



Business and Enterprise Development

NORTH-WEST UNIVERSITY GUIDELINES FOR OFF-CAMPUS PRIVATE STUDENT ACCOMMODATION ACCREDITATION

1. Purpose and Guidelines

The purpose of this document is to provide guidelines, clarity, equal opportunity, and consistent treatment of all the service providers of privately owned accommodation facilities across all three (3) campuses of the North-West University and to ensure that the University addresses the critical areas of risk associated with the provision of accommodation.

This guideline should be read in conjunction with the Policy on the Minimum Norms and Standards for Student Housing at Public Universities (Government Gazette 39238, dated 29 September 2015¹) and the Higher Education Act of 1997² (as amended).

This guideline does not replace or release any service providers of privately owned accommodation from any local, provincial, and national legislation, which applies to any aspect of housing and students housing accommodation.

Please note that should NSFAS issue alternative guidelines for 2024 that has an impact on the accreditation process, NWU reserves the right to amend this guideline.

Service providers who wish to renew their accreditation status and those who wish to apply for accreditation numbers for the first time are advised of the risk of applying through NWU's process. Since the accreditation department will be doing the accreditation work, a fee will be levied for the accreditation evaluation and grading of the facility according to the NWU grading system. This fee will be calculated as 1% of the total annual revenue to be earned from the accredited facility. The fee will be capped at R10 000.00 per address. If NSFAS implements their own accreditation process for 2024 and they do not recognize the work that has already been done by NWU, fees paid to NWU will not be refundable to the service provider by NWU. It is on this basis then that the accreditation process is being undertaken by NWU for 2024 and service providers who apply through the NWU application platform, agree to this arrangement.

¹ www.gov.za/sites/default/files/gcis_document/201509/39238rg10502gon897.pdf

² <https://www.gov.za/documents/higher-education-act>

1.1 Accreditation process¹

1.1.1 Application form

The online application form and the required supporting documents (as contemplated in par 1.2.1) must be completed and submitted for the accreditation of the facilities for 2024. Please ensure you have all documents on hand before you start the application process. The application should be completed by the individual or entity that will be managing the property and **who will receive lease amounts**.

1.1.1.1 Only applications that have been completed in full will be considered.

1.1.1.2 The application form must be completed and submitted online in respect of **each** physical address for where accreditation is required. Using the accreditation number of one property to claim for another is considered fraud.

1.1.1.3 Please note that the submission of the application form or any other documents does not grant an automatic accreditation. Also, your accreditation status of 2023 does not automatically transfer to 2024 and will not automatically guarantee the same rating for the new year. A scorecard will be completed with inspection and a 2024 rating will be set. Each year a new application must be submitted. A committee appointed by the Director of Business Enterprise and Development, or his/her/their delegate will process the application. The Chairperson of the Accreditation committee will issue feedback to all applicants to inform them of the decision made by the committee within a reasonable time, upon which a site visit will be scheduled.

1.1.2 Application fee

1.1.2.1 An application fee is payable with application. This fee is calculated by the number of beds in the facility and is equal to 1% of the total lease income generated by the applicant's accredited facility capped at R10 000.00. The fee is calculated by the number of beds, not by the number of students. We will not consider any application without proof of payment. Proof of payment should reflect the date of the deposit and the amount clearly. As the service providers will not know the rating of the property until a scorecard has been completed upon inspection, the fee should be calculated on the minimum accreditation rating amount as stipulated in 3.3.1. and supply us with proof of a further payment if you receive a higher rating. No accreditation number will be issued without the full amount received.

¹ Refer to Annexure C for the process flowchart.

Example for the calculation of the accreditation fee:

10 beds in total in the facility at R31 200.00 = R312 000.00 X 1% = R 3 120.00 capped at R10,000.00.

1.1.2.2 The application fee is non-refundable even in the case of non-accreditation.

1.1.2.3 The application fee should be paid into the following bank account of the

NWU: ABSA Bank

Account Name: NWU Diverse

Account Number: 670 642 313

Branch Number: 632005

Reference: “**ACC**” followed by the ID Number of the applicant or Registration number of the entity or agency managing the property.

The Application form for accreditation for 2024 of **new addresses** will be available online and all new applications must be submitted through [this link](#).

If you are renewing your accreditation a link will be emailed to you. This link is generated for a specific property and should not be shared between service providers.

1.2 Criteria

1.2.1 Documents to be provided.

1.2.1.1 Required Documents (For the application to be evaluated)

Please ensure that the undermentioned documents are ready for uploading when you prepare to submit your application online for the first time.

- Example of the lease agreement for 2024. To accompany the lease agreement please attach the entrance inspection which includes a check list of all household items provided in the student’s bedroom and facility. The check list should provide for the signatures of the student and the service provider. This lease should allow the student to stay for the academic year. You will not be allowed to evict a student by the end of November if they still have a second opportunity exam. The student should be able to provide proof of this on official NWU documentation.

- Proof of ownership of the building, or in the case of an agency the mandate to manage the property.
- Latest municipal account. (Not older than 3 months). If this account is overdue an arrangement letter of downpayment with your Municipality should also be uploaded. If not, the application will not be considered.
- Copies of IDs of the owner(s)/director(s).
- Tax clearance certificate of the owner(s)/entity.
- Fire equipment installation and inspection certificates.
- Proof of payment for accreditation fee. The application will not be considered without this.
- Proof of banking details for the individual, entity, or agent (needed for payment of lease agreements)
- Proof of installation of Wi-Fi sufficient for all students in the facility
- Gas installation certificate where applicable

Documents required for **re-application**:

- Example of the lease agreement for 2024. To accompany the lease agreement please attach the entrance inspection which includes a check list of all household items provided in the student's bedroom and facility. The check list should provide for the signatures of the student and the service provider. This lease should allow the student to stay for the academic year. You will not be allowed to evict a student by the end of November if they still have a second opportunity exam. The student, however, should be able to provide proof of this on official NWU documentation.
- Latest municipal account. (Not older than 3 months). If this account is overdue an arrangement letter of downpayment with your Municipality should also be uploaded. If not, the application will not be considered.
- Proof of payment for accreditation fee. The application will not be considered without this.
- Tax clearance certificate of the owner(s)/entity
- Fire equipment installation and inspection certificates.
- Gas installation certificate where applicable

Your online application submission will be recorded even if you submit it without all these supporting documents. However, the application will not be considered until all these documents have been presented to the Accreditation Office through the Online platform.

1.2.1.2 Optional Documents

- Zoning certificate or proof of application.
- Insurance certificate for public liability.

Additional documentation may be required by the Accreditation Team depending on the size of the facility.

1.2.1.3 Criteria for Accreditation as per Inspection list

Safety	<ul style="list-style-type: none"> • Security Gates at all Entrance to Residence • Lockable Rooms • Fence High enough • Access Control • Alarm System • Electrical Fencing • Burglar Bars • Armed Response • Subscription to a Local Security Firm
Bathrooms	<ul style="list-style-type: none"> • Shower/bath ~ 1 per 7 students • Toilets ~1 per 5 students • Lockable Bathroom • Wash Basins ~1 per 4 students
Laundry	<ul style="list-style-type: none"> • Washing Machine ~ 1 per 25 students
Rooms	<ul style="list-style-type: none"> • Single Room - 8 square meters • Double Room - 14 square meters • Single bed including mattress • Study Desk • Chair • Bookshelf • Wall Mounted Heater • Lockable Closets
Study Facilities	<ul style="list-style-type: none"> • Separate Study Area at the Facility

<p>Kitchen – Cooking inside the student rooms should not be permitted.</p>	<ul style="list-style-type: none"> • Fridge 320l ~1 per 8 students • Sink – 1 per 15 students • Stove ~ 1 four Plate Stove per 8 • Microwave Oven ~ 1 per 15 students
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1.2.2 Inspections

1.2.2.1 Scheduled inspections will be conducted as per dates arranged with the applicant. On the inspection date either the owner or an authorized person must be available to accompany the Accreditation Committee for the inspection. A scorecard will be completed in conjunction with the service provider to ensure the scoring is fair and unbiased. Service providers will have until the end of January to appeal this score. No appeals will be accepted after this.

1.2.2.2 All areas (kitchen/bathrooms/bedrooms/laundry/study area/warden flat) must be accessible for the Committee to complete the inspection.

1.2.2.3 No construction site will be accredited until the building on the site have been completed and declared safe. This rule also applies to minimum required facilities that are not yet completed.

1.2.2.4 Please note, due to various inspections conducted on the scheduled date, delays may be experienced. In these cases, sufficient notification will be provided. The owner(s)/authorized person(s) of the facility to be inspected, must be available on the date scheduled and contact numbers must be provided to communicate the date.

1.2.2.5 The committee does not inspect a show room, it inspects the entire residence – that requires the complete residence to be ready for occupation when you apply for accreditation.

1.2.2.6 Two inspection visits will be conducted during the year. This is to ensure that service providers still meet the minimum requirements as set by NSFAS and the requirements of the rating given.

1.2.3 Safety and security requirements

1.2.3.1 House rules for the students should address all safety matters related to the provision of accommodation to students, but will, as a minimum, have the following:

- No alcohol is allowed on the accommodation premises, unless in an environment dedicated for the supply of alcohol, such as a bar with a barman and under a controlled environment.
- No illegal drugs or substances which has a narcotic effect are allowed on the accommodation premises.
- No visitor(s) after certain hours during the week and over the weekends.
- No sleeping over of friend(s) in rooms where students share accommodation.

If students are unable to uphold the norms and standard of the North-West University the same disciplinary procedures can be taken against the student to uphold the name of the North-West University.

The approved Rules of the University Residences are provided as part of these guidelines and may be implemented in full or in part as decided by the service provider.

1.2.4 Accreditation outcomes

The possible outcome of the accreditation process:

Type of accreditation	Description	Duration
Accreditation	Meet the minimum requirements.	Valid for 1year
No Accreditation	Service provider who after the preliminary inspection result was released did not correct or effect the recommendation of the committee.	-----
Blacklisted	Service provider that has supplied the university with fraudulent documentation or engaged in fraudulent /corrupt activities when conducting business with the university	May only apply after (2-5years) depending on severity of the conduct.

Accreditation is valid for one year only and all service providers for 2023 must re-apply.

Documentation confirming the accreditation number will also be issued by the Chairperson of the Accreditation Committee to all the successful applicants that should be displayed in the residence.

1.2.5 Appeals process in the case of No Accreditation

- 1.2.5.1 An applicant whose application for accreditation has been denied may appeal the decision of the Accreditation Committee.
- 1.2.5.2 An applicant must lodge an appeal in writing to the Appeals Committee within five (5) working days after receiving the formal response to his/her/their application.
- 1.2.5.3 The Appeals Committee shall be chaired and constituted by the Director of Business Enterprise Development or his/her/their nominee(s).
- 1.2.5.4 The Appeals Committee must decide on whether to uphold or reject the appeal within a reasonable timeline. In exercising their judgment, the Appeal Committee may interview the owner(s)/agent(s) or may conduct unannounced inspection of the premises.

1.2.6 De-accreditation

- 1.2.6.1 If during the calendar year for which the accommodation has been accredited, clear evidence is provided to the University that the accredited property no longer meets the minimum accreditation conditions, the Accreditation Committee will re- inspect the property in question.
- 1.2.6.2 If any significant deviance(s) are found, the service provider shall be afforded an opportunity to remedy such deviance within a period of seven (7) days after having been notified in writing of such deviance(s).
- 1.2.6.3 Where evidence exists that an accredited accommodation provider induced university employees or students, whether monetary or otherwise, to support their (continued) provision of accommodation, such provider shall immediately forfeit their accreditation.
- 1.2.6.4 The University reserves the right without prior notice, to de-accredit a service provider who is engaged in illegal and unethical business practices or have submitted fraudulent documents.
- 1.2.6.5 Once a service provider is de-accredited, all future scheduled payments will be redirected to the new service provider as indicated by the affected students by means of new lease agreements being submitted to the student accounts and bursary department.
- 1.2.6.6 The University reserves the right to assist students renting form a service provider whose accreditation is forfeited, to seek alternative accommodation in which case no further payment will be made to the mentioned service provider.

2. NSFAS Accommodation Allowance and Payment Procedures

2.1 Responsibility of the student

- a. The student must upload a completed and signed lease agreement on NWU DIY at <https://diyservices.nwu.ac.za/bursary-allowances>. The last date of submissions will annually be communicated to students. Students and accredited service providers will be notified when the upload period opens. The student will need the accreditation number of the service provider to complete the online process.
- b. It is the responsibility of the student to immediately notify the NWU if they move to another address. The student must inform the NWU of the movement by selecting the new service provider on NWU DIY and must submit the new lease agreement as well as the termination/cancellation letter. The students must provide their service providers with at least one month's written notice of their intention to terminate the lease agreement. This period is payable and must be included in the termination period.
- c. The student must ensure that they comply with all the clauses of the lease agreement that they signed and that they accept responsibility for all obligations placed on them in the lease agreement.
- d. Students are to clean their own rooms.
- e. Students should be vigilant and take responsibility for their own safety.

2.2 Responsibility of the lessor/accredited private student accommodation provider/agency

- a. Provide the student with the accreditation number.
- b. Provide a contract/lease agreement to the student with the following minimum information included: **Student's name, surname, student number and student ID number and accreditation number of the unit.** The contract must also indicate if the student stays in a single or sharing room.
- c. Address of the accommodation facility.
- d. Banking details of the lessor of accredited private student accommodation, being the individual, entity, or agent.
- e. Applicable number of months
- f. Annual lease amount

- g. This information must be on a summary page of the lease agreement as the first page of the agreement.
- h. Provide the university with a list of details of all NWU students residing in all the accredited facilities of the service provider in an excel format as requested by the student account and Bursary departments. This list must be provided on the first day of March, April, July, and September and submitted to the e-mail addresses provided in paragraph 6.1 below on the prescribed template as per Annexure B of this communication.
- i. The service provider from whom the student is moving must issue a cancellation/termination letter to the student. The letter must include the final amount due to the service provider. If the cancellation of the lease agreement is due to the non-performance of the service provider, no penalty for the notice period will be due. However, if the cancellation of the lease agreement does not relate to non-performance by the service provider, a penalty of at least one month's rent will be payable by the student. Should a student move a second time in an academic year without the reason of non-performance, three months of rent will serve as a penalty for the notice period.
- j. Rental charged per student should be inclusive of water, electricity, internet, and transport where the accommodation facility is more than 2 kilometers from the campus.
- k. The lease agreement in terms of the accreditation **may not** require:
 - A deposit charged by the tenant.
 - Additional rent above the annual maximum amount as established by NWU.
- l. Should the service provider and the student agree to an additional lease amount above the capped amount approved by NSFAS or any other costs the student are willing to cover, an additional contract should be drafted. This however should be explained to the student in detail. The NWU do however not agree with this and will have no part in any disputes that may come of this.
- m. Damage to property of the service provider should be properly recorded and supported with evidence in the case of a claim against a student. Reports of damages to property, together with supporting evidence and details of the responsible student(s), should be provided to the accreditation department. Further action will be taken by the University as it sees fit under the particular circumstances.
- n. When the eviction of students become the last option available to the service provider, notice of such eviction should be given to the accreditation department, accompanied by a comprehensive report for the reasons of the eviction.

2.3 Responsibilities and procedures of the NWU Student accounts and bursaries department

2.3.1 Keep proper control over payments to lessor(s)/accredited private student accommodation provider(s)/agency(ies).

2.3.2 Ensure that payments are only made within the approved allocation of bursaries.

2.3.3 Assist with inquiries regarding pay-outs and other related issues such as confirmation of student funding.

2.3.4 Ensure that the NWU residences are full before processing any contracts – communicate during the stipulated time with the Residence Managers.

3 Payments to accredited private student accommodation provider(s)

While NWU remains in control of the NSFAS funds to be distributed to Service Providers, the following arrangements will be in place:

3.1 Payment intervals

Payments will be done as follows:

- end of March: 20% of the annual rental fee
- end of April: 30% of the annual rental fee
- end of July: 30% of the annual rental fee
- end of September: 20% of the annual rental fee.

3.2 Facilities fees

Lessor/accredited private student accommodation provider/agency will be charged 2.5% of the value of the payment facilitated by the university. This fee will be deducted from the payments made by the NWU to the lessor/accredited private student accommodation provider/agency and the understanding is that the fee is for the service rendered by the NWU in terms of the payments. **The fee may not be recovered from the student.** The fee will be subjected to VAT at the rate applicable at the date of payment.

3.3 Residence fees payable for accredited providers

3.3.1 Accredited Facilities: NSFAS Funded students.

The maximum amount payable by a NSFAS funded student will be determined by the NWU Residence Department according to the NSFAS rules at the time and will be provided to the accredited lessor/accredited private student accommodation provider/agency. The NWU has approved the following fee structure:

Category	Classification	Single	Share
4	Gold	R45 000	R41 400
3	Silver	R41 200	R37 900
2	Bronze	R36 300	R33 400
1	Minimum	R31 200	R28 700

The table has been adjusted for 2024 based on the 2023 capped amount of R45 000 per student per annum AND based on the NWU's proportion of fees for single and sharing rooms.

(This table may be adjusted once the NSFAS capped amount is published for 2024)

The applicable maximum amount for the accommodation facility will be determined during the site inspection by the NWU Accreditation Committee based on the approved "Criteria Matrix Scorecard". This scorecard will be finalized during November 2023 in collaboration with the stakeholders on all three campuses.

4 Contractual arrangements

4.1 Accredited Private Student Accommodation Provider and the students.

4.1.1 Students funded by NSFAS and other Bursars.

4.1.1.1 Students are required to enter into a lease agreement with an accredited accommodation provider.

4.1.1.2 The university will facilitate the payment of the accommodation allowance as per the payment intervals to the lessor/accredited private student accommodation provider/agency lessor on behalf of the student after the online submission for payments was submitted, subject to amendments of the arrangements as determined by NSFAS.

4.1.1.3 Please note that students using NSFAS funding have capped amounts allocated to them and that they may not be able to afford to pay the shortfall if the rental is more than the allocated amount. It will be in the interest of the accommodation provider not to charge rental fees that exceed the NSFAS allocation.

4.1.2 Privately Funded students

4.1.2.1 Students make their own arrangements with the lessor/accredited private student accommodation provider/agency for their accommodation requirements and settlements of their residence fees.

4.2 Non-Accredited Private Student Accommodation Provider and the students

4.2.1 Students funded by NSFAS and other Bursars.

4.2.1.1 Students make their own arrangements with the lessor/non-accredited private student accommodation provider/agency for their accommodation requirements and settlements of their residence fees. Students still must apply for travel allowances in cases of own arrangements on the NWU DIY portal.

4.2.2 Privately Funded students

4.2.2.1 Students make their own arrangements with the lessor/non-accredited private student accommodation provider/agency for their accommodation requirements and settlements of their residence fees.

4.2.2.2 The university accepts no responsibility for any delivery requirements of any of the services and does not involve itself in any settlement of fee disputes between the students and the lessor/non-accredited private student accommodation provider/agency.

5 Service providers of accommodation facilities and NWU

5.1 No formal contractual arrangements will be made between NWU and the lessor/accredited private student accommodation providers/agency. Payment arrangements will be made only in terms of these guidelines and the lease agreement between the student and the service provider.

5.2 The university will not be liable for payments of students who have terminated their studies.

5.3 The university is only liable for payments of students who are registered. If students are not registered for a semester, the university will not be liable for payment of accommodation fees during that semester.

5.4 In the event of the death of a student during the year, the university will not be liable for further payments.

6 Contact details.

6.1 Student accounts and bursaries department

Mahikeng Campus: Tel: (018) 389 2546, E-mail: MC-diy@nwu.ac.za

Potchefstroom Campus: Tel: (018) 299 2667-2673, E-mail: PC-accommodation@nwu.ac.za

Vanderbijlpark Campus: Tel: (016) 910 3532, E-mail: VC-accommodation@nwu.ac.za

6.2 Accreditation department

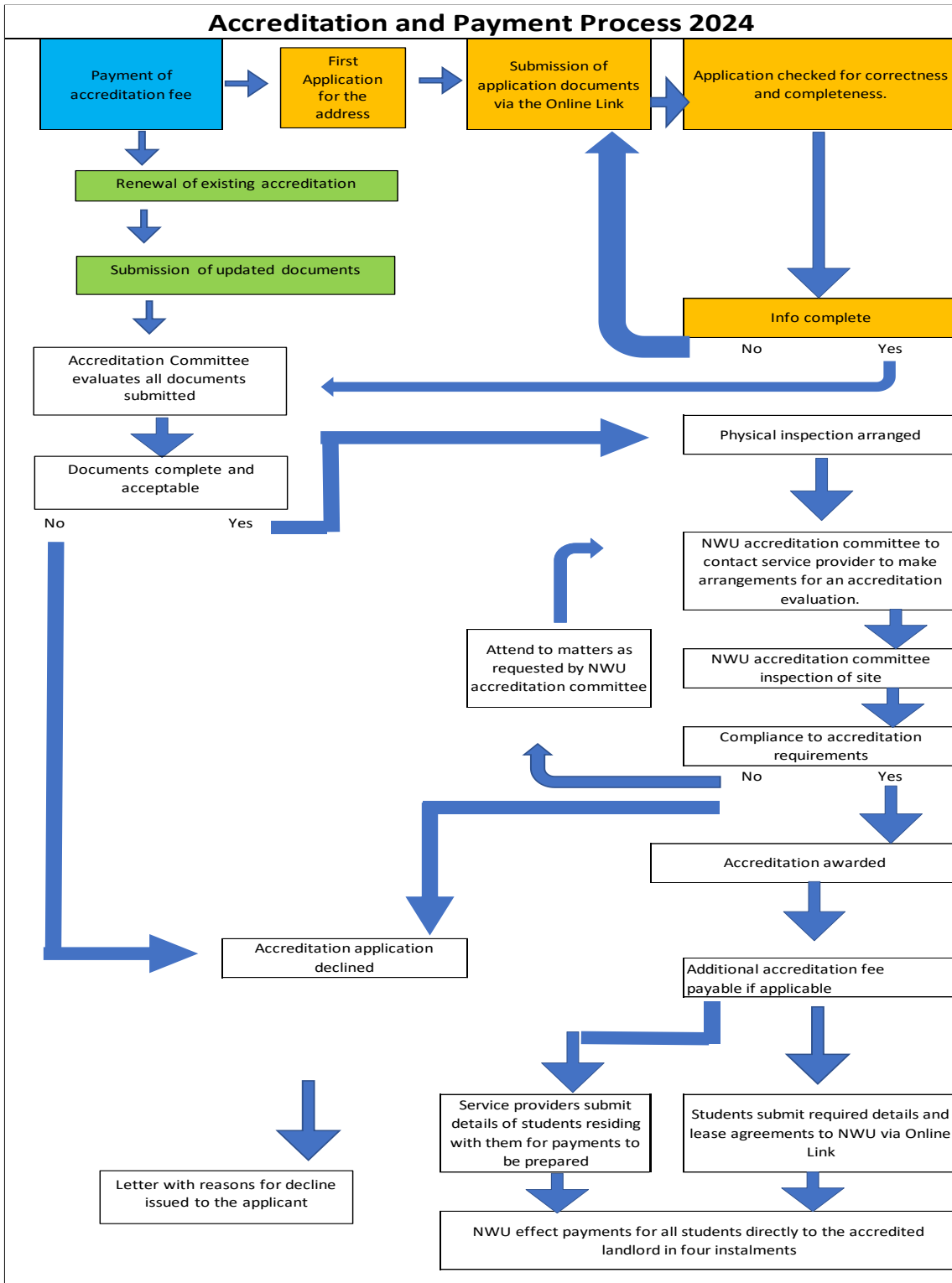
Accreditation Office: accreditation@nwu.ac.za

7 Annexures

A – Flow Chart

B – Template for student information – This should be completed and emailed to the Student Accounts and Bursary Department as per contact detail in 6.3 above.

C – Rules of the University Residences and Day houses of the NWU



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Annexures B- Template for student information



STUDENT INFORMATION

Vendor Name as at Date:

Vendor Number

STUDENT NO	STUDENT NAME AND SURNAME	ANNUAL AMOUNT	OUTSTANDING BALANCE	ACCREDITATION NUMBER



Rules of the University Residences and Day Houses of the North-West University

2021

NWU Finance & Facilities and Student Life

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NWU Finance and Facilities and Student Life

RULES OF THE UNIVERSITY RESIDENCES AND DAY HOUSES OF THE NORTH-WEST UNIVERSITY

Approved by the University Management Committee on: 10.11.2021.

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INTRODUCTION TO THE RULES OF THE UNIVERSITY RESIDENCES AND DAY HOUSES OF THE NORTH-WEST UNIVERSITY

1 INTERPRETATION AND APPLICATION

The Rules of the University Residences and Day Houses of the North-West University (hereafter referred to as “the Residence Rules”) must be interpreted and applied in a manner which is consistent with:

- 1.1 the Higher Education Act 101 of 1997 (as amended).
- 1.2 the Liquor Act 27 of 1989 (as amended).
- 1.3 the Firearms Control Act 60 of 2000.
- 1.4 the Dangerous Weapons act 15 of 2013.
- 1.5 the Statute of the North-West University (2020).
- 1.6 the NWU Policy on Student Discipline (2019).
- 1.7 the Smoking Policy of the North-West University (2021).
- 1.8 the Admissions Policy of the North-West University (2019).
- 1.9 the Policy on Students with Disabilities (2012).
- 1.10 the Institutional Rules on Student Governance (2021).
- 1.11 the Placement Procedures (as approved from time to time); and
- 1.12 any other policies, rules and guidelines which are relevant to the University Residence and Day House environment as provided by the Council and/or University Management Committee.

2 SCOPE AND APPLICATION

These rules are the rules of the University Management Committee (UMC) through which it establishes and provides for a conducive and sustainable University Residence and Day House environment for students of the NWU. These rules should be applied within the confines of the University Residence and Day House environment.

3 PURPOSE

The purpose of these rules is to guide the manner in which University Residences and Day Houses are managed as it pertains to admission, membership, facilities, and occupational health and safety. These rules must be supported by the development of the relevant operational documents, procedures and mechanisms within the domains of the relevant line functions.

4 DEFINITIONS

Within the residence rules –

“student” – refers to an individual who is admitted to the university and registered for a programmed leading to a qualification.

“FTENS” – refers to a student who is a first-time entrant to a higher education institution who was not previously registered with the university or another higher education institution.

“Senior student” – refers to a student who is not an FTEN and has been registered with the university or another higher education institution for a minimum period of one academic year. Senior students include students registered for a post-graduate programmed leading to a qualification.

“Residence member” – refers to a student who has registered with the University and is either formally placed with a specific University Residence or has registered as a member of a Day House.

“University-residence” – refers to a building that is under the control of the university for the purpose of housing students at the university. Such control includes buildings which are owned or leased by the University but does not include accredited accommodation.

“Day house” – refers to a formal Student Life structure comprising of students and has the sole purpose of creating a Student and Residence Life experience that reflects some components of a University Residence experience. Day Houses can have limited membership, and members thereof partake in the Student Life activities as coordinated by the SRC. Members of a Day House reside in off-campus privately owned, privately leased, or accredited accommodation not owned, controlled or leased by the University.

“Private accommodation” – refers to all forms of accommodation where students reside which are not controlled by the University. Such accommodation can be accredited or not.

“Accredited accommodation” – accredited accommodation refers to forms of private accommodation which has been accredited by the University’s Accreditation Committee and is not owned nor leased by the University but endorsed as having met the predetermined minimum standards.

“Residence life” – refers to the structured and non-structured co-curricular activities, programmers and learning experiences occurring within the University Residence and Day House environment, as coordinated by the relevant House Committee as a subordinate student leadership structure of the SRC and overseen by the relevant House Parent.

“House Parent” – refers to a staff member who has been appointed in a secondary position as House Parent and is assigned to a specific residence for a predetermined period of time.

“Residence Officer” – refers to a permanent staff member who has been appointed by the Department of Residence and Catering Services to perform specific functions related to maintenance, compliance and functionality, and has been assigned to a specific residence.

“House Committee” – refers to a subordinate student leadership structure of the SRC elected by residence members, and is tasked with the planning, coordination and execution of the structured and non-structured cocurricular activities, programmers and learning experiences for a specific University Residence or Day House, in collaboration with the House Parent.

“Ad-hoc university residence member” – refers to a senior student who was previously placed with a University Residence for a minimum period of 12 months but is no longer placed with any University Residence. Such a student resides in private accommodation and has applied and been approved to participate in the Residence Life-related activities and programmes of the relevant University Residence.

“SRC” – Students’ Representative Council of the North-West University.

“NWU Student Disciplinary Policy” – refers to the policy and manual on student discipline which guides the disciplinary processes and bodies that effect discipline within the University environment.

“misconduct” – refers to conduct as described and prohibited in the NWU Student Disciplinary Policy.

“firearm” – refers to any device that can propel a bullet and/or projectile through a barrel and/or a cylinder by means of a burning propellant.

“weapon” – refers to any object, other than a firearm, capable of causing death and/or inflicting serious bodily harm if used for an unlawful purpose.

5 REVIEW AND AMENDMENT

These rules may be reviewed from time-to-time but will be reviewed every three years. A review or amendment to these rules is done in collaboration between relevant line functions within the portfolios of Finance and Facilities, and Student Life. A reviewed text or suggested amendments must be tabled in the UMC for consideration and approval before coming into effect.

6 REPORTING

The Executive Directors: Finance and Facilities, and Student Life report respectively, to the UMC and other University structures as deemed necessary, on matters provided for in these rules which impact on the functioning of the respective portfolios.

Part 2

RULES ON ADMISSION TO UNIVERSITY RESIDENCES AND MEMBERSHIP TO DAY HOUSES

7 ADMISSION TO A UNIVERSITY RESIDENCE

7.1 Composition of University Residences

7.1.1 For an individual to reside within a University Residence, such a person must have successfully registered as a student at the University.

7.1.2 University Residences may be comprised of students forming part of the gender norms of male and female, or University Residences comprising of both male and female students.

7.1.3 University Residences are comprised of a proportionate combination of FTENs and senior students, with FTENs comprising one-third and senior students two-thirds of the available capacity of the University.

Residence, as determined by Business and Enterprise Development (BED) in consultation with the Student Life Department.

7.1.4 In some instances, University Residences may be comprised of only post-graduate students.

7.1.5 The University Council may from time-to-time set specific diversity and skill set targets which can inform the composition of University Residences.

7.1.6 Informed by the afore-mentioned diversity and skill set targets set by the University Council, additional compositional reservations and targets may be set by the University Residence Placement Committees of the University in consultation with the University Management Committee (UMC).

7.2 University Residence application

7.2.1 Application of prospective students

7.2.1.1 Prospective students refer to individuals applying to study at the University for the first time and may include individuals who will be FTENs or senior students following their successful registration.

7.2.1.2 Prospective students must apply to the University in the year preceding the commencement of their academic studies.

7.2.1.3 During the application process, prospective students have opportunity to submit an application for University Residence accommodation and indicate their choice(s) of a University Residence in which they would like to reside, with the placement of a prospective student remaining subject to the available capacity.

7.2.1.4 A prospective student who applies to the University is evaluated against the admission criteria of the University, as facilitated by the Central Admissions Office (forming part of Student Academic Lifecycle Administration).

7.2.1.5 Prospective students who have been provisionally approved for admittance to the University may be provisionally placed within University Residences, subject to their successful registration to the University.

7.2.1.6 The application dates for prospective students are annually published by the University.

7.2.2 Application of Senior Students

7.2.2.1 Senior students and FTENs who are in their first year at the University and have been placed in a University Residence, must reapply annually for placement in a University Residence in the subsequent year.

7.2.2.2 The application dates for such students are determined annually by Residence and Catering Services, in consultation with Student Life and the SRC.

7.2.2.3 Applications to University Residences by senior students and current FTENs are evaluated against the criteria as approved by the Campus Residence Placement Committees.

7.3 Fees Payable

The relevant fees payable for University Residences are annually published in Fees Payable and Financial Rules of the University, with these rules published electronically, [available here](#). Rules pertaining to the

cancellation of University Residence accommodation and the related fees owed, are provided for in the Fees Payable and Financial Rules of the University.

7.4 Placement within a University Residence

7.4.1 University Residence Placement Committee

7.4.1.1 The University annually establishes University Residence Placement Committees (hereafter referred to as the Placement Committees) per campus, which coordinates the placement process for both first time entering students and senior students.

7.4.1.2 The functioning and composition of the Placement Committees are provided for in its terms of reference.

7.4.2 Placement in University Residences

7.4.2.1 The Placement Committee annually facilitates the placement of applicants in University Residences, with such placements remaining subject to the successful registration of the individuals in the subsequent year.

7.4.2.2 Only individuals who have successfully registered with the University and have been placed within a University Residence may occupy relevant University Residence.

7.4.2.3 Informed by the Rules of the National Student Financial Aid Scheme (NSFAS), the University's available University Residence accommodation must be fully occupied before allowing for the allocation of off-campus accredited accommodation and the issuing of relevant allowances to Unfounded students.

7.4.2.4 The Placement Committees may provide for a process whereby residents' rooms are allocated to applicants who have been successfully placed in a University Residence, and must ensure that the process remains free, fair and transparent.

7.5 Occupation of University Residences

7.5.1 General rules

7.5.1.1 Only individuals who have successfully registered with the University may **occupy** the University Residence in which they were placed.

7.5.1.2 Failure of the individual to register within the period provided by the University will result in termination of their **placement** with a University Residence.

7.5.2 Exceptions for student leaders

7.5.2.1 Specific arrangements shall be made to allow for the provisional occupation of University Residences by student leaders elected in accordance with the Institutional Rules on Student Governance prior to the commencement of the registration process and their successful registration.

7.5.2.2 Such arrangements remain subject to a legitimate purpose justifying the occupation of University Residence(s) by student leaders before their registration and must be approved by the Executive Directors: Finance and Facilities, Student Life and the Registrar.

7.5.2.3 Specific provisions and terms may be set for such exceptions as deemed necessary by the Executive Directors: Finance and Facilities, Student Life and the Registrar.

7.5.2.4 Within the specific provision and terms as approved and provided for by the Executive Directors: Finance and Facilities, Student Life and the Registrar, the operational execution of the provisional occupation of University Residences by student leaders is coordinated by the Heads of Residences, in consultation with Student Life.

7.5.3 Exceptions for post-graduate students

7.5.3.1 Individuals who have been provisionally approved to complete a master's or Doctoral program and are not yet able to complete their registration process owing to additional program specific admission criteria set by the faculty as provided for in the General Academic Rules of the University, may occupy a University Residence.

7.5.3.2 Such individuals must provide written confirmation as to their provisional admittance to a Masters or Doctoral program, and proof of their ongoing work leading towards their successful registration, with such proof being submitted to the Department of Residence and Catering Services, and the relevant Campus Director: Student Life and House Parent.

7.5.3.3 In the event that such individuals are not able to register within the period as provided for by the University and described in the General Academic Rules of the University, such an individual's application terminates, and they must vacate their University Residence accommodation within 24hours.

7.6 Transfers between University Residences

7.6.1 Transfers of students between University Residences may be permitted in the period during which a student was placed in a University Residence.

7.6.2 Such transfer must be substantiated by a motivation indicating the reasons and purpose of the request.

7.6.3 Residence transfers must be done in accordance with the prescribed process as indicated by Residence and Catering Services and must provide the written consent and permission of the House Parents of the relevant University Residences and the student(s) requesting the transfer.

7.7 Vacating of University Residence following cancellation of accommodation

7.7.1 A student who has cancelled their University Residence accommodation must vacate the relevant University Residence room within a 24-hour period following the confirmation of cancellation issued by Residence and Catering Services.

7.7.2 In the event that the student has not vacated the relevant University Residence within the 24-hour period, the Residence Officer, in collaboration with Campus Protection Service, may proceed to remove the possessions of the said student and store such in accordance with the relevant rules.

8 MEMBERSHIPS TO A DAY HOUSE

8.1 General rules

8.1.1 A student cannot form part of the Day House and a University Residence simultaneously.

8.1.2 Membership to a Day House explicitly excludes any form of accommodation.

8.1.3 Day Houses annually elect House Committees in accordance with the relevant rules as provided for by the SRC.

8.1.4 Members of Day Houses are eligible to participate in the Residence Life activities, programs and projects as coordinated by the relevant student leadership structure and Student Life.

8.1.5 Student Life and Residence and Catering Services may, after consultation with the SRC, allocate specific targets and capacity limitations to Day Houses.

8.1.6 Student Life provides for an aligned process whereby the applications to Day Houses are administrated.

8.2 Admission to a Day House

8.2.1 Application

8.2.1.1 An individual qualifies for membership of a Day House if such a person:

8.2.1.1.1 is a student at the University, and

8.2.1.2.1 is not a registered member of a University Residence.

8.2.1.2 Individuals must apply for membership of a Day House and may do so in the year preceding their registration with the University, or during the year they are registered with the University.

8.2.1.3 The relevant dates on the application for membership to a Day House are aligned across the institution, and are determined by Student Life, Residence and Catering Services, and Students Finances and Accounts, after consultation with the SRC.

8.2.2 Fees payable

The relevant fees payable for Day Houses are annually published in Fees Payable and Financial Rules of the University, with these rules published electronically, [available here](#). Rules pertaining to the cancellation of Day House membership and the related fees owed are provided for in the Fees Payable and Financial Rules of the University.

Part 3

RULES ON THE MANAGEMENT OF UNIVERSITY RESIDENCE AND DAY HOUSE FACILITIES

9 FACILITIES OF UNIVERSITY RESIDENCES

9.1 Communal Facilities:

9.1.1 General Rules

9.1.1.1 Communal facilities refer to all areas within the residence which do not constitute a resident's room.

9.1.1.2 Communal facilities include bathrooms, kitchens, corridors, sitting rooms, reception areas, offices, computer rooms, laundry rooms, recreational halls, clubhouses, braai areas, lawns, balconies, courtyards, staircases, closets, storerooms, etc.

9.1.1.3 Communal facilities include the equipment, appliances, infrastructure and structures of the University.

located within the communal facilities.

9.1.1.4 Residence members and visitors may not alter the physical characteristics of the communal facilities, without the prior written permission of the Director: Business and Enterprise Development, Director: Facilities Management, Campus Director: Student Life and relevant House Parent, with such alterations including any form of building work, painting work and/or construction of structures, as well as alterations to electrical, water and connectivity infrastructure.

9.1.1.5 Residents of University Residences are responsible for leaving the communal facilities of the University Residence in a reasonably neat, clean and functional condition after each use, with these communal facilities including kitchens, bathrooms, reception areas, corridors, staircases, recreational halls, clubhouses, courtyards, lawns, balconies, braai areas, storerooms, etc.

9.1.2 Laundry Rooms

9.1.2.1 The use of laundry facilities and equipment by any persons other than residents of a University Residence, is strictly prohibited.

9.1.2.2 Specific products, detergents and operation instructions may be prescribed by Residence and Catering Services and must be adhered to.

9.1.2.3 Washed clothing items may only be air-dried (“hung”) at the dedicated drying racks and washing lines.

9.1.2.4 No clothing items may be air-dried over balconies, railings, balustrades, windows, or any other area or structure not designated for such a purpose.

9.1.2.5 Each House Committee, in collaboration with the Residence Officer, must make practical and functional arrangements regarding the scheduled usage of laundry facilities by residents.

9.1.2.6 The following items may, under no circumstances, be washed using laundry facilities and equipment including shoes, carpets, blankets, tarps, plastic sheets, or any other item which may damage the equipment and facilities.

9.1.3 Kitchens

9.1.3.1 Due to health and sanitation reasons, residents who use kitchen facilities must clean the equipment, appliances and surfaces they prepared their food with, after each use.

9.1.3.2 Residents must ensure that the necessary appliances and equipment are switched off after each use (including stoves, ovens, toasters, etc.).

9.1.3.3 Residents may store the following personal appliances in their rooms but **may only use such in the dedicated kitchen facilities**: toasters, sandwich makers, frying pans, waffle pans, grilling devices, and/or hotplates or similar cooking devices.

9.1.3.4 No appliances or equipment requiring the use of an open flame or gas may be used to prepare meals and/or beverages in the kitchen facilities.

9.1.4 Bathrooms

9.1.4.1 Residents of University Residences may not alter the equipment or infrastructure of bathroom facilities.

9.1.4.2 Bathroom facilities, unless otherwise indicated for visitors, may only be used by residents of the University Residence.

9.1.5 Notice boards, posters and intercom systems.

9.1.5.1 Notice boards are managed by the Residence Officer of the relevant University Residence with the assistance of the House Committee.

9.1.5.2 All posters, flyers, notices, etc., that are placed on the notice boards in University Residences may only be done with the permission of the Residence Officer.

9.1.5.3 Posters, flyers and notices may not be placed, posted or fixed on any place(s) other than the dedicated notice board(s) provided for this purpose.

9.2 Resident Rooms

Resident rooms refer to the residential rooms in which University Residence members have been placed by the Placement Committees.

9.2.1 General rules

9.2.1.1 Following the successful registration of residence members, these students are issued with the relevant access mechanisms to access the relevant rooms.

9.2.1.2 Depending on the structural layout of the University Residence, more than one student can be placed within a room ("*sharing a room*" or "*double rooms*¹").

9.2.1.3 No residence member or visitor may augment, change, and/or adapt any facilities, equipment and/or furniture allocated to the resident's room, without obtaining prior written approval from Director: Business and Enterprise Developments, Campus Director: Student Life, the Director: Facilities Management and the Campus Manager of Residence and Catering Services.

9.2.1.4 Residents may replace the moveable University-owned furniture placed within their room(s) with personal furniture but may do so only with the prior written approval of the relevant Residence Officer.

9.2.2 Room inspections

9.2.2.1 Routine room inspections shall be conducted by the Residence Officer on a quarterly basis but may also be conducted from time-to-time for the purposes of completing routine maintenance.

9.2.2.2 Residents must be informed 48 hours prior to the room inspection and should be present during the inspection; in the event that the resident cannot be present, the resident may delegate a fellow resident member to be present on their behalf.

9.2.2.3 Room inspections for the purpose of routine maintenance will be conducted during reasonable hours.

9.2.2.4 Routine room inspections for maintenance purposes shall include the inspection of university-owned property, infrastructure and/or facilities within the resident's room.

9.2.2.5 Routine room inspections for maintenance purposes do not extend to the inspection of the personal

¹ [Double room refers to a room within a University Residence which is shared by two members of the University Residence.](#)

property of the resident.

9.2.2.6 In the event of suspected misconduct, the appropriate process as prescribed by the disciplinary rules of the University and Campus Protection Services must be followed in relations to the inspection and/or searching of a resident's room and/or their personal property, with such an inspection or search not regarded as a routine maintenance inspection.

9.2.2.7 In the event of exceptional circumstances which reasonably justify and necessitate such, a resident's room can be entered and inspected by emergency services workers and/or staff members of the University who have a justifiable purpose to do so, without obtaining the prior permission or presence of the resident and/or a representative.

9.2.3 Maintenance

9.2.3.1 The December to January recess period shall be reserved for extensive maintenance work which would otherwise not be possible during the course of the year.

9.2.3.2 Residence and Catering Services shall provide for a practical and functional system through which residents may report any defects, damages or maintenance issues within the University Residence.

9.3 Exchanging of rooms following initial allocation

9.3.1 Residence members may exchange rooms ("*swap rooms*") following the initial room allocation as made by Residence and Catering Services.

9.3.2 The exchange of rooms may only be done after obtaining the written consent of the relevant Residence Officer, House Parent and relevant residence members affected by the exchanging of rooms.

9.3.3 A motivation justifying the need for an exchanging of room must be provided by the member(s) requesting such an exchange.

9.3.4 No residence member(s) may be forced, coerced and/or intimidated to exchange rooms.

9.4 Personal appliances and devices

9.4.1 No more than three electrical appliances may be connected to a single wall plug.

9.4.2 Residents may under no circumstances alter the electrical, plumbing or internet related infrastructure of the University Residence – all repairs, inspections and alterations must be done by a qualified service provider(s) appointed by the University.

9.4.3 The following appliances may be kept and operated in a resident's room or other areas as designated by Residence and Catering Services: hair dryers, curling irons, straighteners, radios, CD players, computers, laptops, tablets, mobile devices, electrical fans, bed lamps, refrigerators, microwave ovens, televisions and video gaming devices.

9.4.3.1 Refrigerators are limited to a maximum capacity of 150 liters per refrigerator used by a single student.

9.4.3.2 In the event of a refrigerator being shared by two or more students who reside within the same room, the refrigerator is limited to a maximum capacity of 250 liters.

9.4.3.3 Refrigerators that can be used in a resident's room or other demarcated areas specifically exclude any

form of industrial refrigeration equipment.

- 9.4.4 Residents must use their personal appliances in a manner that it would not reasonably disturb the residence environment and/or be a nuisance to other residents.
- 9.4.5 Any resident who chooses to leave their personal appliances and devices in their residence room during the recess period, does so at their own risk.
- 9.4.6 All personal appliances and devices must be removed from residents' rooms during the December/January recess period.
- 9.4.7 Residence and Catering Services can determine additional periods during which personal appliances and devices must be removed from residence rooms, to allow for the execution of maintenance, infrastructural improvement work, and/or similar activities deemed necessary by the University.
- 9.4.8 All gas appliances and air conditioners are strictly prohibited.
- 9.4.9 *Heaters which consist of open elements which could be regarded as a fire hazard, are*
prohibited.
- 9.4.10 It is prohibited to connect devices and appliances other than computer devices to the wall plug dedicated for such a purpose.
- 9.4.10 Any resident using their personal appliances and devices on university facilities, does so at their own risk and the University shall not be held liable for any damages or loss of personal appliances and devices.

9.5 Keys and access management

9.5.1 University Access Cards

- 9.5.1.1 All students must present their university access cards upon entering the University Residence for the purposes of identification and access control.
- 9.5.1.2 Upon the discontinuation of a student's studies, their university access card will automatically deactivate as per the relevant Protection Services protocol.
- 9.5.1.3 No student may use another student's or any other person's university access card to gain access to the University Residence and/or related facilities.

9.5.2 Allocated Room Keys

- 9.5.2.1 Residents must collect the keys to their assigned rooms within 48-hours following the completion of their academic registration process.
- 9.5.2.2 Each resident must collect their keys from the relevant Residence Officer employed by the University and complete the prescribed administration processes.
- 9.5.2.3 All allocated keys must be returned to the Residence Officer within 24-hours following the vacating of the resident's room.

9.5.2.4 If a resident loses their room key, a replacement key can be requested from the Residence Officer employed by the University, with the resident liable for the payment thereof.

9.6 Parking bays and storage

9.6.1 Parking bays

9.6.1.1 Any vehicles, bicycles, boats, motorcycles, etc., left at the University Residence during a recess period without the written permission of the Residence Officer employed by the University, will be impounded and collected by Campus Protection Services.

9.6.1.2 In accordance with the rules and procedures as set out by Campus Protection Services, all vehicles and motorcycles must be issued with a disc indicating the category of parking a student may use.

9.6.1.3 If undercover parking is available, the temporary rental of said parking space can be arranged with Campus Protection Services.

9.6.1.4 All bicycles must be stored in the dedicated area allocated to the University Residence.

9.6.1.5 All bicycles left unclaimed for a period of 12 months will be removed from the University grounds and may be sold to defer costs.

9.7 Facilities during recess periods

9.7.1 General rules

9.7.1.1 Subject to the provision in para. 9.7.2, students are not permitted to reside in University Residence during a recess period.

9.7.1.2 Subject to para. 9.7.3, students may keep their personal belongings within the resident's rooms during the recess period but do so at their own risk.

9.7.2 Accommodation during recess periods

9.7.2.1 Students may apply to remain in residence in the University Residence to which they were placed during a recess period.

9.7.2.2 A student who wishes to reside within the relevant University Residence during the recess period must:

9.7.2.2.1 Have a legitimate and justifiable reason to do so, supported by a written motivation from the relevant Faculty or Department justifying why they will remain in residence during the recess period.

9.7.2.2.2 Apply through the relevant Residence Officer for approval to reside in the University Residence during the recess period.

9.7.2.3 A list of students remaining in University Residences during the recess period must be provided to the relevant House Parents and Campus Director: Student Life.

9.7.2.4 Students who remain within University Residences may be liable for additional costs related to their stay, as indicated in the Fees Payable and Financial Rules of the University

9.7.2.5 Applications to remain in residence in the University Residence must be submitted to Residence and Catering Services at least one (1) month prior to the conclusion of the quarter or first examination opportunity, as the case might be.

9.7.3 Clearance of University Residences

9.7.3.1 Residence and Catering Services may instruct residents to clear the University Residence rooms during a recess period and must provide a 60-day written notice of such clearance to the affected Residence members.

9.7.3.2 Clearance of a University Residence may only occur after the first opportunity of the examination period has concluded (where relevant).

9.7.3.3 Students who have cleared their University Residence rooms and require returning to the University Residence due to reasons indicated in para. 9.7.2 must be provided with alternative University Residence accommodation by Residence and Catering Services for the period during which they cannot access the University Residence room to which they were originally placed.

9.7.3.4 Students who have been instructed to clear their University Residence rooms, must do so within 48-hours following the completion of the quarter or first examination opportunity, as the case might be.

9.7.3.5 A student who has been provided with alternative University Residence accommodation in accordance with para. 9.7.3.3 must clear the temporarily allocated room within a 12-hour period following:

9.7.3.5.1 the conclusion of the purpose for which they were placed within the alternative University Residence room, and/or

9.7.3.5.2 the University Residence room to which they were originally placed again becoming available.

9.7.3.6 In the event of a clearance of a University Residence, Residence and Catering Services must provide the necessary support and facilities for the secure storage and transportation of the personal belongings of University Residence members that were cleared from residents' rooms.

9.7.3.7 The provisioning of the necessary support and facilities as indicated in para. 9.7.3.6 does not include the storage of perishable items and/or consumable and/or flammable products.

9.7.4 Return to University Residence following recess periods.

9.7.4.1 Students may return to their University Residences up to a maximum of 48-hours preceding the commencement of academic classes.

9.7.4.2 Students who require to return to University Residence before the 48-hour period described in para. 9.7.4.1, may do so in accordance with 9.7.2 and which such applications remain subject to para. 9.

9.8 Visiting Hours

9.8.1 Visiting hours are limited to only between the 09:00 – 24:00 daily.

9.8.2 Subject to para. 9.8.1, Student Life must after consultation with the SRC, determine additional rules which further inform the aligned visiting hours of University Residences.

9.8.3 Visitation in residents' rooms may only occur between the hours of 10:00 – 22:00.

9.9 Subletting, guests and family members

9.9.1 No resident may sublet or grant permission to any other person to reside within a University Residence.

9.9.2 Guests, family members, spouses, and partners may visit residents within the University Residence

during the prescribed visiting hours but are prohibited from remaining within the University Residence beyond the visiting hours.

9.10 Animals

With the exception of trained service animals, residents may not keep any animal within the University Residence or on university premises, with animals including any form of mammal, reptile, amphibian, insect, and/or other living creatures.

9.11 Personal property

9.11.1 In accordance with these rules, students may bring their personal property or possession to the relevant University Residence.

9.11.2 Students who choose to bring their personal property to a University Residence do so at their own risk.

9.11.3 In the event that the personal property of a student is left unclaimed:

9.11.3.1 The student will be informed of the unclaimed property by means of electronic notice sent to the last e-mail address of the student on record with the University.

9.11.3.2 The property will thereafter be kept in storage for a period of 6 months, with any possible costs incurred for the storage of the property being for the account of the student.

9.11.3.3 After the student has been informed of the unclaimed property and the above-mentioned 6-month period has elapsed, the University may sell or dispose of the unclaimed property, with any proceeds generated being allocated to the University to cover possible costs incurred.

9.12 Entrepreneurial activities of students in University Residences

9.12.1 Approval

9.12.1.1 Residents of University Residence may conduct limited entrepreneurial activities within University Residences for personal economic gain, subject to the prior written approval of the Director: Business and Enterprise Development (BED), in consultation with the relevant Residence Officer, House Parent and Campus Director: Student Life.

9.12.1.2 As part of the approval which may be granted towards conducting entrepreneurial activities within University Residences, additional limitations other than those contemplated in para. 9.12.2 may be set to the resident member(s) as determined by the Director: BED.

9.12.1.3 Disciplinary actions may be instated against a student who contravenes the limitations set in relation to the execution of the relevant entrepreneurial activity.

9.12.1.4 The University may at any time revoke the approval issued for the conducting of the entrepreneurial activity/activities by a resident, should it be deemed necessary.

9.12.1.5 An application to conduct limited entrepreneurial activities must be accompanied by a risk and impact assessment as provided for in para. 9.12.3.

9.12.2 Limitations on entrepreneurial activities

- 9.12.2.1 Resident members may not conduct entrepreneurial activities within University Residences or premises of the University that:
- 9.12.2.1.1 Encroach on the usage of University Residence infrastructures and facilities by other University Residence members; and/or
 - 9.12.2.1.2 Pose a potential health and safety risk to the University; and/or
 - 9.12.2.1.3 Are regarded as illegal or contrary to the values of the University; and/or
 - 9.12.2.1.4 Require a specific license to conduct the relevant activity; and/or
 - 9.12.2.1.5 Involve the sale of liquor, narcotic substances, smoking related products as described in para. 11 of these rules, firearms or weapons; and/or
 - 9.12.2.1.6 Involve the usage of flammable or hazardous substances to perform the entrepreneurial activity; and/or
 - 9.12.2.1.7 Are aimed at clientele who are not students at the University; and/or
 - 9.12.2.1.8 Results in an increase of students who are not members of the relevant University Residence to access the University Residence or the immediate surrounding area to engage in the entrepreneurial activity.
- 9.12.2.2 Receipt of approval to conduct entrepreneurial activities within University Residences does not constitute the establishment of a service agreement or any other service level relationship between the University and the resident member.
- 9.12.2.3 The University is under no obligation to engage the services or products of the resident member(s), and/or endorse or promote the entrepreneurial activity, and/or make any alterations, provisions or concessions which would support the entrepreneurial activity other than that indicated in the approval letter issued by the Director: BED.
- 9.12.2.4 The University is not liable for any damages or losses incurred by the resident member engaging in the entrepreneurial activity.

9.12.3 Risk and Impact Assessment

- 9.12.3.1 An application to conduct limited entrepreneurial activities within a University Residence must be accompanied by a completed risk and impact assessment as provided for by Business and Enterprise Development.
- 9.12.3.2 The risk and impact assessment must account for all possible risks associated with conducting the entrepreneurial activities within the University Residence.
- 9.12.3.3 The risk and impact assessment must be completed in consultation with the relevant House Parent, Campus Manager for Residence and Catering Services, and Campus Director: Student Life, and must be approved by the Director: BED.
- 9.12.3.4 Each risk and impact assessment must describe the nature of the proposed entrepreneurial.

activity and provide an indication on the possible impact of the activity/activities on other residents, University resources and infrastructure, matters related to occupational health and safety, possible clientele, storage and security of goods.

9.12.4 Monitoring

A student who has received approval to conduct limited entrepreneurial activities within a University Residence must –

- 9.12.4.1 Submit a quarterly report on the ongoing entrepreneurial activities, as it relates to the matters indicated in the risk and impact assessment.
- 9.12.4.2 Submit written confirmation from the relevant House Parent and Residence Officer on the adherence of the student to the limitations provided within these rules and additional limitations which may have been set.
- 9.12.4.3 A student is not required to report on the financial matters related to their entrepreneurial activity/activities.

Part 4

RULES ON SMOKING, NARCOTIC SUBSTANCES, FIRE-ARMS AND WEAPONS, AND OCCUPATIONAL HEALTH AND SAFETY

10 SALE AND CONSUMPTION OF LIQUOR

10.1 Purchasing and selling of alcohol

- 10.1.1 The sale and consumption of liquor on any premises of the North-West University must be done so in accordance with the Liquor Act 27 of 1989 (as amended).
- 10.1.2 Any University Residence or Day House which intends to sell liquor at a University Residence or Day House must make the necessary arrangement with the relevant Business and Enterprise Development Office on the respective campuses.
- 10.1.3 Business and Enterprise Development must provide for a process whereby applications can be made to supply and facilitate the sale of liquor at University Residence or Day House facilities and areas, which includes -
 - 10.1.3.1 the supply of liquor to University Residence or Day House.
 - 10.1.3.2 the provision of necessary staff to facilitate the sale and control of liquor.
 - 10.1.3.3 the storage, safeguarding, handling and transportation of liquor; and
 - 10.1.3.4 obtaining the relevant license(s) and approval to sell liquor in a licensed or temporary licensed area.
- 10.1.4 The purchasing, selling and storage of liquor by a University Residence or Day House is strictly prohibited, and can only be facilitated by means of the process provided for in para. 10.1.3.

10.2 Personal consumption of alcohol in University Residences

10.2.1 Subject to the rules provided for in para. 10.1 of these rules, the **consumption and storage of liquor** within **University Residences** is **strictly prohibited**.

10.2.2 The manufacture of alcoholic drinks, punches, alcoholic products (including the brewing and/or manufacturing of alcohol), and concoctions containing specific medications or prescribed substances¹ produced for the purpose of creating an intoxicating effect on the user which would constitute substance abuse within a University Residence or Day House facility, is strictly prohibited.

10.3 Disciplinary processes

Any student or visitor who contravenes, and/or is suspected of contravening the rules as provided for in para. 10.1 and 10.2 of these rules may be subject to the relevant disciplinary process as provided for in the disciplinary rules of the University.

11 SMOKING

11.1 University Residences and Day Houses remain subject to the Tobacco Products Control Act² and related policies and rules of the University.

11.2 In line with provisions of national legislation, occupational health and safety (OHS) protocols, and University policies and rules, with specific reference to the Smoking Policy³ of the University⁴, designated smoking areas may be indicated at each University Residence and Day House facility.

11.3 Smoking in areas other than the designated smoking area(s), is strictly prohibited.

11.4 Designated smoking areas must be identified and managed in accordance with para. 6 of the Smoking Policy.

11.5 The smoking restrictions identified in para. 5 of the Smoking Policy apply to University Residence and infrastructure provided by the University for use by the Day Houses.

11.6 Smoking is defined in accordance with para. 2 of the Smoking Policy, and further includes the smoking of cigarettes, e-cigarettes, vape, hubblies (Hookah/Nargile), pipe smoking, or similar devices allowing for the inhalation of smoke or vapors.

11.7 The use and storage of cannabis (dagga) on university (or University-controlled) premises and/or facilities, is strictly prohibited.

12 Occupational Health and Safety

12.1 Fire-fighting equipment and security equipment and infrastructure

12.1.1 The theft, tampering with and/or the unauthorized use of any security, surveillance, lift (elevator), and

¹ [This excludes instances where specific medications and/or other substances are prescribed by a Medical Doctor for the purposes of treating a medical condition. The abuse of medications or other prescribed substances for non-medical purposes is strictly prohibited.](#)

² [Tobacco Products Control Act 83 of 1993.](#)

³ [Smoking Policy \(2021\).](#)

⁴ [Hereafter referred to as: the Smoking Policy.](#)

fire equipment, is strictly prohibited.

12.1.2 No person may interfere with, damage or misuse any equipment, devices or consumables that are provided in the interest of health and safety.

12.1.3 Fire escape doors and emergency exits may only be used in the event of an emergency.

12.1.5 It is strictly prohibited for any student to climb onto the roof, ledge(s), railings, balustrades and/or windowsills of any University Residence and/or Day House facility.

12.1.6 It is strictly prohibited for any student(s) to remove windowpanes, burglar proofing, security gates, and/or access control mechanisms from any University Residence or Day House facility.

12.2 Emergency services and protocol

12.2.1 Campus Protection Services is the first point of contact for all emergencies on the NWU premises.

12.2.2 The Residence Officer, with the assistance of the Department of Occupational Health and Safety and Campus Protection Services, must ensure that the necessary emergency contact information and procedures are displayed and available within University Residence and Day House facilities.

12.2.3 The Residence Officer, in collaboration with the relevant House Parent and House Committee, must annually ensure that the necessary emergency training and education is completed for residents of University Residences as advised by the Department of Occupational Health and Safety, and Campus Protection Services.

13 FIREARMS AND WEAPONS

13.1 No weapons or firearms are allowed within University Residences and/or Day House facilities.

13.2 All firearms and weapons are dealt with in accordance with the relevant processes as prescribed by Campus Protection Services.¹

13.3 If a residence member and/or visitor is found to be in possession of a firearm and/or weapon, Campus Protection Service must be contacted to intervene and determine the appropriate steps towards the removal of the object from university premises.

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¹ [Protection Services: Campus Regulations](#)