

University of Pretoria

Residence Affairs and Accommodation

TuksRes Guide



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

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Residence Affairs and Accommodation

TuksRes Guide

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website: www.up.ac.za



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Message from the Director



Sisana Machi
Director: Residence Affairs and Accommodation

The vision of the University of Pretoria (UP) is to be a leading research-intensive university in Africa, recognized internationally for its quality, relevance and impact, developing people, creating knowledge and making a difference locally and globally.

The vision of the Department of Residence Affairs and Accommodation (TuksRes) is to offer an on-campus listening, living and learning environment that supports staff and student's experience at UP. The point of departure is that residences are not only a social environment, but primarily an academic one and not just to provide a bed, but to create a culturally diverse student community. All residences will therefore commit themselves to developing a culture of learning based on the University's core values.

Many students choose to live in University's residences. Regrettably, not all who apply can be accommodated. The University intends increasing its residence capacity so as to maintain at least the existing ratio of available beds to total enrolled students as the University grows.

TuksRes aims to create an environment of dialogue and conversation (listening), that is inspirational and promotes a sense of belonging and holistic development of all (living), and that promotes academic and experiential learning (learning) – with the primary focus to create an atmosphere conducive to studying. TuksRes

has furthermore adopted to implement a value driven culture – an exercise in being a democratic society that creates a space or a diverse group of people to live together and respecting one another.

As Director of TuksRes, I wish for each one of you that your life at UP be governed by success, perseverance and joy. Tertiary education can only be successful if you have a combination of diligence, commitment and dedication. There will be times when you will work hard, and other times when you will play just as hard – such is the cycle of life at UP. Reaching a balance between the two ends of this continuum is the great challenge placed before you.

That is why we have produced this guide, now in its fourth edition, to help you navigate your way through the enormous maze called a university. This guide will hopefully assist you to become familiar with all our rules and regulations, policies and guidelines. I encourage you to digest especially the pages under the Rules and Regulations, as they spell out very clearly what you can and cannot do while staying in any one of our university-controlled residences. The TuksRes Guide sets out the mission, vision and structure of the department, useful information with regard to student placement, support services that are available to you, as well as the contact information of relevant personnel at 90 Duxbury Road.

You have taken a momentous step to attend a university, and an even greater step in choosing to live in one of our university-controlled residences. We hope that the latter decision will leave you with that feeling of having a “home away from home”, and that you will voluntarily become a member of what we fondly call “the TuksRes Family”. Please know that university life is quite different to that of school, as you will experience a greater sense of freedom. However, we ask that while embracing this new-found freedom, you also show respect towards your fellow residents, other students, personnel and your environment. We ask that you abide by the rules and regulations set out in the guide so that you will in turn assist us to better manage our residences that form such a major part of the TuksRes Family.

I want to take this opportunity to wish you much success, great experiences and, above all, equal loads of fun. We trust that this publication will go from strength to strength in the years to come. May it serve as your guide to a wonderful and productive study and residence experience!

Sisana Machi
Director: Residence Affairs and Accommodation

Residence Affairs and Accommodation

Vision Statement

To offer an on-campus listening, living and learning environment that supports staff and students' experience at the University of Pretoria

Core focus: Creating an environment

- of dialogue and conversation to achieve understanding (listening);
- that is inspirational and promotes a sense of belonging for the holistic development of all (living); and
- that promotes academic and experiential learning (learning).

Core Values

We are value-driven and adopt the following core values

- Respect
- Accountability
- Commitment
- Pride
- Integrity
- Fairness
- Excellence
- Relevance



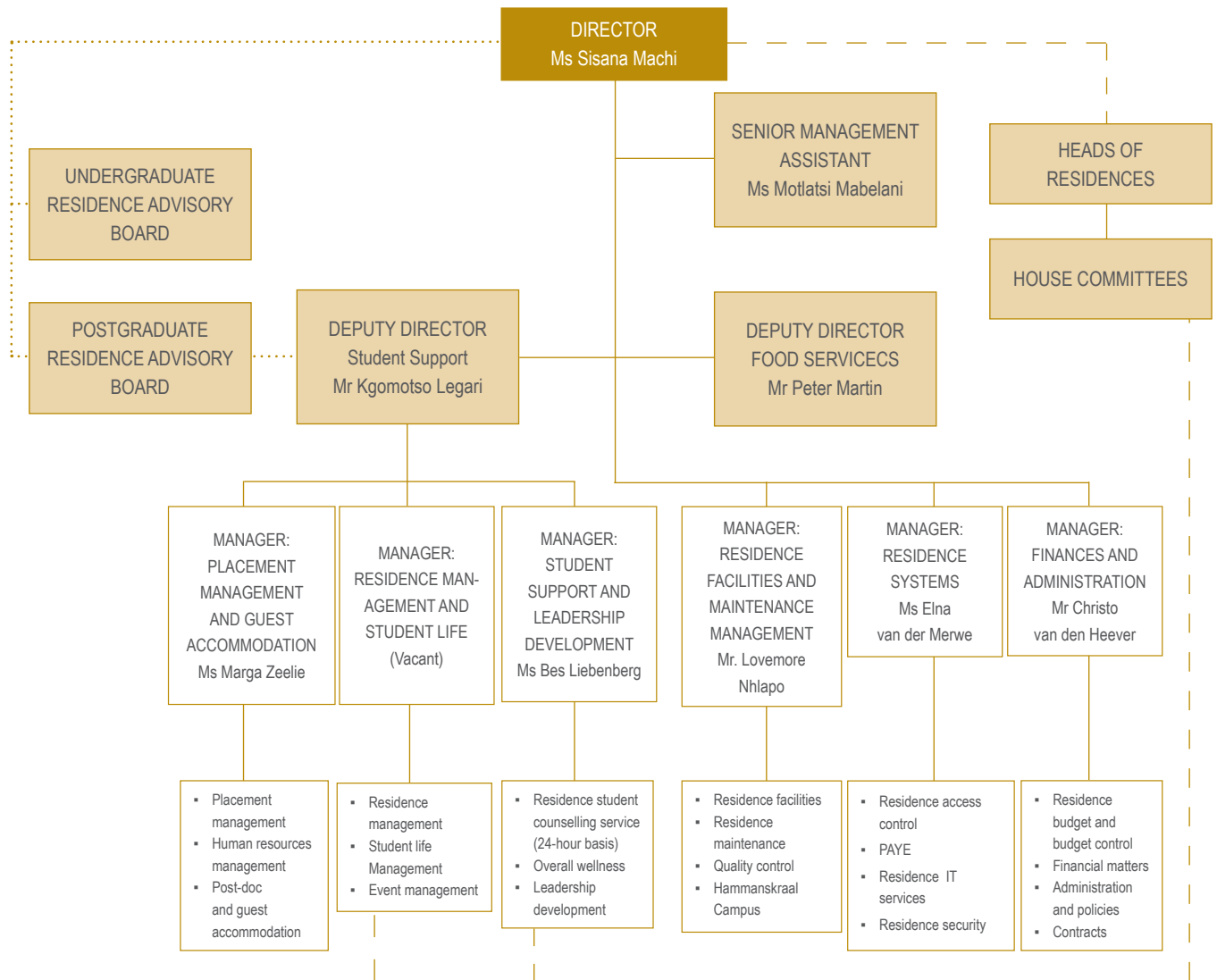
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TuksRes: Legaegae - Real home!



Management organisational structure: Department of Residence Affairs and Accommodation



Relevant contact numbers

1. Department of Residence Affairs and Accommodation				
Ms Sisana Machi	Director: Residence Affairs and Accommodation	roelf.visser@up.ac.za	012 420 5496	082 887 3331
Ms Motlatsi Mabelani	Senior Management Assistant	motlatsi.mabelane@up.ac.za	012 420 5483	083 758 4299
Ms Marga Zeelie	Manager: Placement Management and Guests	marga.zeelie@up.ac.za	012 420 3112	082 317 6296
Vacant	Manager: Residence Management and Student Life			
Ms Bes Liebenberg	Manager: Student Support and Leadership Development	bes@up.ac.za	012 420 2119	082 908 3588
Mr Lovemore Nhlapo	Manager: Facilities and Maintenance Management	lovemore.nhlapo@up.ac.za	012 420 4203	079 558 2463
Mr Christo van den Heever	Manager: Finance and Administration	christo.vandenheever@up.ac.za	012 420 2104	072 795 8626
Ms Elna van der Merwe	Manager: Residence Systems	elna@up.ac.za	012 420 2128	083 254 1820
Mr Peter Martin	Head: Food Services	peter.martin@up.ac.za	012 420 2101	082 904 8239

2. Emergency numbers			
24-hour Operational Management Centre Operational Manager		012 420 2310 012 420 2760	083 654 0476
24-hour crisis line Offers trauma support for incidents of crime, rape, suicide, hi-jacking, relationship problems, sexual molestation, family problems.			0800 006 428
Student Support Division Monday to Friday – 7:30 to 16:00		012 420 2333	
Counselling Services: Telephonic after-hours services			083 636 3002/3
Student Health Services (Campus Doctor) Monday to Friday – 7:30 to 16:00		012 420 2500	
TuksRes: Direct line of communication to the Director: Residence Affairs and Accommodation	tuksres@up.ac.za		
Hospital: Little Company of Mary 24-hour emergency medical and general practice services	Address: 50 George Storrar Drive Groenkloof	012 460 4744	

3. Student Support			
Dr Matete Madiba	Director: Student Affairs	matete.madiba@up.ac.za	012 420 2371
Dikeledi Moche	Secretary: Director: Student Affairs		012 420 2371
Mr Isaiah Manele	Disability Unit	isaiah.manele@up.ac.za	012 420 4281
Dr Madeleine Nolte	Student Support	madeleine.nolte@up.ac.za	012 420 2333
Tukkiewerf: Student Guidance, SRC, societies			012 420 1411



4. Client Service Centre			
Call Centre Telephonic enquiries E-mail and fax enquiries	All enquiries with regards to study courses, accommodation, fees etc.	csc@up.ac.za	012 420 3111 012 420 4556 (fax)
Ms Lorraine Bartlett	Manager: Residence Placement	lorraine.bartlett@up.ac.za	012 420 5109
Ms Esther Schilling	Manager: Groenkloof	esther.schilling@up.ac.za	012 420 5596
Residence Consultants			012 420 5126
Client Service Centre			012 420 5127
			012 420 5132

5. Security Services	
Control Room (for all emergencies)	012 420 2310

6. Centre for the Study of Aids	
Centre for the Study of Aids	012 420 4391

Heads of Residences – contact details

1. Hatfield Campus – ladies residences

Residence	Title	Name	Surname	Telephone	Cell	E-mail
Asterhof	Prof	Christiaan	Bezuidenhout	012 420 2311	083 310 4520	christiaan.bezuidenhout@up.ac.za
	Mrs	Carmen	Bezuidenhout		083 290 2290	
Erika	Dr	Willem	Jorissen	012 420 2314	082 444 1144	willem.jorissen@up.ac.za
	Mrs	Margaret	Jorissen			
Jasmyn	Prof	Lise	Korsten	012 420 3295	079 522 8476	lise.korsten@up.ac.za
Katjiepiering Hillcrest Campus	Mrs	Anne	Van Rooy	012 362 0515	082 712 5408	anne.vanrooy@up.ac.za
Klaradyn	Prof	Wentzel	Schoeman	012 420 2312	072 894 0047	wentzel.schoeman@up.ac.za
	Mrs	Patricia	Schoeman		082 813 7146	
Madelief	Mrs	Susanna	Thembekeyo	012 362 6777	082 264 3960	susan.thembekwayo@up.ac.za
Magrietjie	Prof	Yolanda	Jordaan		082 541 6610	yolanda.jordaan@up.ac.za
	Prof	Andre	Jordaan	012 420 2012	082 814 3303	andre.jordaan@up.ac.za
Nerina	Mrs	Marna	Dreckmeier-Meiring	012 420 6951	082 772 1559	marna.dreckmeier-meiring@up.ac.za
	Mr	Georg	Meiring		082 303 4509	

2. Hillcrest Campus – men’s residences

Residence	Title	Name	Surname	Telephone	Cell	E-mail
Boekenhout	Dr	Vuyani	Vellem	012 420 6518	082 834 3357	vuyani.vellem@up.ac.za
Kollege	Dr	Mervyn	Beukes	012 362 6672	082 564 0970	mervyn.beukes@up.ac.za
	Mrs	Priscilla	Beukes			
Maroela	Prof	Henk	Potgieter	012 362 0254	082 873 8528	henk.potgieter@up.ac.za
	Mrs	Ann	Potgieter		082 787 2206	hoof.maroela@up.ac.za
Mopanie	Prof	Louis	Van Rooy	012 362 0515	083 291 0938	louis.vanrooy@up.ac.za
Olienhout	Mr	David	Raats	012 329 2410	083 376 1854	david.raats@up.ac.za
	Mrs	Nicolette	Raats		082 573 2527	
Taaibos	Dr	Brett	Hurley	012 420 6950	082 909 3211	brett.hurley@up.ac.za
	Mrs	Tania	Hurley		082 416 1072	

3. Hillcrest Campus – mixed residence

Residence	Title	Name	Surname	Telephone	Cell	E-mail
TuksVillage	Dr	Johan	Hendrikz	012 420 6302	082 908 0745	johan.hendrikz@up.ac.za
	Mrs	Karin	Hendrikz	012 420 6302	082 441 8581	karin.hendrikz@up.ac.za

4. Groenkloof Campus

Residence	Title	Name	Surname	Telephone	Cell	E-mail
Inca (Ladies)	Mr	Sylvester	Siboto	012 420 2729		sylvester.siboto@up.ac.za
Kiaat (Men)	Prof	Ernest	Van Eck	012 420 5599	082 413 2332	ernest.vaneck@up.ac.za
	Mrs	Glenda	Van Eck	012 344 2233	082 449 9024	glendavaneck@yahoo.com
Lilium (Ladies)	Mrs	Avasha	Rambiritch	012 420 4834	083 775 7106	avasha.rambiritch@up.ac.za
	Mr	Anesh	Mahabir			aneshm@wbho.co.za
Zinnia (Ladies)	Mr	Jan	Janse van Rensburg	012 420 3467	082 774 1086	jan.jansevanrensburg@up.ac.za
	Mrs	Louisa	Janse van Rensburg		082 787 4763	

5. Prinshof Campus

Residence	Title	Name	Surname	Telephone	Cell	E-mail
Curlitzia (Ladies)	Mrs	Monja	Muller	012 354 1958	082 826 1012	monja.muller@hpc.co.za
	Prof	Lourens	Human	012 354 1958	082 907 0229	lourens.human@up.ac.za
Bophelong	Dr	Pieter	Clase	012 329 2410	082 924 4248	pieter.clase@up.ac.za
	Mrs	Berta	Clase			
Olympus (Men)						
Hippocrates (Ladies and Men)	Mr	Simon	Maponya	012 420 2340	083 256 6653	simon.maponya@up.ac.za
	Mrs	Alphina	Maponya			



6. Postgraduate accommodation – Hatfield Campus

Residence	Title	Name	Surname	Telephone	Cell	E-mail
Jakaranda (Ladies and Men)	Dr	Pieter	Du Toit	012 420 5014	084 501 0400	pieter.dutoit@up.ac.za
	Mrs	Rina	Du Toit		084 744 7109	rina.dutoit@up.ac.za
Protea (Ladies and Men)	Mr	Maximus	Sefotho	012 420 2772	072 638 0868	maximus.sefotho@up.ac.za
Tuksdorp (Ladies and Men)	Mr	Edwin	Smith	012 842 3418	082 908 3725	edwin.smith@up.ac.za

7. Onderstepoort Campus

Residence	Title	Name	Surname	Telephone	Cell	E-mail
Onderstepoort (Ladies and Men)	Dr	Jan	Myburgh	012 529 8350	082 392 2534	jan.myburgh@up.ac.za
	Mrs	Susanna	Myburgh		083 235 6778	

8. Mamelodi Campus

Residence	Title	Name	Surname	Telephone	Cell	E-mail
Tuks Naledi (Ladies and Men)	Mrs	Faith	Mathibedi	012 420 5177	084 366 2113	faith.mathibedi@up.ac.za
	Mr	Harry	Mathibedi			

9. Other

Residence	Title	Name	Surname	Telephone	Cell	E-mail
Sport Village (Ladies and Men)	Dr	Jaco	Joubert	012 420 6150	084 522 2999	jaco.joubert@up.ac.za
Xayata (Ladies and Men)	Dr	Jeanine	Mwambakana	012 420 4640	082 774 3113	jeanine.mwambakana@up.ac.za

10. Private

Residence	Title	Name	Surname	Telephone	Cell	E-mail
Sonop (Men)	Ds	Tonie	Viljoen		084 450 1473	toniev@sonop.org.za
Hatfield Studios						

Rules and Regulations

1. Non-adherence to rules and conditions

Non-adherence to any conditions pertaining to University accommodation will lead to the institution of disciplinary steps. Ignorance of these provisions cannot be offered as an excuse.

2. Contract

- 2.1 It is compulsory to complete, sign and submit the student contract prior to admission to a University residence. Failure to do so will result in the student being denied access to residency.
- 2.2 On readmission, the contract is automatically continued and continues to apply together with all University conditions and provisions for the subsequent year/s.
- 2.3 The University is indemnified from any damage of whatever nature caused by a student within or outside the residence. In the student contract, students undertake not to hold the University or any of its employees accountable for any damage that they may suffer in respect of personal injury and/or illness or damage of any nature or loss of personal belongings.

3. Disciplinary code

University-controlled residences are governed by a disciplinary code (Annexure A) as well as various governance structures.

4. International students

International students who do not comply with the Immigration Act and the University's rules and regulations pertaining to international students will be compelled to vacate University accommodation within 24 hours. Information in this regard can be obtained from the international consultants at the Client Service Centre.

5. Personal property insurance

It is strongly recommended that students obtain insurance cover for their personal property at the residence, as the University is under no circumstances responsible for damages or loss of whatever nature that the student may incur in respect of property owned by the student or in his/her possession.

6. Damage to University property

- 6.1 The House Committee member in charge must report damages in residences in writing to the relevant Coordinator: Residence Facilities and Head of Residence as soon as possible.
- 6.2 The person or residence that was responsible for the damage must be identified and the house management must inform him/her/them that he/she/they will be responsible for the cost of the necessary reparation or replacement. If such a person(s) cannot be identified, the house management of the residence will be held responsible for all costs involved.

6.3 House Committees may not repair the damage themselves. In all cases damage caused by one or more occupants will be repaired by the University at the occupants' expense or where such persons cannot be identified, at the expense of the house management of the residence or all occupants of the residence collectively.

6.4 House Committees must assess the condition of the residence regularly and if there is a deterioration that is a result of bad resident behaviour, the residents will be liable for the necessary reparation. A distinction should be drawn between damage and normal wear and tear.

6.5 In cases where it can be proven that a resident or residents of another residence were responsible for the damage caused, the house management of the residence that caused the damage can be held responsible for the cost of the required reparation. The house management may then recover the cost from the residents who caused the damage.

7. Condition of rooms

- 7.1 Each occupant is fully responsible for the condition of his/her room.
- 7.2 Any damage to or defects in a room must immediately be reported to the Coordinator: Residence Facilities in writing.
- 7.3 If holes are drilled, nails are knocked into surfaces, posters are affixed to walls or doors, paint is being pulled off or any other act is committed resulting in damage to the property, the cost of repairs will be charged to the student's account.
- 7.4 No painting to the interior or exterior of a residence may be done or authorised by students. Blinds and residence furniture may not be removed from the room or moved to another room.

8. Cleanliness of rooms

Students must clean and tidy their rooms satisfactorily before 09:00 on a daily basis. Any additional cleaning necessary as a result of any act or omission of a student or a guest of the student, will be for the account of the student.

9. Moving students

The University reserves the right to move students in a residence after consultation with the students concerned. Students can be moved to another room, flat or residence due to circumstances such as renovations, optimal utilisation of the residence capacity, evictions etc.

10. Room inspection

Should a suspicion exist that the rules pertaining to accommodation in a University residence are not being adhered to and/or to ensure compliance with the said rules, the Head of Residence or his/her representative (eg the Coordinator: Residence Facilities) is entitled to inspect residence rooms and to institute appropriate action in cases where a room is found to be in an unacceptable condition or an unauthorised person(s) is found in the room. All items that are not permissible in residence rooms will be confiscated.



11. Conduct in dining halls and preparation of food in rooms

The dining hall is a public domain and therefore a certain code of conduct needs to be maintained by all users of such a facility. Our values include respect, integrity, accountability, fairness, commitment, excellence, pride and relevance.

- 11.1 While we understand that students have a right to dress however they like, it is important to note that the dining hall is a communal space and therefore the rights of everyone it should be of paramount importance. The dress code for the dining hall will be maintained at all meal times (breakfast, lunch and dinner). Students are to be respectful of others and therefore access will not be allowed to the dining hall if students are dressed in swimwear, sleepwear, have no shirt on, or if the person is generally deemed to be unsuitably attired.
- 11.2 There will be no food fights among the students.
- 11.3 The use of alcohol is prohibited in the dining hall. Students who are under the influence of alcohol will be asked to leave the dining hall.
- 11.4 No smoking is permitted in the dining hall.
- 11.5 Under no circumstances may dining hall cutlery, crockery or furniture be removed from the dining hall.
- 11.6 No meals or other food items will be available without a valid student card. Students may only use their own student card unless the owner is present when another student uses his/her card.
- 11.7 Students must adhere to meal times.
- 11.8 Students are to clear their tables after meals and leave the dining hall in a neat and tidy condition.
- 11.9 Meals are served according to a set meal plan. Items cannot be exchanged.
- 11.10 Right of admission is reserved.
- 11.11 No food may be prepared or cooked in rooms.
- 11.12 Food may only be prepared in areas officially designated for that purpose in self-catering accommodation.

12. Visitors

- 12.1 The visiting hours in women's residences, the conditions for male visitors in women's rooms as well as the procedures that must be followed in this regard, are stipulated in the house rules of each residence. These rules must be approved and comply with the guidelines as stipulated and reviewed by the Department of Residence Affairs and Accommodation from time to time.
- 12.2 The visiting hours for women in men's residences and rooms are stipulated in the house rules on the clear understanding that no visiting is permitted in rooms between the hours of 01:00 and 07:00. This also applies to group visits of women's residences to men at the men's residence areas.
- 12.3 The visiting hours in postgraduate residences and mixed informal residences are similar to those in men's residences. No visitors or residents of the opposite sex are allowed in a resident's room between the hours of 01:00 and 07:00.
- 12.4 Under no condition, in accordance with the TuksRes value system and with particular reference to the values of respect, integrity and fairness,

is any form of sexual intercourse permitted between partners within the confines of residence rooms or anywhere else in the residence. Failure to comply with this regulation could result in disciplinary action being taken against the parties concerned.

- 12.5 House Committees must reach an agreement between the residences concerned on group visits that take place outside the approved visiting hours and must inform the Head of Residence of such agreements and planned visit. These visits may only take place in exceptional cases.

13. Overnight guests in university accommodation

- 13.1 Under no circumstances may any person who is not a resident of the University accommodation in question be permitted, without the necessary permission in 13.2 below, to spend the night in or use any facilities of the residence.
- 13.2 The Head of Residence and/or Primaria/Chairperson of a residence may grant permission for a guest or family member of the resident in question to stay overnight. Permission will only be granted in exceptional cases.
- 13.3 If permission is granted that a guest or family member may spend the night at a residence, the relevant resident will at all times be responsible for the behaviour of the guest or family member. Guests and family members must comply with all University rules and regulations and the resident carries the responsibility of informing them of these provisions.

14. Cohabitation/unauthorised persons/subletting

- 14.1 Residence rooms shall only be occupied by the authorised occupants of the room. No unauthorised persons are allowed to occupy or use the room for any purpose whatsoever, irrespective of the duration of such occupation or use. Subletting, squatting and permitting unauthorised persons to use the room is strictly forbidden.
- 14.2 No resident shall allow any person other than his or her authorised roommate to reside with him/her in a double room.
- 14.3 The authorised occupant of a single room shall be the only person occupying that room.
- 14.4 No visitors of the opposite gender are permitted in residence rooms outside the prescribed visiting hours, without the permission of the Head of Residence and/or Primaria/Chairperson.
- 14.5 If a student contravenes these provisions, disciplinary steps will be taken against the resident as well as the visitor.

15. Guests during holiday periods

- 15.1 Student accommodation at UP residences covers academic terms only. Therefore, students have to vacate their rooms during holiday periods and will be informed as to which residences are open during these periods. Students who wish to make use of accommodation in a residence during vacations must apply for permission in this regard and will be debited a daily tariff, which is annually adjusted, on their student account. (Refer to Processes and Procedures: point 5.)
- 15.2 With the exception of those residences that are used by residing students who stay on for academic purposes during the holiday period, all residences are made available for the accommodation of visiting groups.

16. Vacating procedure: holiday periods and end of the year

Accommodation is accepted and provided for a full academic year, covering the period from the opening of the residences in January/February to the conclusion of University examinations – recess periods excluded – but never later than the official closing date for residences. At the end of the academic year, students must depart from the residences as follows:

- 16.1 Students who write examinations depart within two days of the conclusion of their examinations.
- 16.2 Students not writing exams, or who have not been admitted to the examination, depart within two days of the conclusion of their lectures.
- 16.3 Residences are not accessible during recess periods; therefore students should ensure that they take all their personal belongings, textbooks etc that they might need during this period.
- 16.4 With the closing of the residences at the end of the year, students are to remove all their belongings from their rooms/flats (including postgraduate residences). All bicycles, motorbikes and vehicles must be removed off the premises of the University.
- 16.5 Postgraduate residence students may apply to leave their belongings in their rooms/flats. These applications will be considered on merit, and approval may be given on condition that the student has received placement for the following year, will be registering as a full-time student at the University for the following year and is not working more than 20 hours per week. Students must ensure that their placement has not been cancelled on grounds of academic achievement (eg GPA [Grade Point Average] below 50) or outstanding fees and/or reservation fees for the following year. Should a student be granted permission to leave his/her belongings in the room/flat and his/her placement be cancelled in the meantime, it is the responsibility of the student to remove his/her belongings within the first week after the opening of the University. If a student fails to do this, the Coordinator: Residence Facilities will make the arrangements to have the belongings removed from the room/flat and stored accordingly. The student must in turn make the necessary arrangements with the Coordinator: Residence Facilities to collect his/her belongings, which will then be returned subject to the payment of a prescribed fee. Should these articles/belongings not be collected within six (6) months, the University may dispose of these articles as it deems fit.
- 16.6 When vacating a room/flat at the end of or during the academic year, each occupant is responsible for leaving his/her room in a clean and tidy state. Should an occupant fail to do so, he/she will be held responsible for the condition of the room and furniture. Furniture and other equipment may not be exchanged or moved from one room to another.
- 16.7 Keys must be handed in before leaving. Students' accounts will be debited with a prescribed amount if the keys are not handed in.
- 16.8 The information in this regard is communicated via the Coordinator: Residence Facilities and notices in the residence.

17. Quiet times

- 17.1 The main purpose of quiet times is for residents to have the right to sleep, study and follow normal activities, free from noise interference

caused by other people. UP operations continue 24 hours a day. This means that, regardless of the time of the day, any sound or activity loud enough to be heard outside your room should be curtailed. All residents shall be expected to be courteous and observe special quiet hours.

- 17.2 Quiet time in the residence shall be as follows:
 - On all days preceding University lecture days or examination days, quiet times shall commence at 20:00 and continue until 10:00 the next morning.
 - On Fridays and Saturdays, the quiet times shall commence at 24:00 (midnight) until 10:00 the next morning.
- 17.3 University-controlled residences and accommodation facilities are situated in residential areas. There is an agreement between UP and all surrounding residents of the neighbourhood that there will be no noise between 22:00 and 06:00. Students must adhere to this agreement at all times.
- 17.4 The house management has the primary responsibility to enforce the quiet hours.
- 17.5 Violation of quiet hours may result in a referral to the Disciplinary Committee.

18. Electrical and telephone equipment/installations

Residence students are strictly prohibited from tampering with, or making any alterations to or carrying out any work on the electrical or telephone equipment or installations in the residences. Any violation of this rule will be treated as serious misconduct.

19. Electrical appliances

- 19.1 The following items may be used in your room:
 - Maximum 220 ℓ fridge/freezer
 - Microwave oven 20 ℓ
 - Computer and printer
 - Two-slice pop-up toaster
 - Kettle 1.5 ℓ
 - Ironing board and iron
 - Reading/study lamp
 - Radio
 - Heater – not larger than 500 watt
 - Own curtains
 - Crockery and cutlery
- 19.2 Own stoves, electric frying pans, gas fryers or open-bar heaters **are not permissible** in residence rooms and/or apartments. If any such item is found in the room/apartment, it will be confiscated and only released for collection at the end of the year. If it is found that a student uses/abuses any electrical appliance that leads to a safety risk, the relevant appliance will be confiscated and not returned. The necessary disciplinary steps will also be taken.
- 19.3 It is the responsibility of every resident to ensure that permissible personal electrical appliances have a 15 amp three-pin plug that is connected correctly to the lead of the appliance concerned.
- 19.4 For safety purposes, the metal casing of electrical appliances must have an effective earth connection. It is in the student's own interest to have all electrical appliances tested by a qualified electrician before using them.



20. Injury and illness

- 20.1 Any serious injury, indisposition or illness of a residence student must be reported to the Head of Residence immediately, who will obtain medical assistance if necessary.
- 20.2 In the event of serious injury or illness, the Head of Residence will inform the Director: Residence Affairs and Accommodation and contact the parents, guardian or relatives of the student concerned.
- 20.3 Students should report cases of contagious disease to the Head of Residence immediately, who will in turn report it to Student Support – Residences and the local health authorities.

21. Abuse of alcohol and habit-forming substances

The policy regarding the abuse of alcohol or other habit-forming substances is aligned with South African legislation, as well as University policy governing residences. The policy must be implemented and captured in the house rules. The residence management is responsible for implementing these rules.

21.1 Alcohol

- 21.1.1 The possession and consumption of alcoholic beverages is, subject to the provisions of the Regulations: Clubhouses in Residences, prohibited in the residences, unless special permission has been obtained from the Director: Residence Affairs and Accommodation prior to an event.
- 21.1.2 Residents must ensure that no guest brings alcoholic beverages into the residence.
- 21.1.3 Students in the company of a person who is consuming or in possession of alcoholic beverages may also be subject to disciplinary action.

21.2 Drugs

The institution encourages students to educate themselves about drugs and drug abuse. Residents should note that the unlawful use, sale or possession of such substances will be subject to immediate disciplinary action by the institution and will also be reported to the SAPS.

22. Interactions, “socials”, “bashes”, “dinees” and raids

- 22.1 Socials and “bashes” may only take place on Fridays and Saturday’s and between 19:00 and 22:00.
- 22.2 “Sêries”, where only organised singing is allowed, may not take place later than 22:00.
- 22.3 Any raids by one residence at another residence, by individuals or in groups, are strictly prohibited.
- 22.4 The removing of or damage to another person’s property is strictly prohibited.
- 22.5 Vandalism, such as the painting of walls, name signs, roads, vehicles etc as well as the defacement of any University building or part thereof in any way (removable items/articles included), is strictly prohibited.

- 22.6 The residence management is responsible for the arranging and order of programmes during Rag Week, House Week, Spring Day and Intervarsity. The academic obligations of residents, including those of other residences, must also be taken into account.
- 22.7 When the University acts as host for intervarsity and during house weeks, an additional “social”/“bash” is allowed on the Friday evening between 20:00 and 22:00. The residence management must ensure that the noise during these “socials”/“bashes” is ended at 22:00. No “socials”/“bashes” are allowed to continue throughout the night on the evenings before Rag or Spring Day.
- 22.8 No social activities may be held during the last two weeks prior to the commencement of the official examinations of the University.

23. Safety

- 23.1 No resident is permitted to keep firearms, explosives or any other dangerous or potentially dangerous weapons and/or articles in the residence. The Security Services Department shall confiscate such articles.
- 23.2 Gas cylinders and fireworks are not allowed in the residence.
- 23.3 Open fires, dangerous chemicals or highly inflammable materials (petrol, cleaning solvents, charcoal, and lighter fluid) are not permitted in or around the residences. Braais are only permitted in designated areas.
- 23.4 Tampering with or the unauthorised use of any security or fire equipment is prohibited. No person shall intentionally or recklessly interfere with, damage or misuse anything that is provided in the interest of health and safety. This includes lighting any fire, breaking fire glass, setting off fire alarms without cause, or misuse of fire extinguishers or hoses.
- 23.5 Fire sensors in rooms or anywhere else in the residence may not be covered or tampered with whatsoever. Any person who tampers with or misuses any safety equipment installed or provided shall be guilty of an offence and on conviction shall be liable to a fine not exceeding R50 000 or to imprisonment for a period not exceeding one year or to both such a fine and such imprisonment.
- 23.6 Students may not use any apparatus, follow any occupation, and keep any inflammable or otherwise dangerous goods in the residence which may render the insurance of the property invalid or otherwise present a risk or danger.
- 23.7 Students are not allowed to climb onto the roof or windowsill of any building, or remove windows/louvres. Any action related to this is strictly prohibited.
- 23.8 The Department of Security Services is in control of all security matters.

24. Smoking policy

With a view to creating a pleasant and healthy working and living environment and to balancing the interests of smokers and non-smokers, the following smoking policy is laid down:

- 24.1 The following areas are classified as non-smoking areas:
- 24.1.1 Any area where a possible fire and/or security risk exists and which has been designated as such.

24.1.2 Any premises where food is stored, manufactured, prepared, handled, sold or served.

24.1.3 All indoor areas.

24.2 This smoking policy is also applicable in terms of the use of “hubbly-bubblys”.

25. Motor vehicles, motorcycles and bicycles

Residents may keep roadworthy cars at the residences subject to the following conditions:

25.1 Residence students are not allowed to keep cars or motorcycles on University premises without the permission of the Department of Security Services.

25.2 Application forms for parking discs/temporary permits can be obtained at the Client Service Centre.

25.3 Fees are payable for both open and covered parking.

25.4 Bicycles may only be kept in designated areas.

25.5 All parking and traffic rules and regulations, as stipulated by the University, are applicable and must be adhered to.

25.6 No car or motorcycle parts may be repaired or stored in rooms or any other part of the residence and no servicing or reparation of cars or motorcycles will be permitted on residence premises.

25.7 No visitor's car may be washed on the premises.

25.8 Parking discs must be affixed to vehicles at all times.

25.9 Students are obliged to park in the designated zones only. Students' vehicles parked in prohibited areas, such as faculty/staff areas, fire lanes, zones for the handicapped or any areas designated as prohibited, may be towed away.

26. Selling of goods/conducting a business

Residences may not be used for commercial activity. Residents may therefore not conduct business or other commercial activities using their rooms or room addresses.

27. Advertisements and notices

27.1 Advertising is restricted to printed materials, which bear a stamp showing they have been approved by the Head of Residence.

27.2 Such material may only be displayed in approved areas of the residence such as the notice board and may not be placed on walls, windows, doors or under students' doors.

27.3 Door-to-door and other personal solicitations are prohibited.

28. Animals/pets

Students will not be allowed to keep any animals/pets (fish, birds, hamsters, rabbits, dogs, cats, snakes etc) in or near the residence and/or its premises.

29. Single persons and age

Single persons only are admitted to formal undergraduate University accommodation and undergraduate students may obtain accommodation in these residences up to and including the age of 24. Students above the age of 24 can apply for alternative University accommodation, which accommodation is also subject to the rules pertaining to accommodation in a University residence, in particular the rules on visitation of partners, overnight guests, cohabitation and unauthorised persons.

30. Alternative accommodation arrangements in the interest of safety

The Head of the Residence may, in the interest of the safety of all residents and after consultation with the Director: Residence Affairs and Accommodation, require a resident to take up alternative accommodation as supplied by the University. During this period access to the first-mentioned residence may only be gained with the permission of the relevant Head of Residence.

31. Student cards, meals and access

31.1 A temporary student card is issued to every new first-year student at the residence. This temporary card is replaced with the official student card after registration.

31.2 The student card of each student who is allocated a place in a residence is activated for access to the relevant residence and meals for his/her specific residence.

31.3 The student cards of residence (excluding self-catering accommodation) students are activated with a predetermined amount for meals. This amount is debited on the University student account and is payable as part of the student account.

31.4 Meals are booked at the relevant residence booking point in the residence foyer as well as in the residence's IT laboratory.

31.5 In the case of meal fees being depleted, an additional amount is to be paid into the student account to ensure that a student can continue taking meals in the residence. A student is informed on the meal booking system when his/her meal fees are down to R500.00, which gives him/her time to make a payment for additional meal money.

31.6 Lost or stolen student cards are a security risk and must immediately be reported to the Client Service Centre. A new student card will be issued at a nominal fee (of more or less R50.00). The lost or stolen card will only be deactivated when the new card is swiped at any point in the residence. This will prohibit unwanted persons from entering the residence and/or booking meals.

31.7 The student card is the responsibility of each student and may not be abused in any way or used in a fashion that can lead to a security risk. The student card is only to be used by the original registered person it was issued to and may not be borrowed, shared or given to anybody else. Should a student deregister or no longer be a registered student at the University of Pretoria, the student card may under no circumstances be used for any purpose whatsoever.



Residence placement

1. General

- 1.1 All placements take place according to the relevant placement policy.
- 1.2 It must be noted that the demand for University accommodation by far exceeds the availability of place. Admission and/or registration for a study course do not guarantee University accommodation.
- 1.3 Only students who are registered for full-time study in a degree or diploma course at the University, who fulfil all the admission requirements for such a course, and who are not in full-time employment or work more than 20 hours per week, may live in University accommodation.
- 1.4 Single persons only are admitted and undergraduate students may obtain admission up to and including the age of 24.
- 1.5 All residence placements and enquiries are processed by the Client Service Centre.

2. Residence placement: prospective first-year students

2.1 Application

- 2.1.1 Students are requested to indicate on the University application form whether they would be interested in accommodation. No additional form is required.
- 2.1.2 Application forms for admission to the University are available from March in the previous year.
- 2.1.3 Placement takes place on an ongoing basis as application forms are received and processed until all the residences are full. Thus, the sooner a student applies, the better the chances of securing a place in a residence.

2.2 Placement

- 2.2.1 Provisional placement takes place on academic merit on grounds of the Grade 11 marks.
- 2.2.2 A computerised placement programme for residences automatically considers the residence of preference as indicated on the student's application form, subject to the availability of place at that stage.
- 2.2.3 Should the residence of preference already be full, another residence will automatically be considered.

2.3 Waiting list

- 2.3.1 If there are no places available, students' names are placed on a waiting list according to academic merit.
- 2.3.2 Placement from the waiting list takes place on a continuous basis as cancellations are received.

2.4 Prinshof Campus residences

- 2.4.1 At first, students who applied for any of the courses in Health Sciences and who are admitted to another course in the meantime, will temporarily be considered for residences situated at the Hatfield Campus. This rule applies due to the fact that only a limited number of students are eventually selected for these courses.

- 2.4.2 Students who are selected for Health Sciences programmes are primarily accommodated on the Prinshof Campus (Medical Campus), subject to the availability of places. After the selection processes for Health Sciences have taken place in September/October, students are moved to and/or placed in one of the Prinshof Campus residences.

- 2.4.3 Students who have been admitted to another course and are subsequently selected for a Health Science course, and who have acquired a place in any one of the Hatfield Campus residences, will be moved to a Prinshof Campus residence, subject to the availability of places.

2.5 Groenkloof Campus residences

- 2.5.1 Students who are admitted for a course in the Education Faculty will be placed in one of the Groenkloof Campus residences (Kiaat, Zinnia, Lilium or Inca) with due consideration of the availability of places.

- 2.5.2 Students who are admitted to another course, who decide to change their course to a course in Education, and who have acquired a place in a residence on the Hatfield Campus, will be moved to a Groenkloof Campus residence.

2.6 Payment

- 2.6.1 A prescribed reservation levy is payable by the dates as communicated in the placement letter. If this levy is not paid within the prescribed period, the place will be cancelled and allocated to the next person on the waiting list.
- 2.6.2 Should it be impossible to pay the reservation levy within the time limit, arrangements for the extension of the period can be made.

2.7 Cancellations

- All cancellations must be submitted in writing.

2.8 Director's placement

- 2.8.1 Ten first-year places per residence are reserved for allocation by the Director: Residence Affairs and Accommodation.
- 2.8.2 These placements make provision for academic, social, personal, financial and distance-from-Pretoria circumstances, as well as leadership, sport and cultural achievements.
- 2.8.3 The places of the director are allocated with the support of a committee.
- 2.8.4 Application forms are available at the Client Service Centre.
- 2.8.5 Application for a director's place does under no circumstances guarantee a placement in a residence of preference or any other residence, as the number of applications by far exceeds the available places.

3. Residence placement: current non-resident students	4.4.2	The cut-off placement GPA differs from year to year, from residence to residence and may vary from a GPA of 57 to 65.
3.1 Application	4.4.3	If a student has been allocated provisional placement for the following year, a GPA of 50 must be maintained at the end of the academic year (year GPA) to ensure placement.
Students who require place in a residence must complete an application form at the Client Service Centre.	4.4.4	If a student was allocated a provisional place for the following year and does not achieve a GPA of 50, the place is cancelled in December/early January. Students will be responsible to find alternative accommodation.
3.2 Placement/waiting list	4.4.5	Students are notified of their placement in writing and must pay a prescribed reservation levy within the prescribed time as communicated in the placement letter.
3.2.1 Students requiring residence accommodation will be placed either in a residence or on a waiting list, depending on the availability of places at that stage.	4.4.6	If the reservation levy and/or outstanding fees are not paid, the place will be cancelled and allocated to the next person on the waiting list.
3.2.2 As the demand for accommodation by far exceeds the availability of place, no guarantee can be given that students will acquire place.		
4. Readmission to residence: residence students (undergraduate and postgraduate)	4.5	Waiting list
4.1 Application for renewal of accommodation for the following year	4.5.1	Residence students with a GPA of 50 and higher who do not acquire placement for the following year on grounds of academic merit are placed on a waiting list according to their first-semester GPA.
4.1.1 An application for renewal of places takes place in July/August of the preceding year. Students reapply on the University Portal.	4.5.2	Placement from the waiting list takes place strictly on academic merit on a continuous basis as cancellations are received.
4.1.2 A student will not be considered for residence accommodation for the following year if he/she has not reapplied.	4.5.3	A GPA of 50 is required to be considered for residence placement. A GPA of 50 does, however, not guarantee a place in residence, as the cut-off placement GPA varies from year to year, from residence to residence and may vary between 57 and 65.
4.1.3 Provisional placement for the following year for undergraduate residences is finalised by the end of September and postgraduate residences by the end of October.	4.5.4	If a student's GPA is above 50, he/she is placed on a preference waiting list for his/her relevant residence. If it's below 50, he/she is not considered for residence placement.
4.1.4 Students with outstanding student fees who have not made financial arrangements will not be considered for placement in the following year.	4.5.5	The year-end GPA is calculated in December, which means a student's number on the waiting list will change accordingly. He/she will thus move up or down on the waiting list as determined by his/her GPA.
4.2 Criteria for readmission to a residence in the following year	4.5.6	A student whose first semester GPA is below 50 will not be considered for placement, but should his/her year-end GPA improve to above 50, he/she is automatically placed on the preference waiting list for the relevant residence.
The criteria for readmission are clearly stipulated in the relevant placement policy and are based on academic merit.	4.5.7	The opposite can also take place; in other words, if a student's first-semester GPA is above 50 and the year GPA below 50, he/she will not appear on the preference waiting list any longer.
4.3 Marks used for placement for the following year	4.5.8	Ten senior discretionary places in each residence are reserved for allocation by the Director: Residence Affairs and Accommodation and are allocated on merit with the support of a committee. Any student who was not allocated placement can apply for a director's place.
All the first-semester examination and/or progress marks are calculated to obtain a GPA (Grade Point Average), which is then used for the provisional allocation of place for the following year.		
4.4 Placement and payment for the following year		
4.4.1 Provisional readmission to a residence for the following year is determined after the conclusion of the first semester. To be considered for residence placement for the following year, a student must obtain a GPA of 50. A GPA of 50 does, however, not guarantee a place in residence for the following year.		



4.6 Cancellation of a place for the following year

Should a student decide to depart from the residence during the year, a '30 Days' Notice' form must be completed and submitted 30 days before departure:

- The form is available at General Enquiries at the CSC.
- The form must be completed by the student.
- Notice date must be 30 days or more than the moving out date.
- It is the student's responsibility to return the form to the General Enquiries counter at the CSC.
- A 'Departure' form must be completed on the day of departure. This form is available from the Coordinator: Residence Facilities.
- The form must be handed in to the Coordinator: Residence Facilities with the room keys.

4.7 Conditions to ensure residence placement for the following year

- 4.7.1 All outstanding study and accommodation fees for the current year as well as the reservation levy for the following year must be paid in time.
- 4.7.2 Provisional readmission to a residence for the following year is determined after the first semester. A GPA of 50 must, however, be maintained at the end of the academic year to retain placement.
- 4.7.3 Students must register for a degree/diploma course for the year for which residence placement is required.

4.8 Discretionary Director's placement

- 4.8.1 Ten senior places per residence are reserved for allocation by the Director: Residence Affairs and Accommodation.
- 4.8.2 These placements make provision for academic, social, personal, financial and distance-from-Pretoria circumstances, as well as leadership, sport and cultural achievements.
- 4.8.3 The places of the director are allocated with the support of a committee.
- 4.8.4 Application forms are available at the Client Service Centre from August of the previous year.
- 4.8.5 Application for a director's place does under no circumstances guarantee a placement in residence of preference or any other residence, as the number of applications by far exceeds the available places.

5. Allocation of rooms

- 5.1 When students report at the beginning of the year, residence management allocates rooms.
- 5.2 Due to the limited number of single rooms available in residences, first-year students and a number of senior students are accommodated in double rooms.
- 5.3 Some residences have annexes, which are separate houses/buildings close to the main buildings and these rooms are also allocated by the residence management.

Processes and procedures

1. Room occupation procedure

The date on which the residences open at the beginning of the year is communicated in the placement letter.

- 1.1 A reserved place must be taken up on the day that the residences open. If it is not taken up, the reservation is considered cancelled and the reservation levy is forfeited.
- 1.2 When students arrive at their residence on the date as communicated, their room numbers are supplied and their keys, student cards and TuksRes Guide books containing all the various forms and detailed processes are handed to them.
- 1.3 A 'Proof of Occupation' form must be completed, signed and returned immediately.
- 1.4 A 'Room Check-in' form (Annexure M) must be completed within 24 hours once the room has been inspected. This must be handed in at the office of the Coordinator: Residence Facilities or the post box at his/her office.
- 1.5 The Coordinator: Residence Facilities must inspect and sign off the room. In case of a dispute, the student must be contacted.
- 1.6 If a student does not receive a 'Room Check-in' form together with the room keys, a form must be collected at the office of the Coordinator: Residence Facilities.

2. Change-of-room procedure

- 2.1 Permission must be granted for a student to move from one room to another. If the following procedure is not followed, a fine of R300 will be charged and debited to the relevant student's account.
- 2.2 A 'Change of Room' form must be completed before the change is made. This form can be obtained from the Coordinator: Residence Facilities.
- 2.3 The form must be completed, signed and handed in at the office of the relevant coordinator: Residence Facilities or post box outside the office.
- 2.4 The Coordinator: Residence Facilities will do a room inspection to determine if any damage occurred.

3. Early occupation procedure

- 3.1 Senior residing students who need to move in earlier than the University's stipulated opening dates, must apply to do so in writing.
- 3.2 Students may move in earlier exclusively for academic reasons. Other reasons can only be considered on merit.
- 3.3 An 'Early Accommodation' application form for early accommodation must be completed. Forms are available at the Client Service Centre counters.
- 3.4 If students' relevant residences are not open, they move into the residence(s) that are to be utilised for this period and move back to their relevant residences on the date that is communicated to all involved.
- 3.5 Enquiries regarding the approval of the application can be made at the Client Service Centre. Approval of each request will be considered on merit and the availability of places.

3.6 Early occupation fees: Students who move in earlier will be charged a daily tariff that is reviewed annually, as residence fees are calculated for the academic period only, and this amount will be debited on the student account.

4. Departure (moving-out) procedure and fees payable

4.1 Procedure

4.1.1 Should a student decide to move out of residence during the year, a '30 Day's Notice' form, which is available at the CSC, must be completed and submitted 30 days or more before moving out.

4.1.2 A departure form must be completed on the day of departure. This form is available from the Coordinator: Residence Facilities at the residence.

4.1.3 The keys and completed form must be handed in at the office of the Coordinator: Residence Facilities between 08:00 and 15:30. If a student moves out over a weekend, these items can be handed to the relevant House Committee member or Head of Residence.

4.1.4 A room inspection will be carried out to determine if there are any damage/breakages in the room. Students are held responsible for any breakage, lost keys, paint damage, and so forth, and will be debited accordingly.

4.1.5 The room will be considered evacuated only once the keys and 'Departure' form have been handed in.

4.1.6 All personal belongings must be removed by the occupant before the room will be considered evacuated.

4.2 Fees payable after departure

4.2.1 Students are accountable for the full accommodation fees even if they depart during the course of the year, irrespective of whether it is done of their own free will or as a result of unsatisfactory academic progress or conduct, unless a written one month (30 days) notice is received. In the case of a written (writing, fax or e-mail) notice of departure being received, a student will be held financially accountable for the duration of stay plus one month's notice.

4.2.2 In the case that a written notice of departure is submitted, students will be financially responsible for the period of accommodation plus one month's (30 days) notice period. A student who leaves must hand the keys and a 'Departure' form in with the Coordinator: Residence Facilities. The room will only be deemed vacated after handing in the keys and the receipt of the 'Departure' form.

4.2.3 If students are unable to continue their studies in the second semester due to poor achievement in the first semester, they are obliged to leave the residence and will be accountable for accommodation fees for the period of stay in the residence plus the accommodation fees for the second semester, unless a written one month's (30 days) notice is received. In the case of a written (writing,

fax or e-mail) notice of departure being received, a student will be held financially accountable for the duration of stay plus one month's notice.

4.2.4 If, at a later stage, such students (4.2.3) are again admitted to a course of study and require accommodation in a residence, they shall have to reapply for admission to a residence.

4.2.5 If any damage/breakages occurred in the time the student occupied the room, the student account will be debited with the relevant amount.

4.2.6 Departure without notification: Students leaving the residence without following the above procedure are held accountable for the full annual fees.

5. Accommodation during holidays

Student accommodation at UP residences covers academic terms only. Therefore, students have to vacate their rooms (everything must be removed from the room) during vacations and will be informed as to which residences are open during these periods. Students who wish to remain in residence during vacations must apply for such accommodation.

5.1 Students may only stay on in residences during holiday periods for academic purposes.

5.2 An application form for holiday accommodation must be completed. Forms are available at the Client Service Centre counters.

5.3 Only designated residences (one women's residence and one men's residence on a rotating basis) are available for student accommodation during vacation periods. Students who acquire permission for holiday accommodation during this period must move to these designated residences and must move back to their respective own residences after the vacation period on the date that is communicated to them.

5.4 Meals during holiday periods: Only one dining hall serves meals during vacations. Students who wish to make use of this service must also complete this section on the vacation application form for money to be transferred from their own residence to this dining hall. The balance of this amount will be transferred back to a student's own residence after the holiday period.

5.5 Enquiries with regard to the approval of the application can be made at the Client Service Centre. The approval of each request is considered on merit as well as the availability of places.

5.6 Vacation fees: Students staying on in residences during vacation periods are charged a daily tariff, since residence fees are calculated for the academic period only. The total amount owed in daily tariffs is debited to the student account.

6. Procedure for fault reporting in residence rooms

When a problem occurs that needs repairing and a contractor must enter a room to carry out the repair work, the following procedure must be followed:



6.1 Report the problem/fault in the “request for repair” book that is normally found near the meal booking point. If students are unsure where to find it, they should contact their relevant Coordinator: Residence Facilities.

6.2 If the problem/fault falls in one of the following categories, the contractor will be instructed to attend to it immediately and, if possible, to repair it on the same day:

- Any electrical problem
- Door lock
- Leaking roof
- Any water supply to the room, leaking pipes or blocked drain

Students must ensure that the Coordinator: Residence Facilities can access their rooms to unlock them for the contractor, that their valuables are locked away and that all computers or any other equipment/appliances are suitably protected/covered.

Please take note: The contractor will not issue a notice for the above repairs, as the repairs will be done within 24 hours.

6.3 TuksRes offers an after-hour service to help with door lock problems, lost keys, keys locked in room, broken keys, room lights not working, etc. No call-out fee will be charged if the lock is faulty or if it can be determined that the fault was not caused by the occupant.

6.4 When the room/wall has to be painted, floor tiles/carpets repaired or replaced, window panes or doors replaced etc, the contractor will schedule such repairs in advance. The Coordinator: Residence Facilities will be informed of the date/s and he/she will, in turn, inform the student of this in writing. It can take anything from 24 hours to 14 days for the contractor to start these repairs (as agreed upon with the Department of Facilities Management). It is the student’s responsibility to lock away his/her valuables and to ensure that computers or any other equipment/appliances are suitably protected/covered.

6.5 When a contractor arrives with the Coordinator: Residence Facilities for the repairs and a student is in his/her room at the time (particularly in the case of female students), he/she has the choice to either stay in the room while the repairs are being done or to request that he/she be given some time to lock away his/her valuables before leaving the room. It is unfortunately not possible for the Coordinator: Residence Facilities to supervise the contractor for the duration of the repair works in the room. It does happen that other contractors arrive for repairs in other rooms at the same time.

6.6 It is the student’s responsibility to ensure that his/her room is in an acceptable condition upon occupation. It is therefore of the utmost importance that the ‘Room Acceptance’ form is completed on arrival.

1.1.3 Students are accountable for the full accommodation fees even if they depart during the course of the year, irrespective of whether their departure is of their own free will or as a result of unsatisfactory academic progress or conduct, unless an acceptable replacement is found and moves into the relevant residence.

1.1.4 If a student is unable to continue his/her studies in the second semester due to poor academic achievement in the first semester, he/she is obliged to leave the residence and will remain responsible for the payment of the accommodation fees.

1.1.5 If, at a later stage, such a student is again admitted to a study course and requires accommodation in a residence, he/she will have to reapply.

1.2 Reservation levy

1.2.1 A student who is admitted to a University residence for the first time must pay a reservation levy within the prescribed period. This amount is communicated in the placement letter.

1.2.2 This reservation levy is not refundable. However, it is considered to be the first installment of the accommodation fees, provided that the allocated place is taken up on or before the occupation date as communicated in the placement letter, and that the student registers at the University of Pretoria for the academic year for which the accommodation is provided.

1.2.3 If the reservation levy has already been paid and the reserved accommodation is cancelled within 30 days of the date of notification of the reservation, an administration fee is deducted from the amount paid and the excess is refunded on request.

1.2.4 Students who stayed in a University residence the previous year must also pay a reservation levy within 30 days of being notified that a place has been reserved for them. If the allocated place is not cancelled within 30 days, a student will be responsible for paying the amount of the reservation levy. Subsequently, the place will be cancelled and allocated to the next suitable candidate on the waiting list. All outstanding University fees must be paid in full to retain placement for the following year. Where fees are outstanding, placement for the following year will be cancelled.

1.3 Accommodation fees

1.3.1 Every student who has been granted a place in a residence must pay an additional prescribed amount before or upon registration.

1.3.2 Half of the accommodation fee balance is payable by the end of April and the remainder of the balance is due by the end of July.

1.3.3 Arrangements can be made for monthly payments.

Residence information

1. Residence fees

1.1 General

1.1.1 The Council of the University determines University fees annually.

1.1.2 Full particulars regarding University fees and the applicable regulations are published in the Student Fees Guide of the University of Pretoria.

- 1.3.4 A student who is dependent on a bursary and/or loan must make satisfactory financial arrangements with the University. The Client Service Centre can be contacted in this regard.

2. Meal fees

- 2.1 Experience has proven that students do not consume all meals in residences. For this reason, only a percentage of the cost of the meals is initially levied on a student's account.
- 2.2 A fixed amount is determined by the University annually and will automatically be debited on the student account. This amount will be available on the student card, which is used to eat at the residence.
- 2.3 This amount does not represent 100% of the meals. Thus, once the available credit has been depleted, the student must deposit additional funds to cover the cost of further meals.
- 2.4 If there is a meal credit at the end of the year, this amount is credited to the student account or, in the case of final departure from the residence, paid to the student upon request.

3. Constitutions and house rules

Each residence compiles its own house rules, which must be accepted by an absolute majority of all residents at a residents' meeting. A copy of the house rules must be forwarded to the Director: Residence Affairs and Accommodation. All changes that are made to the approved documents must also be sanctioned by the director before they can be implemented in the residence.

4. Disputes and procedures regarding the drafting of this document

The Director: Residence Affairs and Accommodation will make a ruling on any disputes that may arise regarding this document and will notify all the relevant role-players accordingly. Rules and regulations, processes and procedures, policies etc are subject to change.

5. Matters that have not been provided for in this document

Matters that have not been provided for in this document are referred to the Director: Residence Affairs and Accommodation.

Annexure A: Disciplinary Code

(The Disciplinary Code is reviewed from time to time and will be adjusted accordingly.)

In terms of paragraph 60 of the Statute of the University of Pretoria (published in Government Gazette No 25852 on 24 December 2003 in terms of sections 32 and 33 of the Higher Education Act, 1997 (Act No 101 of 1997)), the residence management of each University-controlled residence was granted disciplinary powers. The following disciplinary code will be applicable to University-controlled residences.

1. Definitions

"Disciplinary Committee: Students (DCS)" means the Committee for Discipline as provided for in the Institutional Rules promulgated by the Council of the University in terms of paragraph 60 of the Statute of the University of Pretoria.

"House Committee (HC)" means the committee that was appointed by the residence management system as determined by University Management.

"Residence Disciplinary Committee (RDC)" means the committee as contemplated in paragraph 3.1 of this document.

"University-controlled residence" means a places of student accommodation for which the University of Pretoria takes management and administrative responsibility.

"Chairperson of the residence" is the chairperson of the House Committee of the residence and includes the Primarius, Primaria, President or any other reference to such a chairperson.

2. Application of Disciplinary Code: Students and matters incidental thereto

- 2.1 All students in residences are subject to the general disciplinary provisions and procedures as laid down in the Institutional Rules by the University Council in terms of paragraph 60 of the statute. These rules, entitled Disciplinary Code: Students, are published for general information purposes in the Student Guide of the University of Pretoria that contains the timetable, general regulations and student information. In all respects, these rules enjoy precedence over any other disciplinary provision or procedure that may be contained herein or laid down by the residences.

- 2.2 Each residence compiles its own house rules, which must be accepted by an absolute majority of all residents at a residents' meeting. The house rules shall provide for the application of the Disciplinary Code: Students, as well as this code to all residents. A copy of the house rules must be forwarded to the Director: Residence Affairs and Accommodation.



3. Composition of the Residence Disciplinary Committee (RDC)

3.1 The RDC is compiled as follows:

- The Head of the Residence or his/her representative, who is also the chairperson of the RDC
- The chairperson of the residence
- The HC member for discipline
- Two additional elected house members, one black and one white, provided that the composition of the RDC shall reflect the student demography of the residence in question

3.2 The HC member for discipline must be an elected member of the HC, provided that the establishment of the office of an HC member for discipline does not necessarily mean that a separate portfolio needs to be created on the House Committee.

3.3 The official duties of the HC member for discipline may be delegated to another HC member for a particular session of the RDC.

3.4 The Head of the Residence can only be substituted as chairperson by another head of a residence.

4. Duties and powers of the HC member responsible for discipline

4.1 The HC member for discipline of the residence is responsible for placing all relevant documentation and evidence before the RDC.

4.2 The HC member for discipline:

- 4.2.1 investigates all complaints reported to him/her;
- 4.2.2 decides, subject to paragraph 5 and 6.2 of this document, in consultation with the Head of Residence and the chairperson of the residence, after a complaint was investigated, whether or not a person should be prosecuted;
- 4.2.3 arranges, in consultation with the Head of Residence and the House Committee, the composition and sessions of the RDC;
- 4.2.4 serves the necessary documentation on the accused;
- 4.2.5 prepares a charge sheet in which the allegations against a resident are set out and makes it available to the accused;
- 4.2.6 sees to it that the disciplinary measures prescribed by the RDC are executed;
- 4.2.7 collects all fines on behalf of the House Committee;
- 4.2.8 keeps a complete record of all fines and disciplinary measures imposed; and
- 4.2.9 refers sensitive complaints, such as cases in which an HC member is involved, to the Head of Residence, who is responsible for seeing that the matter is raised with the Director: Residence Affairs and Accommodation who, in turn, will refer it to another appropriate forum if it is in the interest of justice and the student community or if it falls outside the jurisdiction of the RDC.

5. Duties and powers of the Registrar and Director: Residence Affairs and Accommodation regarding temporary expulsion from a residence or of duties pending the result of a disciplinary investigation

5.1 If the Head of Residence on reasonable grounds believes that a student is guilty of serious misconduct that justifies his/her temporary expulsion from the residence pending the result of a disciplinary investigation, the Head of Residence must as soon as possible after consultation with the Director: Residence Affairs and Accommodation refer the matter, accompanied by all relevant documentation, to the Registrar for consideration.

5.2 The Registrar shall as soon as possible after receiving the request for expulsion from the Head of Residence make his decision whether the student should be temporarily expelled, and inform the Director: Residence Affairs and Accommodation and the Head of Residence of his/her decision. Temporary expulsion comes into effect on a date and time determined by the Registrar. The student in question shall then immediately leave the residence.

5.3 The Registrar shall forthwith convene a session of the Disciplinary Committee: Students that may confirm or set aside the expulsion or impose an appropriate disciplinary measure in terms of the Disciplinary Code: Students.

5.4 If the Registrar is of the opinion that the conduct of the student does not warrant a temporary expulsion from the Residence, but that steps should nevertheless be taken against the student, he/she may order a disciplinary investigation by the Disciplinary Committee (Students), or refer the matter back to be handled by the RDC in terms of this Code.

5.5 Should an HC member be accused of misconduct, the Director: Residence Affairs and Accommodation may, after consultation with the Head of Residence and after the accused has been informed of the charge against him/her and has had the opportunity to respond thereto, relieve the accused from his/her duties in the residence, with retention of his/her official position pending the result of a disciplinary investigation.

5.6 A finding of guilty by an appropriate forum to which a charge against an HC member has been referred, will result in the HC member being simultaneously relieved from his/her official position in the residence.

6. Duties and powers of the chairperson of the RDC (Head of Residence)

6.1 The chairperson of the RDC formulates the decision of the RDC, giving reasons, and furnishes the Director: Residence Affairs and Accommodation with a written copy of the decision within two calendar days.

6.2 The Head of Residence may, of his/her own accord prior to a session of the RDC, or after consultation with other members of the RDC, at any time during a particular session of the RDC, determine that the matter be referred to an appropriate forum/s if

- 6.2.1 it is in the interest of justice and/or the student community;
- or

6.2.2 the dispute or charge falls outside the jurisdiction of the RDC.

6.3 In case of a decision to refer the matter in accordance with paragraph 6.2, the chairperson is responsible to see to it that the matter is raised with the Director: Residence Affairs and Accommodation, who will refer it to the appropriate forum.

7. Jurisdiction of the RDC

7.1 The RDC has no jurisdiction in respect of a matter which the Head of Residence has decided to refer to the Registrar in terms of paragraph 5 above, or that has been referred to another forum by the Head of Residence in terms of paragraph 6.2 above.

7.2 The disciplinary powers of the management of residences are limited to violations of the:

- provisions of University-controlled residences;
- house rules of the residence; and
- accommodation contract.

7.3 If a resident student violates the provisions mentioned in paragraph 7.2, and such a violation amounts to misconduct as intended in paragraph 1 of the Disciplinary Code: Students, the transgression may still be adjudicated by the disciplinary committee of the residence, provided that:

7.3.1 appropriate disciplinary measures can be taken in terms of the disciplinary powers of the disciplinary committee;

7.3.2 charges against an HC member, as well as repeated violations by any resident, must be referred to the Disciplinary Committee: Students;

7.3.3 the transgression must not amount to misconduct that would justify a student's temporary expulsion from the residence by the Registrar in terms of paragraph 5; and

7.3.4 if, during the trial of the student, the Disciplinary Committee comes to the conclusion that it will not be able to decide on appropriate disciplinary measures, or if the transgression amounts to misconduct as mentioned in paragraph 7.3.3, the Disciplinary Committee can suspend the proceedings and refer the matter in accordance with paragraph 6.

7.4 The RDC may also adjudicate any other matter arising from the house rules of the residence to the extent that it is reconcilable with the rules of the Disciplinary Code: Students.

8. Powers and duties of the Residence Disciplinary Committee

8.1 The RDC is competent to impose the following penalties, or a combination thereof:

8.1.1 A fine of not more than R300 per charge, which amount may be adjusted by the University Executive from time to time. A student may be charged with more than one transgression, in which event the fines are cumulative.

8.1.2 A final warning.

8.1.3 Relieving a resident from an official position the person has in the residence. However, charges against an HC member fall outside the jurisdiction of the RDC and will be dealt with by another appropriate forum.

8.1.4 Suspending for a certain period the privileges that a resident enjoys on the basis of his/her residency in a particular residence.

8.1.5 Ordering the resident to pay for or repair the damage caused by his/her misconduct.

8.1.6 Making a recommendation regarding the suspension of a student from all University residences.

8.1.7 Reasonable and appropriate community service to a maximum of 50 hours in the residence in question, under the supervision of the Head of Residence.

8.2 The provisions of paragraph 8.1 must be read in conjunction with the Disciplinary Guidelines: Residences contained in the annexure to this document.

8.3 Any conduct in contempt of the disciplinary measures imposed by the RDC is an infringement that will be referred to the Registrar for investigation by the Disciplinary Committee: Students. Such conduct may justify temporary expulsion by the Registrar in terms of paragraph 5 above.

8.4 All residents of a residence, for the purpose of the disciplinary authority awarded to the RDC, are subject to the authority of the Disciplinary Committee and refusal by any resident to subject himself/herself to this will be referred to the Registrar for investigation by the Disciplinary Committee: Students. Such conduct may justify temporary expulsion by the Registrar in terms of paragraph 5 above.

8.5 It is expected of the disciplinary committees of residences to keep a record of the charges brought against residents, as well as of disciplinary measures, if any, taken against them. These records must be certified by the chairperson of the Disciplinary Committee and be kept available for perusal by all parties concerned.

9. Powers of the House Committee

The disciplinary powers of the House Committee are enforced through the RDC.

10. Procedure of the Residence Disciplinary Committee

10.1 Subject to paragraph 5 and 6.2 of this document, all complaints regarding disciplinary matters in residences are handed in at the responsible HC member for discipline.

10.2 Serving of the written notice and the charges to appear before the RDC must be in the prescribed form and must take place not less than two calendar days before the session of the RDC.

10.3 The procedure during the session of the RDC must at all times comply with the rules of natural justice and in particular with the *audi alteram partem* rule (both sides of the matter must be heard).

10.4 The enquiry is inquisitorial. The chairperson and other members of the committee may at all times ask questions to satisfy themselves of the facts. The HC member for discipline may, with the permission of the chairperson of the RDC, question the accused and witnesses.



- 10.5 Disputes before the RDC are decided on a balance of probabilities.
- 10.6 Decisions of the RDC are taken by means of a majority vote. If the votes are equally divided, the chairperson has a casting vote.
- 10.7 The decision is handed down by the chairperson of the RDC.
- 10.8 If a resident student is found guilty by the RDC, details of the charge and the disciplinary measures taken must be reported in writing to the Director: Residence Affairs and Accommodation.

11. Appeal procedures

- 11.1 An accused has an automatic right to appeal against any finding of the RDC.
- 11.2 If the verdict or the disciplinary measure decided upon by the disciplinary committee is contested by a resident student who was convicted, an appeal may be lodged with the Director: Residence Affairs and Accommodation, provided that:
 - 11.2.1 the appeal is lodged within seven calendar days after the verdict has been returned by the disciplinary committee; and
 - 11.2.2 the appeal is lodged in writing, stating the grounds upon which it is based.
- 11.3 In the case of an appeal, as intended in paragraph 11.2, the Director: Residence Affairs and Accommodation, after further questioning and/or consideration of the grounds upon which the appeal is based and the written response of the Disciplinary Committee thereto, must:
 - 11.3.1 confirm the decision of the disciplinary committee; or
 - 11.3.2 amend the disciplinary measure imposed; or
 - 11.3.3 overturn the conviction.
- 11.4 If, after the procedure prescribed in paragraphs 11.2 and 11.3 has been followed, a resident student still contests the verdict, written representations may be addressed to the Registrar to have the matter reconsidered, provided that:
 - 11.4.1 the representations must be submitted to the Registrar within seven calendar days;

- 11.4.2 in considering the representations, the Registrar may take into account further evidence that was not considered by the disciplinary committee or by the Director: Residence Affairs and Accommodation; and
- 11.4.3 the decision of the Registrar concludes the matter.

- 11.5. If the disciplinary committee of a residence finds a resident student not guilty of the charge brought against him/her, the Head of Residence may, if he/she is of the opinion that the Disciplinary Committee: Students will nevertheless consider appropriate disciplinary measures, after consultation with the Director: Residence Affairs and Accommodation, bring the matter to the attention of the Registrar, who will deal with it in terms of the Disciplinary Code: Students. The fact that the student was tried by the Disciplinary Committee of a residence does not detract from the disciplinary powers of the Disciplinary Committee: Students.

12. Rights of the accused

- 12.1 Persons summoned to appear before the RDC have all the rights in terms of South African law.
- 12.2 The accused is entitled to be reasonably assisted by a registered student of the University of Pretoria who is a resident of the particular residence, in the preparation and conduct of the case before the RDC.
- 12.3 An accused is deemed to be innocent until the contrary is proved on a balance of probabilities.

13. *Locus standi*

- 13.1 Any person may lodge a complaint, in writing, of the alleged misconduct by a resident of a residence with the HC member for discipline or with the Head of Residence and request that a charge be investigated and adjudicated by the RDC.
- 13.2 The HC member for discipline or the Head of Residence, as the case may be, may of his/her own accord lodge a complaint with the RDC against a resident.

Disciplinary guidelines: Residences

The disciplinary measures set out below are mere guidelines and different measures may be imposed depending on the circumstances of each case.

Charge/transgression	1 st transgression	2 nd transgression	3 rd transgression
1. Less serious misconduct "Petty crime", eg disturbance of the peace, swearing, and transgression of the bathroom rules, TV lounge rules, foyer rules, dining hall rules, etc.	RDC session Fine: R20 – R200 Written warning	RDC session Fine: R300 Final written warning Letter to parents	RDC session Recommendation for expulsion from all University residences Letter to parents
2. Misconduct Examples: harming the good image of the residence, non-payment of fines, food fights, etc.	RDC session Fine: R300 Final written warning and/or recommendation for expulsion from all University residences Letter to parents	RDC session Recommendation for expulsion from all University residences Letter to parents	

Charge/transgression	1 st transgression	2 nd transgression	3 rd transgression
3. Serious misconduct Examples: squatters in rooms, visitors outside prescribed visiting hours, racism, senior/first-year incidents, raids, assault, theft, rape, drug and alcohol abuse, security violations (code doors, fire extinguishers, etc) and vandalism.	Temporary expulsion by Registrar and/or DCS session Letter to parents		
4. Use of alcohol Women: The consumption of alcohol is prohibited on residence grounds, excluding organised functions approved by the HC and Head of Residence. Men and women: The consumption of alcohol is prohibited outside the clubhouses of men's residences (except when approved by the Head of Residence/Director: Residence Affairs and Accommodation). Men and women: The abuse of alcohol is prohibited (par 3).	RDC session Fine: R20 – R200 Written warning	RDC session Fine: R300 Final written warning Temporary expulsion from clubhouse Letter to parents	RDC session Recommendation for expulsion from all University residences Letter to parents
5. Violation of University rules and guidelines Examples: complaints by supervisor, cleaning services, food services, garden services, etc. Transgression of the rules of the Department of Facilities Management, eg bicycles, heaters, vacating rooms, etc. Violation of UP rules for residences.	RDC session Fine: R20 – R200 Written warning	RDC session Fine: R300 Final written warning Letter to parents	RDC session Recommendation for expulsion from all University residences Letter to parents

* The disciplinary measures set out above are mere guidelines and different measures may be imposed, depending on the circumstances of each case. In the case of a student already having received a final warning, any further transgression (also a first transgression in another category) will be handled as a third transgression.

Notes to annexure:

- Procedures are instituted by laying a charge with the HC member for discipline or the Head of Residence.
- The Head of Residence, the chairperson of the residence and the HC member for discipline discuss all charges, except cases of serious misconduct referred to the Registrar requesting temporary expulsion as contemplated in paragraph 3 below, and decide on the way the charge will be addressed.
- If, according to the judgment of the Registrar, a charge may lead to temporary expulsion pending the outcome of the DCS, the Registrar may act in terms of paragraph 5 of the Disciplinary Code: University-controlled Residences.
- A person may be charged for more than one violation at a time, in which case the fines are cumulative.
- Cases of repeated violations by any resident or charges against the chairperson of the residence or other HC members are referred to the Director: Residence Affairs and Accommodation. The case is then referred to an appropriate forum. Should an HC member be found guilty of misconduct by said forum, he/she will simultaneously be relieved from his/her official position in the residence.
- An HC member who has already received a final warning during his/her stay in residence may not be available as a nominee for the HC.
- If a person is found guilty during an RDC session, he/she may appeal in terms of paragraph 7 of the Disciplinary Code: University-controlled Residences.
- No separate disciplinary regulations exist for first-year students (rules may not discriminate against any group).
- If a person is fined during an RDC session, but he/she cannot pay the fine, the RDC may sentence him/her to appropriate compulsory community service (eg in the University's library).
- Fines may be paid over a period of time as determined by the RDC and the accused.
- The result of every session of the RDC must be communicated in writing to the Director: Residence Affairs and Accommodation.
- In the case of a student already having received a final warning, any further transgression (also a first transgression in another category) will be handled as a third transgression.



Annexure B: Policy on HIV/Aids

This policy on HIV/Aids applies to staff employed by the University and to students during their period of study at the University of Pretoria.

1. General principles

- 1.1 No staff member or student living with HIV/Aids shall suffer from any form of unfair discrimination by the University, based on his/her HIV/Aids status.
- 1.2 Members of staff and students living with HIV/Aids, their partners, families and friends shall be accorded the same respect as persons with other chronic, terminal or life-threatening illnesses.
- 1.3 Members of staff and students living with HIV/Aids shall have the same rights and duties as other members of staff and students.
- 1.4 Where appropriate, all sectors of the University, including people with HIV/Aids, should be involved in the development of all prevention, intervention and care programmes.
- 1.5 The principle of confidentiality applies to the HIV/Aids status of any member of staff or student and breach of confidentiality shall be regarded as a serious offence.
- 1.6 All conditions of employment and benefits shall accord with these principles and be aligned with the provisions of the Employment Equity Act, 1998 (Act No 55 of 1998), as well as all other legislation that governs HIV/Aids in South Africa.

2. Goals and objectives

2.1 Education and prevention

- 2.1.1 The University ensures that there is a sustained HIV/Aids education and prevention programme across the campus and in all faculties. This programme reaches all academic and non-academic staff and students in undergraduate and postgraduate years of study.
- 2.1.2 The University strives to raise the level of understanding of HIV/Aids in all aspects of the work of the institution. This includes budget and executive management decisions, curriculum innovation, staff and student education and counselling as well as community-based programmes.
- 2.1.3 The University identifies and disseminates the available resources to be used across the campus in HIV/Aids education, prevention and care programmes.
- 2.1.4 The University supports the development of volunteer-based counselling and support programmes and ensures that staff and students are able to access these services during normal working hours. Provision is also made for support and counselling to be available after working hours.
- 2.1.5 The University ensures an adequate supply of condoms and addresses the need for testing on an individual basis.
- 2.1.6 The University strives to create a safe environment on campus and challenges the racial, cultural and patriarchal attitudes and behaviours that contribute to inequality, vulnerability and the risk of HIV infection.

2.2 Care and support

- 2.2.1 Through the provision of education, counselling and support, the University strives to ensure that those who are uninfected with HIV can remain so.
- 2.2.2 The University creates an environment in which members of staff and students who are living with HIV/Aids, or who have family members that have HIV/Aids, feel confident to reveal their status and receive appropriate support and counselling.
- 2.2.3 The University facilitates the provision of care for those staff members and students who are living with HIV/Aids, through specialised staff at the Campus Health Clinic as well as through counselling and support groups. Where appropriate, the University facilitates access to HIV/Aids treatment and managed health care.
- 2.2.4 The University strives to equip staff and students to be able to live and work in communities that have increasing rates of HIV infection and Aids-related illnesses and death. In the event of the death of colleagues and peers, the University ensures that support and bereavement counselling are available to staff and students.

2.3 Research

- 2.3.1 The University fosters a research ethos in relation to HIV/Aids and the social, economic, political and human rights issues that affect the development of the epidemic as well as an effective response to it.
- 2.3.2 The University strives to stimulate critical debate on HIV/Aids issues through national and international exchanges, collaboration and research and academic seminars.
- 2.3.3 Members of staff and students are encouraged to undertake research in HIV/Aids and, where appropriate, apply for support for this purpose.
- 2.3.4 The University strives to develop a strong publication record in HIV/Aids.

2.4 Management

- 2.4.1 The University ensures that all members of staff are familiar with the HIV/Aids policy and the legislation that governs HIV/Aids in the workplace.
- 2.4.2 The University is proactive in determining any changes that might be required in terms of student admission, staff recruitment and the structure of the teaching terms, examinations and other activities as a result of the impact of this epidemic.

Annexure C: Policy on Unfair Discrimination on the Basis of Race

1. Philosophy

1.1 The University of Pretoria:

- is an academic and educational institution that is committed to providing a non-racist, non-discriminatory working, living and study environment for staff and students in which every person will be able to achieve his/her full potential;
- acknowledges that the preservation of human dignity and the discouragement of offensive behaviour are an integral part of this environment; and
- acknowledges that racial harassment is an unacceptable infringement of the core values of human dignity, privacy and mutual respect, and is a form of unfair discrimination.

1.2 The University Council, Executive, staff and students are co-responsible for combating racial harassment and discrimination on campus. To fulfil this responsibility, the University community agrees on the following policy.

2. Definitions

2.1 Unfair discrimination on the basis of race

Any conduct which may impair an individual's right to a non-racial, non-discriminatory working, living and study environment, including:

- 2.1.1 the dissemination of any propaganda or idea that propounds the racial superiority or inferiority of any person, including incitement to, or participation in, any form of racial violence;
- 2.1.2 the engagement in any activity which is intended to promote, or has the effect of promoting, exclusivity, based on race;
- 2.1.3 the exclusion of persons of a particular race group under any rule or practice that appears to be legitimate but which is actually aimed at excluding a particular race group;
- 2.1.4 the provision of inferior services to any racial group, compared to those of another racial group; and
- 2.1.5 the denial on the basis of race of access to opportunities, including access to services or contractual opportunities for rendering services for consideration.

2.2 Victimisation

Unlawful prejudice (or threat thereof) against a person (member of staff or student) who exercises or enforces, or attempts to exercise and/or enforce his or her rights.

2.3 Member of staff

A person appointed by Council in the employ of the University.

2.4 Student

A person registered as a student in terms of the regulations of the University.

3. Policy

3.1 All forms of unfair discrimination based on race and/or related victimisation as set out in paragraph 2 above within the jurisdiction of the University of Pretoria shall be unlawful and are therefore prohibited.

3.2 In addition to any possible criminal or civil sanction, a person committing such acts may be subjected to a disciplinary investigation in accordance with the applicable disciplinary code for staff or students, as the case may be. On being found guilty, such person may, in the case of a member of staff, be discharged from employment or, in the case of a student, be expelled from the University.

3.3 The University Council and its Executive are legally obliged to ensure that all complaints of racial harassment and/or related victimisation are investigated and dealt with in terms of this policy and its concomitant procedural measures.

4. Staff responsible for implementing the policy

4.1 The protection officer

4.1.1 A member of staff shall be appointed or designated by the Council as protection officer and this appointment or designation shall be subject to the statutes and regulations applicable to the University, which may be changed from time to time.

4.1.2 The protection officer is charged with the implementation of the policy on unfair discrimination based on race and/or related victimisation.

The protection officer shall answer directly to the Vice-Chancellor and Principal or a person designated by him/her.

4.2 Member of Student Council

4.2.1 The protection officer, in conjunction with the Student Council member for safety and security and the labour relations officer, shall be responsible for the introduction of the policy and for training programmes pertaining to unfair discrimination based on race.

4.2.2 When a student is one of the parties in a complaint as understood in terms of this policy, the Student Council member for safety and security shall, *ex officio*, have the right to be present at all proceedings in terms of this policy.

4.3 Labour relations officer

4.3.1 The protection officer, in conjunction with the Student Council member for safety and security, and the labour relations officer, shall be responsible for the introduction of the policy and for training programmes pertaining to unfair discrimination based on race.



4.3.2 When a staff member is one of the parties in a complaint as understood in terms of this policy, the labour relations officer shall, *ex officio*, have the right to be present at all proceedings in terms of this policy.

5. Complaints and procedures

5.1 All complaints pertaining to unfair discrimination based on race and/or related victimisation may be lodged with the following persons:

- 5.1.1 The protection officer
- 5.1.2 Officers as designated from time to time by the protection officer
- 5.1.3 Student Council member for safety and security where one of the parties to the complaint is a student
- 5.1.4 The labour relations officer where one of the parties to the complaint is a staff member

5.2 All complaints as intended in 5.1 shall, with due allowance for the seriousness of the complaint, be referred to the protection officer within a reasonable time.

5.3 The protection officer shall, as soon as a complaint has been lodged, conduct a preliminary investigation in order to make a prima facie assessment of the soundness of the complaint.

5.4 The protection officer shall have the right to question persons in order to establish whether there is prima facie evidence of violation of this policy.

5.5 The complaint itself, the names of persons involved and the proceedings during the preliminary investigation shall be treated as strictly confidential. However, should the complainant intentionally breach the principle of confidentiality during the preliminary investigation, the complainant is no longer entitled to the protection provided thereunder. The furnishing of information in fulfilment of a legal obligation shall not be regarded as a breach of the principle of confidentiality.

5.6 Should the protection officer be of the opinion that no prima facie case exists in favour of the complainant, he/she shall dismiss the complaint and furnish reasons in writing in this regard.

5.7 Should the complainant, after receipt of the written reasons referred to in 5.6 still be of the opinion that the policy has been breached, an appeal may be lodged with the Vice-Chancellor and Principal or Registrar, who may deal with the matter at his/her discretion.

5.8 Should the complainant maliciously lodge a complaint, he/she may be subjected to a disciplinary investigation in accordance with the applicable disciplinary code for staff or students, as the case may be.

5.9 Should the protection officer be of the opinion that a prima facie breach of the policy has been established, he/she shall, with the consent of the complainant, follow one of the procedures below.

6. Mediation

6.1 The protection officer shall hold talks with the complainant and the accused, which talks shall be confidential and without prejudice.

6.2 Should the parties reach agreement concerning the facts as well as a

solution to the matter, the matter shall be disposed of in this manner.

6.3 The contents of the agreement between the parties shall not be made public.

6.4 The protection officer shall be obliged to keep full records of agreements of this nature.

6.5 In the event of the accused being found guilty during a disciplinary investigation of a second or further contravention of this policy, the contents of agreements to which the accused had been a party may be divulged at the disciplinary investigation concerned after finding of guilt and before the sanction is decided upon.

6.6 The protection officer shall be obliged to ensure that any agreement between the parties is fair and reconcilable with the objectives of this policy.

7. Disciplinary investigation

7.1 Should the complainant decline to follow the course of mediation, or should the process of mediation be unsuccessful, the complainant may request that the protection officer refer the complaint to the Vice-Chancellor and Principal or Registrar, who shall further treat the complaint as a disciplinary matter in terms of the existing disciplinary codes and practices of the University.

7.2 Should the protection officer be of the opinion that a person is reluctant to lay a complaint or to proceed with it as a result of possible intimidation or victimisation, the protection officer may, on his/her own initiative, refer the matter to the Vice-Chancellor and Principal or Registrar who shall further treat the complaint as a disciplinary matter in terms of the existing disciplinary codes and practices of the University.

7.3 The principle of confidentiality, as referred to in 5.5, shall not apply during any disciplinary investigation as intended in the Disciplinary Code for Staff or Students, as the case may be.

7.4 The preliminary investigation, as intended in 5.5, will serve *mutatis mutandis* as a preliminary investigation as intended in the disciplinary code for staff or students, as the case may be.

7.5 The protection officer may, with the permission of the complainant, aside from the process of mediation and disciplinary action, submit proposals to the Vice-Chancellor and Principal or Registrar in terms of which problems emanating from the complaints could be resolved.

7.6 Proposals, as intended in 7.5, may not lead to possible prejudice against an accused without him/her having been granted an opportunity to state his/her side of the case.

7.7 The protection officer shall ensure that no unreasonable delays occur during the investigation, continuation or conclusion of any complaint. The protection officer must report on the progress and continuation of the investigation to the complainant within reasonable time.

8. Member of Council

If a complaint is lodged against a member of Council, the matter must be referred to the Human Resources Committee of Council to investigate and finalise the matter on behalf of Council. The committee shall determine its own procedures taking into account the rules of natural justice.

Should a member of the Human Resources Committee of Council be implicated, he or she must recuse themselves from this process.

9. Equality courts

If the complainant still feels aggrieved after mediation and/or disciplinary action, the protection officer will inform him/her of the procedure to be followed in terms of chapter 4 of Act 4 of 2000 of referring a matter to the Equality Court.

10. Social assistance

Should it be deemed necessary by the protection officer, any victim of racial or related victimisation may be referred for counselling, attention and support to the Student Support Services Division of the University in the case of students, or to EAP at UP (the employee assistance programme) in the case of staff members.

11. Reporting

The protection officer shall annually report fully on his/her activities as well as on the extent to which the policy on unfair discrimination based on race has been carried out. The report shall be addressed to the Vice-Chancellor and Principal and should be tabled before Council as well as the Student Representative Council of the University.

12. Whistle-blowing Policy

The whistle-blowing procedure as contained in the Whistle-Blowing Policy may be used by third parties to report incidents of racial harassment.

Annexure D: Policy on Sexual Harassment

1. Philosophy

- 1.1 The University of Pretoria:
 - is an academic and educational institution that is committed to providing a non-sexist, non-discriminatory, working, living and study environment for staff and students in which every person will be able to achieve his/her full potential;
 - acknowledges that the preservation of human dignity and the discouragement of offensive behaviour are an integral part of this environment;
 - acknowledges that sexual harassment is an unacceptable infringement of the core values of integrity, human dignity, privacy, equity and mutual respect and is a form of unfair discrimination.
- 1.2 The University Council, Executive, staff and students are co-responsible for combating sexual harassment on campus. To fulfil this responsibility, the University community agreed on the code below.
- 1.3 The objective of this code is to eliminate sexual harassment in the workplace and within the University community.
- 1.4 This code provides appropriate procedures to deal with sexual harassment and prevent its recurrence.

2. Application of the code

- 2.1 Although this code applies to the working environment and University community as a guide to employees and students, the perpetrators and victims of sexual harassment may include:
 - 2.1.1 students
 - 2.1.2 employers
 - 2.1.3 managers
 - 2.1.4 supervisors
 - 2.1.5 employees
 - 2.1.6 job applicants
 - 2.1.7 clients
 - 2.1.8 suppliers
 - 2.1.9 contractors
 - 2.1.10 members of Council and
 - 2.1.11 others having dealings with the University.
- 2.2 A non-employee who is a victim of sexual harassment may lodge a grievance with the manager/supervisor of the harasser, where the harassment has taken place in the workplace or in the course of the harasser's employment.

3. Sexual harassment as a form of unfair discrimination

Sexual harassment in the University environment is a form of unfair discrimination and is prohibited on the grounds of sex and/or gender and/or sexual orientation.



4. Test for sexual harassment

Sexual harassment is unwelcome conduct of a sexual nature that violates the rights of an employee or student and constitutes a barrier to equity in the workplace or within the University community, taking into account all of the following factors:

- 4.1 Whether the harassment is on the prohibited grounds of sex and/or gender and/or sexual orientation
- 4.2 Whether the sexual conduct was unwelcome
- 4.3 The nature and extent of the sexual conduct
- 4.4 The impact of the sexual conduct on the employee/student

5. Factors to establish sexual harassment

5.1 Harassment on a prohibited ground

- 5.1.1 The grounds of discrimination to establish sexual harassment are sex, gender and sexual orientation.
- 5.1.2 Same-sex harassment can amount to discrimination on the basis of sex, gender and sexual orientation.

5.2 Unwelcome conduct

- 5.2.1 There are different ways in which an employee or student may indicate that sexual conduct is unwelcome, including non-verbal conduct such as walking away or not responding to the perpetrator.
- 5.2.2 Previous consensual participation in sexual conduct does not necessarily mean that the conduct continues to be welcome.
- 5.2.3 Where a complainant has difficulty indicating to the perpetrator that the conduct is unwelcome, such complainant may seek the assistance and intervention of another person such as a co-worker, fellow student, superior, counsellor, human resources official, family member, friend or the protection officer.

5.3 Nature and extent of the conduct

- 5.3.1 The unwelcome conduct must be of a sexual nature, and includes physical, verbal or non-verbal conduct.
 - 5.3.1.1 Physical conduct of a sexual nature includes all unwelcome physical contact, ranging from touching to sexual assault and rape, as well as strip search by or in the presence of the opposite sex.
 - 5.3.1.2 Verbal conduct includes unwelcome innuendos, suggestions, hints, sexual advances, comments with sexual overtones, sex-related jokes or insults, graphic comments about a person's body made in their presence or to them, inappropriate enquiries about a

person's sex life, whistling of a sexual nature and the sending by electronic means or otherwise of sexually explicit text.

- 5.3.1.3 Non-verbal conduct includes unwelcome gestures, indecent exposure and the dispatching or sending by electronic means or otherwise of sexually explicit pictures or objects.

5.3.2 Sexual harassment may include, but is not limited to, victimisation, quid pro quo harassment and sexual favouritism.

- 5.3.2.1 Victimisation occurs where an employee or student is victimised or intimidated for failing to submit to sexual advances.

- 5.3.2.2 Quid pro quo harassment occurs where a person such as an employer, supervisor, member of management, co-employee or academic staff member influences or attempts to influence a student or an employee's circumstances (for example appointment, promotion, training, discipline, dismissal, salary increments or other benefits or academic progress, assignment, test or examination results) by coercing or attempting to coerce the individual to surrender to sexual advances. This could include sexual favouritism, which occurs where a person in authority in the workplace or University community rewards only those who respond to his/her sexual advances.

- 5.3.3 A single incident of unwelcome sexual conduct may constitute sexual harassment.

5.4 Impact of the conduct

The conduct should constitute an impairment of the employee's/student's dignity, taking into account:

- 5.4.1 the circumstances of the employee/student; and
- 5.4.2 the respective positions of the employee/student and the perpetrator in the workplace or in the University community.

6. Guiding principles

All members of the University community should create and maintain a working environment in which the dignity of all affected individuals is respected. A climate in the University community should also be created and maintained in which complainants of sexual harassment will not feel that their grievances are ignored or trivialised, or fear reprisals. Implementing the following guidelines can assist in achieving these ends:

- 6.1 The employer, management, employees and students are required to refrain from committing acts of sexual harassment.
- 6.2 All employers, management, employees and students have a role to play in contributing to creating and maintaining a working environment in which sexual harassment is unacceptable. They should ensure that their standards of conduct do not cause offence and they should discourage unacceptable behaviour on the part of others.
- 6.3 The employers and management should attempt to ensure that persons such as customers, suppliers, job applicants and others who have dealings with the University are not subjected to sexual harassment by the employer or its employees.
- 6.4 The employers and management should take appropriate action in accordance with this code where instances of sexual harassment occur in the working environment.

7. Policy

- 7.1 All forms of sexual harassment and/or related intimidation and victimisation within the jurisdiction of the University shall be unlawful and are therefore prohibited:
 - 7.1.1 Conduct in which a person pressurises, coerces or uses threats to persuade another to act in a way contrary to his/her own volition (notwithstanding whether such attempt is successful or not)
 - 7.1.2 Unlawful prejudice (or threat thereof) against a person (member of staff or student) who exercises or enforces, or attempts to exercise and/or enforce his/her rights
- 7.2 In addition to any possible criminal or civil sanction, a person committing such conduct may be subjected to a disciplinary investigation in accordance with the applicable disciplinary code for staff or students, as the case may be. On being found guilty, such a person may, in the case of a member of staff, be discharged from employment or, in the case of a student, be expelled from the University.
- 7.3 The University Council and its Executive are legally obliged to ensure that all complaints of sexual harassment and/or related intimidation and victimisation are investigated and dealt with in terms of this policy and its concomitant procedural measures.
- 7.4 Sexual harassment is a form of unfair discrimination on the basis of sex and/or gender and/or sexual orientation that infringes on the rights of the complainant and constitutes a barrier to equity in the workplace and in the University community.
- 7.5 Sexual harassment in the workplace and in the University community will not be permitted or condoned.
- 7.6 Complainants in sexual harassment matters have the right to follow the procedures in the policy and appropriate action must be taken by the University.
- 7.7 It will be misconduct to victimise or retaliate against an employee or student who in good faith lodges a grievance of sexual harassment.

8. Complaints and procedures

- 8.1 All complaints pertaining to sexual harassment and/or related victimisation and intimidation may be lodged with the following persons:
 - a) The protection officer
 - b) Student Council member for safety and security, where one of the parties to the complaint is a student
 - c) The labour relations officer, where one of the parties to the complaint is a staff member
 - d) Officers as designated from time to time by the protection officer
 - e) Managers or supervisors
 - f) Academic staff
 - g) The Vice-Chancellor and Principal
- 8.2 All complaints as intended in 8.1 shall, with due allowance for the seriousness of the complaint, be referred to the protection officer within a reasonable time.
- 8.3 The protection officer shall, as soon as a complaint has been lodged, conduct a preliminary investigation in order to make a prima facie assessment of the soundness of the complaint.
- 8.4 The complainant may request that an officer of his/her choice assist the protection officer.
- 8.5 The protection officer shall have the right to:
 - 8.5.1 consult all relevant parties;
 - 8.5.2 take the necessary steps to address the complaint in accordance with this code and policy;
 - 8.5.3 take the necessary steps to eliminate the sexual harassment;
 - 8.5.4 advise the complainant of the informal and formal procedures available to deal with the sexual harassment, as set out in this code, and explain these procedures;
 - 8.5.5 where reasonably practicable, offer the complainant advice, assistance and counselling as set out in this code, including during any disciplinary investigation that may be instituted;
 - 8.5.6 advise the complainant that she/he may choose which procedure should be followed by the University, except that in certain limited circumstances as set out in 8.10.2, the University may choose to follow a formal procedure even if the complainant does not wish to do so; and
 - 8.5.7 reassure the complainant that she/he will not face job loss or any adverse consequences if she/he chooses to follow either the formal or informal procedure.
- 8.6 The complaint itself, the names of persons involved and the proceedings during the preliminary investigation shall be treated as strictly confidential and the complainant will be advised accordingly.
- 8.7 Should the protection officer be of the opinion that no prima facie case exists in favour of the complainant, he/she shall dismiss the complaint and furnish reasons in writing in this regard.



- 8.8 Should the complainant, after receipt of the written reasons referred to in 8.7, still be of the opinion that the policy has been breached, an appeal may be lodged with the Vice-Chancellor and Principal or Registrar, who may deal with the matter at his/her discretion.
- 8.9 Should the complainant maliciously lodge a complaint, he/she may be subjected to a disciplinary investigation in accordance with the applicable disciplinary code for staff or students, as the case may be.
- 8.10 Should the protection officer be of the opinion that a prima facie breach of the policy has been established, he/she shall, with the consent of the complainant, follow one of the following procedures:
- 8.10.1 Informal procedure
- A complainant of sexual harassment may choose to follow either of the following informal procedures:
- a) The complainant, another appropriate person or the protection officer explains to the perpetrator that the conduct in question is not welcome, that it offends the complainant, makes him/her feel uncomfortable and that it interferes with his/her work or studies.
- b) An appropriate person approaches the perpetrator, without revealing the identity of the complainant, and explains to the perpetrator that certain forms of conduct constitute sexual harassment, are offensive and unwelcome, make the employee or student feel uncomfortable and interfere with his/her work or studies.
- 8.10.2 Formal procedure
- A complainant may choose to follow a formal procedure, either with or without first following an informal procedure.
- a) Should the complainant decline to follow informal procedure, or should the informal procedure be unsuccessful, the complainant may request that the protection officer refer the complaint to the Vice-Chancellor and Principal in the case of an employee, or the Registrar in the case of a student, who shall further treat the complaint as a disciplinary matter in terms of the existing disciplinary codes and practices of the University.
- b) Should the protection officer be of the opinion that a person is reluctant to lay a complaint or to proceed with it as a result of possible intimidation or victimisation, the protection officer may, on his/her own initiative, refer the matter to the Vice-Chancellor and Principal or Registrar, who shall further treat the complaint as a disciplinary matter in terms of the existing disciplinary codes and practices of the University.
- c) The principle of confidentiality, as referred to in 8.6, shall not apply during any disciplinary investigation as intended in the disciplinary code for staff or students as the case may be.
- d) The preliminary investigation, as intended in 8.6, will serve *mutatis mutandis* as a preliminary investigation as intended in the disciplinary code for staff or students, as the case may be.
- 8.11 The protection officer may, with the permission of the complainant, aside from the informal procedure and disciplinary action, submit proposals to the Vice-Chancellor and Principal or Registrar in terms of which problems emanating from the complaints could be resolved.
- 8.12 Proposals, as intended in 8.11, may not lead to possible prejudice against an accused without him/her having been granted an opportunity to state his/her side of the case.
- 8.13 The protection officer shall ensure that no unreasonable delays occur during the investigation, continuation or conclusion of any complaint.
- 8.14 The protection officer must report on the progress and continuation of the investigation to the complainant within reasonable time.
- 8.15 Should the matter not be satisfactorily resolved by the formal procedures above, a complainant (employee) of sexual harassment may refer the dispute to the Commission for Conciliation, Mediation and Arbitration (CCMA). Similarly, an alleged perpetrator of sexual harassment (employee) may refer a dispute arising from disciplinary action taken by the University to the CCMA.
- 8.16 It will be misconduct to victimise or retaliate against a complainant who in good faith lodges a grievance of sexual harassment.
- 8.17 Disciplinary sanctions
- In the event of disciplinary action, the following sanctions can be imposed. The sanctions must be proportionate to the seriousness of the sexual harassment in question:
- 8.17.1 Warnings may be issued for minor instances of sexual harassment.
- 8.17.2 In the event of an employee, dismissal may ensue for continued minor instances of sexual harassment after warnings, as well as for serious instances of sexual harassment.
- 8.17.3 In appropriate circumstances upon being found guilty of sexual harassment, a perpetrator who is an employee may be transferred to another position in the University, or demoted or suspended without pay if the circumstances warrant dismissal but extenuating circumstances exist.
- 8.17.4 In the event of a student, suspension or expulsion from the University will be a suitable punishment for continued minor instances of sexual harassment after warnings, as well as for serious instances of sexual harassment.
- 8.18 If a complaint is lodged against a member of Council, the matter must be referred to the Human Resources Committee of Council to investigate and to finalise the matter on behalf of Council. The committee shall determine its own procedures, taking into account the rules of natural justice.
- 8.19 Should a member of the Human Resources Committee of Council be implicated, he/she must recuse himself/herself from this process.

9. Social assistance

Should it be deemed necessary by the protection officer, any victim of sexual harassment or related intimidation or victimisation may be referred for counselling, attention and support to the Student Support Services Division of the University in the case of students, or to EAP at UP (the employee assistance programme) in the case of staff members.

10. Confidentiality

10.1 Subject to the provisions of paragraph 8.10.2(c), all University staff members and students must ensure that grievances about sexual harassment are investigated and handled in a manner that ensures that the identities of the persons involved are kept confidential.

10.2 In cases of sexual harassment, management, employees, students and the parties concerned must endeavour to ensure confidentiality in the disciplinary investigation. Only appropriate members of management as well as the aggrieved person, representatives, alleged perpetrator, witnesses and interpreter, if required, should be present in the disciplinary investigation.

10.3 The University will be required to disclose to the complainant, the perpetrator and/or their representatives, such information as may be reasonably necessary to enable the parties to prepare for any proceedings in terms of this code.

11. Additional sick leave

11.1 Where an employee's existing sick leave entitlement has been exhausted, the University should give due consideration to the granting of additional paid sick leave in cases of serious sexual harassment, where the employee, on medical advice, requires trauma counselling.

11.2 In appropriate circumstances, the University may give consideration to assisting with the cost of the medical advice and trauma counselling, where such amounts are not covered by any applicable medical aid scheme.

12. Reporting

The protection officer shall annually report fully on the activities of the protection officer as well as on the extent to which the policy on sexual harassment and related intimidation and victimisation has or has not been carried out. The report shall be addressed to the Vice-Chancellor and Principal and should be tabled before Council as well as the Student Representative Council of the University.

13. Whistle-blowing Policy

The whistle-blowing procedure as contained in the Whistle-Blowing Policy may be used by third parties to report incidents of sexual harassment.

Annexure E: Fire Emergency Procedures

To ensure the safety of all residence occupants, this emergency procedure must be followed:

1. Fire classifications

- Ordinary combustibles
- Flammable liquids
- Electrical wires and equipment
- Combustible metals

2. What to do in case of a fire

If you see a fire:

- put the fire out with a proper fire extinguisher, if you can do so without personal risk; or
- activate the nearest fire alarm and evacuate.

3. Using a fire extinguisher

- No attempt should be made to extinguish fast-spreading fires.
- If you come across such a fire, begin evacuating the building.

For a small fire:

- Get extinguisher
- Twist and pull out locking pin
- Spray in a side-to-side motion across the base of the flames, at a distance of two to four metres
- Wait a moment to be sure that the flames do not reappear

4. Evacuation procedures

- Touch the door. If it is hot, do not open. Stay in your room. Put a wet towel or blanket at the base of the door to keep the smoke out. Attract attention to yourself. Open the window if possible and hang a sheet or something out the window.
- If the door is not hot, open it slowly, as smoke and fire gases are deadly. If smoke is present in the corridor, close the door, stay in your room and wait for help.
- If you can safely leave your room, close your window and door. Knock loudly on the doors next to yours to alert your neighbours. Leave by the nearest clear emergency exit.
- If you encounter smoke on your way out, stay low and crawl if necessary. You are more likely to find breathable air close to the floor. Cover your nose and mouth with a wet towel or wet handkerchief, if possible.
- Go to the predetermined gathering place indicated during fire drill practices, so that you may be accounted for. Do not attempt to re-enter the building until the Fire Department gives permission to do so.



Annexure F: Pregnancy in Residences Policy

1. Policy statement

- 1.1 The University of Pretoria (UP) is committed to creating and maintaining a safe and pleasant campus and residence environment, which supports the health and wellbeing of students. The proposed policy seeks to bring the University in line with the Constitution, other applicable legislation and the Batho Pele ethical principles with regard to how pregnancy in University residences is dealt with.
- 1.2 While the University cannot take responsibility for the potential health risks to the pregnant woman (particularly in the final weeks prior to the birth of the child), nor to the unborn baby, and cannot assume any financial responsibility whatsoever, the Department of Residence Affairs and Accommodation (TuksRes) will support the pregnant student as set out in this policy.

2. Student support

- 2.1 Student Support – Residences will be appropriately trained to provide pregnant students in University residences with the necessary support. Student Support – Residences is indicated in the *TuksRes Guide* as the entity responsible for support to pregnant students and contact details will be provided.
- 2.2 Student Support – Residences will provide a pregnant student with information so as to enable her to make an informed decision about her pregnancy and will also provide information about health care options, alternative accommodation and HIV/Aids-related issues.
- 2.3 Student Support – Residences will provide the student with emotional support and will, if necessary, refer the student to professional counselling organisations.
- 2.4 Pregnant students who live in University residences will have access to the services of Student Support in the Student Affairs Department, 012 420 2333, free of charge. This service is also available free of charge to the father of the child, should he be a registered UP student.

3. Privacy

- 3.1 A pregnant student is required to inform the Head of Residence as soon as the pregnancy is confirmed. The Head of Residence will require medical confirmation of the pregnancy and the expected date of delivery so as to determine the date on which the student would have to leave the residence.

4. Accommodation

- 4.1 The student has to arrange for alternative accommodation during the final weeks of pregnancy, since the residence management cannot accept any responsibility relating to the final few weeks of pregnancy, nor the birth of the baby.
- 4.2 A student may remain in residence, provided that there are no medical complications, until the 34th week of pregnancy. Where complications or an increased level of risk, including the possibility of a premature

birth, are apparent, it is within the discretion of the Head of Residence to require a student to leave the residence and seek alternative accommodation at an earlier date. It is the responsibility of the pregnant student to keep the Head of Residence continuously informed about her health status during the first 34 weeks of her pregnancy.

- 4.3 If the student wishes to have her room kept vacant so that she may return after the birth of the baby, it could be arranged at the normal accommodation fees for a period of three (3) months, after which the room will be allocated to another student.
- 4.4 While the student may return to residence after the birth of the baby, the child will not be permitted to live there as well. The student is thus responsible for making appropriate childcare arrangements.
- 4.5 In the case where a pregnant student leaves the residence towards the end of the academic year, she will not automatically be allowed to resume residence at the beginning of the following year, but will have to apply for residence accommodation in the normal manner. Such an application will be considered in terms of the University's residence placement policy.

Acknowledgement:

This policy is closely based on the Pregnancy Protocol of Rhodes University and the Pregnancy Policy of the University of Leeds.

Neo Birth Pregnancy Crisis Centre, 804 Park Street, Arcadia, Pretoria
Dr M Nolte, Department of Student Affairs, Student Support, University of Pretoria

Annexure G: Alcohol Consumption

1. General

- 1.1 The point of departure in permitting the consumption of alcohol at all social functions of UP is that the responsible persons must see to it that no abuse of liquor occurs. If such abuse of liquor does take place, steps shall be taken against the responsible persons, as well as against the person or persons who abused liquor.
- 1.2 Persons responsible for control may lay down guidelines for the quantities that may be consumed.

2. Rules

- 2.1 A student may only bring onto the campus or consume a beverage containing alcohol on the University campus if he/she has permission to do so.
- 2.2 A residence may hold a social function at which alcoholic beverages are consumed only with the permission of the Head of Residence in a formal application to the Director: Residence Affairs and Accommodation.
- 2.3 Permission for corridor parties must be obtained from the house management (of which the Head of Residence is the senior responsible official, University of Pretoria-appointed employee). No alcohol may be consumed, stored in rooms or be visible in any corridor, flat or lounge. The only permissible areas for the consumption of alcohol are described in the liquor licence agreement with the residence. Any other venue for alcohol consumption needs to be applied for in writing to the Director: Residence Affairs and Accommodation at least seven days before the date of the event. On permission of such a special function or arrangement, the House Committee member of the corridor or flat shall accept full responsibility for all activities relating to the function. An official application form is available for this and obtainable from the office of the Director: Residence Affairs and Accommodation.
- 2.4 Alcoholic beverages may be consumed in the dining hall, provided the Director: Residence Affairs and Accommodation has granted permission for this as well as the quantity of liquor (through the necessary application for permission procedure).
- 2.5 A society or recreational club may only offer liquor to its members if it has permission to do so from the Head of Residence in a formal application to the Director: Residence Affairs and Accommodation. For activities where liquor is sold (other than the licensed area as per the liquor licence agreement), a temporary liquor licence must be applied for at least 14 days before the event date. An official application form is available for this and obtainable from the office of the Director: Residence Affairs and Accommodation.
- 2.6 The House Committee shall accept responsibility for liquor consumption at all functions arranged under its auspices. (These include the following: Rag, float-building, Spring Day, intervarsity, etc.)
- 2.7 No alcohol may be consumed in public, except at a venue approved by the bodies and persons mentioned above.
- 2.8 Drunken and rowdy behaviour due to alcohol consumption will not be tolerated.

Annexure H: Noise

When students live together, it follows that all persons should respect community needs for the moderation of noise. Noise is defined as any sound, human or otherwise, which is disturbing to a student.

Please note that this policy is meant to address excessive noise. In an effort to reduce excessive noise (ie loud stereos, loud room parties, loud noises), specific quiet hours are identified as follows:

Official quiet hours:

Monday to Thursday	06:00 – 18:00 20:00 – 06:00
Fridays	06:00 – 18:00 22:00 – 06:00
Saturdays	06:00 – 12:00 22:00 – 06:00
Sundays	06:00 – 12:00 20:00 – 06:00

Excessive noise is an infringement on the rights of other students and is unacceptable in UP residences. Students are encouraged to have their parties not in their rooms, but at their respective clubhouses. Those with stereos should use headphones or play their music on low volume.

Noise is a disciplinable offence. Heads of Residences and/or the Director: Residence Affairs and Accommodation, or a delegated person, have the right to confiscate hi-fis where persons contravene the rules pertaining to noise in residences.



Annexure I: Alcohol Policy on Sports Campus

It is in the interest of the University, as an educational institution with young people as primary clients, that alcohol consumption will always be within acceptable limits.

The following rules are to be observed at all times:

1. Consumption of liquor on the terrain is governed within the framework of University policy, under the Liquor Act, 2003 (Act No 59 of 2003), and all related legislation and regulations promulgated pursuant thereto.
2. All persons entering the terrain must acknowledge and adhere to the appropriate notices posted by the University. Right of admission to the terrain will be restricted in the event that a person fails to comply with such notice.
3. Liquor may be sold only in the designated clubhouses and restaurants strictly in accordance with the liquor licences issued to the University. Each licence prescribes the area in which such purchases can be consumed. No alcohol may be sold and/or consumed in any other area. Failure to adhere to this condition will result in appropriate action being taken by the University against the perpetrators, including but not limited to disciplinary action in the event that a person refuses to comply with a request to return to the designated area and/or to hand over the alcohol to an authorised representative of the University.
4. For every event where liquor is to be sold outside these areas, a specific temporary licence is to be obtained through the appropriate channels as prescribed by the University. In these circumstances, alcohol may only be sold and/or consumed in these additional areas in which such a temporary licence has been issued.
5. Alcohol may only be consumed in the containers provided by the event organisers. No person shall be permitted to consume liquor from any container not supplied by the event organiser. No glass or tin containers are allowed on the terrain and specifically not any of the open playing fields. Event organisers must provide plastic glasses for all alcohol to be consumed on or near any open playing field.
6. Should a person contravene any of the conditions of this liquor policy, security personnel or any sports official at the University has the right to ask anybody with liquor or glass/tin containers to either hand the items over or to leave the terrain.
7. These items will be confiscated, should a person refuse to hand them over. There will be no liability on the part of the University to compensate any person in respect of any losses he/she may suffer in this regard.
8. Any negative and/or disruptive behaviour resulting from the excessive use of alcohol is unwarranted and guilty parties will be asked to leave the terrain or will be removed. The University furthermore reserves the right to take such further action against such persons as may be justified under the circumstances, including but not limited to disciplinary action or the institution of a criminal complaint.
9. The University expects all persons present on the terrain to act in a responsible manner and not to exceed the acceptable limits of alcohol consumption.

Annexure J: Medical Assistance for Residence Students

Supporting Student Wellbeing

Wellness implies a lifestyle with a sense of balance. This sense of balance arises from a balance, or harmony, within each aspect or 'dimension' of life... Realistically, perfect harmony is almost impossible to achieve. However, the individual challenge is to seek this balance, calmly and constantly; it is the state which we continually move towards. (Lowdon et al., 1995, 6)

The five areas of student wellbeing are identified as:

- Mental Wellbeing
- Emotional Wellbeing
- Spiritual Wellbeing
- Social Wellbeing
- Physical Wellbeing

In the event of a student having difficulty in any of the above aspects to such an extent that professional intervention is required and upon professional assessment it is established that such a student might hold a risk to him/herself and/or the rest of the students in the residence, then such a student might be asked to leave the residence until such time as he/she are declared fit by a professional, to be taken up in a residence environment again.

The University of Pretoria has entered into an agreement with the 24-hour emergency and general practice of the Little Company of Mary (LCM) Hospital.

1. Available services

1.1 Medical

Among the medical services provided at the LCM 24-hour emergency service are the following:

- 24-hour emergency medical and general practice services
- Occupational health
- Insurance medicine
- Aeronautical, diving and travel medical advice by appointment

Seven qualified doctors work at the general practice, all of whom are also qualified in emergency medicine. These doctors are assisted by a nursing staff of eleven, many of whom have trauma training and paramedic experience.

The practice also provides first aid training and an HIV counselling service.

1.2 Ambulance

An ambulance is available on the premises 24 hours a day. This service will be provided at a fee.

1.3 Pharmacy

The unit will soon have a dispensing pharmacy. The legal processes in this regard are currently underway.

- An information brochure containing a list of the services and relevant contact numbers will be made available to all new students.
- House Committees will distribute and collect patient information forms among all residents in order for the data to be precaptured on the University's computer system for purposes of providing such information to the medical practice when necessary. This information needs to be updated annually.

1.4 Support services

The emergency unit and general practice are supported by a hospital that has excellent facilities and specialists. The terms and conditions of the services rendered by the doctors of the general practice Van der Merwe, Malan and Davie Inc are as follows:

- Services are rendered to UP residents on a 24-hour basis.
- Accounts will be levied according to the basic tariff scales.
- No patient will be turned away on account of a lack of immediate funds.
- Students who are not covered by a medical aid and who are seriously injured, will be stabilised and subsequently transferred to the Pretoria Academic Hospital.

Address

50 George Storror Drive
Groenkloof
0181

Contact numbers

24-hour general and emergency practice: 012 460 4744
Other enquiries: Dr Peet van der Merwe, 082 881 5524

MEDICAL ASSISTANCE FOR RESIDENCE STUDENTS

The procedure with regard to medical assistance at a residence is as follows:

SICKNESS

(Patient is awake, orientated. Situation is not life threatening)

During office hours:

- Escort the patient to the nearest medical facility or Student Health Centre
- Inform the Prim/Chair and Head of Residence
- Inform the relatives if needed
- Support the patient
- "BVB"

After hours:

- Escort the patient to Little Company of Mary Hospital (if he/she has medical aid)
- Escort the patient to Tshwane District Hospital (if he/she does not have medical aid)
- Inform the Prim/Chair and Head of Residence
- Inform the relatives if needed.
- Support the patient
- "BVB"

MEDICAL EMERGENCY

(Patient is unconscious, urgent medical treatment is evident.

It is a life threatening situation)

- Phone Security Services (012 420 2310)
- "BVB"
- Support the patient
- Establish the patient's identity (name, student nr, contact details and medical aid)
- Inform the Prim/Chair and Head of Residence.

UNNATURAL DEATH, FATALITY OR FATAL ACCIDENTS

- Phone Security Services (012 420 2310 or 083 654 0476) and request an ambulance
- "BVB"
- Secure the scene (get all spectators away)
- Inform Prim/Chair and Head of Residence
- Establish identification (name & student nr)

LITTLE COMPANY OF MARY HOSPITAL ("BVB" for authorization)

- If medical aid information is not available and the situation is life threatening
- Patient has medical aid and needs urgent medical treatment

ANY OTHER PRIVATE HOSPITAL

- If the patient has medical aid
- If it is the patient's (or relative's) request to be taken to another hospital

TSHWANE DISTRICT HOSPITAL (STEVE BIKO HOSPITAL)

- If the patient has no medical aid
- If the patient's relatives are not able to support him/her financially (pay for the medical costs)

"BVB"
BEL VIR BES
082 908 3588

- Will engage all necessary support structures
- Go to the scene (hospital)
- Support the residence
- Inform all parties concerned
- Assist with and make all needed arrangements
- Inform and support the family
- Address all support needs

**If you are unsure...
Don't panic...
Under all circumstances...
"BVB"
082 908 3588**



Annexure K: Welcoming of First-year Students in Residences

Preamble

The transformation of welcoming (of first-years) in residences should be viewed against the back-ground of the transformation of the University of Pretoria (UP) as a whole. It remains a challenge to move from an orientation that is characterised by obsolete practices and based on many questionable assumptions about the needs of first-year students to a welcoming process that is applied as a strategy for the development of first-year students. Any welcoming programme should be inclusive and should focus on all first-year students from diverse backgrounds. It should specifically be sensitive to the needs of previously disadvantaged students.

The general needs of first-year students who must make the transition from different school systems to a university can be summarised as follows:

- **Skills:** In order to be successful in the new environment, students should acquire new skills. Some skills are of an academic nature, while others are social or general life skills such as dealing with money matters or conflict, self-image, assertiveness et cetera.
- **Expectations:** Students have certain expectations of a university, some of which are realistic and some unrealistic. The welcoming of first-years should address these expectations, while also informing students about the expectations that the University has of them.
- **Security:** New first-year students experience feelings of meaninglessness and anonymity as a result of the size and complexity of the new environment. Students of different cultures, races, language groups, religious convictions, economic classes and sexual orientations are placed together in residences. Many students are simply not able to deal with this diversity. The politicised nature of the university environment increases the students' awareness of the social relevance of such differences. There is a direct correlation between students' feeling of security, comfort and trust on the one hand and their ability to perform academically on the other.

1. Introduction

1.1 Vision statement and Core focus

All actions should support the Vision and Mission statement of the Department of Residence Affairs and Accommodation (TuksRes).

The Vision is to offer an on-campus listening, living and learning environment that supports staff and student's experience at the University of Pretoria.

TuksRes' core focus is to create an environment

- of dialogue and conversation to achieve understanding,
- that is inspirational and promotes a sense of belonging for the holistic development of all, and
- that promotes academic and experiential learning

1.2 Declaration of intent

The welcoming programme in the University-controlled residences at UP, as well as the UP accredited private residence introduces first-year students to the realities of their living and study environments for the full year, rather than to merely provide first-year students with one week of enjoyment. The point of departure is that residences are not only a social environment, but primarily an academic environment. The ultimate aim is to develop a residence welcoming programme that is complementary to the mainstream academic orientation. The welcoming of first-year students is considered to be an integral part of an encompassing strategy of adding value to the development of students.

The following three guiding principles are applied within the context of transformation at UP:

- The welcoming is fully reconcilable with the principles as expressed in the Bill of Student Rights.
- Each residence management that participates voluntarily in the program bears responsibility for the welcoming.
- The welcoming is applied as a mechanism for constructive group interaction.

1.3 Objectives

The objectives of the welcoming programme in residences are directed at satisfying the needs of first-year students who enter the University and residence environment for the first time. These basic needs are:

- Information about the new environment.
- Skills necessary to succeed in the new environment.
- Acquisition of feelings of trust, belonging, security and ownership.

The objectives are:

- 1.3.1 To empower first-year students by providing them with specific and adequate information about the University and residence life.
- 1.3.2 To facilitate the academic performance of first-year students by providing a climate and a supporting infrastructure that is conducive to study.
- 1.3.3 To facilitate the social adjustment of first-year students in residences by exposing them to the various facets of student life and opportunities on campus.
- 1.3.4 To facilitate the feeling of belonging and ownership among first-year students by introducing students to one another ("kenmekaar"), and by developing skills with which they can constructively deal with the challenges of diversity.

1.4 Core values for residences

The following eight values were articulated as the core values in the residences. These values serve as the frame of reference of all actions and practices and will be implemented by means of the code of conduct and implementation plan of each residence.

- Respect
- Integrity
- Accountability
- Fairness
- Commitment
- Excellence
- Pride
- Relevance

The welcoming programme will be executed in a spirit of moving away from the outdated and traditional approach to encompass a new spirit based on the empowerment of first year students to adjust to their new living and academic environment. Common sense should prevail.

1.5 Credo for residences

The University of Pretoria is committed to playing a leadership role in the development of a national spirit of moral and ethical citizenship. It is further committed to foster and encourage a common will to perform and excel in all fields. Therefore, TuksRes has developed a credo for residences which students are expected to abide and live by. It reads:

As proud members of TuksRes:

- We appreciate and value the uniqueness of each individual person, whilst we seek to harness the collective genius within all people.
- We are honest and open in all our endeavours and our actions are consistent with what we say.
- We take responsibility for our own decisions and personal development.
- We participate as equals and compete for the same opportunities in a spirit of goodwill and collaboration as we all strive towards a just society.
- We serve others above self, whilst we grow and develop our own potential.
- We strive towards a society of rewarding and healthy relationships where we have fun together and celebrate our successes.
- We are on a continuous journey of learning and discovering new things which we apply in our lives.
- We appreciate, recognise and reward work well done.
- We take pride in a culture of belonging to a community of TuksRes, that is relevant to the future.

2. General guidelines

2.1 Standard welcoming programme

2.1.1 Each year the Welcoming Committee of the Department of Residence Affairs and Accommodation draws up a standardised welcoming programme and distributes it to

participating residences. The programme departs from the assumption that each activity is intended to satisfy the needs generally prevailing among first-year students who must adapt in a new living and study environment, and therefore each activity is directed at achieving a specific objective.

2.1.2 The programme and the activities and time frames that it contains are obligatory for each residence. There is limited latitude for deviations from the standard programme, provided that the Welcoming Committee approves the deviations.

2.1.3 The Head of Residence and the House Committee of a residence accept the official standardised welcoming programme of the Department of Residence Affairs and Accommodation including the approved deviations from this programme as vetted by the Welcoming Committee.

2.1.4 The First-year Guardian is held responsible and accountable for the programme. The integrity of each First-year Guardian is respected and accepted, and everyone must act accordingly. Common sense should be an important guiding principle.

2.1.5 First-year students may not be required to get up before 05:45 (except where more than one group has to be accommodated for breakfast at dining halls serving more than one residence) or go to bed later than 23:00 during welcoming week (Saturday 18 January to Sunday 26 January).

2.1.6 First-year students must be allowed to attend their own churches on the Sunday evenings during the welcoming period (Sunday 19 January and Sunday 26 January). No mass dating may take place with respect to church related activities. Optional recreational activities on Sunday 26 January must be negotiated with first-year students according to their religious convictions. These activities may not begin before 08:00.

2.1.7 All residence welcoming activities have to be concluded by no later than 07:45 during the academic orientation weeks to ensure that the academic activities can commence at 08:00 sharp.

2.2 Acceptance of the welcoming programme

2.2.1 An agreement is signed by the Head of Residence and the House Committee (par. 2.1.3) with the Department of Residence Affairs and Accommodation and should be submitted to Madelyn Pienaar-Fourie, Room 2-2, 90 Duxbury Road on or before Friday 18 October 2013 at 14:00.

2.2.2 A detailed programme of the activities which will be presented in accordance with the frame of reference for activities, as well as the time and venue of each activity, must be submitted to Madelyn Pienaar-Fourie, Room 2-2, 90 Duxbury Road on or before Friday 18 October 2013 at 14:00.



- 2.2.3 The arrangements in respect of the welcoming should be communicated to all other members of the residence as soon as possible.
- 2.3 Responsibilities and monitoring
- 2.3.1 The Head of Residence and the House Committee accept full responsibility for the implementation of the programme and for the welfare of first-year students within the spirit and framework set out in this regulation as well as full responsibility for the programme.
- 2.3.2 Only positive motivational techniques may be used, and the Head of Residence, Chairman/Primaria and First-year Guardian should ensure that the House Committee is informed of such techniques. The following practices “Memorandum of Understanding” are not in line with the policy of the University of Pretoria and are prohibited (during and after Welcoming Week):
- 2.3.2.1 shouting and swearing at first-year students;
- 2.3.2.2 motivation through coercion of fear;
- 2.3.2.3 victimisation, isolation and preventing first-years from sleeping;
- 2.3.2.4 first-years looking down or standing in a specific way;
- 2.3.2.5 preventing first years from using facilities in a residence, such as lifts, access areas, lawns, benches, et cetera;
- 2.3.2.6 organised first year/senior greetings (during or after lunch or dinner on a daily basis);
- 2.3.2.7 wearing of name tags after the specified period;
- 2.3.2.8 special form of greeting inflicting pain in the process of execution, such as chest hitting of forceful contact with any body part;
- 2.3.2.9 physical activities, exercise sessions, et cetera;
- 2.3.2.10 compulsory participation at activities such as Rag, sport events, socials, et cetera;
- 2.3.2.11 obligatory gatherings;
- 2.3.2.12 fines in general (fines can only be issued through a formal Disciplinary Hearing);
- 2.3.2.13 personal duties involving HC members and seniors such as car washing, buying of refreshments from garage shops or Varsities, et cetera;
- 2.3.2.14 duties within the residence such as washing of sports team clothes, waking up of HC members, et cetera;
- 2.3.2.15 preventing first years to wear make-up, et cetera;
- 2.3.2.16 expenses for providing refreshments at House Committee meetings, House meetings, et cetera;
- 2.3.2.17 telephone and front door duties; and
- 2.3.2.18 preventing first year students to visit public places such as Hatfield Square, et cetera.
- 2.3.3 Please note that it is the responsibility of the House Managements to manage the above accordingly and disciplinary action will be taken against anyone who is involved in the above in any manner whatsoever.
- 2.3.4 Heads of Residences must be informed at all times of the entire programme that will be followed and must attend activities at their discretion. The Head of Residence and House Committee jointly accept responsibility for the programme.
- 2.3.5 Provision is made for independent persons to monitor the implementation of the welcoming programme. The Department of Residence Affairs and Accommodation appoints at least four suitable persons at each of the men’s and women’s residences on the Hatfield Campus, one person for the Prinshof Campus and two persons for the Groenkloof Campus, to monitor and report on positive and negative aspects of the welcoming. The University can/may appoint additional monitors at its discretion.
- 2.3.6 Monitors may also visit residences on an ad hoc basis during the year to obtain feedback from first-year students on their perceptions of residence life in general and specifically their involvement in their respective residences, as well as their adjustment to the new environment. A task description will be given to the monitors (see Appendix B: Task description of monitors).
- 2.4 Residence traditions
- 2.4.1 The Head of Residence, in consultation with the House Committee of each residence, should take a consensus decision about each residence tradition that is to be transmitted to first-year students during the welcoming period. A complete explanation of the respective residence traditions must be submitted to Bes Liebenberg, Room 1-13, 90 Duxbury Road on or before Friday 16 October 2015 at 14:00.
- 2.4.2 No tradition may be forced on any first-year student, even if the Head of Residence and House Committee have taken a consensus decision on it.
- 2.4.3 It is not acceptable for first-year students to look down or stand in a specific way during welcoming week or at any other time during house activities or gatherings. It cannot be expected of first-year students to stand when chairs are available.
- 2.4.4 First-year students cannot be prevented from using any of the facilities in a residence, such as lifts, stairs, access areas, et cetera.
- 2.5 Senior students and dining halls
- 2.5.1 Involvement of senior students in the welcoming programme in any manner whatsoever is prohibited. Seniors must be fully informed of the rights of first-year students and how they should behave as seniors during the senior liaison.
- 2.5.2 No welcoming activity of any kind is permissible in the dining hall, lounge et cetera of the residence. First-year students have the right to free access and use of the dining hall, similar to the right of any other resident subject to the dining hall rules for each individual residence.
- 2.5.3 Arrangements for food parcels must be made in good time with the dining room staff, where applicable.

- 2.6 Name tags, forms of greeting and uniforms
- 2.6.1 Nametags for first-years will be provided by the Department of Residence Affairs and Accommodation (Madelyn Pienaar-Fourie) and are only for use on the premises of University residences. The wearing of nametags is permitted until Sunday, 25 January 2015 (last date of the final ceremony).
- 2.6.2 No special form of greeting that could inflict pain is permissible. Chest hitting or forceful contact with any other body part by first-year students is therefore not acceptable forms of greeting.
- 2.6.3 Forms of address and/or gestures of greeting are only permissible during Welcoming Week (until Sunday 25 January 2015) and if it is not forced upon any house member.
- 2.6.4 The wearing of first-year uniforms are prohibited; clothing and/or other initiative to create a sense of unity and 'belonging' can only be implemented if this is applicable to all house members. Only house clothing is allowed and is optional and should be managed in such a way that sufficient time for washing and ironing is available within the official welcoming programme during the first week.
- The clothing package contains the following:
- Tuks t-shirt sponsored by TuksRes
 - Blue denim or black pants or three quarter pants (men and ladies) – brought from home
 - Specific house shirt
 - House jacket/jersey (optional)
- 2.6.5 Due to financial constraints, first-year clothing is limited and the details on the wearing of these clothes will be agreed to between the Orientation Committee and the First-Year Guardians at their training session.
- 2.6.6 Residences can agree to wear residence clothes on a specific day in a month.
- 2.7 Physical activities
- 2.7.1 Physical activities are only permitted within the framework that is described in the standard programme.
- 2.7.2 No organised group activities or exercise sessions are permitted outside specified times.
- 2.7.3 Residences must plan individually for travelling time and busses between residences and the campus or churches. Activities must always begin punctually.
- 2.7.4 Only approved UP sport items, as indicated in the programme, will be allowed.
- 2.7.5 First-years may not be required to run to venues.
- 2.8 Conclusion of the programme and activities after welcoming
- 2.8.1 The welcoming programme concludes on Sunday 25 January 2015 with a symbolic formal ceremony. Thereafter no welcoming activity of any kind is permitted. The Head of the Residence must attend this ceremony.
- 2.8.2 First-year students may only be required to remain in the residence for the first two weekends (17 & 18 January and 24 & 25 January) to participate in scheduled activities and must be communicated as such to first-year students and their parents. Thereafter no first-year student may be required to remain in the residence for a weekend. First-year students will only be allowed to go home during the welcoming week at the request of their parents or under special circumstances (medical reasons and so forth).
- 2.8.3 The lenkmelodien is presented on Saturday, 24 January 2015.
- 2.8.4 Any participation in activities, including community service projects, concerts or the attendance of sports activities et cetera is voluntary.
- 2.8.5 Mentorship/academic curriculum activities/study hours/development sessions for all first-year students (and seniors where applicable) and periods of silence in residences are compulsory between 20:00 and 23:00 from Monday to Wednesday. HC members and academic mentors can use this time to assist first-year students with academic difficulties.
- 2.9 The status and responsibilities of first-year students
- 2.9.1 First-year students are equal in status to and treated like any other resident. In accordance with the Bill of Student Rights, the authority in the residence is vested in the elected committees, and not in the status acquired by means of academic success or progress.
- 2.9.2 Participation of first-year students in any activity related to the residence is voluntary and must be communicated as such.
- 2.9.3 No obligatory gathering ("aantrede") of first-year students may occur. Only weekly house meetings for all residents are allowed.
- 2.9.4 Like any other resident, a first-year student is subject to the accepted constitutional provisions and rules of the University.



Appendix A

Agreement between a residence and the Department of Residence Affairs and Accommodation

We, as the House Management of (name of residence), hereby accept the authority, responsibility and full liability for the proper implementation of the prescribed welcoming programme of the Department of Residence Affairs and Accommodation in accordance with the core values, guidelines and rules set out in the Regulation: Welcoming of first-year students in residences and the Programme and Framework for Activities and the Supplementary Regulations after Welcoming Week.

We undertake to ensure that all the activities that are facilitated by the House Committee will take place in the spirit and principles set out in the prescribed programme and that the programme proposed by the House Committee has been discussed with and confirmed by the Head of the residence.

We take cognisance of the fact that any violation of the spirit, principles or guidelines by a member/s of the House Committee may result in the summary suspension of the member/s concerned from the House Committee, and, in serious cases, even from the residence.

HC member (Chairman/Primaria)

HC member

HC member

HC member

HC member

HC member

HC member

HC member

HC member

HC member

HC member

HC member

Head of Residence

Date

Appendix B

Description of monitors' task

1. The Regulation: Welcoming of first-year students in residences provides for the appointment of monitors (par. 2.3.5).
2. At least eleven (11) monitors are appointed.
3. Monitors are appointed by the Department of Residence Affairs and Accommodation and report to the Welcoming Committee. The University may appoint additional monitors at its discretion.
4. A monitor must meet the following general requirements:
 - Sound knowledge of student life and/or residence life
 - Sound knowledge of the principles of transformation
 - Informed on the content of the Bill of Student Rights
 - Objectivity and sound judgement
5. It will be expected of the monitors to be present during the implementation of the welcoming programme on an almost full-time basis. Availability is particularly important during the early morning sessions as well as the late afternoon and evening sessions. The Welcoming Committee suggests that monitors are present at residences for the full duration of their programme at the residence.
6. The following are monitors' main tasks:
 - To holistically monitor and evaluate whether the prescribed welcoming programme is implemented properly.
 - To report on all negative and positive aspects of the welcoming programme.
 - To ensure on a holistic basis that no violation of the rights of first-year students occurs.
 - To communicate immediately with the residence management concerned if any deviation or problem occurs.
 - To participate in the official daily evaluation meetings.
 - To be involved in the compilation and summarising of the monitors' final report.
 - To visit the respective residences once a term to evaluate and monitor the social and academic adjustment of the first-year students within the residence environment. This activity can typically be performed during the weekly gathering of the first-year students.
 - To attend the final evaluation meeting.
 - It is expected of Monitors to spend as much time as possible at the residences on a daily basis. Monitors can arrive at a residence uninvited.

Annexure L: Constitution: Residence Clubhouses

1. Purpose

- 1.1 The purpose of this regulation is to establish guidelines on managing the responsible consumption of liquor in residences in a positive manner and to regulate its consumption by means of clubhouses in University residences.
- 1.2 The orderly management of a Residence Clubhouse in accordance with this regulation is essential to ensure that liquor within the Residence Clubhouse is controlled according to a system reserving the right of access.
- 1.3 All Residence Clubhouses are run in terms of the rules of the University, as approved by the Executive of the University.
- 1.4 No liquor may be consumed at any place in the residence except in a Residence Clubhouse.
- 1.5 Any serving of alcohol outside the licensed area of the Residence Clubhouse is subject to successful application of a temporary liquor license from the Liquor Board. These applications will be centrally managed by the Department of Residence Affairs and Accommodation and UP Security Services. One temporary liquor license per Residence Clubhouse per year is allowed. Applications need to be submitted to the Chairman of Residence Clubhouses two months before the date of the function, along with a detailed plan of the event and the completed form 'Application for the approval of the serving of alcoholic beverages on all university premises with the exception of licensed premises'.
- 1.6 It should be noted that Residence Clubhouses are intended for the responsible and constrained use of alcohol by members of the respective residences. It is not meant as a space for large social functions and is not licensed or structured to accommodate large numbers of people. For larger social functions that involve the serving of alcohol and require more space than available in the Residence Clubhouse, see clause 1.5.

2. Application procedure

- 2.1 The Head of Residence and Chairperson of the House Committee have to submit annually after the election of the House Committee (HC), but before the commencement of the term of office of the new HC, to the Director: Residence Affairs and Accommodation a confirmation of continuation, giving written notice of the new Residence Clubhouse Committee (RCC), for the operation of the Residence Clubhouse.
- 2.2 A general report shall be provided annually to the living-in Head of Residence and the Chairperson of the HC, containing details of the operations of the Residence Clubhouse in the preceding term. The finances of the Residence Clubhouse also have to be run in an orderly manner and a quarterly account of the financial assets of the Residence



Clubhouse must be submitted to the living-in Head of Residence and the Chairperson of the HC. The funds collected by the Residence Clubhouse will, in consultation with the HC and the RCC, be employed for the benefit of its members.

3. Management of the residence clubhouse

- 3.1 Every Residence Clubhouse will be managed in terms of the Constitution of the respective residence.
- 3.2 The Constitution of the Residence Clubhouse shall deal with the manner in which the Residence Clubhouse is managed and has to be approved by the Director: Residence Affairs and Accommodation.
- 3.3 The RCC will be formed, appointed and dissolved in a constitutional manner and will have specific functions.
- 3.4 Owing to the composition of University residences, the RCC has to be representative of all house members.
- 3.5 The functions of the RCC include the following:
 - 3.5.1 Managing the Residence Clubhouse effectively and efficiently in terms of the Constitution and supervising in general;
 - 3.5.2 Maintaining discipline in the Residence Clubhouse;
 - 3.5.3 Purchasing liquor and providing it to members in the proposed manner; and
 - 3.5.4 Controlling in consultation with the HC the employment of the profits from the Residence Clubhouse.
- 3.6 The Residence Clubhouse is the responsibility of an HC member (with a portfolio relating to social/facilities). The HC member reports to the House Management (Head of Residence and HC). This HC member therefore takes responsibility for the Residence Clubhouse and is accordingly the Chairperson of the RCC.

4. Kinds of liquor

- 4.1 The different kinds of liquor that may be kept are subject to the provisions of the liquor licence.
- 4.2 Prices for liquor in Residence Clubhouses should relate with industry levels so as to promote responsible drinking habits (prices in all Residence Clubhouses to be standardised as far as possible [competitive with reasonable Hatfield suppliers' prices] so as to eliminate "cheap" drinking habits).

5. Residence clubs' hours of operation

- 5.1 The RCC is responsible for ensuring that Residence Clubhouses provide liquor at the following times only:

Fridays:	18:00 – last round 21:30, lock up 22:00
Saturdays:	18:00 – last round 21:00, lock up 22:30

 (The Head of Residence may, on request from the House Committee, give permission to open at earlier times [not before 14:00] on Saturdays.)

Note: These times may be changed during 2015 and changes will be communicated effectively

- 5.2 Residence Clubhouses have to be run and managed in such a manner that they do not at any stage inconvenience the members of the residence. Noise needs to be kept to a level that allows house members to continue with studies and other daily activities. Non-compliance with this rule could lead to clause 8.2 being put into effect.
- 5.3 During Rag Week special Residence Clubhouse operational hours will be communicated.
- 5.4 All Residence Clubhouses have to close two weeks before the commencement of the official examinations of the University (no exemptions will be made).
- 5.5 No Residence Clubhouse may sell liquor during Orientation Week.
- 5.6 First year students are not allowed to serve alcohol or work in the Residence Clubhouse.
- 5.7 People serving alcohol in the Residence Clubhouse must be 21 years old.
- 5.8 No alcohol may be served to a person that is or appears to be drunk.
- 5.9 No drunk person will be allowed on the premises and needs to be escorted out of the Residence Clubhouse.

6. Membership and use of residence clubhouses

- 6.1 Every member of the residence is entitled to be a member of the Residence Clubhouse, subject to the following conditions::
 - 6.1.1 Residence Clubhouse membership is restricted to current members of the residence. Use of the Residence Clubhouse is also restricted to current members of the residence and their partners.
 - 6.1.2 Any non-member other than partners, including 'oumanne', has to sign a register when entering the Residence Clubhouse and needs to be accompanied by a current resident at all times. The responsible current member will be held accountable for the actions of the 'ouman' he accompanies. Non-implementation of this regulation will lead to disciplinary action for the RCC.
 - 6.1.3 A membership fee of a maximum of R100 per year per student may be charged to qualify for special offers.
 - 6.1.4 Under no circumstances may liquor be provided to students under the age of 18 years.
 - 6.1.5 The Constitutions of Residence Clubhouses may not contain any discriminatory clauses which deny residents their right to membership (except for misconduct).
 - 6.1.6 The disciplinary guidelines for University residences will also apply to Residence Clubhouses.

7. Finances

- 7.1 The finances of a Residence Clubhouse will be managed within the general financial policy and procedures of the University.
- 7.2 No liquor may be sold if such sale is contrary to the provisions of the Liquor Act. The Central Residence Clubhouse Committee (composed of one HC member for Residence Clubhouses for each men's residence with an elected staff member of the University of Pretoria as Chairperson), will formulate and recommend guidelines which the RCC has to follow and the Director: Residence Affairs and Accommodation

will approve the guidelines to ensure that such guidelines remain within the provisions of the Act.

8. Facilities and assets

- 8.1 The University provides the facilities that are used as a Residence Clubhouse.
- 8.2 Use of the facilities is a concession which the University may suspend at any time. This means that a residence may be forbidden to operate a Residence Clubhouse.
- 8.3 All the assets in a Residence Clubhouse, excluding those being leased or rented, are assets of the residence and therefore assets of the University and have to be recorded in the University's asset register irrespective of whether or not the assets were purchased with external funds. The Residence Clubhouse management is responsible for the proper safeguarding and maintenance of the assets. The assets have to be used in the residence for the benefit of house members.
- 8.4 Separate toilet facilities for men and women have to be situated conveniently close to the Residence Clubhouse.
- 8.5 It is the responsibility of the RCC to ensure that the current Liquor License (inside Clubhouse), Residence Clubhouse rules and operational times (outside the clubhouse) are visibly displayed at all times. The sign to the emergency exit and fire-extinguishers should be in place. The emergency exit has to be open at all times when the Residence Clubhouse is open.
- 8.6 A basic emergency medical kit will be provided by the Department of Residence Affairs and Accommodation and needs to be available at all times when the Residence Clubhouse is open.

9. Cleaning of residence clubhouses

- 9.1 The RCC is responsible for maintaining the Residence Clubhouse in a neat condition. No first year students are allowed to perform any cleaning duties, unless it is community service as part of the outcome of a disciplinary hearing.

10. Procurement of liquor

- 10.1 Liquor to be sold in the Residence Clubhouse can only be procured by members of the RCC.
- 10.2 When procured liquor is transported to the Residence Clubhouse, the responsible member of the RCC must always have a copy of the Residence Clubhouse's liquor license in his possession, as well as the invoice that indicates that the liquor was procured for the Residence Clubhouse.

11. Training

- 10.1 The HC member responsible for Residence Clubhouses has to be trained annually by the Department of Residence Affairs and Accommodation in order to perform the functions in terms of the provisions of the regulation. The responsible HC member and Chairperson of the Residence Clubhouse (if not the HC member) should both attend the training session. Non-attendance of these training sessions will lead to the closure of the Residence Clubhouse of the specific residence.



Annexure M: Room Check-in form

UNIVERSITY OF PRETORIA
DEPARTMENT: RESIDENCE AFFAIRS AND ACCOMMODATION

Residence:	
Room number:	
Surname and initials:	
Student number:	

Room occupation (check-in) form (Complete and submit to the Coordinator: Residence Facilities within 24 hours after occupying your room.)

In our striving to ensure that your residence is and remains your accommodation of choice, it is among others important that we are able to hand over your room and/or apartment in an acceptable condition and that it is handed back in the same state. Your attention to the following matters would be appreciated:

1. If holes are drilled, nails are knocked into surfaces, posters are affixed to walls, doors, etc, resulting in damage to the property, the cost for repairs/breakages will automatically be charged to your student account.
2. No painting may be done or authorised by you.
3. Confirm with a tick which of the following items are in your room:

Bed Mattress Chair Bookshelf Desk Blinds

4. If blinds are installed, they may not be removed.
5. Residence furniture may not be removed from rooms/apartments or moved to another room.
6. In the interest of the organisation, you may not exchange rooms or move out of the residence, unless written consent has been granted by the HC member for administration and the Coordinator: Residence Facilities. The necessary letter of authorisation is available at the Coordinator: Residence Facilities.
7. Own stoves, electric frying pans, gas fryers or open-bar heaters, air conditioning or electric sandwich makers are not permissible in residence rooms and/or apartments. If any of the above items are found in your room/apartment, it will be confiscated and only be released for collection at the end of the academic year.
8. No guests may stay overnight with you in your residence room/apartment without the express written consent of the Head of Residence. If you ignore this rule, your contract will summarily be suspended.
9. Under no circumstances may residence cutlery, crockery or furniture be removed from the dining hall.
10. It is not permissible to keep pets in the residence environment.
11. Unlawful goods may not be kept in the residence. (Refer to the TuksRes Guide available at CSC or the Coordinator: Residence Facilities.)
12. Changes to the electrical installation are not permitted.
13. Students are not permitted to climb on the roof/windowsill of any building, nor remove windows/louvres.
14. You may not throw anything out of a window
15. Kindly provide information regarding any current defects in your room:

16. I hereby declare that I understand and comprehend the contents of the TuksRes Guide and undertake to adhere to the rules.
17. I declare that I am acquainted with the contents of this document and accept full responsibility for the state of my room.

Name and surname:

Room number

Student number

STUDENT'S SIGNATURE:

Annexure N: Departure form

Notice of departure from residence

1.	Naam van koshuis Name of residence		2.	Kamernommer Room number	
3.	Studentenommer Student number		4.	Verlatingsdatum Date of departure	yy y y m m d d
5.	Van Surname		6.	Voorletters Initials	
7.	Rede vir verlatings Reason for leaving				
<p>Ek verklaar dat bogenoemde inligting korrek is en dat my ouers/voog die besluit goedkeur. I declare that the above-mentioned information is correct and that my parents/guardian approve of my decision.</p> <p>_____</p> <p>Handtekening/Signature Datum/Date</p> <p>Verkry die volgende handtekeninge en dien daarna die vorm in by die Koördineerder: Koshuisfasiliteite by die koshuis!! Acquire the following signatures and hand in the form at the Coordinator: Residence Facilities at the residence!!</p>					
8.	Koshuis hoof Head of Residence OF/OR Koördineerder: Koshuisfasiliteite Coordinator: Residence Facilities	Handtekening/Signature	Datum/Date		
9.	Proxy-kaart Proxy Card	Ja/Yes	Nee/No		
10.	Sleutels Keys	Ja/Yes	Nee/No		
11.	Kamer skoon Room clean	Ja/Yes	Nee/No		
12.	Breëskade in kamer Breakages/damage in room	Ja/Yes	Nee/No		
Opmerkings Remarks					



Annexure O: Application for holiday/early accommodation

AANSOEK OM VAKANSIEVERBLIF
APPLICATION FOR HOLIDAY ACCOMMODATION

A. ALGEMEEN/GENERAL			
Studentenommer Student number			
Van en voorletter Surname and initial			
Titel Title	Me/Ms Mnr/Mr	ID-nommer ID number	
Kursus Course		E-pos E-mail	
Belangrik: Jy sal telefonies in kennis gestel word indien jou aansoek afgekeur word!! Important: You will be contacted telephonically if your application is not approved!!		Selnommer/Cell no.	
Koshuis tans? Current residence?			
B. VAKANSIEVERBLIF/HOLIDAY ACCOMMODATION (R80-00 PER DAG/DAY) (Amount revised annually)			
Ek benodig verblyf I need accommodation	Datum vanaf/Date from	Datum tot/Date to	Aantal dae/Number of days
Motivering/Rede vir vakansieverblyf Motivation/Reason for accommodation during the holidays			
C. ETES / MEALS			
<ul style="list-style-type: none"> Plaas asseblief die volgende bedrag oor vir etes tydens my vakansieverblyf. Please transfer the following amount for meals during my holiday accommodation. 			
Ek verstaan dat/ I understand that: <ul style="list-style-type: none"> ek op eie risiko van die inwoning gebruik sal maak, dat ek die Universiteit nie aanspreeklik sal hou vir verlies van persoonlike eiendom of skade wat ek mag ly nie en dat ek self verantwoordelik is om my besittings te verseker. I will be using the accommodation at my own risk, shall not hold the University accountable for loss of property or injury and I am responsible for the insurance of my own property. alle Universiteitsreëls, regulasies en beleid van toepassing is gedurende die periode. all University rules, regulations and policies are applicable during this period. ek aanspreeklikheid aanvaar vir enige skade aan of verlies van Universiteits- of studente-eiendom wat deur my toedoen mag voorkom. I shall accept accountability for any damage or loss of University or student property that might occur through my actions. 			
HANDTEKENING/SIGNATURE		DATUM/DATE	

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