

## **Internal Rules and Regulations for Residences North-West University Vaal Triangle Campus**

### **1. Introduction**

- I. This document shall serve as a guideline for managing and enforcing discipline and order in the residences.
- II. It is the responsibility of the residents to familiarise themselves with the content of this document. Ignorance of its content in cases of misconduct will not be accepted as an excuse.
- III. By signing the Residence Application form, the Institutional Application form, residents accept the conditions set out in this document.
- IV. The Residence Application form and this document shall together form an integral part of the rules, regulations and procedure for residences.
- V. This document shall be issued to all first year residents when they report to and sign in at a residence, and they shall sign an acknowledgement of receipt of the document. Senior students must access the document annually on the residence website.
- VI. This document is read with and interpreted in accordance and subject to the stipulations of the Statute of the North-West University, the policies and rules of the NWU, as approved by Council, including the Student Disciplinary Rules. Annually, by 30 June a committee shall be constituted to review this document. Any changes and amendments can be made with the approval of management and must be communicated to students
- VII. Proposals for the amendment of this document should be made in writing and submitted to the Dean of Student Affairs by 7 June of each year.
- VIII. Students will be subjected to the Internal Rules and Regulations for Residences from the day of acceptance into the residence.

### **2. Principles Considered for the Compilation of this Document**

#### **The Vaal Triangle Campus Will:**

- i. Provide students with study opportunities
- ii. Provide students with safe and affordable residence
- iii. Implement the policy, regulations and procedures of the residences of the North-West University, taking into consideration the multi-cultural makeup of the residents/students
- iv. Foster an academic atmosphere in the student residences which is conducive to effective study

- v. Provide students with the opportunity to serve on the management committee of their residence, invariably developing their leadership potential
- vi. Establish sound financial management practices for every-day dealing with the residences
- vii. Ensure a high standard of maintenance of the residences through strict control of the use and maintenance of the buildings
- viii. Establish a healthy and dynamic student life to allow students to have an enjoyable stay in the residences
- ix. Provides students with more opportunities to socialise by developing sport and other recreational facilities
- x. Establishes structures within which the residential staff can operate more effectively

### 3. Abbreviations

HC	-	House Committee
NWU	-	North-West University
RADC	-	Residence Affairs Disciplinary
RF	-	Residence and Facilities
RDC	-	Residence Disciplinary Committee
VTC	-	Vaal Triangle Campus

### 4. Definition of Terms

“**Senior**” means an applicant who previously resided in one of NWU VTC residences.

“**Registered First-Year Student**” means any student who registers for the first time at the Vaal Triangle Campus of the North-West University for a qualification of choice by paying the required registration fees (or who has made satisfactory arrangements in this regard), and who is in possession of a valid student card, and who is not registered simultaneously at any other university.

“**Campus Residence**” means a physical building designed and equipped for the accommodation of students and situated on the Vaal Triangle Campus. . There are five such campus residences: Jasmyn Ladies’ Residence, Vergelegen Gents’ Residence, Thuthuka (ladies and gents), Horizon and Kumba.

“**Town Residence**” means a physical building designed and equipped for the accommodation of students, situated not on the Vaal Triangle campus, whereof the NWU is the registered owner or has a long-term lease agreement in respect of the property. There are four such town residences: Faranani, Longfellow Village, Ebhukosini and Bohlale Village (residences for ladies and gents which are approximately between 2-10 km from the campus). A bus service between the residence and the campus is provided at reasonable times, to enable the resident students to meet their academic responsibilities.

“**Day Residence**” means a virtual residence created by the University as a social and community structure for all day students. This type of residence does not provide any physical accommodation, but allows full participation in student life and each has a house committee, that is elected annually as is the case with all physical residences. There are two day residences: Acacia Ladies’ Residence and Oryx Gents’ Residence, each with a houseparent.

**“Residence Student”** means a student who is registered for an academic programme that will lead to the attainment of a qualification and who resides in university accommodation at any of the residences of the Vaal Triangle Campus of the NWU

**“Day Student”** means any registered student who will be conducting his or her studies from any accommodation other than any of the residences of the Vaal Triangle Campus of the NWU as described above. These students are members of the day residences.

**“Residence Access Card”** means a card given to a residence student every year upon admission to a residence when the student signs for receipt of the room key.

**“Prim”/ ‘Prim’** means the chairperson of a house committee.

## **5. Indemnity**

- i. Any student’s actions, intentional or otherwise, that lead to a loss or damage to any fixed or movable property of which the NWU is the owner shall be liable to reimburse the institution for any loss suffered in replacing or repairing such loss or damage.
- ii. Disciplinary action or indemnity will be managed according to the disciplinary structures of the VTC Residences and the institution.
- iii. The NWU or any of its employees will not be responsible for the loss of money or other personal property from residents’ rooms. The NWU or any of its employees accept no responsibility for loss of or damage to residents’ private property either during a term or during a vacation.
- iv. Students are expected to take responsibility for the safeguarding of their personal property and for insuring their personal items.
- v. Obtaining and taking medication is the student’s own responsibility but in cases where the student is on chronic medication, the student supervisor must be informed of the condition.
- vi. Primary health-care services are available on campus within specified hours, but obtaining other medical treatment is the student’s own responsibility.
- vii. The VTC shall not be responsible for any damages, losses or injuries during residence activities, camps or excursions.

## **6. Student’s Responsibilities**

### **The student must:**

- i. Treat fellow residents’ and the institution’s properties with respect at all times
- ii. Respect the privacy of other students
- iii. Respect the individual right of choice and opinions of fellow residents
- iv. Seek honest and fair solutions to conflict situations during their stay in residence without wilfully harming the institution’s integrity
- v. Not bring the institution into disrepute
- vi. Provide, when requested to do so, honest and factually correct information about any circumstance that could possibly arise
- vii. Avoid any situation of personal gain at the expense of the institution

- viii. Comply with all fair and reasonable guidelines and instructions from the institution's personnel and officials
- ix. Report any irregular deeds by fellow residents
- x. Use the available facilities with responsibility and accountability in accordance with the Rules and Regulations for Residences
- xi. Act as a responsible citizen and use the property of the NWU as he or she would use his or her own property
- xii. Behave in such a manner that the University residences are treated as a home away from home in an atmosphere conducive to academic performance
- xiii. Tampering with any fire equipment, alarms, electronic equipment and fencing will lead to disciplinary actions.

## **7. Mission Statement by Management**

The Directorate of Student Affairs and Residences and Facilities strive to create a high-quality residence environment offering the best chances for personal and academic success. We encourage an ethos of community, and cohesiveness in the residences.

### **We strive to:**

- i. Promote a positive culture of learning and critical thinking in the residences
- ii. Create a common ground of an enriching culture and a social environment in which diversity is respected and celebrated
- iii. Overcome the legacy of discrimination through equity of access
- iv. Oppose any discrimination on the grounds of gender, race, nationality, sexual or religious orientation, language preferences, background or origin
- v. Encourage and promote an ethos of mutual respect between staff and residents regarding their respective needs, duties and responsibilities
- vi. Treat residents decently, impartially, fairly and reasonably
- vii. Create an appropriate physical environment to support the goals of this mission statement

### **We commit ourselves to:**

- i. Offering personal and affordable service and providing opportunities for individual growth within a comfortable and clean environment and caring community
- ii. Providing a safe environment in each residence as far as possible
- iii. Providing adequate resources and support for resident development and leadership
- iv. Promoting an effective working relationship and communication with all internal and external customers
- v. Evaluating and carrying out an audit of all operations and functions regarding residence accommodation
- vi. Being driven by customer satisfaction
- vii. Enhancing communication to students of all residence-related developments and challenges through all the media at the disposal of the Department

- viii. The mission of the Department is subject to the institutional mission, vision, principles, values and objectives

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## **Section A: Administrative Arrangements**

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### **Section 1 A: Administrative Procedures**

#### **Rule:**

The Memorandum of Agreement, as stipulated in the application for admission to the NWU Vaal Triangle Campus, shall be a binding contract between the student and the University.

### **1. Application by Senior Students**

#### **Procedure:**

- i. Complete an application form for seniors obtainable online or from the Residence Administration Office at the beginning of the second semester.
- ii. Submit to the Residence Administration Office together with proof of payment of the administration fee of R380 supported by the June academic results attached, by no later than the closing date stipulated on the form. The administration fee is refunded to students who are successfully placed in the residence.
- iii. The Placement Committee does the selection based on the applicant's disciplinary and academic record. If the demand exceeds the supply of rooms, the students with the best academic results will be placed first.
- iv. In order to be considered for a room, a student must have:
  - a. Complied with the academic requirements for placement. The academic best performing students will be considered first for placement. The academic performance of the preceding semester will be taken into consideration for placement in the next year.
  - b. A clean disciplinary record without having been found guilty of behavioural misconduct.
  - c. Settled any outstanding accounts for the current or previous academic years.
- v. The placement committee determines if a student qualifies for a room. The
  - a. lists of students are sent to the Student Supervisor to allocate the rooms and the
  - b. lists are returned to Residence Administration Office to complete the room lists
- vi. If the demand exceeds the supply of rooms in the residence, the distance of the student's home from the campus may also be taken into consideration by the placement committee
- vii. The Residence Administration Office allocates a room to the students from the block lists with assistance from the prims

- viii. All placements are done in accordance with the Process and Procedure for Residence Placement, as approved by the Residence Placement Committee.

## **2. Admission**

### **Rules:**

- i. Admission into residence is only permitted if you are a registered student.
- ii. Advance payment is not required before admission, but it is required before residence registration.
- iii. A date will be set at the start of the new academic year, after which students will forfeit rooms if they have not registered or supplied proof of registration by this date.
- iv. Students will forfeit rooms if they do not collect and sign for keys within 24 hours(1 day) after registration, unless prior written arrangements have been made with the Residence Admissions office at v-res-help@nwu.ac.za or with the CSRC at csreresissues@gmail.com

### **Procedure:**

- i. The Residence Administration Office confirms preliminary placement via sms within 30 days of the closing date.
- ii. Students with disabilities are given preference to placement, with due consideration of the type of disability and the reasonable accommodation of the student with the disability.
- iii. The Manager Residences shall be responsible for the placement of students in a residence. This may be delegated to the Student Supervisor in consultation with the House Committee.

### **a. Admission Cancellation (Before Residence Registration)**

#### **Rules:**

- i. The due date for admission cancellations is 31 January
- ii. Residence Administration sends cancellations to the finance office and the student will only then be removed from the student system – if no cancellation is received, the student will be held liable for the fees that reflect on his or her account.
- iii. Students arriving late must notify the Residence Administration Office in writing who will notify the relevant Student Supervisors.

**Students can only move in after proof of academic registration has been handed to the Residence Officer or assistant. Cancellation of registration at the NWU or an acceptance of transfer to another campus does NOT automatically result in a residence admission cancellation. The Residence Administration must be notified in writing of the intention to cancel a room in a residence and the student must provide a suitable replacement for the year.**

#### **Procedure:**

Submit or email letters of cancellation to Residence Administration on or before 31 January.

## **b. Registration**

### **Rules:**

- i. Once a student signs for receipt of the keys to the room of the residence, he or she is liable for the yearly fees unless a replacement resident is identified by the outgoing student.
- ii. Residence registration will not be effected UNTIL the minimum amount payment is received as advance payment
- iii. Only the Residence Administration office is allowed to register a student on the system. Registration for residences takes place at the Residence Administration office during office hours (Monday to Friday, 08:00 – 16:00)
- iv. Original bursary letters are required, specifying 'accommodation' without ANY conditions
- v. All admitted applicants must be registered by the end of January
- vi. After registration the student resident will receive a key to the room and a residence access card which must be kept safe and returned to the Residence Officer upon evacuation of the room. A penalty fee determined by management will be charged for replacement of lost keys

### **Procedure:**

- i. Students must report to the allocated residence and submit proof of academic registration
- ii. The Residence Officer or Assistant, issue the keys, residence access card, inventory form, room allocation and the Rules and Regulations booklet to first year students.
- iii. The House Parent/Student Supervisor prepares a file for each student containing all the documents which is sent to the Residence Administration office
- iv. The statement is checked for correctness

## **c. Internal Room Transfers**

### **Rules:**

- i. Room transfers may only be done with the consent and knowledge of the Residence Administration office.
- ii. The room transfer must be completed within 24 hours after approval
- iii. The normal procedures regarding cancellation of the current room and occupation of the new room must be followed using the inventory forms

### **Procedure:**

- i. The resident applies to the senior admin assistant for an internal transfer on the official room transfer document.
- ii. The resident reports to the Residence Officer with the signed consent form to change rooms.

- iii. The Residence Officer and the student do a room inspection and sign off the inventory form.
- iv. The student returns the key and the access card of the room previously occupied.
- v. The student must ensure they leave the previously occupied room in a clean and neat condition.
- vi. The student and the Residence Officer complete the inventory form for the new room and the Residence Officer hands the student the key and the residence access card.
- vii. The signed inventory form for the new room is handed in to the Residence Officer.
- viii. Both inventory forms are filed in the residents' file.
- ix. The floor lists are updated and sent to the Residence Administration office.
- x. Any damage is reported to the Residence Officer Manager for claiming and record purposes. The documents are forwarded to the finance department by the Residence Administration office

#### **d. Cancellation**

##### **Rules:**

- i. Residence cancellations take place at the Residence Administration office during office hours (Monday to Friday, 08:00 – 16:00)
- ii. Residents are liable for accommodation fees for the full number of **academic days of the year**. They will remain liable for the fees until they have found a replacement. The student system calculates the cost according to the number of **academic days**.
- iii. A credit or pro rata credit for the accommodation fees will only be granted if a replacement student from outside a university residence, who complies with the placement requirements, is found and approved by the Residence Administration.
- iv. A course cancellation does not automatically serve as a residence cancellation. A separate residence cancellation form must be completed and handed in to the Residence Administration office
- v. Damages will be charged to the student's account

##### **Procedure:**

- i. The resident gives notice in writing of cancellation of the room
- ii. The Residence Officer checks the room and both parties sign off on the inventory form
- iii. The resident evacuates the room
- iv. The student returns the key and the residence access card of the old room
- v. Where applicable, a form is completed and signed to collect fees for damages or missing items
- vi. A 'successful sign out' document is handed to the resident
- vii. The resident submits the 'successful sign out' document to the Residence Administration office
- viii. The residence cancellation is recorded on the system



- ix. All other documents for the student are forwarded to the Residence Administration office.
- x. Students completing their degree in June must evacuate their rooms in June and follow the cancellation procedure as set out above.

## **Section 2A: Commencement and Conclusion of NWU VTC Terms (Holidays)**

### **Rules:**

- i. Residences must be evacuated after the June and November exams 24hours after a student's last exam.
- ii. Notices of evacuation will be given to students well in advance
- iii. Residents may occupy their rooms on the day preceding the official start of academic activities for the year, semester or quarter.
- iv. At the end of an academic year or semester, residents must leave the residence at the following times:
  - a. Residents who are still writing examinations must leave their rooms within 24 hours after writing their last examination or re-examination paper.
  - b. Residents who are not writing examinations must leave their rooms within 24 hours after conclusion of lectures

## **Section 3A: Accommodation during Holidays**

### **Rules:**

- i. **All residences will have a total evacuation during midyear and year-end recess period** - NO student shall be accommodated during university midyear and year-end recess unless otherwise decided by the VTC residence management. All residences shall be closed during that time. Residents who write second opportunity examinations and other applications received (will be handled with merit) will be liable for **an additional payment per day** as determined by the University.
- ii. Vacation accommodation during other NWU recesses shall be subject to the following conditions:
  - a. Only specific residence(s) identified by the Residence Administration Office shall be used for accommodation during recess.
  - b. During the recess determined by management where students are allowed to stay on in residences (to be communicated to students), students shall reside in residences at their own risk, however, measures will be put in place to ensure the safety of students.
  - c. Students will be liable for their own electrical tokens and it will be for their own account.
  - d. Right of admission is reserved
  - e. Students doing in-service training or undertaking experiential learning have to submit a valid letter from the faculty or company for confirmation thereof

- iii. Applications must be submitted to the relevant Residence officer/admin office (with proof of payment) well in advance or incorporated in the student account
- iv. Residents who leave personal belongings in residences during recess do so at their own risk

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## **Section B: Channels and Structures of the Residence Administration Facilities Services**

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### **Section 1B: General Procedures**

**Statement: The policy regarding the handling of residents' complaints is based on the fair treatment of all residents. The Residence Administration shall not act on anonymous letters or complaints.**

#### **1. Procedure Regarding Internal Residence Problems**

Step 1: Report the problem in writing to a House Committee member and student supervisor.

Step 2: If, after following the above procedure, no response has been received, report the problem in writing to the Residence Manager.

#### **2. Procedure on External Problems**

Step 1: Report the problem in writing by email to the Prim of the House Committee, to the CSRC Residence Officer, Student Supervisor and the Residence Manager.

Step 2: The Residence Manager will have overall responsibility to handle the matter.

### **Section 2B: Maintenance**

#### **1. Procedure Regarding Maintenance Problems**

Step 1: *During office hours*

Report the problem to a staff member of the Department of Residences, in the maintenance report book or on the electronic link available on the web.

Step 2: *After hours*

Report emergency problems to the Prim and /or the student supervisor for action.

### **Section 3B: General**

#### **1. Procedure Regarding Security Problems**

Step 1: Report any emergency to the Head of Residences, the Prim and the Student Supervisor. The Residence Manager will have overall responsibility to handle the matter.

Step 2: Report any non-emergency problem in writing to the Residence Officer and Student Supervisor who will notify the Residence Manager.

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## **Section C: House Committees (HCs) – Elections, Structures, Duties & Policy**

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### **Section 1C: House Committee (HC) Structure**

#### **Definition:**

'House Committee' or 'HC' means the student governing committee of a particular house or residence, as elected by the house members or residents of that house or residence. This includes Day Residences.

#### **1. House Committee**

##### **Duties of the House Committee**

The following are expected of the House Committees:

Uphold discipline and arrange joint student activities in conjunction with the management.

Responsibilities include:

Upholding discipline

Managing visitation

Enhancing communication channels

Handling grievances

Organizing house activities

Assisting as peer helpers

Assist in managing facilities: laundry, recreation halls, clubhouses, bathrooms, etc.

Conducting orientation without initiation practices

Additional responsibilities: academic affairs, marketing, security, etc.

##### **Subcommittees**

The House Committee may, in consultation with the Student Supervisor and with the full knowledge of the house members, appoint subcommittees from its own ranks, e.g. a Recreation Committee or Sports Committee, or co-opt house members for special assignments or to promote the interests of the residence.

### **Section 2C: Elections of House Committees**

- i. The presiding CSRC will design the Rules of Procedure for House Committee Elections, to be supported by the Department of Student Engagement and Leadership and approved by campus management. One set of procedures will govern all House Committee elections.
- ii. Any amendment of the Procedures of House Committee Elections must be approved 3 months prior to the call for nominations.

**Refer to documentation on –**

### *Guidelines for House Committee Elections*

- iii. Only students belonging to a particular residence may attend and question candidates during manifesto readings and vote in the elections of that specific residence.
- iv. The voters roll will serve as entry to the manifesto readings and voting area.
- v. The Student Supervisors / House Parents will be responsible for the logistics and facilitation of house committee elections.
- vi. The Chief Electoral Officer who presides over CSRC elections will preside over House Committee Elections.
- vii. The above is applicable to all residences, inclusive of day residences.

### **Section 3C: General Residence House Committee(HC) Rules**

- i. Internal house functions must be approved by the Student Supervisor and the CSRC Residence Officer. In the case of Day Residences, approval must be obtained from the House Parent.
- ii. Regular HC meetings shall be held, chaired by the Prim
- iii. Two-thirds of the HC members shall constitute a quorum
- iv. All resolutions made at HC meetings shall be submitted to the House Parent /Student Supervisor and the CSRC Residence Officer within 48 hours after the meeting. The House Parent /Student Supervisor may veto any resolution but shall inform the Prim accordingly without delay, whereupon the House Committee may lodge an appeal against the veto of the House Parent /Student Supervisor with the CSRC Residence Officer and Director of Student Engagement and Leadership.
- v. It is compulsory for HC members to attend the meetings of the sub-council.
- vi. Each HC member shall function in accordance with his or her allotted portfolio tasks
- vii. Any dispute or disagreement between the House Parent /Student Supervisor and the House Committee may be referred to the Director of Student Engagement and Leadership for mediation. The CSRC Residence Officer must be included in meetings.
- viii. The maximum term of office of HC members is three (3) years (terms), and during those three terms, no HC member may serve for longer than two (2) terms as a Prim.
- ix. HC members shall be evaluated at the end of March and at the end of September for leadership bursaries
- x. The evaluation procedure should be consistent with the relevant and applicable policy and with what is expected of the HC member concerned, according to his or her duties

### **Section 4C: Specific Residence House Committee Rules**

- i. The House Committee shall assist the House Parent /Student Supervisor in maintaining good order and in ensuring that the house members obey the rules
- ii. The House Committee shall promote the ideals and goals of the institution, as well as the social and cultural life of the house members

- iii. The House Committee shall, in consultation with the House Parent / Student Supervisor, arrange in-house matters to fit into the framework of organised residence life, and make sure that such arrangements are carried out
- iv. The House Committee shall deal with the group interests of the house members, both inside and outside the residence
- v. The House Committee shall, within the scope of its authority, take disciplinary steps against house members who transgress the rules. The CSRC will manage the appeals process.
- vi. The House Committee shall see to it that a study atmosphere is promoted and maintained
- vii. The House Committee shall bring any problem that concerns operational aspects to the attention of the Residence Officer. If there is no feedback, the problem should be reported to the Residence Manager
- viii. The House Committee shall see to it that no discrimination of any nature whatsoever takes place in the residence
- ix. The House Committee shall make arrangements to ensure that at least one HC member is on duty every evening and during every weekend.
- x. The House Committee shall assist the Student Supervisor with administrative tasks, e.g. drawing up and updating house lists, etc.
- xi. Should a HC member be expelled or suspended, he or she shall forfeit remuneration and any other privileges.

## **Section 5C: Meetings**

No unauthorised meetings may be held in the residences.

### **1. Formal House Meetings**

- i. Resolutions shall be ratified through a majority of votes.
- ii. At least one (1) formal house meeting a month shall be held, which meeting shall be chaired by the Prim.
- iii. Written notice of such meeting shall be posted on the official notice board at least 4 days before the meeting
- iv. Attendance of such meeting shall be compulsory for all house members, unless a letter of apology is received
- v. One half of the house members who are entitled to vote shall constitute a quorum
- vi. Written apologies for absence shall be submitted to the Prim (or his or her delegate)
- vii. The dress code at formal meetings shall be chosen by the house members. However, no pyjamas and slippers or costumes and towels will be allowed at a formal house meeting.
- viii. The standard meeting procedure shall be followed
- ix. Should a member/ resident not attend a meeting, it is his or her responsibility to obtain information distributed and discussed at such meeting and will not be used as an excuse for any contraventions.

- x. The minutes of the formal meeting must be noted, submitted to the student supervisor/ house parent, kept and filed for the duration of a year.

## **2. Emergency Meetings**

- i. Emergency meetings do not require written notice
- ii. An emergency meeting may be held on the instruction of the Student Supervisor, House Parent or/ and Prim
- iii. All resolutions made at an emergency meeting shall be ratified at an ordinary or special house meeting
- iv. The meeting shall be minuted, and copies of the minutes shall be submitted to the House Parent/ Student Supervisor and the Director of Student Engagement and Leadership.

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## **Section D: Disciplinary Powers**

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### **Section 1D: Discipline and Disciplinary Measures**

#### **Statement:**

Discipline is a characteristic of an orderly society. One of the more important tasks of Residence Management is the exercising of discipline and the taking of appropriate disciplinary measures.

#### **1. Principles**

- i. Disciplinary measures shall be applied and managed in a consistent manner
- ii. Discipline in a residence environment is not negotiable. The principle of 'balance of probability' applies
- iii. Residence Disciplinary Committees have certain disciplinary powers, and each resident falls under the authority of his or her Residence Disciplinary Committee. If a resident should refuse to be subjected to the authority of his or her Residence Disciplinary Committee, he or she would be guilty of misconduct
- iv. Any refusal by a resident to subject himself or herself to the Rules and Regulations for Residences shall be regarded as misconduct.

#### **2. Rights of the Student**

A student has the right to:

- i. Be informed of the nature of the charge against him/ her
- ii. Be heard within a reasonable period of time
- iii. Be given sufficient notice to enable him or her to prepare for a disciplinary hearing
- iv. State his or her case and defend himself or herself
- v. Call witnesses
- vi. Cross-examine any witness
- vii. Use an interpreter, if needed or desired

- viii. Be notified of the outcome of a hearing
- ix. Be notified of the disciplinary measure imposed
- x. Appeal to the appropriate higher authority
- xi. Seek defence from a fellow student or an employee of his or her choice

## Section 2D: Disciplinary Structures & Powers

<b>Level 1: Residence Disciplinary Committee (RDC)</b>	
<p><b>Composition:</b></p> <p>Chairperson: House Parent/ Student Supervisor. A House Parent/Student Supervisor from another residence must chair the meeting.</p> <p>Prosecutor: Student Supervisor of that Residence</p> <p>Two HC members – Prim/Vice Prim; Secretary/Constitutions Officer</p> <p><i>(The composition may change depending on the availability and role of the disciplinary tribunal role players)</i></p>	<p><b>Functions:</b></p> <p>Hear all cases relating to transgressions affecting the operation and management of the residence</p>



<b>Level 2: Residence Affairs Disciplinary Committee (RADC)</b>	
<p><b>Composition:</b></p> <p>Chairperson: Director of Student Engagement and Leadership or designate</p> <p>Two members of the House Committee as designated by the House Committee</p> <p>CSRC Constitutions Officer / Residence Officer</p> <p><i>(The composition may change depending on the availability and role of the disciplinary tribunal role players)</i></p>	<p><b>Functions:</b></p> <p>Hears all appeal cases</p> <p>Hears all cases that could not be concluded in the Residence Disciplinary Committee</p>



<b>Level 3: University Campus Disciplinary Committee (UDC)</b>	
<p><b>Composition:</b></p> <p>A chairperson designated by the Vice-Chancellor/ Campus Rector</p> <p>An employee designated by the Registrar</p> <p>An employee designated by the Director of SEAL</p> <p><i>(The composition may change depending on the availability and role of the disciplinary tribunal role players)</i></p>	<p><b>Functions:</b></p> <p>To hear all appeal cases regarding expulsions from the Residential Affairs Disciplinary Committee</p>

## **Section 4D: Disciplinary Hearing**

### **Statement:**

The Residence Disciplinary Committees and the Residence Disciplinary Subcommittees of the various residences shall hear all cases where resident students have contravened the rules.

### **1. Investigation and Arrangement of Hearing**

#### **Preliminary Examination/ Investigation**

- i. The Student Supervisor shall hold a preliminary examination/investigation to ascertain whether the House Committee has a case against the resident. He or she shall determine under what circumstances the incident took place and whether there is enough evidence and/or witnesses. He or she shall take down statements from witnesses and put the information he or she has gathered in writing. He/she shall frame the charge as disclosed by the evidence in the course of his or her investigation.
- ii. The Student Supervisor shall act as the prosecutor where applicable.
- iii. A student supervisor of another residence should be appointed chairperson.
- iv. Prims should have observer status.
- v. If, at the close of the investigation, the prosecutor/student supervisor is of the opinion that a case cannot be made, he or she shall decline to proceed.
- vi. If the accused fails to attend the hearing without having being officially excused, the hearing will proceed in his or her absence.

#### **Arranging a Hearing**

It is the responsibility of the Student Supervisor to arrange a suitable date and venue for the hearing. The Secretary of the House Committee shall take down the minutes of the hearing.

#### **Written Notice of Hearing**

- i. The Secretary shall give the accused notice of the hearing in writing.
- ii. The Chairperson of the hearing (House Parent/ Student Supervisor) shall sign the notice, which shall contain the following:
  - a. The alleged offence or charge: what the contravention is in terms of the Rules and Regulations for Residences.
  - b. The specific incident connected to the charge: when, where and how it happened.
  - c. The time, date and venue of the hearing.
- iii. The time for preparation is usually set at 48 hours, but in exceptional cases of more serious contraventions, the accused may ask the Chairperson for more time to prepare.
- iv. If a student refuses to acknowledge receipt of a notice of misconduct or an alleged contravention of rules, the date, time and place of serving the notice shall be recorded. Two witnesses shall sign to that effect and may be called to testify in the case where the student may deny having refused.
- v. If the accused fails to appear, the hearing can be held *in absentia* (in his or her absence).



## **2. The Hearing**

### **Preliminaries**

- i. The Chairperson welcomes and introduces all who are present.
- ii. He (or she: 'he' here refers to both genders) asks what the accused's language preference is in terms of the institution's language policy (will an interpreter be required?).
- iii. He determines whether all parties are present.
- iv. He sets the ground rules and the roles of all parties involved.
- v. He outlines the procedure to be followed.
- vi. He obtains the accused's affirmation that he or she has received notice of the hearing.

### **Plea**

- i. The Chairperson reads the charge out loud.
- ii. He (or she) states the purpose of the hearing.
- iii. He ascertains whether the accused understands the charge.
- iv. He asks the accused to respond to the charge and asks the accused how he or she pleads.

### **If the accused pleads "Not Guilty", the facts are determined (Witnesses are Called)**

- i. The prosecutor reads the statements of the witnesses and/or calls the witnesses.
- ii. The Chairperson gives the accused an opportunity to cross-examine each witness.
- iii. Members of the Committee ask each witness questions, if necessary.
- iv. Each witness leaves the room after giving evidence.

### **The accused states his/ her case**

After all the witnesses have testified, the accused shall state his or her case.

Members of the committee cross-exams the accused, if necessary.

The accused calls his or her own witnesses, if any.

Members of the Committee ask each witness questions, if necessary.

Each witness leaves the room after being questioned.

### **Presenting of Arguments**

- i. The Prim as *pro forma* prosecutor first presents argument on why the accused resident should be found guilty.
- ii. The accused addresses the Committee on why he or she should not be found guilty.

### **Finding**

- i. The accused leaves the room to allow the Committee to make a decision.

- ii. The Committee weighs all the evidence and decides whether the accused is guilty or not guilty.
- iii. If a unanimous decision is not reached, the Committee votes.
- iv. In case of a tie vote, the Chairperson has the casting vote.
- v. The Committee calls the accused back and the Chairperson informs him or her about the finding.
- vi. The Chairperson gives the reason for the finding.
- vii. If the accused has been found guilty, the Committee hears extenuating and aggravating circumstances.
- viii. The accused leaves the room to allow the Committee to make a decision.

## **Extenuating (Mitigating) and Aggravating Circumstances**

### **Definitions:**

Extenuate/mitigate = lessen

Aggravate = worsen

The Committee shall take the following aspects into consideration, for the sake of consistency and a fair penalty:

- i. The gravity of the contravention.
- ii. The circumstances under which the incident occurred.
- iii. Decisions made at previous disciplinary hearings about similar contraventions.
- iv. The maximum penalty in terms of the Rules and Regulations of Residences.
- v. Any aggravating or extenuating circumstances.
- vi. The accused's disciplinary record.

### **Decision on Penalty**

- i. The Committee takes extenuating or aggravating factors into account.
- ii. It looks at any precedents (that is, action taken in previous cases of a similar nature).
- iii. If the penalty is a written warning, a warning in writing is given to the accused who has to sign it.
- iv. If the penalty is a recommendation for expulsion or suspension, the Committee informs the accused that its decision has to be ratified by the Residence Affairs Disciplinary Committee.
- v. The Committee calls the accused in and the Chairperson informs him or her of the penalty.
- vi. The Chairperson gives the reason for the penalty.
- vii. He informs the accused of the disciplinary measures to be taken against him or her.

### **Appeal**

- i. The Chairperson advises the accused of his or her right to appeal.
- ii. He advises the accused within which period he or she may lodge an appeal.

- iii. He advises the accused how he or she should lodge an appeal, if he or she so desires.
- iv. The accused must lodge an appeal within five (5) working days to the Dean of Student Affairs, if he or she so desires.

## **Section 5D: Disciplinary Measures, Penalties, Suspension and Expulsion**

### **1. Disciplinary Measures**

- i. Disciplinary measures shall not include personal favours undertaken for fellow residents.
- ii. The Residence Disciplinary Committee and/or Residence Affairs Disciplinary Committee may impose one or a combination of the following disciplinary measures:
  - a. Should there be limited space available in residence; preference will be given to students with a clean disciplinary record
  - b. Reprimands or warns a resident.
  - c. Forces a resident to pay compensation for damage caused by his or her misconduct.
  - d. If necessary, refers a case of misconduct to the Department of Student Counselling and Development for remedial measures.
  - e. Expects a resident to apologise in person or in writing to a specific person or body.
  - f. Imposes any appropriate community service, educational or justifiable punishment.
  - g. Recommends to the Residence Affairs Disciplinary Committee that the resident be suspended or expelled.
  - h. Excludes the student from any or all residence activities.
  - i. Strips the student of any office or capacity in which he or she was appointed or to which he or she was elected.
  - j. Divests the student of any right or privilege he or she is entitled to as a resident.
  - k. The student may be referred to a professional organisation/institution for assistance or rehabilitation.

### **2. Temporary Suspension**

- i. The House Parent /Student Supervisor has the right to ask any resident to account for his or her behaviour without his or her interfering with the duties of the Residence Disciplinary Committee. The Student Supervisors are appointed proxies of the Vice-Chancellor.
- ii. The Student Supervisor has the power to suspend residents temporarily, under the following conditions:
  - a. The power of temporarily suspending a resident may be exercised only in a case of serious misconduct that would, in the opinion of the House Parent/ Student

- Supervisor, justify temporary suspension of a resident from a residence of the institution, and in cases where a resident's conduct may have a detrimental effect on other residents.
- b. Arrangements shall be made with the accused to leave the residence immediately and he or she may not enter the premises again until his or her case has been heard by the Residence Affairs Disciplinary Committee. However, the Director of Student Engagement and Leadership and the Dean of Student Affairs has to approve this recommendation of temporary suspension.
  - c. The Student Supervisor shall, within 24 hours, submit a full report on the case to the Director of Student Engagement and Leadership and the Dean of Student Affairs.
  - d. A student shall be suspended until the final outcome of the case (e.g. until appeal hearing has been held)
  - e. A student who is suspended will be liable for his or her account for the duration of the suspension
  - f. The student may appeal to the Director of Student Engagement and Leadership within five (5) working days

### **3. Expulsion**

- i. The Student Supervisor has the right to ask any resident to account for his or her behaviour without his or her interfering with the duties of the Residence Disciplinary Committee. The Student Supervisor is the appointed proxy of the Vice-Chancellor.
- ii. If the accused resident is found guilty he/she shall be required to leave the residence within 48 hours or as determined by the Residence Disciplinary Committee and he or she may not enter the premises again until his or her case has been heard by the Residence Affairs Disciplinary Committee.
- iii. The Student Supervisor in consultation with the Residence Manager shall, within 24 hours, submit a full report on the case to the Residence Affairs Disciplinary Committee.
- iv. The student may appeal to the Director of Student Engagement and Leadership within five (5) working days.
- v. Should a student be expelled from a residence, he or shall not be allowed to reside in any other residence of the institution for the duration of his or her studies at the institution.
- vi. If a student is expelled, he or she must evacuate his or her room at the specified time as agreed upon with the Student Supervisor. Should the student not adhere to this arrangement, his or her belongings will be removed and no responsibility will be taken by Residence Management thereafter.

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## Section E: Internal Rules and Regulations

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### Section 1E: New Residents in the Residences

#### Definition:

Persons who become residents of a specific residence for the first time shall be classified as 'newcomer' residents or 'first year' residents.

- i. All new students shall attend a compulsory residence orientation programme organised by the Department of Student Engagement and Leadership and Residence Administration and any other briefing meetings by Residence Administration
- ii. House orientation to welcome new students and create a sense of belonging is encouraged but no physical welcoming programme or any form of initiation shall under any circumstances, be allowed.
- iii. All engagement with first year students must be grounded in a human rights culture. First years will not be allowed to perform personal favours for other students.
- iv. **Univprep students are only allowed to apply for residences on full payment upfront before receiving keys to rooms**

#### Rules of Occupation of a Room in a Residence

The North-West University is a responsible corporate citizenship. As part of its corporate responsibility, the NWU expects all stakeholders, including the students, to act with responsibility towards the environment. Therefore, all students in the residences are expected to use water and electricity sparingly and with responsibility.

### Section 2E: Misconduct

#### Statement:

If any resident is found guilty of any of the contraventions stated below, he or she will face disciplinary action.

- i. The contravention of any rule, regulation, direction, or Act of Parliament, or any attempt to do so.
- ii. Any instigation to contravene or complicity in contravening any rule, regulation, direction, or Act of Parliament, or any attempt to do so.
- iii. Refusal to heed any fair and reasonable instruction or request of any formal body or official of the institution, or any action contrary to such instruction or request, including instructions regarding the wearing of identification cards and instructions falling within the framework of any legislation pertaining to the institution.
- iv. Any wrongful and/or deliberate damage to or appropriation, destruction, alienation or possession of the institution's property or the property of any person associated with the institution, including that of another student or of a visitor to the institution, or any attempt to do so.
- v. Any improper or indecent behaviour or deed on any premises of the institution or at any other place where such conduct will or can link the person concerned to activities of the institution.

- vi. Any insulting, threatening or indecent behaviour or attitude towards any lecturer, student or official of the institution.
- vii. Making a false statement to any official, official body, committee, subcommittee, student council or student who is an elected leader of the institution.
- viii. Any deed which may cause damage to or endanger the image of the institution, or which may injure or endanger the upholding of discipline, or which may injure or possibly injure the performance of good and efficient teaching and research at the institution.
- ix. The use of violence or threats against any person on any premises of the institution or any premises controlled by the institution, or during participation in any activity of the institution.
- x. Deliberately furnishing essentially false information about the institution to any person or body.
- xi. Participation in and/or the organising of unauthorised student actions that encroach upon the academic activities of students and/or the functioning of a residence and/or the institution.
- xii. Any deviation from the approved orientation programme for first-year students, and any form of initiation of newcomers at the institution or any of the institution's residences.
- xiii. All activities that violate human rights and dignity as well as activities in practice that are in conflict with the values and principles imbedded in the Bill of Rights in the Constitution are banned.
- xiv. Any form of forgery and fraud committed on any premises of the institution.
- xv. Helping or encouraging any student to contravene any rules and regulations as stated in the Rules and Regulations as well as the policy of the institution.
- xvi. Failure to report any misconduct that the student is aware of being committed by any other student, or which he or she has witnessed.
- xvii. Being found guilty of a serious offence by criminal court.
- xviii. Using a student card, meal card or disc belonging to any other student and/or allowing any other student or person to use his or her student card, meal card or disc to gain access to any room and/or premises of the institution, and/or performing any action or rendering any service that can be performed or rendered with such card or disc.
- xix. No slogan, logo or brand name may be printed/worn with the residence or institution's logo except in the case of sponsors and then only according to the Corporate Identity Policy of the institution.

### **Section 3E: Compulsory Quiet Times**

#### **Definition:**

Quiet time is an atmosphere conducive to study and rest any time of the day or night.

#### **Statement:**

The onus shall be on the residents, jointly and individually, to maintain an atmosphere conducive to study and rest. Resident's behaviour shall at all times be such that it does not infringe on the right of others to enjoy privacy and quietness. Each resident shall pursue his or her studies without causing a disturbance of any kind.

- i. A 24-hour compulsory quiet time will be maintained in the residences. Zero tolerance of noise will be enforced during exam times.
- ii. TV sets, Radios and sound equipment may not disturb the study atmosphere. No loudspeaker(s) shall be displayed through and/or outside windows and doors of rooms in the corridors of the residences.
- iii. Any equipment with which a resident continues to disturb the study atmosphere may be confiscated or disciplinary measures may be taken against the resident. Confiscated equipment will be returned to the resident concerned only at the end of the semester or when he or she goes home for a weekend.
- iv. Disciplinary proceedings shall be carried out by the Residence Disciplinary Committee in line with the disciplinary code of conduct and its provisions in terms of penalties.

## **Section 4E: Visitors**

### **Definition:**

Any person(s) not registered to stay in the specific residence. And/or any student from a mixed residence found in the block/floor/passage of the opposite gender outside visiting hours.

### **Visitors shall be managed per residence according to the logistics and facilities.**

- i. Visitors are not allowed to stay overnight at any of the residences. Residents shall be responsible for their visitors, and shall be expected to inform their visitors about all the rules, including parking of vehicles.
- ii. Residents shall be held responsible for the behaviour of their visitors in case of any misconduct or interference with any activity of the residence by a visitor, or where breakage or vandalism has been caused by a visitor.
- iii. The concession for visitors may be withdrawn by the House Committee or Student Supervisor if any rule is broken.
- iv. The House Committee must see to it that all visitors leave the residence by visitors' closing time. All visitors shall be monitored to ensure that they remain visitors and not squatters. The person being visited must see to it that all visitors leave the residence by visiting closing time. All visitors shall be monitored to ensure that they remain visitors and not squatters.
- v. No dependant, family or spouse of any resident will be accommodated in the residence.
- vi. Residence closing time for visitors during weekday and weekends:  
 External Visitors (non-residents) 10:00 – 22:00  
 Internal Visitors (residents) 10:00 – 22:00 (except by arrangement with the Student Supervisor) Only residents of their own residences may be in the residence during the closing times.
- vii. No student from any other residence or external visitor will be allowed in the block/floor/passage of the residence beyond visiting hours .
- viii. Visitors visiting the opposite gender during visiting hours shall be treated as follows:

- a. They shall be allowed to be in the common visiting areas where it exists as determined by Residence Management.
- b. The right of the roommate shall always be respected.
- c. The right to grant permission for an external visitor to visit residences are subject to the visitor producing a driver's license or ID to the security guard at the access point in exchange for a visitors pass which must be returned when the visitor leaves the premises. The student being visited will be charged for any transgression by his/her visitors. The Residence Manager (during working hours) and the Student Supervisor (after hours) will have the final authority on making any ruling on the right of visitors to access the residences.
- d. All visitors shall wear visitors' identification cards for as long as they are on the premises of the institution.
- e. Any person found loitering who is not a registered student or a registered visitor, shall be regarded as having trespassed on the premises of the institution and appropriate action shall be taken against such a person.
- f. Unauthorised visitors shall be ordered to leave the residence by the Residence Security on duty.
- g. Where necessary, Campus Control or Safety shall be called to intervene.

## **Section 5E: Subletting/ Squatting**

### **Definition:**

'Squatting' means when a visitor stays overnight, occupies space, is accommodated in a residence or makes use of residence facilities without the written consent of the Student Supervisor or the Residence Officer.

### **Statement:**

Any visitor found in the residence/room after visiting hours without permission from the House Parent or Residence Officer, will be regarded as a squatter.

- i. No form of subletting shall be permitted, and no visitor shall be permitted to reside, squat or use the facilities of a residence even if he or she is a registered student at the institution.
- ii. A resident will be regarded as a squatter if he or she gives to a non-resident to reside in his or her room with or without the resident being present.
- iii. A visitor of another residence of the institution found in a residence/room outside visiting hours, as well as the host of the visitor, will face the same charges of squatting.

## **Section 6E: Alcoholic Drinks, Drugs and Any Related Substances**

### **1. Alcohol**

#### **Statement:**

The institution affirms and maintains community-wide norms that support healthy choices and encourage low-risk choices regarding alcohol, choices that do not compromise the positive living and learning experiences of the institution's community.



- i. Residents may not bring alcohol onto any premises of the institution or to any official function, excursion or tour, or be in the possession of alcohol or use it on such premises or at such function, tour or excursion.
- ii. It is strictly forbidden for any student to possess, consume or sell alcohol in his or her room or in the vicinity of the residences.
- iii. Residents who are guilty of any form of alcohol abuse shall be subject to the disciplinary measures of the institution.
- iv. Any residence and/or room may be inspected at any time. An inspection committee, as appointed by the Director of Student Engagement and Leadership which must include a house committee member and a residence officer, may enter the residence at any time for inspection purposes.
- v. Visitors shall be the responsibility of the resident and visitors must also obey all the rules concerning alcoholic beverages.
- vi. Security staff is empowered to handle misbehaviour due to alcohol abuse.
- vii. No liquor is allowed in the residences or on the premises.
- viii. Students must adhere to rules laid down by Residence Management concerning alcohol use at designated areas for legitimate approved social events.
- ix. Liquor licenses must be obtained from Liquor Board for selling of liquor at any organised activities on the residence premises.
- x. Ordinarily consumption of liquor during the week shall not be permitted unless special approval is obtained from the Dean of Student Affairs.
- xi. Students drinking alcohol out of squeeze bottles and obeying direct instructions from an employee in not allowing the employee to smell or taste the contents of the bottle is seen as a misconduct and will be facing disciplinary.

## **2. Drugs and Intoxicating Substances**

- i. No resident may use, trade in, distribute, possess, grow or be under the influence of any illegal drugs, intoxicating or habit-forming substances on the premises of the institution.
- ii. Any residence and/or room may be inspected at any time. No drugs and/or intoxicating substances shall be allowed in rooms. An inspection committee, as appointed by the Director Student Affairs/Residence Manager, may enter the residence at any time for inspection purposes.

## **Section 7E: Harassment**

### **Definition:**

Impairment of the dignity of the body of a staff member or student of the institution, or any psychological injury or humiliation or discrimination to such person or persons.

### **1. Racial Harassment and Tribalism**

#### **Definition:**

Racial harassment and tribalism are behaviours that are intended to coerce, manipulate, intimidate or take advantage of persons on account of their race and/or ethnic group.

**Statement:**

Racism and tribalism are forms of abuse that are not tolerated by the North-West University. On the other hand, if a resident believes he or she is being discriminated against on the basis of race, creed or religion, he or she must report it to the Dean of Student Affairs .

- i. If any resident is found guilty of racial harassment or tribalism as per the above definitions or statements, he or she will face disciplinary action.

**2. Sexual Harassment****Definition:**

The university defines sexual harassment as requests for sexual favours, or unwelcome or repeated sexual advances, or demeaning verbal or other expressive behaviour of a sexual nature, when this interferes with another person's rights or creates an intimidating, hostile or offensive environment.

**Statement:**

Sexual harassment is a form of abuse that will not be tolerated by the University.

- i. If any resident is found guilty of sexual harassment as per any of the above definitions or statements, he or she will face disciplinary action.

**Section 8E: Vandalism and Loss of Property****Definition:**

Any wrongful and/or deliberate damage to or appropriation, destruction, alienation of possession of residence property or the property of any person associated with the institution, including that of another student or of a visitor to the institution, or any attempt to do so.

**Statement:**

Damage to the residence property is a serious offence and all such cases must immediately be reported to the Student Supervisor and Residence Administration. The person(s) concerned shall be held responsible for all reasonable repair or replacement costs, and disciplinary action will be taken.

- i. No student may damage or vandalise any property of the institution or an individual.
- ii. Any resident who is guilty of vandalism, and who leaves the institution before his or her case has been dealt with internally, shall be subject to prosecution. The resident's examination credits or qualification may be refused completely. Damages, as determined by the Disciplinary Committee, may be debited against the resident's account.
- iii. Fire hoses and fire extinguishers may be handled only in case of fire. Any other instance of such equipment being handled shall be considered as vandalism, and the guilty person will pay for damages and may forfeit his or her right of accommodation.
- iv. Being under the influence of alcohol or drugs will not be accepted as an excuse for vandalism.

## **Section 9E: Firearms and Fireworks**

- i. No firearms are allowed in the residences.
- ii. Under no circumstance shall a firearm be carried on the person, be displayed or fired in the residence.
- iii. Students are not allowed to possess or handle any dangerous weapon, explosive or fuel on any premises of the institution. Threats or pretending to use a firearm or any other dangerous weapon, explosive or fuel are prohibited.
- iv. No fireworks or any explosive devices shall be kept on or detonated on any premises of the institution or in any of its residences.

## **Section 10E: Smoking**

- i. Smoking is prohibited in declared non-smoking areas. These include floors, TV rooms, bathrooms, recreation halls, dining halls, lifts, storerooms, public foyers and residence rooms.
- ii. No open fires, including candles, will be allowed in the buildings. Fires and braais will only be allowed in designated areas.

## **Section 11E: Illness and Medical Conditions**

- i. Any illness, physical condition or disability that may affect the student's participation in residence activities must be reported to the Student Supervisor to the discretion of the person concerned. This will only apply if the illness or condition is none of those listed in VI below.
- ii. A medical certificate confirming such a condition and specifying prohibited activities must be submitted to the Student Supervisor.
- iii. Students must inform the Student Supervisor when he or she is confined to bed because of illness.
- iv. Obtaining and taking chronic or other medication is the student's own responsibility.
- v. Medical services are available on campus at specified hours, but obtaining other medical treatment is the student's own responsibility.
- vi. The following communicable diseases must be reported to the Student Supervisor: chicken pox, cholera, diphtheria, epidemic typhus, German measles, haemorrhagic fever of Africa, haemorrhagic virus conjunctivitis, Hepatitis A, leprosy, louse infestation, measles, meningococemia, mumps, plague, poliomyelitis, scabies, tuberculosis, typhoid fever, whooping cough, pink eye or any other communicable diseases. The student must leave the residence immediately after being diagnosed until such a time he or she is medically specified as recovered.

## **Section 12E: Pregnancy**

### **Statement:**

The residence does not have the necessary facilities for pregnancy at its disposal and therefore it is not recommended that pregnant residents remain in the residence.

- i. If a resident falls pregnant, she must apply to the /Student Supervisor and Residence Manager to remain in the residence, at her own risk, in the first **36 weeks of the pregnancy**.
- ii. Depending on the medical certification, a resident may reside in the residence only until the end of her sixth month of pregnancy.
- iii. The university will not be liable or responsible for any injuries or complications while a pregnant student resides in the residence.

**Refer to documentation on –**

*Guidelines Pertaining To Accommodation and Support Of Pregnant Students At The North West University.*

## **Section 13E: Politics**

### **Definition:**

Any form of gatherings sanctioned by a political organisation, will be regarded as a political activity/meeting.

### **Statement:**

Although residents may hold differing opinions which might lead to arguments among themselves, each resident is expected to treat all other residents' viewpoints with respect.

- i. External political organisations/activities are not allowed in the residences, **rooms or lounge areas**.
- ii. Internal registered organisations of the institution will only be allowed with prior permission from an arrangement with the Student Supervisor in common lounges or halls
- iii. Only posters and pamphlets officially approved by the Electoral Committee for the SRC elections may be put on the official notice boards in residences.
- iv. No posters of any national political parties are permitted in common areas of the residences

## **Section 14E: Trading**

There shall be no form of trading in any residence except for residents selling 2<sup>nd</sup> hand textbooks

## **Section 15E: Projects**

Forms must be filled in and handed in 14 days before the date of the event..

- i. Permission shall be obtained from the Student Supervisor and the House Parent, in the case of Day Residences, and before fundraising, community and residence projects are initiated.
- ii. No last minute projects will be approved. Dates reflected within the project form must be adhered to.

## **Section 16E: Transport**

- i. No official transport shall be provided to any resident for personal or private purposes.

- ii. The official transport provided to residents of the off-campus residences may only be used by residents of that residence, in which cases the Access Cards will only be displayed at the gate of the residence and in the busses
- iii. No student may make arrangements for the provision of transport on behalf of the institution or make any change to the scheduled bus times.

### **Section 17E: Part-Time Jobs and Experiential Training**

- i. Students who wish to do experiential training or have a part-time job must have the consent of the Manager of Residences to reside in residence. Only full time students will be accommodated in residences, not students who are also employed.

### **Section 18E: Speakers from Outside the Campus**

- i. When any external speaker, or the SRC wishes to address a meeting at a residence, whether by invitation or of his or her own volition, prior written consent must be obtained from the Student Supervisor. Any speaker from a political organisation must have the permission of the Dean of Student Affairs.

### **Section 19E: Breakage**

- i. Residents must report breakages to the responsible Residence Officer as soon as possible.
- ii. Any wilful damage will lead to disciplinary steps.
- iii. The person responsible for the breakage must be identified and the staff of the Residence Administration will ascertain the reasonable repair or replacement costs and informs the student thereof. The staff of the Residence Administration have the authority to have the student's account debited with the repair cost.
- iv. If Technical Services should undertake the repairs, a fully specified account for the repairs must be submitted to Residence Management.
- v. **If the student refuse to sign the breakage form it does not exonerate him/her from the payment due.**
- vi. In cases where the offender cannot be traced the whole house/corridor will be held jointly responsible for settlement of all costs/accounts in respect of repairs.
- vii. Unless proven beyond reasonable doubt that damage to a room was caused by natural events, every resident will be accountable for all damage caused in the room allocated to him or her for the period that he or she occupied that room.
- viii. A resident and/or his or her parent or a private company hired by them may not attempt to repair or paint the property of University residences. All the repairs must be done through Technical Services.
- ix. A form for Acknowledgement of Damages must be signed by the student and Student Supervisor and Residence Management.

### **Section 20E: Rooms**

#### **Statement:**

All residents shall be jointly and individually responsible for keeping the residence premises clean and neat, and the Residence Management shall ensure that this is done.

- i. Each student shall be responsible for the neatness of his or her own room. Rooms may not become a health risk to fellow students.
- ii. No dirty crockery or cooking utensils may be kept in a room as well as in the kitchen
- iii. The walls must not be damaged when pictures, portraits or paintings are put up in the recreation halls, sitting rooms and bedrooms. No nails, hooks or two-sided tape are allowed. Only Prestik may be used.
- iv. No permanent fixtures such as bookshelves, desks, mirrors, etc. may be dismantled or moved.
- v. Each resident is responsible for his or her own room, and the room must be left in the same condition when the student vacates it that he or she found it in on taking occupancy. No unauthorised student may enter the room of another student unless the resident student is in the room.
- vi. Rooms may be exchanged during the year only with the approval of the Senior Admin Assistant who will notify the Student Supervisor.
- vii. When a resident moves into a room, he or she must notify the Senior Admin Assistant immediately if anything in the room is not in good condition or is damaged or defective. If the problem is not reported it will be assumed that he or she has found the facility in a good condition and with no defects. Thereafter, any breakage or damage shall be deemed to have been caused by the occupant. An inventory of the contents of the room and of any defects must be signed by the student when he or she occupies the room.
- viii. If a student moves out of a residence or relocates to another room during the year or semester, he or she must check the state of the room in the presence of the Residence Officer. Students who do not follow this procedure might be held liable for any damage found afterwards.
- ix. No vehicle spare parts, motorbikes or bicycles may be taken into the residence building, but they may be taken to places specifically designated for such vehicles or spare parts.
- x. No student may tamper with the electricity supply, electrical appliances or telephones and emergency equipment.
- xi. NWU furniture, mattresses, cushions or equipment may not be removed from any room, house, recreation hall or any other recreation area.
- xii. Under no circumstances may walls or doors be written on. No form of 'graffiti' will be allowed in any residence.
- xiii. No private parties or functions shall be allowed in the rooms, lounge, corridor or around the residence without permission from the Student Supervisor. Approved parties may only be held in designated areas.
- xiv. The NWU staff responsible for the management of student life, particularly the Student Supervisor, and residence administration have the right of access to any room in the residence at all times and rooms may be spot checked at any time with a specific purpose. The right to inspection includes requesting a student to open his or her cupboard, bags or suitcases. Where necessary, a 3<sup>rd</sup> party should be present.
- xv. Rooms shall be inspected regularly by the residence maintenance team to identify and attend to defects, repairs and general maintenance.

- xvi. Residents shall under no circumstances hang their washing/clothes on and outside residence windows.
- xvii. Littering through residence windows, on balconies, in passages, the open spaces, communal areas, kitchens or washing rooms and on residence grounds is forbidden.
- xviii. A medical certificate shall be submitted to obtain special permission from the Residence Manager to bring a privately owned mattress into the room.
- xix. No empty alcohol bottles may be displayed in rooms for decoration purposes.

## **Section 21E: Electrical Wiring and Equipment**

- i. Only the following apparatus may be used in residence rooms:
  - a. One standing fan per room.
  - b. One bar refrigerator per room (maximum of 60 litres and 220 V). An amount of R200 per year will be charged for keeping a fridge in the room.
  - c. Hair dryer and curling tongs.
  - d. Reading lamp.
  - e. Radio (no excessively large sound or music system and speakers are allowed).
  - f. Kettle
  - g. Iron
  - h. Computer equipment.
  - i. Microwave oven (with permission of the Residence Manager).
  - j. Television (own TV licence must be provided).
  - k. A R200-00 fine will be charged to replace a lost key and if a lock is replaced the cost will be determined by the Residence Officer.
- ii. The room and passages are not suitable for the preparation of food, because good hygiene and proper disposal of waste are absolutely necessary. No student is allowed to prepare food in any manner whatsoever in his her room or in the passage. The following equipment may be kept in the room but may only be used in the kitchen:
  - a. Toasters b. Snackwich c. Frying pans d. Waffle pans
- iii. Only residents in a residence equipped with a kitchen area and a suitable sink and worktop shall be allowed to prepare food in the kitchen area (self-catering units). Students should, however, take note that the conditions of use for kitchen equipment must be strictly adhered to, and that there should under no circumstances be any electrical overload. It is the responsibility of the students to leave the kitchen in a neat and tidy condition.
- iv. No open-element equipment is allowed.
- v. Each student must see to it that all electrical appliances are switched off and disconnected and that the area is clean when he or she leaves the kitchen.
- vi. When a television set that is not the property of the institution is used or hired, the owner or lessee shall pay for the legally required television licence.

- vii. Residents use all appliances, washing machines, tumble driers, microwave ovens, etc. at their own risk. The NWU or any of its employee shall not be held responsible for damage to personal property or injuries. Residents must familiarise themselves with the operation and usage of appliances.
- viii. No furniture or equipment owned by the NWU shall be removed from any part of the residence.
- ix. No student shall tamper with electrical wiring or fittings (including television fittings).
- x. Residents are strictly prohibited from making any alterations to or doing any work on the electrical equipment or telephone equipment of the residence.
- xi. Equipment brought into the residence that poses any risk or potential risk, as described in the Occupational Health and Safety Act, can be confiscated by the Residence Manager.
- xii. Permission to use televisions, microwaves or freezers in the rooms must be obtained from the Residence Manager.

## **Section 22E: Residence Microwave Ovens**

### **Fault procedure:**

During breakages, do not attempt to repair equipment. Microwave ovens put out a lot of radiation, which may be dangerous to people. Report all faults according to the procedure for the reporting of faults to the Residence Officer.

- i. No steel, stainless steel, metal, tin foil, foil or any other such materials may be used in the microwave ovens, nor ceramic utensils with metal lines, decorations or designs.
- ii. Food to be heated must be covered.
- iii. Close the oven door carefully – do not slam it.
- iv. Do not use more time for warming food than the time actually needed.
- v. Switch the oven off after use.
- vi. Clean the oven after use.
- vii. While microwave ovens are in use, the user must always be present.

## **Section 23E: Washing Machines and Tumble Dryers**

The use of the washing areas, washing machines and tumble dryers is subject to the following conditions:

Laundry facilities are only available for use by registered residents of the specific residence. No visitors or former residents of the residence may use the facilities or the equipment. A resident who assists or allows a non-resident to use the washing facilities, or who washes the clothes of a non-resident in the washing rooms, will be subject to disciplinary action.

- i. Only washing powder for automatic machines may be used
- ii. The machine must be programmed according to the size of the load.
- iii. Do not interrupt the cycles of washing machines or tumble dryers.
- iv. Soaking wet clothes may under no circumstances be placed in the tumble dryers. The clothes must first be spin-dried.



- v. Washing may under no circumstances be hung out of windows or from balconies. All washing must be hung on the designated washing lines.
- vi. Students are not allowed to wash the following in the washing machines: shoes, carpets, blankets or any other non-clothing items.

### **Fault procedure**

If a washing machine or tumble dryer stops during operation, no student may attempt to repair the machine. The faulty machine must be reported according to the prescribed procedure for the reporting of faults.

### **Section 24E: Private Property**

- i. It is the responsibility of the students to keep their personal possessions safe and their rooms and cupboards locked at all times. This also applies to property for which students have permission to leave at residences during vacations. The university has no insurance cover for personal items belonging to students.

### **Section 25E: Notice Boards**

- i. Notice boards may be used by the House Committee, Residence Manager and the Student Supervisor only. If a resident wishes to use a notice board, he or she must first obtain permission from a member of the House Committee. Notices may not be posted at any place other than the notice boards provided for this purpose.
- ii. Notices of the SRC and officially registered organisations of the institution will be put up by the Student Supervisor .

### **Section 26E: Electrical Meter boxes**

- i. Students will receive an electric token at the beginning of each month with the total of electricity agreed upon by the relevant University Authorities of the NWU (Vaal). This is included in the annual residence fees.
- ii. If students run out of electricity during the month the student must purchase electricity and it would be for their own account.
- iii. Faulty meter boxes must be reported to the residence staff.

### **Section 27E: Pets and Animals**

Residents and employees of the University are not allowed to keep pets or animals (any living creature) inside or on residence premises

### **Section 28E: Wasting Water and Fire Extinguisher**

- i.No wasting of water shall be permitted in and around the residence. Fire hoses and fire extinguishers may be used only in case of fire.
- ii.Tampering with fire hoses and fire extinguishers will be deemed to be vandalism. Students will be receiving a fine and disciplinary action will be taken for abusing the equipment.

### **Section 29E: Restrictions**

- i. Age restriction – Applications from students older than 26 years are not accepted.

- ii. Married students are not accommodated in residences. Applications for accommodation in the residence will be at full discretion of the residence placement committee.

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Amendments coordinated by: Ms P Coopoo  
Approved: VMC-March 2016  
Printed: June 2016

## CONTACT DETAILS: STUDENT SUPERVISORS

<b>FARANANI RESIDENCE</b>	
Supervisor:	Mr Ntokozo Tyapile
Contact Details Office:	016 910 3052
E-mail	Ntokozo.tyapile@nwu.ac.za
Supervisor	Ms Lebo Maekela
Contact Details Office	016 910 3052
E-mail	Lebo.maekela@nwu.ac.za

<b>LONGFELLOW RESIDENCE</b>	
Student Supervisor	Ms Charmaine Mahopo
Contact Details Office:	016 9310877
E-mail	Charmaine.mahopo@nwu.ac.za

<b>BOHLALE VILLAGE RESIDENCE</b>	
Student Supervisors	Mr Akhona Dalasile
E-mail	Akhona.dalasile@nwu.ac.za
Student Supervisor:	Ms Sebolelo Lempe
E-mail	Sebolelo.lempe@nwu.ac.za

<b>THUTHUKA RESIDENCE</b>	
Student Supervisor	Ms Shado Masango
Contact Details:	016 910 3243 ; Office: House 16 A
E-mail	Shado.masango@nwu.ac.za

<b>VERGELEGEN RESIDENCE</b>	
Student Supervisor:	Ms Mamorati Hlaka
Contact Details Office:	016 910 3243 ; Office: House 16 A
E-mail	Mamorati.hlaka@nwu.ac.za

<b>JASMYN RESIDENCE</b>	
Student Supervisor:	Ms Mamorati Hlaka
Contact Details:	016 910 3243 ; Office: House 16 A
E-mail	Mamorati.hlaka@nwu.ac.za

<b>ORYX RESIDENCE</b>	
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House Parent:	Mr Lebohang Mathibela
Contact Details Office:	016-910-3464
E-mail	Lebohang.mathibela@nwu.ac.za
<b>HORIZON RESIDENCE</b>	
House Parent	
Contact Details:	
E-mail	

<b>ACACIA RESIDENCE</b>	
House Parent	Mrs Karin Venter
Contact Details:	016 910 3308
E-mail	Karin.Venter@nwu.ac.za

<b>KHUMBA RESIDENCE</b>	
Student Supervisor	Mr Freddy Motsoeneng
Contact Details Office:	016 910 3243 ; Office: House 16 A
E-mail	<a href="mailto:Freddy.motsoeneng@nwu.ac.za">Freddy.motsoeneng@nwu.ac.za</a>

<b>EBUKHOSINI RESIDENCE</b>	
Student Supervisor	Ms Desiree Motsele
E-mail	Desiree.motsele@nwu.ac.za

**Residence Admin Contact**

**Details:**

**Residence Admissions:**

Email: [v-res-help@nwu.ac.za](mailto:v-res-help@nwu.ac.za)

Phone: 016 910 3051/88

**CSRC Contact Details:**

Email: [csrcresissues@gmail.com](mailto:csrcresissues@gmail.com)

Phone: 016 910 3232

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## NWU STRATEGY STATEMENT

To transform and position the NWU as a unitary institution of superior academic excellence, with a commitment to social justice.

### OUR DREAM

To be an internationally recognised university in Africa, distinguished for engaged scholarship, social responsiveness and an ethic of care.

### OUR PURPOSE

To excel in innovative learning and teaching and cutting-edge research, thereby benefitting society through knowledge.

### VALUES

The NWU will foster engaged and caring staff and students and embed the following foundational values, based on the constitutional values of human dignity, equality and freedom:

- Ethics in all endeavours
- Academic integrity
- Academic freedom and freedom of scientific research
- Responsibility, accountability, fairness and transparency
- Embracing diversity

## ALL NWU VAAL RESIDENCES:

Thuthuka:



Jasmyn:



Vergelegen:



Faranani:



Oryx:



Acacia:



Longfellow Village:



Bohlale Village:



Kumba:



Ebukhosini:



Horizon:



