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**UNIVERSITY OF VENDA**

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**RESIDENCE RULES AND REGULATIONS**

**APPROVED POLICY**

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## 1. INTRODUCTION

1.1. This document shall serve as a guideline for managing residences and maintaining order and discipline.

1.1.1. It is the responsibility of each resident student to familiarize him/herself with the contents of this document.

1.1.2. On signing the accommodation agreement, the resident accepts the conditions set out in this document.

## 2. DEFINITIONS

In these rules, unless otherwise indicated.

2.1. **"HRC"** means a house representative committee member of a particular residence as elected by the residents of that house.

2.2. **"squatting"** means when a visitor is accommodated in a residence without permission by the Hostel Superintendent.

2.3. **"misconduct"** means the following:-

2.3.1. the contravention of any rule, regulation, direction of the University and residences.

2.3.2. any wrongful and/or deliberate damage to or destruction of property or /unauthorized possession of university property or the property of another student.

2.3.3. the occupation of space in residences or squatting in such a space by any student without the concern of the Hostel Superintendent.

2.3.4. the bringing of illegal drugs in the premises.

2.3.5. any improper or indecent behavior or deed on any premises of the University.

2.3.6. any insulting, threatening or indecent behavior towards any student or official of the University.

2.3.7. giving false information to any official, official body, committee or committee of the University.

- 2.3.8. any deed which may damage or endanger the image of the University or the upholding of discipline.
- 2.3.9. the use of violence or threats against any person on the premises of the University.
- 2.3.10. possession of/or handling of any firearm or any other dangerous weapon on the premises of the University.  
participation in and/or organising of "unauthorised" student actions which encroaches upon the academic activities of students and/or the functioning of a residence and/or the University.
- 2.3.11. any form of harassment and/or impairment of the dignity of a
- 2.3.12. staff member or student of the University.
- 2.3.13. any form of fraud committed on the University premises.
- 2.3.14. helping or encouraging any student to commit a misconduct.
- 2.3.15. being found guilty in a civil suit.
- 2.3.16. using a student card of another student to enter into the residences is not allowed.

### **3. AVAILABILITY**

Each student will be issued with a copy of rules and regulations on admission to residences.

### **4. ACCOMMODATION AGREEMENT**

- 4.1. Each resident will be obliged to effect an initial payment irrespective of disability.
- 4.2. If a resident intends leaving the residence before the end of the semester, the following procedure must be followed:-
  - 4.2.1. The Hostel Superintendent must be informed in writing.
  - 4.2.2. On the date of departure check out from the Hostel Superintendent.

- 4.2.3. Residents are financially responsible for a full term's occupation exceptions are outlined in the residence admission policy

## **5. CONDITIONS OF ADMISSION**

- 5.1. Students registered with the University may be admitted to residences. Students who stay within 20km radius must not be admitted to residences.
- 5.2. Admission to a residence is subject to the approval of the Hostel Superintendent.

## **6. RE-ADMISSION**

- 6.1. Students who wish to re-apply for accommodation for a subsequent year must obtain the application forms for senior students from the Hostel Superintendent.
- 6.2. Applications for senior students will start on the first (1<sup>st</sup>) working day of September until the last (30<sup>th</sup>) day of September

## **7. CANCELLATION OF ACCOMMODATION**

- 7.1. All cancellations of accommodation must be in writing and delivered to the Hostel Superintendent.
- 7.2. Cancellation of a booked room must be in writing and must reach the Hostel Superintendent before residents check out at the residences.
- 7.3. At the end of the academic registration period, all residents must have registered for a course.
- 7.4. If a resident is not registered, he/she will be asked to leave the residence.

## **8. COMMENCEMENT AND CONCLUSION OF UNIVERSITY TERMS**

- 8.1. Residents who have been booked may report on official registration days of their category of the University.
- 8.2. At the end of the academic year/semester, residents must leave the residences 48 hours after the last examination paper including the supplementary exams.
- 8.3. Rooms must be vacated during vacations with the exclusion of the postgraduate students; other exclusion are outlined in the residence admission policy
- 8.4. Students who wish to remain behind during vacations must book beforehand with the Hostel Superintendent, unless there is written proof of official commitment, he/she will pay for the room.
- 8.5. Daily accommodation rates, as determined by the University, should be paid in advance. Students shall get special rates.
- 8.6. The residence Administration will determine which residences to use during vacations.

## **9. COMPULSORY QUIET TIMES**

- 9.1. Resident's behavior shall at all times be such that it does not impinge on the rights of others to enjoy privacy and quiet.
- 9.2. The residents shall maintain an atmosphere that is conducive to learning.
- 9.3. Sound equipment must be operated softly or switched off during evening study hours. Sound equipment which disturbs the study atmosphere will be confiscated after a warning and returned to the owner at the end of the semester.
- 9.4. Residents who disturb the study atmosphere due to alcohol and substance abuse may be suspended by the Residence Administration. Their parents will be informed.

## **10. NEW RESIDENTS IN THE RESIDENCE**

- 10.1.** All residents shall attend the official residence orientation programme.
- 10.2.** Any resident may be asked to perform the following duties for the duration of the academic year:-
  - 10.2.1.** assisting at house functions
  - 10.2.2.** assisting at sports functions

## **11. VISITORS**

- 11.1.** Non-residents may stay for three (3) consecutive nights at the residences with or without the permission of the Hostel Superintendent.
- 11.2.** People who stay in the residences without the knowledge and consent of the residence authorities will be referred to the Protection Section.
- 11.3.** Visitors must produce their Identity Document when entering the residences.
- 11.4.** Residents shall be responsible for their visitors, and shall be responsible for informing them about the rules.
- 11.5.** The residents shall be held responsible for the conduct of their visitors.
- 11.6.** All students will use their student cards to access the residences.

## **12. VANDALISM**

- 12.1.** Damage to University property is a serious offence. The person/s concerned shall be held responsible for all repairs and /or replacement costs.
- 12.2.** Fire hoses and fire extinguishers may not be handled except in cases of fire. Instances of such equipment being handled shall be considered to be vandalism.
- 12.3.** Being under the influence of alcohol or drugs may not be used as an excuse for vandalism.



- 12.4. The Residence Administration shall not be responsible for loss of students' property or money in the residences when the University is in session or during vacations.
- 12.5. Residents are responsible for insurance of their personal property.

### **13. BREAKAGES**

- 13.1. Residents must report breakages to the staff member in charge or House Committee member as soon as possible.
- 13.2. The person responsible must be identified and the Hostel Superintendent must inform him/her that he/she shall be charged for the costs.
- 13.3. If Physical Planning and Maintenance should undertake the repairs, the account should be submitted to the Finance department.
- 13.4. A distinction should be made between "vandalism" and "breakage".

### **14. FIREARM**

- 14.1. No firearms shall be carried or displayed on any premises of the University or residences.
- 14.2. Under no circumstances may a firearm be fired on the University premises or residences.
- 14.3. Firearms must be handed in at the Protective Services Department for safekeeping.

### **15. SMOKING**

No smoking shall take place in declared non-smoking areas; such as student rooms, TV rooms, bathrooms, recreation rooms, dining halls, foyers and store rooms.

## **16. SUBLETTING/ SQUATTING**

- 16.1.** Subletting/squartering is strictly prohibited, and a non-resident person shall not be allowed to reside in residences even if he/she is a student at the University.
- 16.2.** Any non-resident found in residences will be regarded as a squatter and will be subjected to disciplinary action.
- 16.3.** Any resident harboring a squatter will be subjected to disciplinary action

## **17. TRADING**

- 17.1.** There shall be no form of trading in the residences without the permission of the Hostel Superintendent.
- 17.2.** A House Committee may not charge more than the approved amount on the sale of any article to residents and such amount shall be paid into the House Committee fund.

## **18. PREGNANCY**

- 19.1** If a student is pregnant she must give notice to the warden. The warden shall liaise with the parents. The student must be released after 7months of pregnancy to prepare herself to give birth.

## **19. SEXUAL HARASSMENT**

- 19.1.** Sexual Harassment will not be tolerated.
- 19.2.** Sexual harassment is defined as requests of sexual favours; unwelcome or repeated sexual advances; demeaning verbal or other expressive behavior of a sexual nature that interferes with another person's rights or creates an intimidating, hostile or offensive environment.

- 19.3.** The following may be regarded as sexual harassment: offensive touching, and use of sexually explicit photographs or drawings.

## **20. ETHICAL CONDUCT**

- 20.1.** As an institution of higher learning, students are encouraged to have good ethical conduct.

## **21. RACISM AND XENOPHOBIA**

- 21.1.** The University does not tolerate racism, including ethnicism and xenophobia.
- 21.2.** If a resident is found guilty of racism and xenophobia he/she will face disciplinary action.
- 21.3.** Residents can submit their complaints in writing to the Hostel Superintendent.

## **22. ILLNESS AND MEDICAL CONDITIONS**

- 22.1.** Residents should bring to the attention of the Hostel Superintendent any physical condition or disability that they have.
- 22.2.** Residents must inform the Hostel Superintendent if they are confined to bed because of an illness.
- 22.3.** Obtaining and taking chronic medication are the student's own responsibility.

## **23. SPEAKERS FROM OUTSIDE**

When a visitor from outside wish to address students, whether by invitation or of his/her own volition, prior **application** should be made to the Office of the Director Student Affairs.

## **24. COMPLAINTS AND CHANNELS**

Open communication channels ensure speedy problem solving. The following procedure should be followed:-

### **24.1 Maintenance problems**

24.1.1. Residents should Report problems to the Hostel Superintendent at all hours where possible.

24.1.2. Problems can be reported to the House Representative Committee at all hours.

### **24.2 Other problems in the residence**

24.1.3. Report the problem orally to the House Representative Committee.

24.1.4. Report the problem orally to the House Representative Committee Chairperson.

24.1.5. Submit it in writing to the Hostel Superintendent.

24.1.6. Submit it in writing for the attention of the Director Student Affairs.

## **25. RESIDENCE PREMISES**

### **25.1 Rooms**

25.1.1. All residents shall be jointly or individually responsible for keeping the residence premises clean and neat, and the House Representative Committee shall ensure that this is done.

25.1.2. Putting up pictures or portraits on the walls should not damage the walls.

25.1.3. Each resident is responsible for his/her own room, and the room should be in the same condition on evacuation as it was when the student received it.

- 25.1.4. The Hostel Superintendent shall be responsible for allocation of rooms with three assistants from HRC.
- 25.1.5. Rooms will only be exchanged with the approval of the Hostel Superintendent.
- 25.1.6. When a resident moves into a room, he/she must notify the Superintendent immediately if anything in the room is not in good condition. If the problem is not reported it will be assumed that the room was found in good condition and any breakages thereafter shall be deemed to have been caused by the occupant. All residents shall sign an inventory form.
- 25.1.7. No student may tamper with electricity.
- 25.1.8. University furniture or equipment may not be removed from room or recreation halls.
- 25.1.9. Students or SRC members are strictly not allowed to sell rooms to any student. If found they are going to forfeit the room instantly.
- 25.1.10. HRC members will be allocated rooms at ground floor.
- 25.1.11. Toilet papers will be distributed before the seventh (7) day of every month.
- 25.1.12. Room should be applied for once a year for bursary holders and no renewal of rooms in the second semester. Non-bursary holders shall reapply per semester.

## **25.2 Room keys**

- 26.2.1 The room keys remain the property of the University.
- 26.2.2 Students are required to return their room keys to Hostel Superintendent whenever the University closes for vacation.
- 26.2.3 Students who are bound to terminate their studies or wish to leave the residence of their own accord must return the room keys to the superintendent.
- 26.2.3 A resident student who loses or misplaces a residence room key or fails to return it to the Superintendent at the end of the

semester or at any time if required to do so, will have his/her results withheld or pay for the cost of lock replacement.

26.2.4 The price of a room key should be equal to the value of a door lock / cylinder.

26.2.5 Room keys will be swapped every year.

### **25.3 Notice Boards**

25.3.1 Notices may not be posted at any place other than the notice boards provided for this purpose.

25.3.2 Persons/Organisations responsible for defacing the walls shall be charged for cleaning of the walls.

25.3.3 Open public notice boards shall be provided in all residences and strategic areas on campus.

### **25.4 Private property**

25.4.1 It is the responsibility of the student to keep their personal possessions safe.

25.4.2 Property left during vacations is left at the student's own risk.

### **25.5 Dining halls**

25.5.1 Residents must obey the rules of the dining hall.

25.5.2 Cutlery and crockery may not be removed from the dining hall.

**25.5.3** Residents may not enter the kitchen area of the dining hall.

### **25.6 Electrical equipment**

25.6 .1 The following apparatus may be used in student's rooms:-

25.6.1.1 A heater

25.6.1.2 A standard fan

- 25.6.1.3 A refrigerator
- 25.6.1.4 Hair dryer
- 25.6.1.5 Sound system
- 25.6.1.6 Radio
- 25.6.1.7 Kettle
- 25.6.1.8 Iron
- 25.6.1.9 Insect repellent
- 25.6.1.10 Computer equipment
- 25.6.1.11 Television set
- 25.6.1.12 Ds TV - to be installed in consultation with the Hostel Superintendent.
- 25.6.1.13 Stove
- 25.6.1.14 Meat griller
- 25.6.1.15 Cell phone charger
- 25.6.1.16 Food may not be prepared in rooms or in the passage. Only residents in a residence equipped with a self-catering unit may prepare food in their rooms.

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Speaker of Parliament

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Date

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Minister of Legal, Gender, Constitution and Religious Affairs Officer

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Date

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SRC President

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Date

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Director Student Affairs

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Date