will report to the dean if a student is sick at, or after, room-check.
 - a) In case of a minor medical condition, the dean and or RA may use the Dorm First-Aid Kit to treat the student as per nurse’s written or oral instructions.
 - b) In case of a major medical condition, the dean will consult with the Campus Nurse/Nurse Assistant to determine whether or not to send the student to the hospital, or the nurse will visit the student in the dormitory.

- c) In serious or emergency cases, or for any other medical condition, the dormitory dean will at his/her discretion contact the Nurse and, or take the student directly to the medical clinic or hospital.
3. If a student gets sick late at night, he or she can contact the RA or the dean by:
 - a) Using their mobile phone,
 - b) Asking their roommate to inform the RA or dean,
 - c) Calling the monitor to inform the dean.

The dean will determine which of the above steps **2.a-c** to follow.

3. It is the responsibility of the student to notify the dean if medical attention is needed. The dean will visit rooms at least twice a week to monitor the welfare and comfort of students. Each time the dean will visit rooms on one or two floors in the dormitory.
4. The dean will work closely with classroom teachers. **Whenever a student is absent or not feeling well in the class, the classroom teacher will inform the residence dean to follow up on the student.**
5. Every morning, the dean will prepare a list of sick students in the dormitory so that the Campus Nurse can visit or attend to them as needed.

PLEASE NOTE:

- a. ***“After office hours, health care personnel are always available on an on-call basis.”*** (SH 20, 21)
- b. ***“Students should first contact their Residence Dean for after-office-hours assistance in cases of sickness and emergency.”*** (SH 21)
- c. ***“If a student is not feeling well, he/she needs to inform the Residence Dean in order for the Dean to take care of the student.”*** (SH 21)
- d. ***“The Dean will also excuse the student from worship attendance if he/she receives the information before the program.”*** (SH 21)
- e. ***“If students do not contact the campus nurse on duty, they will not receive reimbursement for medical expenses. These expenses can only be cleared for reimbursement if receipts are given to the nurse.”*** (SH 21) Reimbursement will be given as per the Student Medical Care Plan.
- f. ***“Expenses for transportation are generally charged to the student’s account.”*** (SH 21) A student will be charged for each trip to the doctor or hospital. Such a charge will always include the return trip even though the student does not return to the campus on the same trip. If a student is admitted into the hospital overnight, the student will also be charged for a round trip when they are picked up from the hospital.
- g. The dean will coordinate with the nurse to maintain a well-stocked First-Aid Kit with written guidelines on administering medicine.
- h. Unauthorized students should not access or have direct access to the dormitory first-aid kit.
- i. Deans and RAs will receive regular training and updates on first-aid and the distribution of over-the-counter medicine.

- j. *“..., the institution will not cover expenses for medical treatment needed for the consequences of alcohol or drug use, or of driving without a safety helmet off campus or driving over the speed limit, or if a student attempts to take one’s own life.” (SH 21)*

ALCOHOL/DRINKING

- a. On or off-campus consumption, possession, or distribution of Alcohol is not permitted by students enrolled at AIU.
- b. Full, partially full, or empty alcoholic beverage containers (even as mementos or decorations) are not permitted anywhere in or around the residence halls, as well as on the University campus.
- c. If a resident does not claim responsibility for containers found in his/her room, then all roommates will be held accountable.
- d. Students will be held accountable for allowing others to consume or store alcohol in their room.
- e. Any student(s) who is found to be under the influence of alcohol upon returning to the hall will be disciplined.
- f. The office of the Dean and residence staff reserves the right to stop people from bringing alcohol into the building(s).
- g. You and your guest may be asked to open all your backpacks, bags etc. when entering a residence hall. This procedure is a safety and security measure, which prevents most unwanted or unauthorized materials from being brought into the halls. Your cooperation with staff requests is expected and appreciated. You and your guest(s) may be denied entrance if you choose not to cooperate with this request.
- h. **(NOTE: SEE STUDENT GUIDEBOOK REGARDING ADDICTIVE AND CONTROLLED SUBSTANCES)**

BATHROOM & SHOWERS

- a. It expected that roommate(s) and Suitemates will collaborate and take turns in keeping the bathroom and shower areas always clean.
- b. Neglect in maintaining this cleanliness will be considered a negligence of University property and applicable damage fines will apply.
- c. **A cash fine will be levied as followed: 400 Baht per bathroom to cover the cleaning cost.**
- d. **For those who fail to comply, the charges will be sent to the Finance Office with the possibility of further disciplinary action.**

BICYCLES, MOTOR BIKES, AND VEHICLES

- a. Students are to ensure that their bicycles and motorbikes are parked in the designate parking area.
- b. Students are to ensure that their motorbikes do not cause undue noise due to modified or faulty mufflers.
- c. Students will not be allowed to speed or race on campus.
- d. Fines may be imposed for bikes with oil leaks that cause a mess on the road.
- e. The University accepts no responsibility or liability for the loss or damage to your bicycle, motorbike or vehicle on or off campus.

- f. The University does not lend or rent motorbikes or motor vehicles to students and is not responsible for the condition, roadworthiness, or legal status of any such vehicle rented or borrowed privately from any individual on or off campus.
- g. [SEE Vehicle and Motorcycle Policies in Student Guidebook and Student Handbook]

CAMPUS MAIL AND COMMUNICATION

Deans will normally check the dormitory mailbox for student mail twice a week. Check SARRA for notification of registered mail. SARRA is the official means of communication with students and you are responsible for regularly checking your SARRA account.

CLEANING & HOUSEKEEPING

- a. Each resident is expected to compliment the efforts of University personnel by maintaining cleanliness in both public and private areas of the resident halls and throughout the campus.
- b. Resident workers clean the lobby area, common restrooms, stairs, hallways, and laundry rooms. Your cooperation in keeping these areas as neat as possible is appreciated.
- c. Residents are responsible for cleaning their rooms and suite bathrooms.
- d. Charges of 100 –1000 baht may be assessed if residents do not keep up with cleaning responsibilities.
- e. All trash/garbage must be placed in trash bags and taken to the garbage bins outside the hall.
- f. Residents are not to place trash in the hallway or dispose of trash outside the balcony or any other common areas.
- g. (Related-GABBAGE/LITTER/TRASH, SHOE REMOVAL POLICY)

CLEANLINESS & MAINTENANCE RULES

The following rules constitute conditions of occupancy of the student residences:

- a. Residence rooms will be inspected each Friday evening at 5.30 p.m.
- b. Students must take good care of their room and its furnishings; they will be held responsible for any damage or repairs that are necessary. Damage to furniture fine: 1,000 – 2,000 Baht; Damage to painting: 2,500 Baht
- c. Furniture and mattresses are not to be removed or exchanged between rooms, nor any alteration made to furnishings without the written permission of the Residence Hall Dean.
- d. No decoration is to be screwed or nailed to walls. Decorations, which are considered inappropriate by the Dean or other members of the faculty, must be removed.
- e. Air conditioners, lights and fans are to be turned off when rooms are left unoccupied and windows are to be closed.
- f. When emergency repairs are necessary (e.g. a leaking pipe) the Dean is to be informed immediately.
- g. To maintain dormitory cleanliness students are to take off their shoes before entering the dormitory, choosing, if they wish, to wear another pair inside. (Note: At this time, Solomon Hall is the only exception to this rule.)
- h. Students are not permitted to have animals or pets in the residences or on campus.

- i. Foods described in the Bible as not suitable for human consumption should not be brought into the residence. (Also see Student Guidebook and Student Handbook for further information)
- j. All students are responsible for the proper care of communal areas in the Residence Halls.
- k. Residents are responsible for the cleaning of their rooms to the satisfaction of the Residence Hall Dean during the time the room is occupied and before departure from the University. If a room is left in an unacceptable condition, a cleaning fee will be charged to the student's account.
- l. Prior to leaving for vacation at the end of the school year room keys must be returned to the Residence Dean. A fee will be charged if keys are not returned.
- m. Allowance is made for the normal wear and tear of premises, equipment and furnishings, but responsibility for damage in excess of this must be borne by the student. At the end of the school year personal belongings should be kept in a storeroom unless the student is prepared to pay for rent of the room during the break period.
- n. The University administration reserves the right to require students to vacate their rooms during vacation times if necessary for accommodating residents involved in alternative education programs or who may be participating in special programs or events on campus.

CONFIDENTIALITY

- a. Residence Hall staff will respect private information that residents may share with them and keep it private; however, staff will not and cannot promise absolute confidentiality.
- b. For resident safety and security reasons, staff members are required to report certain situations or incidents to their supervisors on a "need to know" basis, such as suicide concerns, sexual assaults, physical abuse, threats, theft and other serious issues.

CONFISCATION POLICY

- a. Stereos and speakers that are confiscated because of a noise violation generally will be held for a month before being returned.
- b. Other items, such as televisions, VCR, DVD equipment, posters, knives etc. will not be returned until the resident can take the item home.
- c. VCDs, DVDs, magazines, posters that are phonographic or that promote violence will be destroyed and not returned to the resident.

CURFEW IN THE RESIDENCE HALLS

Sunday to Friday 10:00 p.m.; Saturday 11:00 p.m.

CONTRACT (Residence Hall)

The signing of a residential hall contract (agreement) obligates the student to fulfill the terms and conditions of the agreement for the duration of the contract. It indicates your willingness to accept all residence hall regulations. Read it carefully.

DAMAGES

- a. If you accidentally or intentionally damage residence hall property, you will be expected to make restitution for the cost of repair or replacement.
- b. You may not alter or make repairs yourself to any University property.

- c. Charges for room damages are divided equally between the room residents, unless one of the residents accepts or is found individually responsible.
- d. In order to prevent misinterpretation, it is suggested that students inspect their rooms thoroughly upon taking occupancy of a room.

DANCING

- a. Social dancing is not permitted in the residence halls or on campus.
- b. Exceptions are approved folk dances, traditional dances, line dances, etc. done in a proper location at a school function.

DEANS, RESIDENT ASSISTANTS, MONITORS, AND JANITORS

The Dean of Men and the Dean of Women, Resident Assistants, Monitors and Janitors are responsible for the student residences. They assist in every way possible to make residence life orderly and pleasing for all residents. Students with problems, questions or special requests should consult their Dean.

DECORATIONS, HALLWAY, DOOR & ROOM

While your room is your private domain, consideration must be given to the floor and University community when decorating and posting items on the outside of your door on the hallway and in your room.

- a. Flammable materials must not be used so as to reduce chances of fire.
- b. Items which interfere with the educational mission and Religious Doctrines of Asia-Pacific International University are prohibited inside the rooms, in hallways, outside of rooms, or from windows. These include, but are not limited to, abusive, indecent, profane, violent or vulgar language; offensive materials determined to be racist, sexist, harassing in nature, violent, or threatening to an individual group, pornography, the occult and illegal substances.
- c. Do not apply tape (the one that peels the paint), nails etc. If you need a nail to be added, place a request through the Dean's office. Any disfiguring mark caused by nails or stickers will incur a fine.

DESK SERVICE

Each residence hall is happy to provide a number of services for your convenience. The front desk is operated 24 hours by student monitors/receptionists. The front desk (Also referred to as Monitor Desk), staffed with a monitor/receptionist, is the place where residents may report facility problems; get mail, request for room to be opened, telephone-receiving center etc. It serves as the information center of the building.

- a. Though endeavoring to be of service, our desks are not to be considered "delivery/pick-up depots" for items or messages left by or for the community.
- b. Nor will the monitor entertain your guests.
- c. Use discretion in the items left at the desk: Neither the residence hall nor Asia-Pacific International University will assume responsibility for these items.
- d. It is always wise to deliver valuables such as travel tickets, cash, electronics, cell phones, etc. in person.

DISABILITY

Residents with disabilities who require special accommodations can place their requests to the Vice President for Student Administration or the Residence Dean.

DISCIPLINARY ACTIONS

Disciplinary actions are consequences of our personal choices. If one chooses to violate a policy of Asia-Pacific International University or of the Residence Hall (or of any expectation, for that matter), he or she should also consider and expect the consequence.

- a. Sometimes-good people make bad choices, and forgiveness is always available; however, remember that even when forgiven, we all still bear the consequences of our personal choices.
- b. Whenever you receive notification to see a Dean, it's essential that you respond promptly.
- c. Refer to the Student Guidebook and Student Handbook regarding Discipline.

DRUGS

- a. It is a violation of the law as well as published University and Residence Hall policies to possess, use, or sell any drugs or other controlled substances.
- b. Reports of all incidents of suspected possession, use, and sale of illegal drugs will be reported to the appropriate authorities.
- c. Asia-Pacific International University has a drug-free policy. "Drug-free" means abstinence from the use or possession of alcohol, tobacco, and mind-altering drugs, and from the abuse of prescription drugs.
- d. Asia-Pacific International University also upholds all laws, which prohibit the possession, use, manufacture or distribution of controlled substances.
- e. The possession of paraphernalia and use of "look alike" or designer drugs is also prohibited.
- f. Violation of this drug-free policy will result in disciplinary action being taken by the University. The primary intent of discipline is rehabilitative. However, persons involved at any time in the promotion, manufacture and/or distribution of these substances will be excluded from the University.

DRESS

- a. For both men and women, your style of dress should reflect good modesty rather than current fashion trends.
- b. Out of respect for others, hall residents are expected to be neat and cleanly dressed in all situations. Watch words include simplicity, function, taste and appropriateness.
- c. Such clothing items as short-shorts/skirts, tight clothing, low cut, midriff blouses, or extremes in cosmetics are not acceptable for the Asia-Pacific International University student.
- d. Whenever in lobbies and hallways be fully dressed.
- e. Come to worship services respectively groomed for worship.
- f. Please do not wear outside shoes inside the Halls.
- g. SEE DRESS POLICIES IN THE STUDENT HANDBOOK AND STUDENT GUIDEBOOK

ELECTRICITY

- a. To conserve energy, lights and appliances should be turned off when not being used.

- b. When you go on vacation or leave for the weekend, please turn off your AC (rooms that have AC). Also, please turn off lights and, except for your refrigerator, all electrical items (alarm clocks, stereos, curling irons, blow dryers, etc.).

ELECTRICAL SERVICES & APPLIANCES

- a. Students will be charged for their use of electricity according to the meter in their rooms.
- b. Activities causing open flames are prohibited for safety reasons.
- c. Electrical appliances must not cause a disruption to the electrical circuits or disturb other residents.
- d. For safety reasons, the condition of cords and plugs should be regularly examined and changed when necessary.
- e. The following electrical appliances can be used in student rooms:
 1. Radios, stereos and computers
 2. Electric thermos bottles, kettles, curling irons and hair dryers
 3. Refrigerators up to 3.5 cubic feet
- f. Electrical appliances that are not permitted in student rooms are:
 1. Electric skillets and devices that use wire coils
 2. Homemade or damaged appliances
 3. TV'S, Microwaves, washing machines, Dryers
 4. Other appliances considered by the Dean or University maintenance personnel to put at risk the safety of the electrical system or which may negatively impact the living conditions of others in the residences.

ELECTRICAL OUTLETS

- a. Do not overload sockets or use improper extension cords to create additional outlets since this may create a fire.
- b. You are strongly encouraged to use surge protectors on all electrical devices.

ENGINE REPAIR/OIL CHANGE

- a. Because of the potential damage it can do, engines of any type (auto, motorcycle, etc.) are not to be repaired in the residence halls or in the parking lots.
- b. All automobile parts, including tires, are banned from the residence halls. Cash fines, as well as payment for any possible damages, may result.
- c. In addition, oil is not to be changed in any of the residence hall parking lots, in front of or at the back of the Hall.
- d. There are many auto and bike repair shops in Muaklek to change your oil.

EMERGENCIES

Students requiring assistance should contact their RA, the desk monitor, the Dean or office of Student Administration. Emergencies requiring immediate assistance may include loss of electrical power, fire outbreak, theft, assault or attempted assault, personal crisis or injury. (See Student Handbook and Student Guidebook for additional information)

FINES

When deemed appropriate, a designated university official, usually the Residence Dean may assess a fine to an individual student or a group of students. Prior Student Life Committee/Discipline Committee action will need to be obtained for fines not stated in the Residence Hall Handbook. The amount determined shall reflect the nature, the degree or seriousness and the recorded repetition.

- a. Unpaid residence hall fines result in citizenship probation.
- b. If a resident is fined near the end of a semester and the fine remains unpaid, it will be doubled and citizenship points deducted.

FIRE SAFETY AND FIRE SAFETY EQUIPMENT

- a. Tampering with fire safety equipment or falsely setting off a fire alarm is a violation of the law and published university and residence hall expectations. Violators will face disciplinary action.
- b. Open flames and open heating elements of any kind are prohibited in the residence halls. This includes candles, incense, hot plates, etc.
- c. Fire safety in the residence halls is a very serious matter. You are expected to learn the fire safety policies and guidelines. In the event of a fire it is important that you know about the fire safety equipment around you.
- d. When the fire alarm sounds you are expected to evacuate the building using the stairs and to comply with the staffs' instructions. Failure to do so may result in disciplinary action.

FLAMMABLE MATERIALS

To avoid fires or explosions, the following items are not allowed in the residence halls: petroleum fuel, motorized vehicles, gasoline-fueled machinery and explosive devices (e.g. fire crackers, fireworks) or materials.

FIREARMS/WEAPONS

- a. Firearms and weapons are not allowed in the residence halls for any reason.
- b. It is a violation of the law, as well as University and residence hall expectations, to possess a firearm or other weapon on campus.
- c. Weapons prohibited in the residence halls include, but are not limited to, firearms, BB guns, paintball guns, air rifles, knives larger than a pocket knife, switchblades, swords, brass knuckles, martial arts weapons, fireworks, explosives, bows and arrows.
- d. Because Asia-Pacific International University views weapon possession as a serious offense, discipline and/or a 5,000 Baht case fine will be imposed on violators of this policy.

FIRE & OTHER EMERGENCIES

If the alarm bell sounds, do the following things:

1. Evacuate the building immediately-use the stairwells.
2. Let others know of the danger on your way out.

3. Do not re-enter the building unless specifically permitted to do so.

In the event of a fire, do the following things:

If the fire is small:

1. suppress it using the fire extinguisher located closest to you (know the locations of fire extinguishers beforehand)
2. Call for help

Do not fight a fire if:

1. The fire is too large or out of control
2. There is too much smoke and you cannot breathe easily
3. The fire might block your way to exit

If the fire is large, do the following:

1. Activate the nearest fire alarm pull station. The fire alarm will start sounding.
2. Warn and assist anyone who is in danger. Make sure you can do so without endangering yourself
3. Call your Dean or Campus Security at:

a.	Head of Security (Aj. Tirat Somphan)	-	Phone: 086-791-1951
b.	Residence Hall Director (Sorawit Chaiphisit)	-	Phone: 081-571-7528
c.	Plant Services Director (Mr. Reanthong)	-	Phone: 081-402-1378
d.	Front Gate Security	-	Phone: 1911
e.	Back Gate Security (only between 5:00 a.m. - 10:00 p.m.)-		Phone: 1912
4. Evacuate the building immediately-use the stairwells only (DO NOT USE THE LIFTS).
5. Close (but do not lock) the doors and windows as the last person leaves a room or area.
6. Do not jump from the window unless you are on the first floor (ground level),
7. Once you are out of the building proceed to the designated area (see safety zones diagram)
8. Do not re-enter the building at any time until you are told it is alright to do so by the emergency response team.

Fire in the Residence Hall

In addition to the above guidelines:

1. Students are to proceed calmly to the football field or designated area. After reaching the football field or designated area, students will be assembled according to each floor and the monitors/Student Resident assistants will help the deans take a roll call and/or find who is missing.
2. Deans will take a list of all the students before leaving the dorm. * A list of all dorm students as well as married students' residents will be kept on file at the VPSA office.
3. Students should have all their important documents in a safe and easy location in case they need to reach them quickly in the event of a fire emergency.
4. Know at least two ways to get out of the dorm/building in the event of a fire or emergency
5. Do not delay or try and carry your heavy belongings because an extra minute could cost your life!
6. Do not panic or shout, try to exit as quickly yet in an orderly manner to avoid any accidents.

7. Certain emergencies may require you to seek safety in the building. Examples are when the danger is coming from the outside. In such scenarios please remain calm and locked up in the building and wait for help.

MEETING POINTS/SAFETY ZONES

- Administration Building and Classrooms go to Sala Thai/Cafeteria-if raining
- IT Building/Library go to Sala parking/Parking area next to the road
- Science Building go to Thai Sala if/Cafeteria-if raining
- Student Residences go to Basketball court/Football Field
- Married Student and Staff Residences go to a safe distance at least 50 ft. away in the event of a real fire go to the Science Building Lobby
- Faculty Residences go to a safe distance at least 50 ft. away in the event of a real fire go to Church Parking lot or Church
- Student Center go to Football Field

FIRE DRILL PROCEDURES (ALL BUILDINGS)

All school personnel and students must leave the building (class/dorm/office) once the fire alarm sounds.

PROCEDURE: STOP EVERYTHING AND EVACUATE THE BUILDING

1. Follow the nearest exit in an orderly and quiet manner. No shouting is permitted during the entire fire drill exercise. Use stairways only. Do not use lifts (elevators).
2. Start moving towards the designated safety zone (see Meeting Points/Safety Zones above)
3. No one shall stop less than 100 meters (at least 50ft) from any building.
4. Teachers, Residence Deans, Department heads are to close all windows, turn off the lights (if it is during day time) and pull back the doors in the relevant building before going to the meeting point.
5. If an exit route is blocked choose another way. Always know more than one way of getting out of the building. DO NOT jump from windows.
6. Nobody should go back into the building at any time during the drill until permitted to do so by the relevant Emergency Response Team (ERT) designee.
7. Once you are at the planned safety meeting point, teachers, department heads, deans are to take an accurate record of all the people in their building/classroom known to be present at the time of the fire drill. Give the record to the designated EST member. (Person in charge of the fire drill operation)

FURNITURE

- a. Furniture may not be removed from individual rooms or common areas (lobbies, lounges, etc.).

- b. No furniture is permitted outdoors.
- c. Removal of furniture from public areas creates an inconvenience for other residents who utilize these areas, and is reported as theft of University property.
- d. If furniture from lobbies is found in your room, you will be required to move it back to the lobby, and you will be charged a minimum of 500 Baht.
- e. The furniture in your room has been designated for use in your room only and is inventoried both when you move in and when you move out. You are financially responsible for any missing furniture.
- f. You are not to remove, disassemble beds, chairs or other furniture in your room at any time. A 500-1,000 baht fine for violation plus additional discipline action may apply.

FOOD PREPARATION

- a. Each of the halls has kitchen facilities that normally includes a stove, oven and fridge. Feel free to use these facilities for individual or for a group of two to five people.
- b. You are expected to take the time to clean up after yourself. Failure to clean up will result in a fine and loss of kitchen use privileges.
- c. For sanitary and safety reasons, cooking is discouraged in individual rooms.
- d. Cooking done in mixed groups (males and females) should be done in the Little David Picnic Shelter.
- e. Cooking for larger groups of six or more should be done in the Little David Picnic Shelter.
- f. Please check with your dean for further information on the use of the Little David Picnic Shelter.

FOOD/MERCHANDISE DELIVERY

Local companies or restaurants may deliver orders to the residence halls under the following conditions:

- a. Deliveries will not be accepted during Sabbath hours.
- b. Deliveries are not permitted after dark or 6:00 p.m.
- c. Deliveries of merchandise or food considered inappropriate by AIU are not allowed.
- d. Deliveries are not to be made directly to rooms.
- e. Deliveries are not to be made to the front desk.
- f. Students are required to meet their delivery at the front door of the residence hall.
- g. AIU, the Dean, or other students are in no way responsible for deliveries, including payment.
- h. Students who fail to abide by the above privileges may be disciplined.

GABBAGE/LITTER/TRASH

In order to keep our residence halls and campus looking beautiful we need your help in not littering. Those who are caught littering may be subject to fines of 500 Baht and a possible deduction of citizenship points.

GAMBLING

The Law does not allow gambling, and it will not be permitted in the residence hall or anywhere else on campus.

GUESTS AND VISITORS

Students who wish to have guests in their rooms overnight may do so but must first seek permission from the Residence Hall Dean.

- a. Guests are expected to abide by the rules and regulations of the University.
- b. Day students do not qualify for this guest status and are required to leave the halls by 8.00 p.m. unless special arrangements have been made with the Residence Dean. The cost is 200 Baht per person/per night.
- c. Residents have the ability to host guests and visitors any time during a 24-hour period. The resident host must have permission from his/her roommate(s) before a guest or visitor is permitted; resident's rights take priority over those of a guest or visitor. Discuss your plans for hosting guest(s) with your roommate(s) in advance.
- d. Authorized University staff and members of the opposite gender must get permission from the hall dean to visit a student's room and the door of their host must remain open at all times during the visit.
- e. Cohabitation by a guest or visitor is not permitted under any circumstance. It is a resident's responsibility to notify staff of cohabitation infractions.
- f. A guest is a nonresident of the same sex as the host who stays overnight in a resident's room or suite. The guest may not stay for more than three consecutive nights.
- g. A visitor (not gender specific) is a nonresident who does not stay overnight. Visitors may stay and visit with the student at the lobby and only with permission of the Dean be allowed to go to the room and only up to the time allowed. Guests of the opposite sex are not permitted to the rooms at any time without the Deans permission.
- h. The host is responsible for the behavior and actions of their guest and/or visitor. Guests and visitors must abide by all University and residence hall policies and guidelines.
- i. It is the responsibility of residents to ensure that their guests are aware of the University and residence hall policies.
- j. It is the responsibility of each resident and staff to challenge or report individuals who cannot be identified as a resident or guest of a resident.

HARASSMENT & PHYSICAL /VERBAL ABUSE

(Related see SEXUAL HARRASSMENT)

Asia-Pacific International University considers that harassment is unacceptable behavior and aims to provide a learning and employment environment that is free of harassment and which supports the dignity and self-esteem of every student and staff member.

Incidents of harassment will be treated seriously and the following will apply:

- a. Complaints will be dealt with promptly and in accordance with principles of natural justice;
- b. Confidentiality will be maintained within the procedures for resolving complaints;
- c. Disciplinary procedures may be invoked in the case of serious or persistent harassment; and
- d. Victimization as a result of a complaint will not be tolerated.

The University will ensure that both staff and students are informed of this policy and Deans, Department Heads and other supervisory staff are aware of their responsibilities in accordance with this policy.

Harassment is any behavior displayed toward another person in the course of normal social relationships that is uninvited, unwelcomed and unreciprocated, that may cause upset, humiliation or fear and interferes with an individual's right to live, work and study in a non-threatening environment and the reaction is reasonable, given the circumstances.

HAIR CUTTING

- a. Residents who cut each other's hair in the residence halls are asked to use a drop cloth beneath the chair and then clean up completely after themselves.
- b. Haircuts should not be given in the hallways, nor hair swept into the hallways.

HALL ACCESS/ENTRY

Unauthorized entering or leaving of Hall residences by any means other than the regular, designated entrances, or unauthorized presence in restricted areas of the facility or other student's rooms is not permitted.

HAZING

No hazing activities are permitted on or off campus. Hazing is often ritualistic harassment, abuse or humiliation with requirements to perform meaningless tasks; sometimes as a way of initiation into a social group. The term can refer to either physical or mental practices.

INCIDENT REPORT

An incident report is a written narrative that details a particular complaint, concern, personal account of an incident, or witness report. An incident report should be submitted when a member of the University community has suffered a wrong or an infraction of university rules or principles is committed.

INFECTIOUS DISEASE POLICY

Since the Residence Hall is a communal place the University maintains the following policies on Infectious diseases.

- a. Students are to inform the Resident Dean immediately and work out how to address the situation.
- b. The School Nurse or Dean may require the student to receive immediate medical attention.
- c. The School Nurse or Dean may require a student who has contracted an Infectious disease to practice necessary precautions to prevent further spread of the disease. If necessary an infectious student will be placed under quarantine.
- d. Asia-Pacific International University reserves the right to compel a Student to take a leave of absence or withdraw from the University during the time the student is contagious to others.
- e. Approval to return to the University may only be granted by the Campus Nurse under the guidance of the Student Administration Office.
- f. Examples of infectious diseases include: meningitis, chickenpox, measles, SARS, sexually transmitted disease, HIV-AIDS, TB, etc.

INTERNET/COMPUTER USE

- a. You are responsible for all network activity originating from your data jack and from any accounts created on your computer or from the computer department.
- b. You must not issue accounts to others and must not use other people's accounts.
- c. Access to pornography, hate, violence, terrorism websites or any activity deemed inappropriate or illegal may result in disciplinary actions against you.
- d. Personal Wireless Routers, Access Points and also using Mobile Phones as Hotspot are not allowed in the dormitories, due to the interference issues they cause to the AIU wireless system. Violators of this policy will receive first warning and if the offence repeats they will have 20 units of their citizenship points deducted for each offence. Continuous non-compliance will have serious consequences as per Citizenship System policy.

INSUBORDINATION

Failure to obey the oral or written instructions of a dean, his or her assistants or representatives will be considered insubordination and may result in citizenship probation or further discipline.

KEYS

One of the best security devices is your room key and drawer lock key. Keeping your room locked makes it more difficult for someone to enter your room.

- a. Lock your room whenever you are not in it.
- b. It is important that you carry your key with you at all times.
- c. Do not lend your key to another person.
- d. It is a violation to duplicate University keys for any reason.
- e. Lost keys should be reported to your hall assistant or the Dean immediately.
- f. If a key is inadvertently locked inside a room the Dean can be contacted for assistance.

KEY DEPOSIT

Before a student is given a room key, a security deposit of 100 Baht per key is required which will be refunded when the key is returned and the room is inspected and approved as clean and in good repair.

KITCHEN FACILITIES

A kitchen is located on the first floor of each dormitory. Personal stoves should not be brought to the dormitory.

The Dean or monitor will unlock the kitchen on request. Students are expected to respect the University's standards on appropriate food and beverages. Examples of prohibited foods include pork, shrimp and lobsters, etc. Students who disregard this rule may have their privilege of the use of the kitchen withdrawn. See your Dean for specific information or refer to posted kitchen regulations. (Also see FOOD PREPARATION)

LOCKED-OUT PROCEDURES

Often students will not carry their room keys with them for convenience sake. This results in unnecessary lockouts.

If you have locked yourself out of your room or find yourself locked out of your room, you need to follow the following lock out procedure.

1. Wait for your roommate to return.
2. Contact the front desk monitor.
3. Contact an RA

When you contact the front desk, you may be asked to complete a lock out agreement form. This form is required to check out a temporary key.

- a. This key must be returned within 24 hours.
- b. If you are sure your key is in the room the RA or Monitor on duty will go with you to your room and open the door for you.
- c. If you have not been able to find your key at the end of 24 hours, you will be required to pay for another key.
- d. Sometimes due to the situation a lock change is required. Your hall Dean will inform you when this is necessary.
- e. Residents have no free lockouts and will be charged an administrative fee of 10 Baht each time.

LANGUAGE

The use of profanity, obscenity, and vulgarity is not permitted.

LOST & FOUND

- a. Items found in the hall or other places are to be taken to the dean's office.
- b. Items not claimed within one month may be donated to needy people.
- c. If you believe that your lost item may have been stolen, please report to your dean as soon as possible.

LOSS AND THEFT LIABILITY

- a. AIU assumes no responsibility for any loss or damage to personal possessions resulting from theft, fire, power outages, or other disasters.
- b. Residents are urged to take all possible precautions to protect their belongings (including locking the door, proper surge protection for electronics, and taking valuable personal belongings home over breaks).
- c. Residents are responsible for obtaining their own personal property insurance.

LAUNDRY FACILITIES

Washing machines and outdoor lines are provided for the use of residents.

LEAVE ARRANGEMENTS

When students plan to leave the campus, they must follow the **ONLINE NOTIFICATION SYSTEM FOR OFF-CAMPUS DAY TRIPS (7:00 a.m. – 8:00 p.m.)** as found in the **Student Guidebook**.

Evening Leave

When students wish to leave the campus after 8.00 p.m. they must receive prior permission from the Dean by filling out a Campus Leave Request Online Form/Slip and having it approved by the Dean, or obtain permission from the Vice President for Student Administration.

When students leave the campus for recreation, they are encouraged to choose only activities that are consistent with the philosophy of Asia-Pacific International University and are conducive to intellectual and spiritual growth.

Overnight Leave

- a. Any time you leave campus overnight (even on a school-sponsored trip), an overnight leave permission is required. Follow the **ONLINE NOTIFICATION SYSTEM FOR OVERNIGHT TRIPS** as found in the Student Guidebook.
- b. If needed, overnight leave forms/logbook can be obtained from the dean.
- c. Leaves must be approved by the dean before leaving the campus.
- d. Parental approval is required for freshmen students and may be required for any student seeking overnight leave.
- e. Falsification of an overnight leave will result in disciplinary action, including the possibility of suspension.

Weekend Leave

Policy Update: (SL Action #2014-096) (See Student Guidebook Overnight Leave for more information)

“Considering the request from some parents, and the unstable situation in Thailand, there will be only one weekend leave off-campus per month for all students instead of two in the past. Some students (freshmen are not eligible for this privilege) will have the privilege of receiving permission to leave twice a month at the discretion of the dean if they have:

- ***CGPA: minimum of 2.25***
 - ***Attendance Record: minimum 70%***
 - ***Citizenship points: minimum 70%”***
- a. If a student asks for and receives permission to use his/her weekend leave to visit a friend or relative other than a parent this visit counts against the student’s total allowed leave for the month.
 - b. So that leaves may be processed in an orderly fashion, weekend leave requests must be submitted at least 24 hours in advance or no later than Thursday noon.

Extended Vacation /Summer Leave

If you plan to be away for several days, weeks or months, you must fill out a permission slip and get a signature from your dean.

The concept of asking you to notify the University of your whereabouts is for your own safety. We would like to know that wherever you are, you are safe. Failure to notify the deans or student administration office may result in the loss of citizenship points or disciplinary measure.

Leaving the Dormitory at the End of the School Year

1. Before leaving for the summer vacation, you must
 - a. Contact your dorm deans
 - b. Move all your belongings to the storage room (Esther Hall ground floor)
 - c. Clean the room, the bathroom and the balcony
 - d. Return the keys to the dean's office
2. If you do not wish to vacate the room for the summer, you will have to pay 4,000 Baht for the room for the summer vacation. Simply contact your dean and the Student Finance office for the arrangements.
3. If, before going away, a student does not clean the room, the balcony, and the bathroom, the dean will hire two student-workers to do the cleaning, and the charges will be passed on the student who left the place dirty.
4. Students are welcome to stay in the dorm during the summer vacation; however, they have to register to take classes *or* they must work at least 20 hours per week.
5. Residents (freshmen, sophomores and juniors) are expected to leave the dorms three days after final exams and by 4:00 p.m. on the third day. Please consult the current University Calendar for the exact deadline date. The graduating seniors are expected to leave the dorms by 4:00 p.m. on the first Wednesday following the Commencement Ceremony.
Reason: Students must vacate rooms for inter-semester students and for visiting groups.
6. Please keep in mind, that the University also accommodates visiting groups and guests in the dorms over the summer. This way, the University is able raises funds to help make improvements on our campus.
7. Students returning for first semester should book the room and a room deposit of 2,500 Baht will be charged. The deposit will be refunded when the student returns.

LOBBY AREA, TV, RECREATION & STUDY ROOMS

- a. All these areas are for the exclusive use of the resident student population.
- b. A resident or group of residents may reserve a room or the lobby by contacting the Resident Dean or front desk in the hall where the space is located.
- c. Furniture, game equipment, TV's, etc. are not to be moved.
- d. Residents found to have common area furniture or equipment in their rooms will be fined 1000 baht for each piece and may face additional disciplinary action.
- e. Sleeping overnight in the lobby without permission from the dean is prohibited.

- f. Consideration for noise is requested while watching TV programs or playing games i.e. Table Tennis.
- g. Excessive noise that causes a disturbance for others will not be permitted and may result in a fine being imposed.

MARRIED STUDENTS LIVING ON CAMPUS

While it is recognized that married students live under different circumstances to dormitory students, the general principles enunciated in this Handbook apply to them whenever appropriate.

MENTAL/EMOTIONAL HEALTH

The Student Administration Office and Counseling Center makes available professional counseling for those who are experiencing difficult times or suicidal feelings and desire help in coping with them. If for any reason you are discouraged or depressed, talking with a dean or counselor will make it easier for you to deal with your discouragement. Attempting or threatening suicide jeopardizes your stay at Asia-Pacific International University.

MUSICAL INSTRUMENTS

Students who wish to practice or play musical instruments are encouraged to do so provided it doesn't interfere with others study and quiet time. Prolonged practice must be done in the ground floor lobby area. While musical instruments are a wonderful way to build community, they need to be played at a time that is favorable for others.

NOISE

The residence halls exist to support the academic mission of the University. Quiet hours and courtesy hours provide standards of acceptable noise levels for study, sleep and privacy. As a member of the residential community, the comfort and convenience of your neighbors must be a primary consideration.

- a. In the residence halls twenty-four (24) hour Courtesy Hours are in effect at all times.
- b. All residents are expected to be reasonably quiet and respond to requests from other residents or staff to lower the noise level in the room at any time.
- c. Students should not play radios, stereos, musical instruments, and computer equipment etc. loud enough to disturb other residents.
- d. Quiet Hours are in effect 9:00 p.m. through 9:00 a.m.
- e. Quiet Hours on Saturday nights are Midnight to 9:00 a.m.
- f. Residents should refrain from playing loud and secular music on Sabbath hours (Friday night to Saturday before sunset)
- g. Residents should keep their doors closed when playing music or creating noise that could disturb others.
- h. Loud stereos, speakers, gathering in hallways, and other disturbances will not be allowed.
- i. During the final exams week/s, quiet hours are in effect twenty-four hours a day.
- j. If a resident has a problem with noise, the first step is to talk to the resident(s) who is creating the noise. If the noise continues after the resident has confronted the situation, your RA should be contacted. If that RA is not available, contact the RA on duty for that building. If the situation is unsolved contact your Dean.

PAINTING/GRAFFITI

- a. Use of spray paint or graffiti or other paint is not permitted in the residence hall.
- b. A 2,500 Baht fine plus clean-up and repainting charges apply to infractions of this policy.
- c. Defacing of private or public spaces or property will result to a loss of 20-40 citizenship points in addition to the fine.

PARKING

- a. Resident student parking is confined to those vehicles, Motorbikes or Bicycles registered with the Office of Safety and Security and to which an Asia-Pacific International University parking permit has been issued.
- b. Parking spaces are allocated near the sports courts.
- c. Parking in front or at the back of the building is not allowed at all times.
- d. Motorbikes parking violations are punishable by fines.
- e. Please see the Student Guidebook and Student Handbook for more information.

PETS

- a. No pets, except for fish in a 10-gallon (maximum) tank, are permitted.
- b. Fish tank owners are responsible for keeping the tank cleaned and cared for.
- c. Fish may not be left in the hall over extended vacation breaks of over 5 days.
- d. Any other pets are subject to immediate removal from campus, and their owners (and others who knowingly permit pets in their room) are subject to disciplinary action.
- e. Dogs, snakes, cats, birds, hamsters, rabbits, lizards, spiders etc. are not allowed.
- f. Feeding stray animals around the residence halls is strongly discouraged for the health and safety of the campus community.

PORNOGRAPHY

Posters, pictures, cartoon, or computer screen savers etc. that are pornographic in nature are not allowed in residences. Pornography is a degradation, disrespect and abuse of individuals and is against Christian and tasteful doctrine which Asia-Pacific International University upholds. As such, any of the above mentioned or pornographic magazines, DVD, VCD or other mediums electronic or non-electronic are prohibited. Disciplinary action will be imposed for violators. Individuals struggling with an addiction to pornography are encouraged to seek confidential help at the student-counseling center.

(Related- also see policy related to this issue in the Student Handbook and Student Guidebook)

POSTERS

If you wish to advertise a service or program, your advertisement/poster will require the initials of the Dean or RA on duty and may be posted only on the large bulletin boards at the ground floor. Signs are never to be posted on walls or doors. Any unauthorized poster or flyer found in residence areas will be removed by Hall Staff. After an event, organizers are responsible for immediately removing flyers that had been posted.

PREGNANCY/ SEXUAL RELATIONSHIPS

Remember that Asia-Pacific International University, scriptural guidelines and societal moral values hold sexual expression in high regard, and count it a precious gift. The capacity to create new life is something extraordinary we share with our creator God. It is to be reserved exclusively within the bounds of marriage, and we pray that you will make that decision in your life. Improper social or sexual relationships will result in disciplinary action by the University. (Also refer to the Student Guidebook and Handbook.)

PUBLIC DISPLAY OF AFFECTION

- a. Residents or guests are expected to maintain decorum in all the residence hall lobbies, entrances and outside the residences, remembering that these are public gathering places.
- b. Be reminded that public display of affection is distasteful and inappropriate in Thailand which may differ from other countries.
- c. Asia-Pacific International University expects students to conduct themselves maturely and not engage in activities that go against Christian standards and modesty.
- d. The following are examples of things that are considered inappropriate in the campus community: Romantic embraces or kissing, caressing, lying or sitting on each other, sleeping or stretching out in couches or on the floor, putting heads on shoulders, hand or waist holding, etc. (Also refer to the Student Guidebook and Handbook.)

QUIET & COURTESY HOURS

Every attempt is made to provide you, as students at Asia-Pacific International University, with an environment conducive to student and academic pursuits. In consideration of your rights, and those of other students, quiet hours commence daily after 7:00 p.m. while this doesn't mean that there will not be noise, it does mean that noise should be kept to a minimum. Courtesy hours are in effect during all other times. During finals, 24-hour quiet hours may be set to help with the successful completion of these exams. (See related NOISE POLICY)

REFRIGERATORS

Small, personal sized refrigerators are allowed in student rooms. Size should not exceed **3.5 cubic feet**. A communal refrigerator is available for use in the Kitchen.

REMOVAL FROM THE RESIDENT HALL

A student may be removed from the residence on an interim basis, without a hearing, if the Dean or his/her designee deems the student to be an immediate threat to the community. The student would not be permitted to return to the hall until approved by the Vice President for Student Administration.

REPORTING A REPAIR REQUEST

If something breaks down, fill out a repair request in the maintenance request book found at the monitor desk.

RESIDENT ASSISTANT

One of the most helpful and resourceful persons that you will interact with is your Resident Assistant (RA). They are located in every floor. RA's at Asia-Pacific International University are of usually sophomore standing or above who have been selected for this leadership position. Each RA's individual responsibility is to provide leadership, assistance, and support to you and other members of your floor or residence hall. The RA is your primary resource for information and assistance with any type of concern. RA's fulfill an important role and assist the Dean in the administration of the residence hall, and the instructions and requests of RA's must be obeyed. If a student has a complaint regarding an RA's instructions or requests, comply first and then take the matter up with the Dean.

RESIDENCE HALL COUNCIL (Optional for each Dormitory)

The RHC is an elected body representing the residents' wishes and playing an important role in promoting religious environment and organizing social activities in the residences. It comprises of a president, VP, Religious Affairs coordinator, Treasurer, Secretary & Social Affairs Coordinator. These representatives report back any information from the Dean's office or office of the VPSA, raise funds, mentor students and conduct peer counseling. They also serve as the resident student's voice for policy suggestions as well as to program large-scale events such as the open house.

RESTROOM USAGE BY GUESTS/VISITORS

Restrooms are situated on the ground floor of most residence halls for visitors in the lobby area. Please first see the RA or Dean for assistance.

ROOMS

Rooms in all residence halls, except Solomon Hall, are double occupancy with a shared suite bathroom. A resident rents only half of the room; therefore unoccupied spaces may be filled at any time. Providing there is space, you may stay single in a room. Rent in this case will be double of what you pay staying in a double room.

- a. The Dean will assign one or two students to each room.
- b. Students are not allowed to change rooms without the Dean's permission.
- c. Students who change rooms without permission will be charged a fine of 1,000 Baht.
- d. Students are expected to provide their own towels, bedding, pillows, toiletries and personal effects.
- e. Students are responsible for the orderliness of their belongings and the cleanliness of their rooms.
- f. Students are also held responsible at all times for their conduct and also for the conduct of those visiting in their rooms.
- g. Students are not to enter other students' rooms when the room's residents are absent.
- h. A student planning to move to non-dormitory housing is required to give the Dean at least one month's notice in writing.

RESIDENCY REQUIREMENT

The University requires students to live in residence hall units until all available spaces have been assigned beginning with freshmen and proceeding through the academic classification of sophomore, junior and senior. Based on current available space, the University residency requirement places an emphasis on students who have not completed six semesters of university coursework. All requests for a waiver or an exception must be submitted in writing to the Residential Hall Director or the VPSA.

The Basis for Waivers and Exceptions for living in the residence halls are:

- a. Students who have completed six semesters of university coursework post high school graduation.
- b. Students commuting from parent and/or guardian residency, which is within a fifty-kilometer radius.
- c. Students living with immediate relatives who are specifically identified as grandparents, brothers or sisters who are not enrolled at the college-within a fifty-kilometer radius.
- d. Students participating in academic internship programs.
- e. Married students.
- f. Students with physical and/or emotional disabilities verified by a licensed physician.
- g. Mature, self-supporting and who have lived independently on their own for a long time.

(Also refer to the Student Guidebook and Handbook for further information.)

ROOM ELIGIBILITY & REQUIREMENTS

- a. During first and second semester, students may carry a minimum of 12 credits to be eligible for on-campus housing.
- b. During the summer, students must be employed twenty hours per week or carry a minimum of 3 credits to be eligible for housing.
- c. Any student who falls below the minimum number of credits (or is no longer employed by the University in the summer) will be asked to leave the hall.
- d. A student may petition for an exception to this policy to the Vice President of Student Administration.

ROOM CHECK-IN

When you are assigned a room or move into a new room, you must first pick up a check-in form from the Deans office. This form should be completed thoroughly, since failure to list any damages before moving into the room may result in your being charged for those damages when you move out. The Dean or RA on duty will complete the form with you, you will be handed the room keys and an inventory will be noted down on the items available to you at the time of your occupancy.

ROOM CHECK-OUT

In order to properly move out of your room, you must check out with a resident assistant. He or she will inspect your room, record any damages on the room inventory form, collect your key(s) and request that you sign and note the date of checkout. Failure to check out properly will result in a 500.00 Baht charge, in addition to any other charges.

ROOM NIGHTLY CHECK

- a. The residence halls close at 10:00 p.m., Sunday-Friday; and at 11:00 p.m. Saturday. After those hours they are closed until 5:00 a.m. the next day. All outside doors are locked during closed hours. A room-by-room night check is conducted fifteen minutes after closing time (curfew) each evening. If you are not in your room at that time, you must meet this requirement by contacting the RA on your own floor. It is your responsibility to get checked in.
- b. Once in the residence hall, you should receive a dean's permission before leaving again. This permission must be obtained before the dean leaves for the night. Sign-outs are to be the exception, not the rule. You should take care of outside and off-campus business before closing time.
- c. If you can't be in the residence hall at or during closing time due to work, you must submit a petition form to the dean. Only with an approved petition are you exempt from night check violations because of work.
- d. Failure to comply with the curfew and nightly check in policies will result in disciplinary action according to policy.

ROOM CHANGES

The University wishes to promote room stability in each hall; therefore, the resident is discouraged from making a room change once the resident has assumed occupancy of the room. Each resident making a requesting room change must:

1. obtain permission from the Dean of each hall affected by the room change,
2. file a completed room change request form with the Dean
3. pay a 500.00 baht room change fee.

Each resident is allowed ONE room change per year. A student must petition the Dean for an exception to this policy. Exceptions should be made in writing and filed with the Dean. The Dean has the authority to require and approve room changes as needed in the dormitory.

It is the philosophy of the Residence Life program at the University to work with students and to facilitate the conflict resolution process. If you are unable to solve a problem with your roommate(s), talk to your RA. He or she is specifically trained to help students resolve problems through mediation.

Only after all attempts have been made to resolve issues through compromise and mediation will room change requests be considered.

When you have exhausted all measures and believe that the only viable solution is to change rooms, speak to your hall Dean. Keep in mind that since room changes depend on space availability, they may not always be an option. In some cases, roommates may have to go back to the mediation process to renegotiate a mutually acceptable living situation until a room change becomes possible.

All room changes must receive prior authorization from the Dean. Unauthorized room changes will result in a 1,000 baht charge and the student will be required to move back to their originally assigned room. If your roommate moves out, the Dean will assign you a new roommate unless you inform him or her of a particular roommate preference.

ROOM RIGHT OF ENTRY

Your right to privacy while living in the residence halls is respected by Asia-Pacific International University; however:

- a. The University reserves the right of residence hall deans, authorized representatives, or an administrative officer of the University to enter and inspect a student's room whenever deemed necessary. This includes, but is not limited to, the right to inspect the contents of any locked containers and inspection for illegal substances, firearms, alcohol, tobacco, fire and safety hazards, cleanliness, and orderliness. The student, by accepting a room in one of the residence halls, acknowledges and authorizes this procedure.
- b. The Dean reserves the right to remove decorations such as calendars, pictures, posters, or drawings not in harmony with the ethical and moral standards of the University.

ROOMMATE INFORMATION

Roommates are an important part of the residence hall experience. Most roommate relationships evolve successfully over time, especially roommates who demonstrate mutual respect and maturity in working out differences and communicate directly and honestly. While it's normal to have some anxiety about living together in new circumstances, it's important to keep in mind that roommate relationships can be very rewarding and are a great opportunity for learning about oneself and others. All roommates have rights and all roommates are responsible for respecting each other's rights. Each resident's rights and responsibilities as a roommate are explained in the Roommate Bill of Rights and Responsibilities.

In the event of a vacancy in a room, a new roommate may be assigned at any time. All residents in that room are responsible for maintaining that vacancy so that it is available to an incoming roommate at any time. All residents are also responsible for accepting and welcoming newly assigned roommates appropriately.

ROOMMATE BILL OF RIGHTS & RESPONSIBILITIES

1. The rights to read, study, and sleep free from undue disturbance by roommates and guests, and the responsibility to afford the same courtesy to one's roommates.
2. The right to expect that one's personal property will be respected and that reasonable security of one's room will be maintained, and the responsibility to afford such respect and security to one's roommates.
3. The right to a reasonably clean environment and the responsibility to do one's fair share in maintaining such an environment.
4. The right to free access to one's room and the responsibility to afford the same courtesy to one's roommates.
5. The right to a reasonable level of personal privacy and the responsibility to respect roommates' privacy.
6. The right to host guests in accordance with residence hall rules and regulations and the responsibility to ensure that one's guests and oneself demonstrate respect and courtesy for roommates.

7. The right to expect that residence hall rules and regulations will be followed in the room such that no person is put at risk of harm and the responsibilities to follow rules oneself and report violations appropriately.
8. The right to be free from pressures, intimidation, physical or emotional harm, and behavior that demeans or disrespects one's identity and the responsibility to not to engage in any such behavior toward others.
9. The right to address grievances and needs constructively, privately or with the assistance of hall staff, and the responsibility to participate in norm-setting or conflict resolution measures whenever necessary.
10. The right to expect compromise in the negotiation of standards and the settling of conflicts and the responsibility to demonstrate compromise.
11. The right to timely, respectful communication of any concerns and the responsibility to respond in an open, approachable manner.
12. The right to experience and to appropriately articulate one's feelings when desired and the responsibility to respect others' feelings.
13. The right to make mistakes and the responsibility to be honest about such mistakes and learn from them.

Helpful Hints for Roommate Relationships

1. Have realistic expectations. It isn't necessary to be best friends in order to have a comfortable roommate relationship.
2. Approach sharing a room and building a roommate relationship with an open mind.
3. When something bothers you, speak up to your roommate(s) about it calmly and privately. Don't let annoyances accumulate.
4. "Check in" occasionally to see how the relationship is going from your roommate's perspective. Ask what you can to do be a better roommate.
5. Don't assume that you and your roommate were raised with similar expectations or habits. Be prepared for residence hall life to be a little different.
6. Listen openly and carefully to your roommate.
7. Be willing to compromise
8. Demonstrate courtesy toward your roommates (and their guests) consistently.
9. If you need help or support in managing a disagreement, bring in your RA instead of other parties. Encourage neighbors, friends and family members to stay out of a conflict that does not involve them so that the situation doesn't escalate unnecessarily.
10. Acknowledge that conflict management is an on-going process. Be patient. Like any other relationship, roommate relationships require continuing care, attention, and effort on everyone's part.

SALES AND SOLICITATION

Solicitation is defined as any uninvited contact, generally involving distribution of literature or requests for money.

- a. No soliciting, or sale of goods whatsoever, is allowed in the residence halls unless with permission from the Hall Dean. This policy was created to ensure a resident's right to privacy, study and sleep.
- b. Do not hesitate to confront solicitors and ask them to leave your community, or contact the staff on duty.
- c. Recognized student organizations or even individual students may seek permission from the Hall Dean. Requests should be made in writing including desirable initiation and termination times and dates.
- d. Sales and or solicitation between dormitories must be approved by the Director of Deans.
- e. Sales and or solicitation originating from outside the dormitory requires permission from the Vice President of Student Administration.

SECURITY & PEACEFUL ATMOSPHERE

- a. Residents should be concerned for the security of their hall. Therefore, proper care of room/hall keys is essential to the security of the hall. A charge of 50 baht will be assessed to a resident who loses or fails to return key(s).
- b. The student is also responsible for all personal items brought on campus.
- c. All lost items should immediately be reported to the Dean or office of VPSA. The University is not liable for theft, loss, or damage to any property/personal items of the resident, including loss from fire, or natural causes. We recommend that each student discuss with his/her family the level and kind of personal item coverage, which the family possesses. We recommend you have available the name and phone number of your insurance coverage. If the student is not covered for theft under his/her parents' property insurance policy, the University recommends that the resident acquire such. Common sense practices such as locking your safe drawer, windows and room after you leave and overall care of your items is expected.
- d. The University is committed to maintaining high standards for safety and security. Every effort is made to provide adequate security by the University Security Department and the Residential Life Staff, but a great deal of the responsibility lies upon the residents. Contact the Dean, Security or RA immediately if you see suspicious individuals around the residence halls or witness an incident.
- e. Doors to the residences will be opened at 5.00 a.m. each morning and closed at 10.00 pm each evening (except Saturday night at 11:00, or at the discretion of the Dean).
- f. After 7.00 pm residents should speak quietly in residence rooms and be considerate of others who wish to study or rest. Personal TV sets are not allowed, but radios and music players may be played during the day at a volume that does not infringe on the rights of others to a quiet and peaceful living environment. After 9.00 pm headphones should be used.
- g. Disagreements should be settled in harmony with Thai culture and Christian values, avoiding vehement arguing and use of force. Resorting to violence in any dispute is prohibited. Students who incite others to break University rules or engage in improper activities will be disciplined.

SEXUAL HARRASSMENT

Any incidence of sexual harassment or assault is taken very seriously by the University. Sexual harassment and assault can be defined as gender-related verbal or physical conduct that takes place under any of the following circumstances:

1. There is a threat that submission to or rejection of the conduct will affect a person's grade or other type of evaluation or recommendation;

2. The behavior interferes with the victim's academic or work performance, or creates an intimidating hostile, offensive or otherwise adverse learning or work environment;
3. The behavior interferes with the victim's social relationships, or creates an intimidating, hostile, offensive, or otherwise adverse social environment.

If it meets one of these three conditions, behavior such as the following is considered sexual harassment:

1. Subtle or blatant pressure for sexual activity;
2. persistent sexually explicit or sexist statements or stories;
3. frequent jokes of a sexual nature;
4. repeated leering or staring at a person's body;
5. unwanted hugging, patting, kissing, brushing up against someone's body or other inappropriate sexual touching;
6. suggestive or obscene notes or phone calls; or
7. the display of sexually explicit pictures or cartoons.

Any student, who becomes a victim of sexual assault or harassment, whether from an acquaintance or a stranger, is encouraged to report the incident to a Dean, the VPSA, faculty, staff, administrator or the Counseling Center. These individuals can assist the student in getting help. Any student found guilty of sexual assault or harassment against another student will be dealt with by the University and face possible prosecution in criminal court.

SEXUALITY AND GENDER IDENTITY

Human sexuality is a gift from God. The degradation of that gift through immoral practices is a violation of God's commands. Students are expected to abstain from immorality, homosexual activities, adultery, trans-sexual, bisexual, or any sexual deviations, consensual sex outside of marriage, and non-consensual sex and any other practices offensive to the wholesome standard of Christian morality. Students found practicing any of the above in the residence hall or on campus will be subject to disciplinary action.

See Student Guidebook and Student Handbook for additional information.

SHOES

- a. Residents are to cooperate in taking off their shoes while in the residence hall to keep the building clean. (Only exception is Solomon Hall) Taking off shoes before entry into a house or special buildings is customary in Thailand and thus your cooperation is greatly appreciated.
- b. Violators will be given a warning and repeat offenders will be charged 100 baht each time they refuse to comply with the no shoes in the hall policy.
- c. Residents are encouraged to wear slippers, which they can leave in a rack provided at the entrances. Slippers and shoes should not be left in the hallway.
- d. After 10 violations, it will be interpreted as a deliberate action /attitude to not comply with the shoes policy and thus a disciplinary action may be necessary as determined by the dean.

SKATEBOARDS, SKATES, AND ROLLERBLADES

Skateboarding, skating, or roller-blading is prohibited in all residence halls.

SPORTS & PRANKS

- a. Engaging in sports in the residence hall is prohibited. This includes, but is not limited to, playing ball, riding skateboards or bicycles, in-line skating, bowling, throwing Frisbees or other objects, participating in shaving cream, water, food (or other substances) fights, shooting water guns, toy gun games, using dart boards, or engaging in any other activity which might disturb or endanger the safety of others or damage University property.
- b. Throwing, dropping or shooting any object within or from within the residence halls is strictly prohibited.
- c. Pranks and practical jokes in the residence hall can be disruptive to the community and potentially dangerous to residents and property. As a result, such behavior is prohibited.

SMOKING

- a. All areas of residence halls are designated non-smoking.
- b. Smoking in any form is not allowed within the residence hall room or space.
- c. Smoking in any area outside of a residence within the University grounds is also not allowed.
- d. Possession of cigarettes in rooms is a violation.
- e. Allowing others to use of your room could result in loss of citizenship points, fines and possibly other disciplinary action.
- f. Serious penalties and disciplinary action will be enforced for violators.
- g. **See the Student Guidebook and Handbook for more information.**

SNACK SHOP

The resident halls provide a mini shop run by students under the guidance of the Dean for the sale of soft drinks, snacks, etc. Contact the reception/monitor desk for posted hours.

STAFF ON DUTY

Every **7:00 p.m. – 8:00 a.m.** (or other designated times) there is a resident assistant on duty in each resident hall. This individual's name is posted in each building. If a student is in need of assistance and cannot find his/her RA, the student should talk with the RA or Dean on duty. RA on duty is available to assist residents with problems.

STORAGE ROOM

- a. Any time you're not living in the residence hall or not renting a student room you should keep your belongings in rented storage boxes otherwise you will be charged a regular monthly rent even if you are not there.
- b. For a reasonable storage fee you can make use of the storage facilities provided in each hall. Stored items must be securely boxed and taped, and labeled with your name, room number and home address.
- c. Students who do not return at the end of the semester should arrange for payment for an extension of storage privilege or to transport belongings home.
- d. All unmarked containers and items left without paid arrangements will be disposed of.

- e. Though your belongings are stored at your own risk, a Resident assistant or Resident employee will record items checked in and out, and will need your receipt in order to check out an item out.
- f. The Residence Hall or University is not liable for things placed in storage in case of theft or fire, water, or other damage.

STUDENT EMPLOYMENT

Student employment opportunities in many areas through the student work program: Resident Assistants, Building Janitors, Monitors, and Student Chaplains. For employment opportunities information, call or stop by the hall dean's office.

SABBATH OBSERVANCE

Asia-Pacific International University upholds the biblical Seventh-day Sabbath from sunset on Friday until sunset on Saturday evening. To facilitate this, Asia-Pacific International University gives primarily attention to worship, rest, Christian fellowship and service from Friday sundown until Saturday sundown. During these hours students are expected to refrain from secular entertainment, doing laundry, watching of secular TV programming, music, shopping, sports, studies, work and other similar activities. Food delivery, football (and other sports) etc., are not allowed on campus.

SABBATH SCHOOL/MORAL DEVELOPMENT SEMINAR & DIVINE WORSHIP

9:00 a.m. Sabbath School/Moral Development Seminar

11:30 a.m. Saturday worship at the University Church/Auditorium.

Please dress appropriately. Sabbath worship is to be held in reverence and therefore there should be minimal talking and care should be taken not to disregard the holiness of the sanctuary. (See the Student Guidebook and Student Handbook for further information.)

SHOPPING

Residence Hall mini shops and MC Mart will carry snacks and basic necessities such as toiletries etc.

MOVIES

Viewing inappropriate movies using computers may result to disciplinary action.

UNAUTHORIZED ENTRY

- a. Residents and visitors must enter and exit the halls through the main doors (and or side lobby doors when open) at all times.
- b. Other areas in and around the residence halls off limits to students include, but are not limited to, roofs, ledges, mechanical rooms, and crawl spaces.
- c. Climbing into or out of windows, climbing the sides of the wall, or outside structure of the residence halls is prohibited and may result in disciplinary action.

UNIVERSITY RULES & REGULATIONS

Living in any residence hall community requires that each person take responsibility for his/her own behavior. Expectations about behavior for Asia-Pacific International University students are clearly

explained in the Student Handbook, Student Guidebook and general expectations about behavior in residence halls are defined in the Residence Hall Handbook.

A commitment to the Asia-Pacific International University educational philosophy generally dispenses with the need for student discipline. Inevitably, however, there will be occasions where it becomes necessary and appropriate for the University to discipline students who engage in behavior - whether on campus or off campus - which is inconsistent with the University's mission, standards and expectations.

Students are reminded that they are to uphold the high moral reputation of the University and thus are responsible for any behaviors that are discouraged by the University even if such happen outside the University grounds.

The disciplinary response of the University typically results from the voluntary choice of a student to ignore the expectations outlined in the student handbook, student guidebook and the residence hall handbook. When students do not fulfill their responsibilities, they voluntarily place themselves under consideration for disciplinary action. The student has made a free choice, and will live with the natural consequences of that choice.

The University's response may include, but is not limited to, all or any of the following (see Student Handbook and Student Guidebook for more information):

- a. Conversation with the student and appropriate staff, faculty, or administrators to clarify issues and provide for learning to take place
- b. Counsel, written or oral
- c. Warnings, written or oral
- d. Probation
- e. Suspension
- f. Dismissal
- g. The requirement to participate in professional counseling sessions through the Counseling Center
- h. Community service work, on or off campus
- i. Fines
- j. Campus bans

WORSHIP AT THE RESIDENCES

We assume that you have chosen Asia-Pacific International University for the very things that make it unique, and of course our most significant uniqueness is our Seventh-day Adventist Christian perspective. Though we welcome students from all religious backgrounds who choose to live and study among us, and who will respect and honor our values, we are quite intentionally a conservative, Christian University, and intend to remain so. These values are at the center of life in Asia-Pacific International University, and of the life in residence halls. We believe that worship attendance is a vital part of what makes Asia-Pacific International University special, spiritual and unique.

Residence hall worships are times of character formation, spiritual fellowship, guaranteeing time to offer praise to God and giving the opportunity to share your perspectives and experiences with others. Students are required to attend a number of character education programs in the dormitory each week.

(See the Student Guidebook and Student Handbook for more information on program attendance requirements.)

VACATIONS

Before leaving on vacation/holiday, be sure to secure an approved leave. Leave your window closed, lights off, water faucets off, and doors locked. If you are planning to remain in the residence hall during vacation, plan to practice all usual residence hall policies.

VALUABLES

- a. Each student is responsible for keeping personal belongings in a safe place; the university will not be responsible for their loss.
- b. Each student is provided with a lockable drawer for keeping small amounts of money and other items.
- c. Large amounts of cash and other valuables, however, should be deposited at the University Finance Office and a receipt obtained.
- d. Because security cannot be guaranteed for items of significant value should not be stored in the residences.
- e. Students should consider arranging their own insurance cover if it is needed.

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