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## Guidelines for managing the placement policy with a view to the 2015 intake

*This document supports the **Policy for placement in residences and in listening, learning and living houses, as well as allocation to PSO wards and clusters** and is annually revised and published on the website for prospective students ([www.maties.com](http://www.maties.com)) and for current students ([www.mymaties.com](http://www.mymaties.com)).*

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## **SECTION A: APPLICATION OF THE PLACEMENT POLICY**

### **1. Introduction and contextualising remarks**

- 1.1 The overarching aim of the placement policy is to optimise our students' entire university experience – both in and outside the classroom – as an important contributing factor to student success. Students' overall experience contributes or affects their ultimate success, or lack thereof. Therefore, the University has a responsibility to utilise and organise that experience to the best of its ability.
- 1.2 The optimisation of students' out-of-class experience must also tie in with the University's vision, mission and strategic objectives. In this regard, the so-called characteristics or profile of the Stellenbosch graduate are of particular relevance.
- 1.3 In practice, therefore, a strategy for the optimisation of the student's out-of-class experience means that the University will attempt to arrange everything that affects the student's optimal development, even outside and in support of the formal curriculum, in such a way that it contributes to student success. The strategy includes the following:
  - 1.3.1 The pursuit of excellence and to remain at the cutting edge, also in terms of the co-curriculum, thereby helping to shape graduates who are sought-after for their well-roundedness and creative, critical thought.
  - 1.3.2 A proper analysis of all our students' various living environments, and the way in which those environments may be structured, adjusted and even reformed to optimally contribute to the best possible university experience for all students. This relates, inter alia, to the organisation of the University in terms of transformation, a welcoming and friendly campus, the mobility plan and taking measures to adapt to a constantly changing reality.
  - 1.3.3 An integrated perspective on residence placement, placement in listening, learning and living (LLL) houses, and allocation to Private Students' Organisation (PSO) wards and clusters, all of which are systemically linked. Therefore, no single element can be amended or adjusted without also considering the others.
  - 1.3.4 Student placement and allocation that contributes to the creation of healthy, diverse communities, which will in turn ensure optimal formation and development in the out-of-class context as well as ultimate (academic and other) success. In this regard, the following points of departure should be noted:
    - a) The process is managed as a strategic matter in order to allow a systemic-holistic approach to student development.

- b) This presupposes the creation of healthy, diverse communities, which will in turn lead to the maintenance of a positive learning culture and an enhanced learning experience in clusters.
- c) In allocating place in residence, it remains an important aim to give preference to students whose chances of academic success may be substantially improved through residence placement (such as newcomer first-years or students in extended degree programmes).
- d) Academic merit enhanced through diversity are important concurrent factors that need to be considered throughout.
- e) Fairness, consistency and practicability are further values that are reflected in the placement policy.

## 2. Key principles in the placement policy

2.1 A first key principle in the placement policy is ***excellence enhanced through diversity***. This is considered throughout, along with all the other provisions in the placement policy.

2.1.1 Diversity is regarded as a very important contributing factor to the development of healthy communities as well as student excellence. Therefore, the University wishes to create diversity-rich environments in SU student communities. By so doing, the University acknowledges that students are diverse in many respects (not only in terms of ethnicity), which also needs to be reflected in the composition of student communities, including residences and other living environments.

2.1.2 In addition, the residence diversity profile we pursue must be in line with the longer-term diversity objectives set by the University. In this way, the policy wishes to create greater inclusivity by assuring all students that their diversity, in conjunction with that of their fellow students, will eventually contribute to greater excellence.

2.2 A second principle in the placement policy is that the most vulnerable students should be accommodated in residence. This, among other reasons, is why senior students, following the normal duration of their undergraduate programmes, should move from largely undergraduate residences to other types of accommodation, such as senior residences, LLL houses or PSO wards.

2.2.1 This consideration takes account of: (i) the richness of students' university experiences, their further development and preparation for the challenges awaiting them upon leaving university; (ii) newcomers' vulnerability (and, by implication, the throughput rate of the University), which carries more weight

than senior students' need to extend their accommodation experience by yet another year, and (iii) the expansion of accommodation at SU, which means that the University will eventually be able to provide most seniors who exit undergraduate residences with accommodation in senior residences or LLL houses.

### **3. Application of the policy to the placement of first-years in undergraduate residences**

**Please note:** The Vice-Rector (Learning and Teaching), being the university manager in whose responsibility centre (RS) the policy resides, is responsible for determining the annual amendment to specific figures and/or percentages and other details with regard to the application and implementation of the policy.

- 3.1 *Placement category – academic merit:* Placement mainly occurs according to academic merit. Management determines the extent of this allocation each year.
- 3.2 *Placement category – diversity:* Once initial placements according to academic merit have been finalised, the diversity profile of initially placed students is assessed against management's target profile for that round of placements. The remaining vacancies are then allocated to students based on five diversity factors in order to best achieve the target profile, even though academic achievement is still taken into account.
  - 3.2.1 In terms of diversity, students are classified based on the following five factors upon application: (i) South African or foreign citizenship; (ii) language preference (Afrikaans, English or other); (iii) ethnicity (white, coloured, black or Indian); (iv) first-generation or non-first-generation student, and (v) economic class (for students who require support bursaries and are found to qualify based on a means test).
  - 3.2.2 Based on this combination of diversity factors (while still taking into account academic merit), a student is then placed according to the management guidelines (for example, as a coloured South African citizen with Afrikaans as language of choice and a non-first-generation student).
  - 3.2.3 Each year, management determines a target diversity profile to be pursued by the next round of placements. The profile is calculated taking into account the University's objectives and the existing student corps.
  - 3.2.4 Despite the diversity profile, no newcomer first-year with a Grade 12 average of below 60% will be placed in residence,<sup>1</sup> unless such a person is placed for special reasons, such as students in extended degree programmes or students with

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<sup>1</sup> A management resolution that is amended from time to time.

special learning needs (referring to physical disabilities) that necessitate residence placement.

- 3.3 *Placement category – special placements:* Placement according to further, special provisions in the policy (such as Bloemhof Trust, sport, students in extended degree programmes, etc.) occurs in close conjunction with the first two placement categories, namely academic merit and diversity, and do not represent additional placements:<sup>2</sup>
- 3.3.1 *Bloemhof Trust placements:* 40 women + 5 men = total 45. The Trust is requested to pursue a target of 40% of vacancies allocated to BCI students.<sup>3</sup> The names of students must reach the placement officials by 1 September every year.<sup>4</sup>
- 3.3.2 *EDP placements:* At least 40 women + 40 men = total 80. These placements are done by the placement officials.
- 3.3.3 *Sport placements:* 35 women + 35 men = total 70. The proposed target for BCI students is 40% of placements. The names of students must reach the placement officials by 1 September every year.<sup>5</sup>
- 3.3.4 *Defence Force students:* Placement officials usually place male and female Defence Force students who study at Stellenbosch campus in an appropriate university house.

As far as PSO and, thus, cluster allocations are concerned,<sup>6</sup> it is equally important to apply the two key principles, namely academic merit and diversity. The same target is pursued, namely to allocate students so as to contribute to the creation of healthy, diverse communities, which will in turn ensure optimal formation and development in the out-of-class context as well as ultimate (academic and other) success.

#### **4. Application of the policy to the placement of students in senior residences**

- 4.1 The same two key principles, namely academic merit and diversity, apply to placement in senior residences. In addition, the placement of senior students is considered in three categories depending on the number of years since applicants have matriculated. These categories are (i) matric-plus-4 to matric-plus-6 years; (ii) matric-plus-6 to matric-plus-8

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<sup>2</sup> Paragraph 3.3.1 to 3.3.4 are subject to a management resolution that is amended from time to time.

<sup>3</sup> Black, coloured and Indian students.

<sup>4</sup> A management resolution that is amended from time to time.

<sup>5</sup> A management resolution that is amended from time to time.

<sup>6</sup> A cluster is a group of residences that are clustered together mainly according to geographic location, and that includes one PSO ward (in the event of an integrated male-and-female ward) or two PSO wards (in the event of separate male and female wards) in order to form a student community (currently approximately 2 500–3 000 students). The overarching management of such a cluster consisting of residences and PSO wards is the responsibility of a ResEd coordinator, assisted by a student leadership structure. The cluster represents a smaller student community, which is aimed at enhancing the quality of all students' university experience and, particularly, at improving PSO students' integration with campus life.

years, and (iii) matric-plus-8 and more years for unmarried students. The maximum age for students in senior residences is currently 34 years.<sup>7</sup> (In exceptional cases, persons above 34 years of age may be placed in other university accommodation, such as Lobelia and Botmashoogte.)

- 4.2 The category above will determine the type of residence placement for which students will be considered. The available residences and placement categories are summarised in table 2:

**Table 2: Categories for placement in senior residences**

Senior residences	Categories
Huis de Villiers, New Generation Senior Residence and Concordia	1) Matric-plus-4 to matric-plus-6 years 2) Matric-plus-6 to matric-plus-8 years
Lobelia, Botmanshoogte and Huis MacDonald	1) Matric-plus-6 to matric-plus-8 years 2) Matric-plus-8 and more years

- 4.3 The weighted average per credit of students who serve in leadership structures (Students' Representative Council, cluster convenors, house committees and mentors) is increased by a percentage.<sup>8</sup> A maximum of 30 students<sup>9</sup> across all three categories may benefit from such an increase in the weighted average per credit.
- 4.4 The placement of newcomer first-years in senior residences (usually students above 23 years of age) should not exceed 10% of the total number of vacancies in such residence.<sup>10</sup>

## **5. Application of the policy to the placement of students in listening, learning and living houses (LLL houses)**

- 5.1 The diversity profile pursued in each LLL house plays a defining role. Applicants are therefore placed according to the diversity needs of each particular LLL house. The diversity profile includes the categories of gender, ethnicity, language preference, faculty, South African or foreign citizenship, and economic class. (Therefore, the student's status as a first-generation or non-first-generation student is not relevant in this instance.)

<sup>7</sup> A management resolution that is amended from time to time.

<sup>8</sup> A management resolution that is amended from time to time.

<sup>9</sup> A management resolution that is amended from time to time.

<sup>10</sup> A management resolution that is amended from time to time.

- 5.2 Students apply for placement in LLL houses. The applications are considered by selection panels appointed by the Centre for Student Structures and Communities. In exceptional cases where the panel has difficulty choosing between applicants, the panel may conduct interviews with some of the applicants.

## **SECTION B: PROCEDURES AND RULES WITH REGARD TO RESIDENCE PLACEMENT**

### **6. Procedures and rules with regard to prospective students**

- 6.1 Residence applications form part of the general application form for admission to Stellenbosch University (SU). Prospective students can apply online at [www.maties.com](http://www.maties.com), or may phone Client Services on 021 808 9111 for any assistance.
- 6.2 Residence applications with a view to the 2015 intake close on **30 June 2014**. Late submissions will not be accepted.
- 6.3 The policy provides for specific placement categories. The policy is available by clicking on the “Accommodation” link on the website for prospective students, [www.maties.com](http://www.maties.com).
- 6.4 Place in residence is limited and subject to a selection process. The number of applications for popular residences normally far exceeds actual place available. **Therefore, there is no guarantee that students will receive place in their residence of choice.**
- 6.5 To be considered for residence placement, applicants have to be admitted to a programme at the University. Should applicants’ first study choice be subject to extensive selection (such as a programme in the Faculty of Medicine and Health Sciences), a second choice may be indicated. By so doing, prospective students can ensure that they are still considered for residence placement, even if they are not admitted to their first study choice.
- 6.6 Students who are admitted to the programme BAgric (Elsenburg) or selected for MB, ChB, Physiotherapy and Dietetics are not accommodated in residences on Stellenbosch campus.
- 6.6.1 Prospective students selected for MB, ChB, Physiotherapy and Dietetics apply for residence placement on Tygerberg campus, which is situated some 30 km from Stellenbosch campus.
- 6.6.2 Residence placements on Tygerberg campus only occur once the selection process has been finalised (in August). Students who have been selected will

- receive a selection letter and a residence application form from Tygerberg campus.
- 6.6.3 Place in a Stellenbosch residence does not guarantee place in a residence on Tygerberg campus.
- 6.6.4 BAgric (Elsenburg) students apply for residence placement at Elsenburg.
- 6.7 The entire placement process will be finalised by **30 October**. By that time applicants will know whether or not they have received a place in residence. If their application was unsuccessful, we will confirm this after 30 October.
- 6.8 The application status of students who have received place in a Stellenbosch residence will change to “reserved” on [www.mymaties.com](http://www.mymaties.com). At this stage, however, students will still need to be placed in specific residences.
- 6.9 Such applicants will receive a reservation letter requesting an acceptance amount totalling 30% of accommodation fees to be paid by a certain date. For 2015, the acceptance amount is R9 625. In this regard, please note the following:
- 6.9.1 The acceptance amount confirms that applicants accept their place in residence as well as the provisions in terms of section C of this document, which they will receive along with the reservation letter.
- 6.9.2 The acceptance amount is regarded as the first mandatory instalment of residence fees and will be credited to the applicant’s student account upon registration.
- 6.10 Should the acceptance amount not be received by the deadline, the student’s application for residence placement will be cancelled. The student’s application status on [www.mymaties.com](http://www.mymaties.com) will therefore change to “cancelled”.
- 6.11 Placement in specific residences commences following receipt of the acceptance amount in **September**. The residence in which the student is placed will appear under status application on [www.maties.com](http://www.maties.com) and will also be confirmed in a placement letter (by ordinary or e-mail).
- 6.12 If, at any stage, the student no longer wishes to be placed in residence, the application must be cancelled by sending an e-mail to [info@sun.ac.za](mailto:info@sun.ac.za).
- 6.13 The following important information with regard to university residence placement should also be noted:
- 6.13.1 In order to give effect to the vision of the University, **no shifts or transfers** between residences will be permitted.
- 6.13.2 All students are treated alike, irrespective of whether parents studied at Stellenbosch; no preferential treatment is given based on alumni status.
- 6.13.3 As various placement categories are used, it is possible for students with lower marks to be placed prior to those with higher marks.

## **7. Procedures and rules with regard to the cancellation of accommodation (prospective students)**

- 7.1 Cancellation of residence accommodation is only accepted if submitted in writing or by e-mail. Prospective students who wish to cancel their residence accommodation are therefore required to send a written notice to fax number 021 808 3822 or e-mail address [info@sun.ac.za](mailto:info@sun.ac.za) at the Residence Placement Office, citing their student number and the reason for the cancellation.
- 7.2 Without having submitted such a notice, students will not qualify for any reimbursement of the acceptance amount.
- 7.3 The date of receipt of the written notice will be used as the official date for calculating any monies owed.
- 7.4 In the event of cancellations, the acceptance amount is dealt with as follows:
  - 7.4.1 For cancellations **on or before 31 October** in the year preceding the intended year of lodging, the full acceptance amount will be reimbursed.
  - 7.4.2 Where the acceptance amount needs to be reimbursed, students are required to complete the bank details form enclosed with their placement letter. Alternatively, the form may be downloaded from the Student Fees website.
  - 7.4.3 Any cancellation **after 31 October** is subject to a cancellation fee of R579.
  - 7.4.4 For cancellations **after 5 January** in the year of lodging, **the full acceptance amount will be forfeited.**
  - 7.4.5 Students who have failed to arrive by the commencement of the welcoming programme will forfeit the entire acceptance amount, and their place in residence will also be cancelled.
  - 7.4.6 Students who are not admitted to the programme for which they applied, or who, due to circumstances beyond their control, are unable to make use of the residence placement in respect of which they have already paid the required acceptance amount, may apply for the reimbursement of the acceptance amount by way of a fully motivated letter. The letter should be addressed to the Residence Placement Office and sent to [info@sun.ac.za](mailto:info@sun.ac.za).
  - 7.4.7 However, the reimbursement of any monies ultimately rests with the University.
- 7.5 Place in residence is allocated for the full academic year. Should students cancel their accommodation in the course of the academic year, they will be liable for a cancellation fee amounting to 30% of outstanding residence fees.

## **8. Procedures and rules with regard to current students and requirements for readmission**

- 8.1 In light of the principle that the most vulnerable students should as far as possible be accommodated in residence, senior students may, as a general rule, be accommodated in undergraduate residences for up to the normal duration of the undergraduate programmes for which they initially enrolled (which period will accumulate irrespective of whether the student changes residence), unless such students serve in leadership structures, such as primarius/primaria, house committee member, cluster convenor or mentor.
- 8.2 Requirements for readmission to residence are a provisional indication only and may be adjusted upward from one year to the next in order to achieve set targets.
- 8.3 Current students who have either been residing in a university residence or been accommodated in private lodging must apply electronically before the end of July each year to be (re)admitted to a university residence.
- 8.4 Such applications will only be considered if the applicants have, in the University's opinion, delivered proof of satisfactory academic performance and if sufficient vacancies exist. All admissions remain subject to the provisions of the University's placement policy.
- 8.5 Already-enrolled students who wish to be placed in a university residence for the first time (i.e. students who have been staying in private lodging) will also be expected to pay the required acceptance amount following placement (see paragraph 6.9).
- 8.6 In order to prepare students for a mature and independent professional life, they are encouraged to move from undergraduate residences to senior residences, LLL houses or private accommodation in the course of their studies. Senior students who exit undergraduate residences (apart from those in leadership positions) must formally apply for placement in a senior residence or LLL house.
- 8.7 Applications for readmission to residence submitted by existing occupants of senior residences with a view to any particular year will be assessed based on applicants' academic performance in the June, November and December examinations in the preceding year(s). The University reserves the right to conditionally allocate or refuse accommodation to such applicants based on their June results and study records for the preceding year(s). If students' academic performance renders them non-compliant with the requirements for academic readmission, they will not be allocated place in residence.
- 8.8 The minimum module credit requirements to reapply for residence accommodation may be adapted annually.

- 8.9 Throughout the normal duration of a student’s curriculum, credits earned are calculated according to the HEMIS credit system for academic readmission to the University.
- 8.10 One HEMIS credit equals the total number of module credits required in a particular year of study in a particular programme. For example, one HEMIS credit is equivalent to 126 module credits in a BA programme (first year), 133 module credits in a BSc programme (non-final year), and 144 module credits in the ordinary BComm programme (non-final year).
- 8.11 Detailed information on the calculations done in terms of the HEMIS scale is available under “Readmission after unsuccessful studies” in Part 1 of the University’s Calendar.
- 8.12 In respect of year modules for which only progress marks are available, a progress mark of 48% must be achieved to earn half of the credits for that module. For progress marks below 48%, no credits will be earned for that module.
- 8.13 In respect of second-semester and year modules for which no final mark is available at the end of the year, or where a final mark of 48 is achieved prior to sitting the second examination, a final mark F = 48 or a class mark C = 50 is regarded as adequate for the purposes of admission to residence in the following year.
- 8.14 A student’s academic performance following the assessment above will determine whether:
- 8.14.1 accommodation is conditionally allocated; or
- 8.14.2 accommodation is not allocated at that stage.
- 8.15 Table 3 and 4 indicate the required HEMIS credits to be earned **in the June examination** in order to qualify for provisional readmission to residence in the following year:

**Table 3: HEMIS credits based on June examination results in mainstream programmes in order to qualify for provisional readmission to residence in the following year (2015) (sliding scale A1)**

<b>Historic years</b>	<b>0,5</b>	<b>1,5</b>	<b>2,5</b>	<b>3,5</b>	<b>4,5</b>	<b>5,5</b>
<b>HEMIS credits</b>	0,3375	1,16	2,0825	2,7	3,6	4,00

**Table 4: HEMIS credits based on June examination results in approved extended degree programmes in order to qualify for provisional readmission to residence in the following year (sliding scale B1)**

<b>Historic years</b>	<b>0,5</b>	<b>1,5</b>	<b>2,5</b>	<b>3,5</b>	<b>4,5</b>	<b>5,5</b>
<b>HEMIS credits</b>	*	0,8	1,232	1,8	2,7	3,6

- 8.15.1 Students in extended degree programmes (EDPs) are not assessed in terms of the provisional residence readmission criteria (according to sliding scale B1, table 4) following the June examination in year 1. However, after the December

examination, EDP students are required to meet the HEMIS credit requirements for readmission to residence in the following year.

- 8.15.2 From year 2, the residence readmission requirements above shall apply, first in terms of sliding scale B2, followed by B1. Should EDP students need to apply for readmission to a faculty, they will lose their residence placement. Year 4.5 and 5.5 above (in table 3 and 4) apply to students in leadership positions.
- 8.15.3 Should a student fail to make use of the June examination opportunity, calculations are based on the class mark, which has to be 48% or higher in order to carry any credit weight. In the case of a year module, the progress mark must be 48% or higher, in which case the student will have earned half of the module credits.
- 8.15.4 Apart from the requirements in table 4, 0,20 HEMIS credits are required in respect of each particular first semester.
- 8.16 Should students lose their residence placement in June, they will not be able to reclaim residence placement if they manage to achieve the required credits (in terms of table 5 and 6 below) in December. In exceptional circumstances where residence vacancies become available in the following year, students may be considered for residence placement along with other, similar cases who have been waitlisted.
- 8.17 Table 5 and 6 indicate the required HEMIS credits to be earned **in the December final examination** for students to retain their provisional residence placement, which was allocated based on the June examination, in the following year:

**Table 5: HEMIS credits based on December examination results in mainstream programmes in order to retain provisional residence placement in the following year (sliding scale A2)**

Historic years	1	2	3	4	5	6
HEMIS credits	0,45	1,45	2,45	3,00	4,00	5,00

**Table 6: HEMIS credits based on December examination results in approved extended degree programmes in order to retain provisional residence placement in the following year (sliding scale B2)**

Historic years	1	2	3	4	5	6
HEMIS credits	0,45	1,00	1,45	2,00	3,00	4,00

- 8.17.1 The numerical factor is calculated to two decimals, and is adjusted upward each time should the fraction contain more than two decimals. Also note that

academic readmission enjoys preference in respect of sliding scale B2 (table 6). This implies that students who are readmitted to their faculties will also be readmitted to residence, except where the faculty's readmission threshold is lower than the thresholds in sliding scale B2 (table 6). Year 5 and 6 above (table 5 and 6) apply to students in leadership positions.

## **9. Procedures and rules with regard to the placement/transfer of students**

- 9.1 All accommodation in a university residence, living unit or house is allocated for a full academic year, subject to the provisions on the evacuation of residence rooms/university houses for certain holidays and second examination opportunities.
- 9.2 Students will be transferred from one residence to another in exceptional cases only and with the permission of both the Director: Centre for Student Structures and Communities (CSC) and the Head: Residence Placement.
- 9.3 The University reserves the right to transfer a student from one university residence/house to another where this may be deemed necessary.
- 9.4 Due to the high demand for a limited number of residence vacancies, students will not necessarily be placed in the specific residence for which they applied.
- 9.5 The University reserves the right to:
  - 9.5.1 refuse to place a student in a university residence;
  - 9.5.2 terminate an occupant's lodging in a university residence by giving one week's notice; and
  - 9.5.3 deny a student continued lodging in university accommodation where such a student's conduct jeopardises the creation of healthy student communities.
- 9.6 Where required, the above shall be preceded by the following procedure: A committee convened especially for this purpose by the Director: CSC will firstly determine whether a resident's conduct indeed undermines/undermined the creation of healthy student communities to such an extent that it justifies the denial of residence placement, and secondly, whether other arrangements can be made to resolve the issue. (Such a committee will consist of a minimum of four persons, namely the Director: CSC serving as convenor, a staff member from the Centre for Student Affairs, a student representative appointed by the Students' Representative Council, and at least one staff member from the Centre for Student Counselling and Development.)

## **10. Procedures and rules with regard to the cancellation or termination of residence lodging (current students)**

### **10.1 Cancellation of lodging in the preceding year**

- 10.1.1 Enrolled students may cancel their lodging up until **30 September** in the year preceding the year of lodging to which the cancellation pertains, without incurring any liability for accommodation fees for the following year.
- 10.1.2 Should cancellation occur after the date above, though prior to the commencement of the academic year, the University will levy a cancellation fee. A cancellation fee of R1 000 will be payable in respect of cancellations of lodging AFTER 30 SEPTEMBER; R2 000 will be payable for cancellations AFTER 30 NOVEMBER, and R3 000 will be payable for cancellations AFTER 30 DECEMBER in the year preceding the year of lodging to which the cancellation pertains.

### **10.2 Cancellation of lodging after the commencement of the academic year**

- 10.2.1 Should enrolled students wish to cancel their accommodation, they are required to notify the Residence Placement Office in writing by sending an e-mail to [info@sun.ac.za](mailto:info@sun.ac.za) or by completing the required forms at the Residence Placement Office.
- 10.2.2 The date of receipt of the written notice will be regarded as the official date for calculating any monies owed.
- 10.2.3 Students will be liable for a cancellation fee of 30% of outstanding accommodation fees.
- 10.2.4 Students will be required to evacuate their residence lodging on the cancellation day.
- 10.2.5 If students cancel their accommodation on the grounds of ill health and submit a satisfactory medical certificate, they may be exempted from liability for the cancellation fee.
- 10.2.6 However, the reimbursement of any monies ultimately rests with the University.

## **11. Procedures and rules with regard to accommodation fees**

- 11.1 All information on accommodation fees is contained in Part 3 of the University Calendar.
- 11.2 Annual accommodation fees cover the period from approximately 18 January to 10 December in a particular year (depending on the University's almanac and excluding university holidays in the middle and at the end of the year). Students are expected to familiarise themselves with the respective arrival dates for house committees, first-years and senior students. Accommodation for the period above is not guaranteed in

the form of any particular allocated bed, and the University reserves the right to transfer students to other accommodation following the relevant first examination opportunities, depending on requirements and availability.

- 11.3 Residents whose accommodation fees are in arrears by one semester will require the permission of Student Fees to stay on in residence.
- 11.4 The University Council reserves the right to amend accommodation fees payable to the University (see Part 3 of the Calendar), without prior notice.
- 11.5 Residents will be liable for all damage caused in a residence (or other university accommodation, such as an apartment or house), and all expenses incurred for repairs arising from such damages will be debited to their student accounts.

## **SECTION C: ACCOMMODATION OFFERING AND RULES**

### **12. Procedures and rules with regard to maintaining order**

- 12.1 Maintaining order by upholding residence rules firstly rests with the relevant residence/visiting head of a residence/PSO ward, the primarius/primaria and the house committee, while students are expected to assist these individuals in doing so.
- 12.2 The residence/visiting head is required to submit the house rules (internal house rules, which also apply to other types of residential environments, such as clusters, apartments and houses) as well as any amendments thereto to the Director: CSC. Candidates who wish to stand for election to leadership positions must first be approved by the CSC. For this purpose, the Director: CSC and the relevant residence/visiting head will consider nominees' academic performance and conduct, and reserve the right to remove certain students' names from the candidate list.
- 12.3 The members of the house committee are responsible for upholding the rules and regulations of the University, the residence rules and the rules of the relevant cluster or house.

### **13. Procedures and rules with regard to the accommodation offering**

- 13.1 Accommodation in a university residence includes:
  - 13.1.1 occupation of the allocated room, as determined by the University from time to time in the course of the year, excluding certain holidays; and
  - 13.1.2 where applicable, access to catered meals during academic terms, on conditions determined by the University from time to time.
- 13.2 The University reserves the right to utilise the rooms to accommodate other persons during certain holidays.

- 13.3 Outsiders (i.e. those who are not students placed in the particular residence for the particular year) may not overnight in residences during the academic year without the permission of the residence head.
- 13.4 Residents will be held financially liable for any damage caused in the building. They will be responsible for the state of the rooms they occupy, as well as the furniture and equipment contained therein, and will be liable for any damage they or others, or devices used by them or others, may cause.
- 13.5 Structural changes to furniture or university property are not permitted under any circumstances.
- 13.6 All rooms must be accessible to authorised residence staff.
- 13.7 A room will be presented to the student, at which stage the student will be required to sign an 'inventory' confirming the state of the room. After evacuation, the room will be inspected by the Residence Services Coordinator. In case of any discrepancy with the inventory form, damages will be recovered from the student's account.
- 13.8 No food may be prepared in rooms or on verandas or balconies.
- 13.9 Only single power plugs or multi-plug distributors with SABS-approved trip switches may be used in 15 amp wall sockets. All other forms of power distribution, such as dual plugs, temporary wiring and the like, are strictly prohibited. Only one device with a proper three-wire cord will be permitted per socket in a multi-plug distributor.
- 13.10 No switchboards, trip switches or permanent electrical wiring may be tampered with.
- 13.11 No equipment that may pose a fire or other risk will be permitted in rooms.
- 13.12 Only one fridge (up to a maximum of 150 litres) will be permitted per room.
- 13.13 Any items such as traffic signs, information signage, shopping trolleys, flower boxes and waste bins that are not the property of the residence and, therefore, the University are strictly prohibited in any area of the residence or on the relevant premises, irrespective of whether these were used, bought, exchanged or donated.
- 13.14 No furniture or equipment may be removed from a room/rooms or any other venue at the residence without the permission of the residence head and the Residence Services Coordinator.
- 13.15 The University will not be liable for the loss or damage of residents' property, and residents will be personally responsible for arranging the necessary insurance cover.
- 13.16 Fire extinguishers must be placed in predetermined positions in residences and may only be removed in case of fire.
- 13.17 Emergency equipment such as fire extinguishers, fire hydrants and the contents of emergency plan boxes may under no circumstances be misused or tampered with. Such transgressions will be punishable by immediate eviction.
- 13.18 Any form of obstruction in corridors and thoroughfares, such as bicycles, motor scooters, etc., is strictly prohibited.

- 13.19 The unauthorised stacking of waste paper, cardboard or any flammable material in any room of the residence is prohibited. (Residences have designated places where this type of material may be stacked for recycling purposes.)
- 13.20 For safety reasons, occupants of residences will be required to remove all their belongings from their rooms and leave all cupboard doors open prior to their departure for the end-of-year holiday or any other break for which the University may require the rooms. Wherever practicable (excluding the December/January holiday), the residence head in consultation with the house committee will designate an appropriate room where students' belongings may be stored. Storage will only be provided for properly packaged and identified items. Any storage space in the facility will be under the supervision and control of the house committee.

#### **14. Procedures and rules with regard to accommodation during holidays**

- 14.1 Male and female occupants of residences who will remain in Stellenbosch during holidays, and who are required to evacuate their rooms in terms of the procedure for the evacuation of residences for certain holidays, may apply for accommodation in a residence/residences made available for this purpose by the University, upon payment of the applicable levy and on conditions that may apply from time to time.

#### **15. Procedures and rules with regard to laundry and linen**

- 15.1 Residents will be required to provide their own bedding and other linen, including sheets, pillow cases, blankets and towels.
- 15.2 Students who wish to do their own laundry will be able to use paid-access washing machines and tumble dryers.

#### **16. Procedures and rules with regard to meals**

- 16.1 Guests of any staff member or resident may only have meals at the residence by prior arrangement and upon payment of the applicable fee. The residence head will exercise the necessary control.
- 16.2 Meals can only be provided to a student by means of a student card. In all instances, meals must be booked on the computer system at least two days in advance. Where students have failed to book, they may receive a meal at double tariff should there be food available after the relevant meal time.
- 16.3 Upon registration at the beginning of the year, all residents are required to select a meal quota based on their own requirements. Non-residents may also register to have meals at a residence, on conditions determined by the University from time to time. (PSO students in a particular cluster may for example book meals in the dining halls of the residences in that cluster.)

- 16.4 Parties and special events (see residence rules – also applicable to other types of accommodation) will only be permitted at the relevant persons' expense. The residence/visiting head will exercise control.
- 16.5 Alcoholic beverages will only be permitted in residences in accordance with the provisions contained in the residence rules.
- 16.6 Meal times are determined by the relevant residence head, in conjunction with the ResEd coordinator and the Housing Services Manager.
- 16.7 As meals in university residences are prepared in bulk, residents will not be able to demand that any special dietary requirements be adhered to.

## **17. Procedures and rules with regard to PSO students**

- 17.1 In terms of a Council resolution, all private students are compelled to join the PSO, and all private students pay PSO membership fees. This organisation consists of 11 wards, namely the men's wards Oude Molen, Pieke, Vesta and Libertas, the women's wards Equité, Silene, Venustia and Aristeia, and the combined wards Aurora, Olympus and Osler (with the latter situated on Tygerberg campus). Students are randomly allocated to PSO wards and, thus, to one of the seven clusters. The clusters are Wimbledon (Eendrag, Helshoogte, Sonop, Irene, Aristeia and Vesta), Victoria College (Monica, Harmonie, Wilgenhof, Oude Molen, Silene and Huis de Villiers), Vicmeyr (Dagbreek, Majuba, Minerva, Huis Ten Bosch, Lydia and Aurora), amaMaties (Serruria, Nemesis, Erica, Helderberg, Libertas and Equité), Validus (Simonsberg, Huis Visser, Huis Marais, Goldfields, Academia and Olympus), Rubix (Nerina, Metanoia, Heemstede, Venustia and Pieke) and Tygerberg (Kerkenberg, Meerhof, Huis Francie van Zijl, Hippokrates and Osler).
- 17.2 All private students are subject to the rules and regulations of the University and the private wards to which they belong.
- 17.3 Residents of Academia or any other, similar contracted residential facility are managed as a student community in the same way as all other residences and PSO wards, and form part of an allocated cluster. Residents of Academia belong to the Validus cluster. Fees levied in terms hereof will be deposited into the relevant facility's house fund.

## **18. Procedures and rules with regard to conduct**

- 18.1 Students' conduct must at all times comply with the disciplinary code for students of Stellenbosch University (see Part 1 of the Calendar). Any potentially offensive actions must be avoided. The residence and other house rules must also be adhere to throughout.
- 18.2 In order to allocate all available rooms and keep pace with realities (such as economic considerations and actual enrolment figures), the University reserves the right to

amend, cancel or add any provisions, procedures and rules. (Also see chapters 1 and 2 of the Rules for Students of the University.)

**19. Construction and maintenance**

19.1 From time to time, the University will be upgrading built structures in and around residences and conducting necessary maintenance work.

19.2 The necessary measures will be taken to minimise any inconvenience as far as possible.

*Residence Placement Office and the Centre for Student Structures and Communities  
15 May 2014*