



UNIVERSITY OF VENDA

RESIDENCE ADMISSION POLICY

APPROVED POLICY

VERSION NUMBER	DATE (dd.mm.yyyy)	AUTHOR	DESCRIPTION	REVIEWED AND APPROVED BY	APPROVAL DATE
SA 1. 01	18.06.2012	Rev TS Nedohe	Original	Council	14.09.2012
SA 1. 02					
SA 1. 03					

Date stamp and signature by the Vice - Chancellor and Principal

Table of Contents

Purpose Statement: 3

Information for First Year Residence Students..... 3

Considerations for Residence Selection..... 4

Information for Transferring Students (from another University) (First year and Senior)..... 4

Information for Post Graduate Applications (First time and previous UNIVEN residence students)..... 5

Information for Current/Returning Residence Students 5

Considerations for Residence Selection: Academic Record..... 5

Debtor Student: 6

Considerations for Residence Selection: Proximity and Co-curricular Involvement 6

General Information 7

New Female Student Residence (Albertina Sisulu)..... 9

Disabled Students 10

Purpose Statement:

In the execution of their duties, the residential staff commits to administering the process of selection for residence in a fair and equitable manner.

Accommodation Unit is responsible for the management of the university residences. The application for rooms by students annually and feedback regarding the application (subsequent acceptance) for student accommodation (by the department) is administered according to the residence admission processes. Applications for admission and readmission to residences occur in the second semester both for first years and senior students.

In line with the university's strategic goals, the department has adopted an approach that ensures that the limited accommodation available is offered to students who perform academically. In order to ensure equity and fairness in the allocation of accommodation, the following criteria will be adhered to in assessing the application.

Information for First Year Residence Students

1. Accommodation will only be offered to students who are registered for diplomas, degrees or postgraduate courses, on a full-time basis.
2. A first year applicant should complete the residence application section in the general application form (either hard copy or online) before the 31 October of the preceding year.
3. The onus remains with the applicant to verify his/her accommodation application status prior to his/her arrival on Campus.
4. Where and when available, the Student Accommodation Unit, may reserve the rooms for first year students, during the weekend prior to the start of the university orientation program. Failure on the part of the student to arrive for participation in the official Orientation Program of the university will result in the forfeiture of the accommodation.
5. Student residing outside a 20 km radius will receive preference for accommodation and proof hereof may be required.
6. International Students on their countries official scholarships will be given preference as per Memoranda of understanding or Memoranda of agreements signed between the University of Venda and their countries.
7. University residence accommodation is only valid for 1 official academic year, and dates as prescribed in the official university calendar
8. Students are required to apply on an annual basis to be readmitted to residences via the official readmission process.

9. Students affected by academic work prescribed by various Schools outside of the official academic year will be required to apply for accommodation in a separate process viz, vacation accommodation through the office of the Dean of the School to the Director Student Affairs

Considerations for Residence Selection

- i. Students must be accepted by the School to qualify for accommodation.
- ii. Date of final acceptance by the university will determine the offer of accommodation, depending on available spaces, even if a student has applied the previous year.
- iii. Student's grade 12 results.
- iv. A written referee report based on character at Secondary school or the applicant's community, will serve as an added advantage.
- v. The student must produce proof (UNIVEN cashiers receipt or bank deposit slip) of full upfront payment as prescribed by the University.
- vi. The NSFAS/bursary generated list of all successful applicants for funding will also be considered.
- vii. The student must produce a letter of an offer for accommodation by the Accommodation Unit.
- viii. No free accommodation will be offered to walk-in applicants who have come to either submit applications in person or come to enquire about their admission status.

Information for Transferring Students (from another University) (First year and Senior)

1. The transfer student for first year must meet the criteria in "First Year Residence Students" section above.
2. The student must have passed or have been promoted the previous year at his/her previous institution.
3. A transfer student must complete the prescribed Residence application form. The application must not reach the office later than the 31 October of the preceding year.
4. A statement of conduct plus an academic transcript from the applicant's previous institution must accompany the student's application. Accommodation Unit reserves the right to reject an application based on unsuitable prior conduct and performance.

5. All 1st year students admitted into an undergraduate programme are allocated in double rooms in the designated first year spaces, where available.

Information for Post Graduate Applications (First time and previous UNIVEN residence students).

1. An applicant must complete the application process for residence in the general application form/process of the university before the 31 October of the preceding year.
2. The onus remains on the applicant to verify his/her accommodation status with the Accommodation Unit prior to his/her arrival on campus.
3. The room will only be reserved for a student until the end of registration of the school which the student is belonging to from the time of the written offer of accommodation by Accommodation Unit. Students waiting for late registration shall forfeit the room offer
4. University accommodation is only valid for 1 academic year and students are required to apply on an annual basis to be readmitted via the official readmission process.
5. All post graduate Students will be charged for a composite fee covering 11 months. Post-graduate students will not be required to vacate their rooms during June recess

Information for Current/Returning Residence Students

1. University accommodation is only valid for 1 official academic year and students are required to apply on an annual basis to be readmitted via the official readmission process -
2. The readmission process is available at the Accommodation Unit.
3. Students who have not completed the readmission process mentioned in 2 above will not be eligible for accommodation in the following year.
4. Disabled students will be given priority at selection.

Considerations for Residence Selection: Academic Record

- i. A student will be allowed a maximum of one additional year for the current undergraduate course registration. e.g. a student who registers for LLB degree for five years will be allowed to apply for 5 years + 1 year(which will follow a special appeal process for consideration)

- ii. Post graduate students (Honors, Masters & Doctorate.) will be allowed guided by the post-graduate exclusion rule as appearing in the university rules
- iii. All masters and doctorate students shall have the second preference of rooms after the students with disability.

NB! Existing Undergraduate students who wish to apply for Residence accommodation will not form part of the Readmission process, but will have to follow the process identified in Information for Post Graduate applications.

Debtor Student:

A Student will only be considered when proof of an official agreement of outstanding balance has been concluded with debtor student and the Student Credit Management Department, or the name of the debtor student forms part of the registration list sanctioned by the Deputy Vice Chancellor: Operations.

Considerations for Residence Selection: Disciplinary Record

The following considerations will impact on the student's accommodation application:

- i. The sanction reflected on the Student Disciplinary record.
- ii. Documented reports from the Residence staff pertaining to the continued violation of the Residence rules by a student. A record should be maintained and the student advised after each disciplinary conversation.
- iii. Assault (irrespective of the degree) will also be considered as an indicator not to readmit a student to residence after the student has been convicted by the disciplinary hearing of the university.
- iv. A student expelled or suspended from residence will not be considered for accommodation in the following year. The student would need to reapply, with written motivation that demonstrates why he/she should be considered for residence the year after his/her expulsion year.

Considerations for Residence Selection: Proximity and Co-curricular Involvement

- i. Students residing outside a 20km radius will receive preference for accommodation in residences and therefore residence students are required to inform Accommodation Unit of any changes to their addresses. Proof hereof may be required.

- ii. A student must submit documentary proof of involvement in living and learning programmes, activities and/or participation in any other university co-curricular programme, which will serve as additional advantage. Examples include: the Leadership, Tutoring in School, Voluntary community involvement, peer mentoring etc.

General Information

1. The university accepts no responsibility or obligation to provide accommodation to any student/s who arrives at the university without a written offer of accommodation from Accommodation Unit. The onus is on the student/applicant to arrange his/her own private accommodation in the event that his/her application for university residence is unsuccessful.
2. Students who are full time employed irrespective of the degree category are not eligible for university residence accommodation.
3. Only the following categories of students/potential students are considered for university residence accommodation:
 - i. Full time Undergraduate students
 - ii. Full time Post graduate diplomas
 - iii. Full time Honors students
 - iv. Full time Masters students
 - v. Full time Doctoral students (Post-Doctoral students are not eligible)
4. Previous Undergraduate residence students' who continue with the Honors programme (qualification) or Post Graduate diplomas will not automatically be considered within the readmission application process and will be required to complete a new application to university residences and will compete for spaces along with all other new Post graduate applicants.
5. Only 1 student is allowed to occupy a single room, 2 students in a double room. Any deviations unless approved by the Director: Student Affairs will be regarded as illegal occupation and the registered residence occupant/s will be held responsible for the violation of exceeding the allowable occupancy per room.
6. Family members such as children, siblings, parents, spouses, and cousins etc., are not allowed to cohabit in university residences or to visit on an overnight basis.
7. Overnight visitors are only allowed in accordance with the residence visitor's rules.

8. Residence accommodation is billed in advance for both Academic Semester and the entire Academic year and not based on date of first occupation/book in (in the case of late arrivals or late admission to residences).
9. Residence students are required to obtain permission from the Director: Student Affairs through hostel superintendent to cancel or move out of university residence accommodation and will be liable for the pro-rata fee plus an additional 5% of the annual fee if permission to cancel or move out is granted. Failure to do so will result in the student being charged the full annual fee without recourse for refund.
10. Students who occupy rooms left by the students in 9 above should pay on a pro rata basis
11. Residence and room allocations are final and are determined by the Residence Placement Committee accordance with strategic goals and other considerations as determined by the Director: Student Affairs.
12. Undergraduate university residences close during the June/July vacation period and all students are required to move out of residences within 48hrs after the last official examination, including supplementary examinations. Students writing special examinations shall submit a proof of such to the Director of Students Affairs through hostel superintendents in order to be given rooms.
13. Students who participate in official academic programmes or official academic activities during the June or December vacation periods are required to complete the necessary vacation accommodation application form, produce a letter from the department concerned.
14. Students Leadership, in the case of the Student Representative Council will produce a letter from the office of the Head: Student Governance and Accommodation or Director: Student Affairs, authorizing their stay and the purpose thereof. In the case of the residence student leadership (HRC) this will be sanctioned by the Warden and the purpose thereof. Student leadership both SRC and residence (HRC), will not be required to pay fees for their stay performing official duties during vacation.
15. Student Organizations who wish to remain for the vacation accommodation need to follow the process in 12 above, an official letter from the organization requesting accommodation. Proof of payment will have to be produced after Accommodation Unit has agreed to their stay in residence for the vacation period.
16. Only Post-graduate residence students residing in single rooms at Albertina Sisulu and Robert Mugabe Residences are allowed to remain in their (his/her) rooms during the June/July vacation period (only possible if normal residence logistical and operational requirements allow this). Students will be required to complete the requisite application for Post graduate vacation accommodation. No fee is required as the fee is already included in the annual fee for single rooms. Students who do not complete the

application must follow standard university vacation procedures and vacate his/her room accordingly.

17. Residences will remain open to all residence students during the Mid-term vacation (Mar/April & Sep vacation) periods and no additional fee will be charged.
18. Residence students are required to notify their Residence Wardens or Hostel Superintendents in writing in the event they plan on spending more than 96 hours away from university residences whether for academic or personal purposes.
19. Residence students are required to inform his/her Residence Warden/ Hostel Superintendent of any pre-existing medical or psychological conditions for which treatment and/or medication has been prescribed in the last 12 months upon booking into university residences for emergency purposes. This information will be held in the strictest of confidence, but will be accessed in the event of a medical or other emergency by university officials/staff.
20. The following are designated self-catering residences with the necessary communal cooking facilities & spaces: Robert Mugabe, Albertina Sisulu, and Bernard Ncube. All food preparation is to be done in the communal cooking areas provided for hygiene and health purposes.
21. No cooking is allowed in rooms and no cooking equipment will be allowed into the residences, stoves will be confiscated on entry, or if the stove is found in rooms. Students will be held liable for the full cost of any damage incurred while occupying the room
22. University residence students are required to submit a list of all their personal electronic equipment with serial numbers on an official form upon entry to the residence on an annual basis. Any updates of electronic equipment throughout the year in the event of new acquisitions or items disposed must be added or deleted from or to the list. These lists are subject to a verification process by Residence staff. Failure to submit the requisite personal inventory list will prevent you from being able to remove the items from university premises at any time including moving out of residences.

New Female Student Residence (Albertina Sisulu)

1. The Residence shall be allocated only to students from their 2nd of the academic programme
2. Honours, Masters and PhD students will be allocated in single rooms depending on availability
3. Undergraduate Students performing academically at the average of 70% will be given preference for placement at Albertina Sisulu Residence.

Disabled Students

Student Accommodation Unit endeavours to create an environment that is favourable to all students, including specific requirements for disabled students.