<table>
<thead>
<tr>
<th>CONTENTS</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
</tr>
<tr>
<td>2</td>
<td>Student Services</td>
</tr>
<tr>
<td>2.1</td>
<td>Residence Administration</td>
</tr>
<tr>
<td>2.1.1</td>
<td>Vision</td>
</tr>
<tr>
<td>2.1.2</td>
<td>Mission</td>
</tr>
<tr>
<td>2.1.3</td>
<td>Preamble</td>
</tr>
<tr>
<td>2.2</td>
<td>Definition of Concepts</td>
</tr>
<tr>
<td>2.3</td>
<td>Admission and Registration</td>
</tr>
<tr>
<td>2.3.1</td>
<td>Admission to Residences</td>
</tr>
<tr>
<td>2.3.2</td>
<td>Registration and lease of agreement</td>
</tr>
<tr>
<td>2.3.3</td>
<td>Cancellation of Residence registration</td>
</tr>
<tr>
<td>2.4</td>
<td>Residence Responsibilities</td>
</tr>
<tr>
<td>2.5</td>
<td>Visitors</td>
</tr>
<tr>
<td>2.5.1</td>
<td>Visiting hours are from 8H00 till 22H00</td>
</tr>
<tr>
<td>2.6</td>
<td>Health &amp; Illness</td>
</tr>
<tr>
<td>2.6.1</td>
<td>Pregnancy</td>
</tr>
<tr>
<td>2.6.2</td>
<td>Illness and Medical Conditions</td>
</tr>
<tr>
<td>2.7</td>
<td>Safety and Security</td>
</tr>
<tr>
<td>2.7.1</td>
<td>Security and Access Control in the Residence</td>
</tr>
<tr>
<td>2.7.2</td>
<td>The receptionist will call Safety &amp; Security Officers</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>--------------------------</td>
<td>------</td>
</tr>
<tr>
<td>2.8 Residence Activities</td>
<td>9</td>
</tr>
<tr>
<td>2.8.1 Functions</td>
<td>9</td>
</tr>
<tr>
<td>2.9 Vacation Arrangements</td>
<td>9</td>
</tr>
<tr>
<td>2.10 Prohibitions in the Residences</td>
<td>10</td>
</tr>
<tr>
<td>2.10.1 Vandalism</td>
<td>10</td>
</tr>
<tr>
<td>2.10.2 Squatting</td>
<td>11</td>
</tr>
<tr>
<td>2.10.3 Trade and Selling</td>
<td>11</td>
</tr>
<tr>
<td>2.10.4 Prohibitions of Dangerous Weapon</td>
<td>11</td>
</tr>
<tr>
<td>2.11 Amenities</td>
<td>11</td>
</tr>
<tr>
<td>2.11.1 Students rooms</td>
<td>12</td>
</tr>
<tr>
<td>2.12 Catering Service for the University of Limpopo</td>
<td>12</td>
</tr>
<tr>
<td>2.12.1 General</td>
<td>12</td>
</tr>
<tr>
<td>2.12.2 Sourcing Strategy</td>
<td>12</td>
</tr>
<tr>
<td>2.12.3 Staff Cafeteria</td>
<td>12</td>
</tr>
<tr>
<td>2.12.4 Outreach Students</td>
<td>12</td>
</tr>
<tr>
<td>2.12.5 Meals/Menus</td>
<td>13</td>
</tr>
<tr>
<td>2.12.6 Lost/Damaged Meal Cards</td>
<td>13</td>
</tr>
<tr>
<td>2.12.7 Rule</td>
<td>13</td>
</tr>
<tr>
<td>2.13 Disciplinary Procedure</td>
<td>13</td>
</tr>
<tr>
<td>2.13.1 Student Affairs Disciplinary Committee</td>
<td>13</td>
</tr>
<tr>
<td>2.14 Student Affairs Disciplinary Procedure</td>
<td>15</td>
</tr>
<tr>
<td>2.15 Penalties</td>
<td>16</td>
</tr>
<tr>
<td>2.16 Vice Chancellors Disciplinary Committee</td>
<td>17</td>
</tr>
</tbody>
</table>
1. INTRODUCTION

The purpose of the Student Guide is to explain the structure and management of Student Services at the University of Limpopo.

2. STUDENT SERVICES

Student Services is a work-stream that has been specifically designed to address issues regarding the aspect of student life on Campus. The following areas of student life on Campus are specifically addressed:

a. Residences
b. Student Health
c. Catering

2.1 RESIDENCE ADMINISTRATION

2.1.1 VISION

To provide a secure and healthy living environment.

2.1.2 MISSION

We provide a safe and conducive environment that support students’ activities and growth and enhances their quality of life, community integration and responses to community needs.

2.1.3 PREAMBLE

The purpose of this section is to make policy and regulations for student residence life, to ensure that discipline is maintained in the residences.

The Student Housing Administration will strive to uphold the values and human rights that are enshrined in the constitution of the Republic of South Africa. Therefore, this document serves and outlines the rules and regulations within the residences to serve this purpose.

The rules and regulations shall apply in all the students' residences at the University of Limpopo and shall govern the lives of students, visitors and personnel.
2.2. DEFINITION OF CONCEPTS

◊ University : Shall refer to the University of Limpopo

◊ Student : Any person who has current registration status with the University.

◊ Halls of residence : University residential buildings or flats that are used to house or accommodate students, in short referred to as residences.

◊ House Committee : The body of students elected by residents to serve students of the particular residence.

◊ Resident : Any student who is a registered occupant of a room in a particular hall of residence.

◊ Executive Director Student Affairs: Overall Head of Student Services

◊ Residence Manager : A fulltime staff member assigned by the University to manage a residence.

◊ Dangerous weapon : Any instrument that can endanger the life and limb of another student or any other person.

◊ Assistant Director : A senior member of staff who supervises Residence Managers.

◊ Director : Head of Residence Department who supervises the Assistant Director

◊ Visitor : Any person who is not a resident of a particular hall of residence, including registered student who is not a resident of particular hall of residence.

◊ Squatter : Any person, including a registered student of the University who in the opinion of the Residence Manager, is found to have unlawfully lodged overnight in the residence room at the instance of a student who is a registered occupant of such room.

◊ Vandalism : Any act and conduct incidental thereto or relating to the destruction of University or any other person’s property whilst on the University premises.
2.3. ADMISSION AND REGISTRATION

2.3.1 Admission to residences

◊ Admission to residences will be reserved for fulltime registered students, and on termination of registration, residence shall be forfeited.
◊ Application for admission and readmission to the residences shall be considered annually. Before a student is admitted to the residences at the University of Limpopo he/she shall submit documentary proof of registration to the residence authorities for accommodation.
◊ Students who wish to reside on Campus shall complete residence application form.
◊ Room allocation is a prerogative of a Residence Manager
◊ The Residence Manager shall consider the following criteria before readmission of a student to the residences:

(i) A student found guilty of misconduct
(ii) Continued violation of the residence rules
(iii) Causing damage or loss to University residence property
(iv) Termination of residence during an academic year may occur after the residence disciplinary committee or any appropriate tribunal shall have found the student guilty.

◊ In determining admission and readmission of a student who was refused admission/readmission because of misconduct the student shall appeal to the office of the Vice Chancellor who will take the final decision.
◊ For a Student who has applied for financial assistance from the University Financial Aid office, a firm offer for accommodation will be dependant on a confirmed promissory note by the sponsor or proof of sponsorship.

◊ Admission to University programmes does not guarantee accommodation in the residences.

2.3.2 Registration and lease of agreement

◊ A bonafide student is regarded as a registered student only after registration.

◊ A resident shall be kept liable for accommodation fees as prescribed by the University of Limpopo from the date he/she moves into the residence.

◊ All students shall be required to pay for any damages caused during the occupancy period.

◊ After the academic registration process, students who wish to be allocated rooms in the residences shall report to the prescribed room allocation centre
◊ On arrival at the Residences Manager’s office the students shall:

(i) Fill in room occupancy form
(ii) Fill in an inventory form
(iii) Sign for a room key on the manual allocation form
2.3.3. Cancellation of residence registration

◊ Cancellation of the occupancy of a room offered to a student shall be done in writing, and a letter of cancellation shall be submitted to the Residence Manager’s Office.
◊ Submission of residence cancellation shall be done two (2) days before the actual room evacuation.
◊ Electronic cancellation shall be effected by the Residence Manager concerned who in turn will provide the Finance Revenue section with the documents regarding the cancellation of the room allocated.

2.4 Responsibilities of students in their respective residences.

Student Shall:-

◊ Respect and comply with the rules and regulations of the residence
◊ Respect the individual rights of choice and opinion of their fellow residents
◊ Keep residential environment in a clean living condition
◊ Treat property and fellow residents with respect/dignity at all times
◊ Comply with all guidelines and instructions of the University of Limpopo
◊ Report whatever irregular deeds by own or fellow students in and around the residences
◊ Make use of facilities with responsibility, and accountability in accordance with the rules and regulations of the residences.
◊ Abstain from all conduct which discredits the University in the residences.
◊ Avoid to dispose of University of Limpopo property for self enrichment
◊ Be honest and fair in solving conflicts to avoid further conflict which might harm the image of the University.
◊ Not put University into disrepute
◊ At all times be in possession of the student card, and shall on request produce the card when entering the residence.
◊ Not harbor any unauthorized persons in the residences
◊ Not infringe rules in the residences; Infringement of any rules by residents shall be subjected to disciplinary procedure.
◊ Not cook in the student rooms except in the designated areas

2.5. Rules concerning visitors in Students Residences.

◊ All residents who will be having visitors must report first to the Residence Manager.
◊ It will be the responsibility of the student visited to ensure the behaviour of his/her visitor complies with the rules and regulation of the University.
◊ Visitors and non-resident students are not allowed to stay overnight in the host residents’ rooms.
2.5.1. **Visiting hours are from 8H00 till 22H00 and:-**

- Visitors must make necessary arrangements and obtain permission from the Director or Assistant Director to gain admission to the residences.
- Visitors shall not bring along with them dangerous weapons in the student halls of residence.
- Visitors will not be allowed to park cars at random but only at places designated for parking.
- University Residence authorities reserve the right to have access to any room in the residences when there is a need to do so.

2.6 **HEALTH & ILLNESS**

2.6.1 **Pregnancy**

- The University does not have facilities for pregnant students, and therefore the University cannot be held liable or responsible for any injuries or complications related to pregnancies of students in that condition.

2.6.2. **Illness and Medical Conditions**

- Any illness or disability that may affect a resident’s participation in organized in house activities must be reported timeously.
- A Medical Certificate confirming such a condition and also specifying exemption from such activities be submitted to the Residence Manager.
- The Residence Manager must be informed about students who are confined to bed due to illness.
- A Student Health Centre is available on Campus, but it is the resident’s responsibility to obtain any other type or medical treatment elsewhere if needed.

2.7 **SAFETY AND SECURITY**

2.7.1 **Security and Access Control Register in the residences.**

- All persons must first report to the reception before entering the residence.
- The receptionist will issue a residence permission card to the host and the host will in turn submit his/her student card to the receptionist for the period of the visit.
- All details of the host will be noted in the Access Register, this including room number, time of arrival and time of departure.
- The resident (host) will hand in his/her visitors residence permission card when the visitor leaves the building and at the same time, the (host) will collect from the receptionist his/her student card.
- The access control register will be kept and updated by the receptionist at all times.
- This procedure shall be applicable to all the residences of the University of Limpopo.
- Defaulters of the above procedure will face disciplinary action.
2.7.2 The receptionist will call Safety & Security Officers in case:

(i) His/her life is in danger
(ii) The lives of the residents are threatened or in danger
(iii) The property of the University of Limpopo is vandalized or removed without permission from residences.
(iv) There is fire, or any kind of damage that needs urgent attention
(v) An alarm is raised by residents that one of their colleagues is in trouble of any nature.
(vi) There is a suspicious item in the premises.
(vii) They suspect any person moving into the residence without having followed proper procedures.

2.8 RESIDENCE ACTIVITIES

2.8.1 Functions

◊ Residents are allowed to hold parties in designated areas.
◊ Only students, who get permission from the Residence Manager, will be permitted to have party.
◊ Arrangement will be made that the party be held in the Dining Hall/ designated entertainment area
◊ Students shall not be allowed to hold parties in their rooms
◊ The host shall be held responsible for the damage and vandal acts incurred during the function.

2.9 VACATION ARRANGEMENTS (NB) excluding Medunsa Campus

1. All residences and dining halls shall be closed during all University vacation periods unless other arrangements will have been made.
2. Students will be given 24hrs to vacate the residences after the closing date
3. Students who remain in the residences during vacations must acquire permission from or approval by the Dean of the Faculty, Director of a particular School or Director of Sports in case the request is in relation with sport matters.
4. Applications to remain in the residences shall be made through the School, Faculty or section.
5. The particular Faculty, School or Sports Department shall be liable for specified tariffs (payments) as determined by the University.

6. Room allocations that will take place during vacations arranged by any structure or organization will be charged at daily rate per member at a special tariff determined by the University.

7. Major fumigations in all the student residences will be done during Winter and Summer vacations.

8. Minor and odourless fumigation may also be done during the course of the year in the presence of students in their rooms.

9. For effective major fumigations all students must remove/take all their properties and all the lockers in the rooms shall remain empty and open.

10. The University will not be held responsible for any loss or damage of students’ property during the vacation period.

11. Renovations shall take places during Winter/Summer vacations or anytime when the University deems it fit that a certain student residence needs urgent repairs or renovation.

12. The above will be communicated to students in time and students may temporarily be provided with an alternative accommodation.

2.10 PROHIBITIONS IN THE RESIDENCES

◊ Keys shall remain the University property
◊ All keys shall be submitted to the Residence Managers at the end of the year or when room cancellation is done during the year.
◊ Students who do not submit room keys shall be liable to a fine which will be debited into the students account.
◊ Grand master keys shall remain in the custody of the Residence Managers
◊ Exchanging or giving a key to any other person by residents shall not be allowed.

2.10.1 Vandalism

◊ Vandalism is a serious offence, and if committed, it must be reported immediately
◊ The Occupational Health and Safety regulations shall be observed at all times if to have-equipments such as fire extinguishers, alarms, public phones, turn style gate etc, are found tempered with, this shall be considered as vandalism.
◊ Residents shall report breakages to the Residence Managers and the Residence Manager shall in turn report the breakage to the director Safety & Security and thereafter to Technical Services Helpdesk.
◊ Investigation will be conducted and the perpetrators shall be brought to book at the disciplinary hearing.
2.10.2 Squatting

- Minor children are not allowed in halls of residence
- Students who are caught/found to have accommodated unauthorized persons will be called for disciplinary hearing.
- Any unauthorized persons found in the residences after visiting hours shall be regarded as trespassers.

2.10.3 Trade and selling

- Any form of trading and selling is not allowed in and around the residences except in areas designated by the University.
- Student shall not sell or distribute any intoxicating beverages or any drug dependence producing substance
- Student shall not use student residences for commercial or business purpose.
- Public drinking is prohibited.

2.10.4 Dangerous Weapons

- Bringing onto, or attempting to bring onto, the premises of the University or premises controlled by the University, or have in his or her possession or control, or supply Predispose of, to any other person within the premises of the University or premises controlled by the University, or attempting to do so, a fire-arm of any kind or any other dangerous weapon or object that is ordinarily used or could be used for the infliction of bodily harm, explosive or fuel, or the pretence that such weapon, explosive or fuel will be used on any premises of the University, or aiming any fire-arm at any person or threatening to use any firearm or any other dangerous weapon or explosive device as well as refusal to forthwith hand it over to a person with the necessary authority.

2.11 Amenities

- Only portable appliances will be allowed into halls of residences. The following are regarded as portable.
  (i) Iron
  (ii) Kettle
  (iii) Fan heater
  (iv) Small refrigerator -300L including freezer Department
  (v) Portable Radio – 60-100 warts
  (vi) TV
  (vii) Personal computer
  (viii) Microwave
2.11.1 Students rooms

- The student residence is the property of the University and shall not be damaged in any way.
- No students in the residences shall without prior permission by the Residence Manager exchange rooms allocated to them.
- All University furniture and equipment shall not be removed from any part of the residence without approval by the student residence personnel.
- No students shall temper with electrical wire ring or fittings.
- The University reserves the right to inspect residences.
- Residence students shall not do any alterations to the room or electrical equipments, and telephones in the residences.
- Noise shall not be allowed in the residences.
- No parties or functions shall be allowed in the rooms.
- Authorization to hold parties, gigs bashes and functions shall be obtainable from the office of the Residence Manager and a site will be allocated for the occasion.
- Authorized parties, gigs, bashes and functions shall end at 22H00.
- Residence Managers and Security personnel have powers to discontinue a party if:
  - Neighbours lodge a complaint
  - There can be noise, and violent behavior in the party.
- No students shall be allowed to interfere with the Residence Manager, Members of the Housing Committee and the House Committee while executing his/her official duties.
- Students interfering with staff and/or housing committee member while executing his/her office duties will face disciplinary action.
- No parties shall be allowed during examination time.

2.12 Catering Service for the University of Limpopo

2.12.1 General

A pre-meal P.O.S – Service shall be implemented for the new University.

2.12.2 Sourcing Strategy

An established and reputable firm should be contracted to render a catering service on an annual basis.

2.12.3 Staff Cafeteria

Staff member should either pay in cash or on credit. Such credit should be deducted from their salaries.

2.12.4 Outreach Students

Students going on outreach projects/training will be given a stipend depending on the amount available on a student’s account.
2.12.5 Meals/Menus

Menu will be determined by the Catering Committee (SRC, Management and Caterers).
Menus should be reviewed every six month to avoid menu exhaustion.

2.12.6 Lost/Damaged Meal Cards

All damaged or lost cards will be replaced at a specified amount/fee.
No temporary cards will be issued.

2.12.7 Rule

No unauthorized Staff and Students are permitted to enter the kitchen areas.
All Student complaints should be lodged with the cafeteria committee through the relevant channels.

Students and staff are required to behave in a proper and becoming manner in the cafeteria and must be appropriately dressed for the occasion.

Staff/Students are responsible for all food taken against their accounts.

Refunds will only be considered at the end of each year, provided that all monies owed to the University are paid in full.

2.13 DISCIPLINARY PROCEDURE

◊ There shall be discipline in the students' halls of accommodation.
◊ The compositions and functions of different disciplinary hearing committees are as follow:-

2.13.1 STUDENT AFFAIRS DISCIPLINARY COMMITTEE

The committee shall comprise the following members:

(i) an Executive Dean of any Faculty or a Director of any School as chairperson as may be designated by Vice Chancellor.

(ii) The University official responsible for Student Affairs or a person in such office as designated by the Vice Chancellor.

(iii) a representative of the Student's Representative Council as may be designated by the Student's Representative Council on an ad hoc basis.

(iv) not more than two additional members appointed by the Vice Chancellor from members of the Senate one of whom must be a member of the School of Law.
(v) a manager from the section of the University affected by the alleged misconduct as may be designated by the Vice Chancellor.

2.13.2 The main function of the Committee is to hear all cases of alleged misconduct that do not principally relate to academic or research activities or any matter referred to it by the Vice Chancellor in terms of paragraph 9.8 of this Disciplinary Procedure.

2.13.3 The Committee reports its disciplinary decisions to the Vice Chancellors.

2.13.4 If for any reason a member of a Student Affairs Disciplinary Committee is unable to be present at any session of a hearing he/she shall not form part of the body hearing the disciplinary inquiry provided that the absence of a member from the hearing shall not invalidate the proceedings.

2.13.5 The Student Affairs Committee may impose penalties as laid down in paragraph 2.14.

2.13.6 The Committee shall report the outcome of its inquiry in writing within fourteen working days to the Vice Chancellors. Disciplinary Committee.
2.14. AS AN ADDENDUM TO THE EXISTING STUDENT DISCIPLINARY PROCEDURE.

2.14.1 STUDENT AFFAIRS DISCIPLINARY PROCEDURE.

- Safety and Security Office receives a complaint.
- Investigation Office (security) conducts an investigation and submits a report to the Director of Safety and Security for recommendations.
- A case is then referred to the Campus Principal for comments or further recommendations.
- A case is directed to Student Affairs
- A case is referred to Student Affairs/Student Disciplinary Officer who consults with the Legal Advisor for the drafting of the charges.
- Student Disciplinary Officer requests the assistance of the Office of Safety and Security for the serving of the charges.
- Legal Advisor arranges for prosecution.
- The Registrar arranges for the constitution and sitting of the Disciplinary Committee.
- Legal Advisor drafts penalty documents.
- The student Disciplinary Officer serves a student with penalty documents and implements the penalty.
2.15. PENALTIES

Disciplinary committee of the University may, insofar as they apply to each body, impose any, or a combination of the following penalties:

2.15.1 Expulsion from the University;

2.15.2 Suspension from the University for a specific period of time, subject to conditions which are justifiable on educational grounds and acceptable within the institutional culture of the University;

2.15.3 Permanent expulsion from a residence, or refusal of access to all or some of the buildings, land or services of the University or re-admission only subject to specific conditions;

2.15.4 Suspension from attending classes for a specific period, either totally or only in respect of specific course module(s).

2.15.5 Refusal of admission to any examination or test, which includes forfeiture of any marks already obtained and the cancellation of any subject or module(s).

2.15.6 Imposition of a fine, which may not exceed an amount equal to the fees payable by the student for the particular year;

2.15.7 Refusal of readmission to the University for a specific period or permanently;

2.15.8 Disallowing of specific student privileges, with or without conditions that are justifiable on educational grounds and acceptable within the institutional culture of the University;

2.15.9 Imposition of any other penalty, combination of penalties or suspended penalty that, from the educational point of view and in accordance with the institutional culture of the University, is reasonable and fair in the circumstances;

2.15.10 Severe admonition and caution;

2.15.11 Prohibit a student from taking part in student related activities that fall under the aegis of the SRC for a specified period of time;

2.15.12 Payment to repair any damages or loss or costs incurred by the University caused by the student including committee may suspend any punishment that it imposes (other than admonition and caution on such condition or conditions and for any period as it considers fit.

2.15.13 The fine imposed to the offender will be determined by the disciplinary committee.
2.16. VICE CHANCELLOR’S DISCIPLINARY COMMITTEE

(i) Shall evaluate the disciplinary actions by different student disciplinary bodies of the University from time to time; and

(ii) Shall consult on disciplinary matters of general interest with a view to advising Council or Senate on policy with regard to the exercise of student discipline at the University.

The Vice Chancellors Disciplinary Committee shall serve as the highest body of appeal with regard to the findings of disciplinary bodies at the University and shall consist of:

(i) the Vice Chancellor as chairperson;
(ii) the Deputy Vice Chancellor and Vice Principal;
(iii) one external member of Council appointed by the Chairperson of Council on an adhoc basis;
(iv) one senior member of the Senate appointed by Senate Executive Committee;
(v) the President of the Student Representative Council;
(vi) the Director of the School of Law

2.16.1 The Vice Chancellor may alter the composition of this Disciplinary Committee for whatever reason he/she deems appropriate provided that a member of Council nominated by Council, a member of Senate and a Senior Academic in the School of Law shall be invited to sit on such committee.

2.16.2 Any member of the Committee involved in investigating the charge or who was a member of a disciplinary body that was in the first instance involved in the matter concerned, must rescue himself or herself from the hearing at which the appeal in the case is heard. In such a case the Vice Chancellor can appoint a different person to act in his or her place.

2.16.3 When sitting as a body to hear an appeal the particular composition of a Vice Chancellor’s Disciplinary Committee may not be augmented. If for any reason a member is unable to be present at any session of a hearing he/she shall not form part of the appeal body provided that the absence of a member from the hearing shall not invalidate the proceedings.

2.16.4 The Committee may impose any of the penalties set out in paragraph 16 of the Disciplinary Procedure.

2.16.5 When sitting as a body to hear an appeal the Committee may reduce, confirm or increase the penalty imposed by any of the disciplinary committees set out in subparagraph 8.2.2. to 8.2.4. of disciplinary procedures.

2.16.6 The Vice Chancellor’s Disciplinary Committee must report the outcome of its inquiry in writing within five calendar days of it having made its findings.
1. After having met the requirement of admission and readmission students may request housing from residence department according to Housing Policy. Students have the responsibility of becoming fully aware of all regulations, policies and procedures applicable to residence students.

2. University of Limpopo students who are in good academic standing can apply for accommodation in University residences.

3. **Admission and Readmission**

   3.1 Admissions to residences are reserved for full time registered students in terms of 1 and 2 above. On the termination of registration as a full-time registered student, residency shall be forfeited.

   3.2 Applications for admission and readmission to residences shall be considered annually.

   3.3 Before a student is admitted in the residences, the prescribed upfront payment as determined by council must be paid.

   3.4 The deposit shall be forfeited if, on termination of residency, the student had not paid all residence fees or caused damage or loss in any way to the residence.

   3.5 The admission or readmission to residences shall be determined by council on delegated authority and it may take into account the following criteria:

   a) where a student has been found guilty of misconduct;

   b) poor academic record

   c) continued violation of rules in the residences

   d) causing damage or loss to residence property.

   In determining re-admission to residences to a student who is found to be affected by the above clauses, the Residence Manager may consult with Housing Committee of the residence in which the particular affected student was residing.

   The termination of residence during an academic year may occur after a student has been found guilty by the University Disciplinary Committee.

4. **Residence Fees**

   4.1 The residence fees like the University fees and method of payment are
determined by council.

4.2 Residency is normally allocated for an academic year excluding winter and summer vacations.

4.3 A student who is admitted to residence will be liable for the full residence fees for the academic year.

4.4 Should a student residency be terminated during the course of the academic year, such a student will be liable for the full residence fees unless he/ she have been exempted by council.

4.5 The residence of a student, who has one semester fees in areas, may have his/ her residence terminated by council.

5. **Board and Lodging**

5.1 U.L Students residences will be opened during the academic year at such times as will be determined by council.

5.2 Students who do not write examinations shall vacate the residences 48hrs of the termination of lecturers. Students who are writing examinations shall vacate the residence 48hrs of their last examinations.

5.3 A student shall not allow a person or another student to overnight in his/ her room without the permission of the Residence Manager.

5.4 Students, who have been assigned a room and subsequently decide not to claim it, will forfeit their housing deposit.

5.5 A new student who has received a room assignment must take occupancy by the date indicated on the acceptance letter. A returning student, who has received a room assignment, must take occupancy by the last day of registration of the particular academic year or by the occupancy date indicated on the acceptance letter.

6. **Procedure for Residence Hall Occupancy**

- At the beginning of the academic term a student should report to the residence halls to which he/she has been assigned.
- Fill in a record of occupancy form
- Fill in an inventory form]
The Residence Managers office will determine the number of students who should occupy a given room. Since U.L Students residences operate on a “full occupancy” basis, when an occupant moves out the student who remains will be assigned a new roommate.

6.1 Housing Assignment Process (returning student)
Each July the office of Student Housing together with Residence Administration will publish the policies and procedures regarding the housing assignments for the subsequent academic year. Since this may vary from year to year, students are advised to read them carefully once they are distributed. Students will be assigned space on “as available” basis provided the students are in good financial standing with the University and other matters related with registration. Any student who owes the University money may apply for Campus Housing but no assignment will be made until his/her account is paid in full or satisfactory arrangements have been made with the Finance and Revenue Student Accounts Office.

6.2 Waiting Lists
1. Students who request Campus Housing but do not receive it because of limited space, OR who have not paid their account will be placed on the waiting list. The waiting list will only be valid for one semester.
2. Students who shall have not receive their room assignment in the second semester:
   a) will have their housing deposit credited to their second semester tuition.

N/B. The Student Residence Administration will make room assignments based on the availability of spaces.

6.3 Off Campus Housing
Since the University cannot accommodate all the students who desire Campus Housing, the office of students housing together with students Residence Administration will provide a list of Off Campus housing facilities which is mainly private owned. The latter office will be contacted for further clarification.

7. Residence Property
7.1 The residences are the property of the University and shall not be damaged in any way. In an event of damage or unauthorized alterations, compensation will be claimed from responsible parties.
7.2 The University is not responsible for the damage, destruction and loss of a resident property.

8. Residence Administration
The maintenance and management of a residence shall be the responsibility of the Residence Manager.

Residence Manager shall be responsible for the general cleanliness and safety of the residences and may impose appropriate directives and institute measures such as room inspection.

Residents are responsible for the cleanliness of their rooms

The University is not responsible for any medical costs resulting from any injury or illness of a resident.

A resident who has a complaint against any residence staff member may lodge it with the Assistant Director.

9. **Catering**

- Our catering system is pre booking meal system
- Catering is privatized on Campus; meals are served to students who booked for meals. Booking of meals is done a day before to enable students to be served with meals the following day.
- Before booking meals, students will be expected to activate their meal account by paying at finance and revenue.
- Meals are served by five different catering outlets on Campus.
- The meals deposits per semester may be ± R5, 000.00.
- The guide on how to go about with the booking of meals will be placed at the point were booking of meals is done for students convenient.
DRAFT POLICY OF RESIDENCE HOUSE COMMITTEE

1. DEFINITION

House Committee means the body of students elected by each residence to serve the students of that residence. Each residence of the University of Limpopo shall elect the House Committee which will be a representative body of that particular residence and shall coordinate joint student activities and help in exercising discipline.

2. MEMBERSHIP

2.1. Membership to the House Committee shall be open to students in residence for one academic year.

2.2. Membership shall cease in the following instances:

◊ If a member hands in a written resignation to the Residence Manager;

◊ If a two thirds majority of a duly constituted house meeting accepts a motion to call for the resignation of a member or passes a vote of no confidence in the entire House Committee.

3. COMPOSITION

3.1. Students shall elect from its members annually a committee to represent the residents.

3.2. The Executive of the House Committee shall consist of 6 members and 2 additional members who will be a mentor and a peer counselor.

3.3. All in all, the Committee shall comprise of 8 members and a maximum of 8 portfolios viz:

• Chairperson
• Deputy Chairperson
• Secretary
• Deputy Secretary
• Treasure
• Sports Officer
• Mentor
• Peer Counselor

3.4. The Residence manager may after consultation and with the approval of the H.O.D and committee add or omit any portfolios mentioned in 3.3. The residence Manger shall attend meetings of the Executive as an ex-officio member.

3.5. **Duties of the Executive**

• Meets on a weekly basis.
• Examines, discusses and formulates matters referred to it by the House Committee.
• Give special attention to policy matters to be submitted to House Committee meetings.
• Supervises the functioning of the House committee and makes final arrangement only with prior consent of the Residence Manager.
• Handle and upholds discipline.
• Coordinates students activities in the residence.
4. HOUSE COMMITTEES

4.1. Duties of House Committees

- Checks and reports to the Residence Manager about the state of cleanliness in the residence.
- Represent the residents in all matters affecting their interests.
- To provide official channels of communication between the residents, the SRC and the Residence Manager.
- To elect or appoint sub committees as it may deem necessary for the proper execution of its duties e.g. floor representatives.
- To exercise disciplinary powers in respect of residents and House Committee members in compliance with Policy and the Residence Rules and Regulations.
- To convene and conduct general house meetings in the residence.
- To direct the work of any sub committees it may appoint from time to time.
- To evaluate existing residence rules in cooperation with the residence Manager and make recommendations to the office of the Assistant Directors who will carry it further as to the amendment thereof.
- To hear objectives from any resident against the house committee or any of its members
- To interact with the relevant authorities via Student Housing in order to contribute to the effective management of the residences.
- To attend all meetings for which notice have been received.
- To take co responsibilities for the general development of the residence with the Residence Manager.
- To be well vested with all relevant policies and documentation in particular:
  i. Residence Rules and Regulations
  ii. House Committee Policies
  iii. SRC Constitution
5. ELECTIONS

5.1 House Committee shall be elected by secret ballot at a House Committee election annually.

- The House Committee shall be elected by secret ballot at a House Committee election annually.
- The House committee election shall be held annually during the first quarter after registration of the academic year. This will be on a date to be announced by the joint residence administration staff.
- All residents of the residence shall be entitled to vote in the House committee elections.
- Elections of the House Committee shall be conducted by the SRC through the office of SRC central Housing chairperson.
- SRC central housing chairperson and housing committee elections.
- SRC central housing chairperson shall jointly with Residence Managers, outgoing house committee elect a house committee elections ballot committee.
- This HCEBC shall constitute of 6 members who will organize and oversee the election in each residence.

5.2 The House Committee Election Ballot Committee (HCEBC)

- The HCEBC shall organize the elections.
- Set the dates for the announcement of elections.
- Monitor the election results valid.
- Conduct sessions where candidates may address the residence.
- Count the votes and notify the residence of the outcome.
5.3 Nominations

5.3.1. Candidates shall contest the election per portfolio’s as at 3.3.1.
5.3.2. Candidates shall contest only one portfolio.
5.3.3. The HCEBC shall invite nominations.
5.3.4. The nominations shall include the signature and student number of the nominee, the proposal and 10 seconders.

5.4 Voting

5.4.1 The HCEBC will prepare ballot paper and is responsible for logistics at the election.
5.4.2 Each voter shall have the right to vote one candidate per portfolio and may vote once.
5.4.3 Voting will be conducted by secret ballot.
5.4.4. Voters names shall be crossed trough o a residence list to control Voting.
5.4.5 The HCEBC shall monitor the voting process.

5.4. Counting

5.4.6 The HCEBC shall be responsible to count the votes immediately after the closing of the polling station.
5.4.7. Spoilt ballot papers shall be kept aside and handed together with the counted valid ballot papers in a sealed container to the HCEBC for safe keeping for a period of 30 days after the elections.
5.4.8 The results will be handed over to the Residence Manager by the HCEBC.

5.5. The Results

5.5.1 The results shall be audited and declared valid by the HCEBC together with the Residence Manager.
5.5.2 The HCEBC after consultation with the Residence Managers, may declare parts or the entire election process invalid and order remedial steps to be taken, which may include a re-election.

5.5.3. The HCEBC after consultation with Residence Manager shall make arrangements to announce the results of the election at an appropriate time and venue.

5.6 Objection
5.6.1 Objections may be lodged within 24 hours after the announcement of the results in writing to the HCEBC, together with factual grounds upon which objections is lodged.

5.6.2 The HCEBC shall consider each objection and make a ruling upon consultation with the Residence Managers which shall be final.

5.7. Joint House Committees
5.7.1 After the elections, each elected House Committee nominates two representatives of which one shall be the Chairperson to represent the House Committee in the joint House committee forum.

5.7.2 The Joint House Committee shall be a liaison forum between the individual House Committee.

5.7.3 The Joint House Committees shall not have authority over an individual House Committee.

5.7.4 The objectives of the joint House Committee is:

- To coordinate the different residence activities.
- To provide a forum for discussion of matters of mutual interest between House Committee or House Committees and other stake holders
- To provide a platform for consultation with students housing (Assistant
Director’s Office) pertaining to matters affecting students in residences

- To coordinate and organize joint residences functions such as sports
  (residence leagues under the lead of sport Administration).

5.7.5 The joint House Committee shall from within its own ranks elect,
for purposes of order not remuneration, a Chairperson and a
secretary.

5.8 **Term of Office**

5.8.1 The term of office of any House Committee shall be from 1 April to
30 March the following academic year.

5.8.2 Should any vacancy on the House Committee arise at any stage
during the term of office of a House Committee, the House Committee,
after consultation with the Residence Manager, decide whether to conduct a by
election or not.

5.8.3 The by elections takes place under the auspices of the incumbent
House Committee and Residence Manager of that affected
Residence.

5.9 **Meetings of the House Committees**

5.9.1 The House Committee shall meet at least fortnight or weekly

5.9.2 The Secretary shall keep full documentation of House Committee
meetings
5.9.3 A quorum shall be 4 of the 8 members of the House Committee or in case of a larger House Committee, two thirds majority.

5.9.4 Any decision during voting at a meeting shall be taken by a simple majority.

5.9.5 House Committee members shall attend all meetings unless an apology has been submitted.

5.10 General Meetings

5.10.1 The House Committee shall convene at least one general residence meeting each quarter.

5.10.2 Strict meeting procedure shall be adhered to a general meeting.

5.10.3 Any motions for decision must be lodged with the secretary of the House Committee at least 3 days before the meeting, and the motion must appear in the agenda of the meeting.

5.10.4 Decision of the general meeting shall be binding upon the residence for as long as it is not in conflict with any relevant University rule or procedure.

5.10.5 Outside committees cannot meet in residence without approval of Residence Manager and House Committee.

6. DISCIPLINE

6.1 The House Committee has the authority to discipline its members and Residence students in terms of University of Limpopo residence Rules and Regulations.

6.2 In all case the matter must be discussed with the Residence Manager to determine the seriousness of the matter and to determine the correct disciplinary route for a particular matter.
6.3 All relatively serious matter such as theft, assault, harassment, bringing drugs and alcohol and other criminal matter shall be forwarded upon consultation with the Residence Manager to the office of the Assistant Director without the House Committee exercising disciplinary measures in this respect.

6.4 The office of the Assistant Director will refer all unresolved matters to the office of the Director who will make sure that the matter is resolved and if unresolved then it will be referred to the University Disciplinary Committee.

6.5 **Sanction**

6.5.1. The House Committee upon finding a student guilty of transgressing Residence rules may consider the following sanctions:

- A fine determined in consultation with the Residence Manager.
- The removal of the right to hold in the residence.
- The confiscation of relevant equipment and safe keeping thereof for a special time.
- A warning with mention that the matter will be referred to the University Disciplinary Committee the next time.
- Any other educationally justifiable sanction decided upon after consultation with the Residence Manager.

6.5.2 The following sanction may be imposed by the House Committee Disciplinary Committee against any House Committee member:

- Warning
- Temporary suspension from the House Committee
- A recommendation to a full House Committee that the person be asked to resign which has to be supported by a two thirds majority at the said meeting (in terms of section 2.2).
6.6 Amendments

6.6.1 Amendments to this policy may be made annually on a consensus basis, at a meeting called by Student Housing, attended by Residence Managers, House Committee, and the Assistant Directors, and the Director if necessary.