



Policy Title:	AUM HOUSING POLICY
Policy Ref:	HP-2025 V2
Effective Date:	24/07/2025
Responsible Office	Housing Committee
Responsible Executive(s)	Director of Student Affairs, Facilities, Finance

AUM HOUSING POLICY

1. Purpose & Scope

This policy governs all aspects of student use of university-owned housing, ensuring that student residency is managed in a transparent, structured, and legally sound manner in full alignment with:

- Maltese Housing Authority requirements for short-term student accommodation
- The Malta Further and Higher Education Authority (MFHEA) National Quality Assurance Framework (NQAF) — especially Standards 1, 3, 6, and 7
- The AUM Student Code of Conduct

This policy applies to all undergraduate and postgraduate students living in AUM-managed housing.

2. Legal Nature of Agreement


AUM provides student housing through a residence licence, not a tenancy agreement. This is a non-transferable, fixed-term licence granted to support academic engagement and legal compliance with Maltese TRP residency regulations. Students using the AUM Residence address for their Temporary Residence Permit (TRP) must remain in full compliance with this policy and the conditions imposed by Identità Malta.

3. Eligibility

Students must:

- Be enrolled full-time in an MQF Level 6, 7 or 8 program at AUM.
- Be in academic and disciplinary good standing.
- Have an approved Housing Request Form
- Have prepaid all accommodation fees via the AUM Finance Office 30 days prior to arrival.

Submit your Housing Request form and review housing rules here:

 [Housing | AUM Malta](#)

4. Housing Process Matrix

Step	Responsible Unit	Action
1.	Student	Submits completed Housing Request Form to the Office of Student Affairs
2.	Office of Student Affairs (OSA) & Finance	Reviews form, confirms pre-payment and approves request
3.	OSA	Manages room allocation, check-in, housing contract issuance, room inspections, facility support
4.	OSA	Supports check-out, inspection, and processes security deposit refund
5.	Facilities	Supports maintenance and inspection of residence
6.	OSA	Supports non-EU residents for Temporary Residence Permit (TRP) linked housing requirements

5. Occupancy Terms

- Students may occupy only the bed and room assigned and for the contractually defined dates.
- Early/late arrivals or departures must be requested in writing 30 days in advance via studentaffairs@aum.edu.mt
 - Early check-in rate: €50/day subject to availability
 - Late check-out: subject to approval and prepayment

6. Fees, Cancellations & Withdrawal

- Full accommodation fees must be paid in advance.
- If a student withdraws, is suspended, or takes leave:
 - Room charges may be prorated if checkout is completed with approval.
 - Without formal checkout, full term fees may apply.

7. TRP Compliance & Attendance

Students using AUM housing for TRP residency purposes must:

- Remain enrolled full-time.
- Attend ≥85% of classes.
- Progress academically (tracked by Registrar)

**Non-compliance may result in AUM reporting the breach to Identità Malta in line with national immigration requirements.

8. Check-in/Check-out Requirements

At check-in:

- Review and sign your Room Condition Report, housing rules and regulations, cancellation policy and key acceptance form.
- Collect key/key card from OSA/Facilities

At check-out:

- Book your appointment with OSA thirty days in advance of moveout
- Ensure room is clean and empty.
- Return key/card.
- Refunds issued only after room inspection and damage check.
- If you hold an AUM underwritten, temporary residence permit (TRP) you must inform Identita of your forwarding address in Malta and change the address on your TRP to reflect same.

9. Behavioural & Conduct Expectations

- Smoking/vaping and usage of soft or hard drugs is not allowed anywhere in AUM Residences
- Overnight guests are strictly prohibited.
- Shared spaces must be kept clean and accessible.
- Breach of housing rules may result in eviction, contract termination, and loss of TRP eligibility if relevant.

10. Maintenance & Safety

- Housing reserves the right to access rooms without notice in cases of emergencies and with 48-hour notice for maintenance or health/safety checks.
- Emergency access may occur without notice.
- Students are responsible for cleanliness and safe usage of all appliances and fixtures and fittings.

11. Liability & Insurance

- AUM is not liable for student property lost or damaged due to fire, theft, or water damage.
- Students are recommended to buy personal contents insurance.

12. Room Changes & Transfers

- Allowed only with written approval from OSA.

13. Support Contacts

For general queries, email: studentaffairs@aum.edu.mt

For urgent repairs: contact the facilities team via the OSA Housing WhatsApp Group

For emergencies, contact the Director of Student Affairs on +356 79850148

For the Police, Fire Brigade contact 112 if you have a hearing or speech impairment use the textphone service 79770112.

14. Policy Review

This policy is reviewed annually by the Director of Student Affairs in collaboration with the Housing Committee.

End.

Last reviewed by the Director of Student Affairs July 2025

15. Appendices

- **Appendix A: Housing Request Form (Available on [Housing | AUM Malta](#))**
- **Appendix B: Housing Rules Summary (Available on [Housing | AUM Malta](#))**
- **Appendix C: Housing Matrix (see Section 4)**
- **Appendix D: Housing Contract Template (Available on request via email studentaffairs@aum.edu.mt)**

Last reviewed by the Director of Student Affairs July 2025