

RESIDENCE RULES AND REGULATIONS

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INTRODUCTION

This brochure has been compiled for the purpose of providing the most relevant policies, rules and procedures pertaining to residences managed by the Directorate: Accommodation, Residence Life and Catering (ARLC) of the University. ARLC is also responsible for providing catering services at TUT. With regard to these services the directorate has the following objectives:

Residence services: To manage the TUT-owned student accommodation in a manner that provides facilities and services that will support the personal comfort, academic achievement and co-curricular development of all residents.

Catering services: To provide quality catering services to all TUT students, including residential students, TUT staff members and visitors.

There are well-developed systems to enable ARLC to meet these objectives. The key components of these systems are the following:

- Rules and procedures that govern daily operations (some of which are contained in this brochure);
- Qualified and experienced staff members who ensure that these rules and procedures are implemented;
- Communication and cooperation with residents, especially by means of their elected leaders, to inform and support them in the residence environment.

The well-being of each resident is dependent on the successful implementation of each of these components. This brochure contains the following critical information that assist with the management of these:

Placement policy: Students should be aware of the policy requirements and procedures in order to qualify for a place in ARLC managed residences.

Residence rules: TUT accommodates a large number of students and to give each individual the optimal opportunity for academic success and personal development in a residence there has to be rules in place that govern student conduct.

Disciplinary measures: This section clearly describes the processes to be followed, should students transgress the residence rules.

Residence governance: Each student has access to an elected representative that should advocate for his/her interests up to the highest level of University governance. This system is described in this brochure.

Mental wellness: Critical contact information is provided for residents who may need assistance with mental wellness and GBV support.

ARLC, with the support of student leaders, is constantly working towards providing services that will support students in their academic achievement. Each resident should contribute to this environment by being aware of and adhere to rules and procedures, consult the relevant staff members and student leaders and make use of the communication channels and opportunities provided.

ARLC wishes all its residents success during their stay in TUT accommodation!

**POLICY ON THE PLACEMENT OF UNDERGRADUATE STUDENTS IN TUT
ACCOMMODATION**

Policy Owner:	Accommodation, Residence Life and Catering
Responsible Executive Office:	Executive Director: Student Affairs and Extra Curricular Development
Policy Type:	Council Policy (Non-academic policy)

This policy and its rules, guidelines and procedures replace all previous policies and/or circulars on the placement of undergraduate students in residences of the Tshwane University of Technology.

1. POLICY STATEMENT

It is the policy of the Tshwane University of Technology (TUT) to accommodate undergraduate students in University accommodation according to a set of principles that is aligned to the University's vision, mission and strategy.

2. DEFINITIONS

In this document, unless otherwise indicated –

"Academic block" means differentiation in terms of which a subject is offered as a year, semester, or semesterised subject.

"Accommodation" means living areas as made specifically available by the University for student habitation at a predetermined cost. The term "residence" may be used interchangeably with the term "accommodation";

"Registration" means registration in TUT accommodation, per the accommodation administrative system. Registration for an academic qualification shall be referred to as "academic registration" or indicated by the context;

"University" means the Tshwane University of Technology as constituted in terms of the provisions of the Higher Education Act, 1977 (Act No. 101 of 1997), as amended;

3. ACRONYMS

- ARLC - Accommodation, Residence Life and Catering
- HOD - Head of Department
- SMS - Short Message Service
- TUT - Tshwane University of Technology

4. RULES

- 4.1 The University shall strive to provide accommodation that is suitable for human habitation, clean and well-maintained; is reasonably priced; provides for the special needs of students within the limitations of the residence rules and infrastructure; reflects the diversity of the TUT student population; and supports academic excellence.
- 4.2 In accordance with these principles, there should be transparent, accountable and effective processes of administering TUT residences. These processes should include clear criteria for the procedures of application, admission and registration of students in TUT accommodation as well as a clear allocation of the responsibilities of the various role players.
- 4.3 This policy shall, as far as possible, conform to the administrative processes of the University. However, as ARLC is a self-sustained entity dependent on the income generated by student accommodation, the full occupation of residences will be a priority.
- 4.4 Students are registered in residences of the campus on which they attend lectures.
- 4.5 Students of a particular campus are allocated to residences according to academic qualification.
- 4.6 Residence accommodation is only offered to students who are registered for full-time or consecutive academic blocks that occur within the timeframe of a semester.
- 4.7 Students who register for short courses, part-time, distance or short academic block programmes, will not be accommodated in TUT residences.
- 4.8 The requirements as stipulated in this policy will be consistently applied and will be the final criteria for residence admission and registration. Exceptions will only be made by the HOD: Accommodation of the particular campus after approval by the Director: ARLC.

- 4.9 The acceptance of the terms and conditions upon residence registration, shall be regarded as a binding contract in respect of all matters pertaining to TUT accommodation, once it is electronically accepted by a student.
- 4.10 Residence accommodation is not available during the academic recess periods as indicated in the University's official year calendar. Exceptions to this rule must be implemented according to the approvals, conditions and procedures as in Annexure A.
- 4.11 TUT reserves the right not to provide accommodation or evacuate students from the residences, on a temporary basis, at any time during the academic year, where there is a risk or danger to staff, students or University property, or if there are any other justifiable circumstances for such a decision.
- 4.12 This policy will implemented in accordance with the Residence Administrative Principles as in Annexure A.

5. DOCUMENTS

This policy should be read in conjunction with:

- 5.1 Students' Rules and Regulations
- 5.2 Policy on the Accreditation of Private Student Accommodation
- 5.3 Policy on the Management of Student Accounts
- 5.4 TUT Tariff List
- 5.5 Annexure A: Residence Administrative Processes

ANNEXURE A: RESIDENCE ADMINISTRATIVE PROCESSES

DEFINITIONS

"Average mark" means the average of all the marks that a student has obtained for all registered subjects for an entire year;

"First-time entering student" means a student who registers for a formal first-level academic qualification at the Tshwane University of Technology for the first time;

"Liability schedule" means the *pro rata* schedule of the payment of residence fees available at Residence Administration;

"New student" means a student who has not resided in a TUT residence before and who is not a first-time entering student.

"Office hours" means the hours between 8:00 and 16:00;

"Residence administration" means the ARLC office or a staff member of the office that is responsible for the administration of the enrolment of students in residences.

"Residence registration fee" means the compulsory amount payable by an applicant before residence registration, for which the student's account will be credited;

"Returning student" means a student who has resided in the residence in the previous year;

"Senior residence" means a residence only occupied by returning students and no first-year students;

"Student Representative Council" or **"SRC"** means the Student Representative Council of the Tshwane University of Technology as represented by the Institutional Student Representative Council (ISRC) or the Campus Student Representative Council (CSRC) and constituted in terms of the TUT statute and SRC Constitution;

"Working days" or **"work days"** means normal weekdays from Monday until Friday but shall not include public or University holidays.

1. FEES

- 1.1 Residence fees are charged in accordance with the registration for the academic block.
- 1.2 A resident is liable for accommodation fees for the full month in which he or she is registered in a residence, irrespective of day of the month that the registration is done.
- 1.3 When occupying a room, a resident must sign an inventory form for the content of the particular room. A resident is liable for damage to his/her particular room and its content as listed on the inventory form. Payment for damage is due immediately after it has occurred.
- 1.4 Discounts for TUT staff members and members of their families are not applicable to residence accommodation.
- 1.5 Students are personally responsible for the payment of all fees.

2. APPLICATION

- 2.1 Application is the process whereby a student or prospective student applies online for residence accommodation.
- 2.2 First-time entering students should apply before the University's closing date for academic applications and indicate that they want to apply for residence accommodation on the official TUT online application.
- 2.3 All students must apply for the following year, according to the process determined by Residence Administration.

3. ADMISSION

- 3.1 Admission is the Residence Administration process whereby a student or prospective student is evaluated in terms of the requirements, selected, captured on the electronic residence administrative system and a residence space is reserved for the student. All admissions are conditional upon the student having met all requirements at the time of residence registration.
- 3.2 First-year student applications will be selected based on their unconditional acceptance for enrolment of a full-time academic qualification offered at TUT.
- 3.3 Returning and new students will be selected based on the following:

- 3.3.1 The student should have obtained a minimum academic average of 50% for the full academic year or must have passed all semester and year courses. (In the case of returning students applying for senior residences, the student should have obtained a minimum academic average of 55% for the full academic year); and
- 3.3.2 The student should not have exceeded N+1 years of academic registration, provided that the student does not exceed five years' stay in any TUT residence.
- 3.4 The selection of returning students will only be finalised after the final end of year examination results have been published.
- 3.5 A student who has been admitted to a particular residence, but has made a change in study course which will affect the residence or campus to which he/she has been admitted before residence registration, will forfeit the allocated residence admission and the space will be cancelled. Should such a student still be interested in residence accommodation, he/she should apply again at Residence Administration, provided that they meet the requirements and that space is available, such students will be placed in the residence immediately on a first-come first-served basis.

4. REGISTRATION

- 4.1 Registration is the process whereby a student accepts the space that was reserved for him/her on the registration system. Upon registration, the reserved space is activated on the residence electronic administrative system and the student becomes liable for the payment of the space.
- 4.2 To be registered in a TUT residence, a student must:
 - 4.2.1 have been admitted in terms of section 3.
 - 4.2.2 have registered for a TUT qualification;
 - 4.2.3 have paid the residence registration fee in the case of a self-paying student;
 - 4.2.4 have registered for a minimum of two subjects per semester, unless he/she is registered for experiential learning, or when it is the only subject needed to complete the qualification still within the maximum years of residency. (Subjects registered for non-degree purposes will not be taken into account); and
- 4.3 It is a student's responsibility to ensure that he/she registers him-/herself. Students must register in person (no student or parent is permitted to register for accommodation on behalf of another student or child). The University will not be liable for claims in cases where someone else used the student's details to register.

- 4.4 Students may occupy a residence room only after residence registration and reporting to the residence advisor. No temporary accommodation is provided for any reason. It is a transgression to occupy a room without having registered in the residence and without having obtained the consent of the residence advisor.
- 4.5 Students must register and report for residence occupation in accordance with the academic registration schedule, on a first-come-first-served basis. Residence registration will continue until all spaces are fully occupied.. Students may register at the offices of Residence Administration during office hours on working days or use the online registration facility.
- 4.6 First-year students must occupy the residence room immediately after registration and remain in the residence for participation in the residence orientation programme.

5. RESIDENCE ELECTRONIC WAITING LIST

- 5.1 Students who have applied online for residence accommodation but could not be placed due to the residence being full, will be placed on an electronic waiting list. Each campus has a waiting list for students studying a course offered on that particular campus.
- 5.2 The residence waiting list is valid for the applicable calendar year only.
- 5.3 When a place becomes available, an applicant from the electronic waiting list will receive an SMS on a number provided by the student. (It is the responsibility of the applicant to ensure that his/her contact details are continuously updated on the TUT administrative system).

6. CANCELLATIONS

- 6.1 A student must cancel his/her residence registration at the residence if, at any time during his/her registered period of residence occupation, he/she:
 - 6.1.1 cancels one or more subject(s) with the effect that he/she is registered for less than two active subjects; and
 - 6.1.2 changes his/her study course with the effect that he/she no longer studies a course as allocated to the particular residence or no longer study at the same campus.
- 6.2 Residence Administration will effect cancellations on the administrative system only during working days and office hours.
- 6.3 In order for a cancellation to be effected, a student must:

- 6.3.1 complete the required cancellation documents with the residence advisor in person;
- 6.3.2 leave an inventory form that is signed by the student and residence advisor, with the residence advisor; and
- 6.3.3 submit the cancellation tear-off slip obtained from the residence advisor and the student card to Residence Administration.
- 6.4 Residence Administration will cancel the accommodation on the date that the student submitted the tear-off slip and student card to their office. It is the responsibility of the student to submit these items to Residence Administration. The student will be liable for residence fees until such date that the cancellation is effected by Residence Administration.
- 6.5 After cancellation at Residence Administration, a student must obtain a new student card.
- 6.6 A student must vacate the residence immediately after checking out and signing on the inventory form. No student is allowed to reside anywhere in the residence after his/her accommodation has been cancelled.
- 6.7 A resident is liable for accommodation fees for the full month in which the cancellation takes place irrespective of the date of cancellation.
- 6.8 Upon cancellation, all outstanding fees and damages will be charged to the student's account.
- 6.9 Upon cancellation, first semester students will only be granted credits until the end of April and year students as well as second semester students will only be granted credits until the end of September.
- 6.10 Upon cancellation, outstanding payments or credits will be calculated according to University policy.

7. TRANSFERS

- 7.1 A student may only make one inter-residence transfer, and one inter-room transfer in a year.
- 7.2 A student must apply for a residence transfer with Residence Administration and for a room transfer within a residence with the relevant residence advisor. No transfer may be made without the approval of the relevant authority.
- 7.3 An inter-residence or inter-room transfer will only be considered if:
 - 7.3.1 the transfer application is submitted between March and September;

- 7.3.2 a place is available to transfer to; and
- 7.3.3 a student has paid the transfer administration fee according to the University's official tariff list.
- 7.4 A student may not be transferred to another residence if there is pending disciplinary action against him/her.
- 7.5 Before transferring to another residence, a student must obtain a new student card.
- 7.6 The student who has applied for the transfer is responsible for the payment of the cost difference in room type or residence fee, if such fees are higher than the cost of the residence and room that he/she is transferring from. If a student is dependent on a bursary or financial aid for the payment of his/her accommodation fees, he/she is personally liable for paying the difference.
- 7.7 If a student transfers to another campus due to a course change, the student forfeits his/her place on the campus he/she is transferring from. Residence Administration is under no obligation to secure a residence place on the campus the student is transferring to.
- 7.8 If a student transfers to another residence, he/she must sign out of a residence and sign in at the residence he/she is transferring to. The student should submit the room inventory form and the transfer documentation to the residence advisor of the residence he/she is transferring to.
- 7.9 For all transfers, inventory forms must be completed for the room the student is vacating and the room he/she is transferring to.
- 7.10 A student should complete the residence or room transfer within 48 hours from the time that approval by Residence Administration has been granted (residence administration system update), or the transfer will be cancelled.
- 7.11 The applicable fee for the residence or room that the student has transferred to will be charged from the first day of the following month upon administrative system update.

8. PROCEDURE DURING ACADEMIC RECESS PERIODS

- 8.1 All residents must vacate the residence during the June/July and December vacation periods without being requested to do so. Students may remain in residences during the April and September recess periods, unless there is a particular reason for them to vacate their rooms or relocate to another space during the recess period. In such cases the residence advisor shall inform students of arrangements in time.

- 8.2 No student may stay in a residence during the December vacation. A student who needs to stay in residence during the June/July vacations due to University obligations or special personal circumstances may do so subject to the following conditions:
- 8.3.1 The student must apply to the residence advisor in writing and provide proof of the reason for the stay by the date determined by the residence advisor;
 - 8.3.2 The residence advisor must have approved the student's stay during the vacation period;
 - 8.3.3 The student shall stay in a residence identified for accommodation during the vacation period;
 - 8.3.4 No visitors will be allowed during the recess;
 - 8.3.5 A student shall reside in the allocated residence at his/her own risk as full residence services including catering, cleaning, maintenance and security may not be delivered.
 - 8.3.6 The right of admission is reserved.
 - 8.3.7 The same rules that apply during academic periods will apply during vacations.
 - 8.3.8 The Institution will not be held liable or responsible for any incident that might occur during a holiday.
- 8.4 Students have to vacate their rooms within 48 hours after their last examination.
- 8.5 Residents may occupy their rooms on the day preceding the official start of academic activities for the year, semester or quarter. Any exception to this rule must be arranged beforehand with the residence advisor.
- 8.6 Residences must be completely evacuated during the June/July and December holidays. If there is no operational need to utilise the facility during June/July holidays, alternative arrangements will be communicated.
- 8.7 Students who make arrangements to leave their belongings in storage do so at their own risk.
- 8.8 If a student vacates the residence without removing his/her belongings or making arrangements, these will be removed and disposed of.



RESIDENCE RULES

1. INTRODUCTION

- 1.1 These are the official Rules for Residences of the Tshwane University of Technology, and therefore constitute official University policy.
- 1.2 This document shall serve as a guideline for managing residences and enforcing discipline and order.
- 1.3 It is the responsibility of the resident to familiarize him- or herself with the contents of this document. Ignorance of its contents in cases of misconduct cannot be an excuse.
- 1.4 These rules shall apply to all students residing in TUT residences and private student accredited accommodation, including student leaders and non-adherence to these rules will be regarded as a transgression.
- 1.5 On submitting the residence registration form, residents accept the conditions set out in this document.
- 1.6 These rules will be available on the TUT website.
- 1.7 In the case where these rules do not provide for a particular issue, the official policy of the institution shall take precedence.
- 1.8 Residence Rules are subject to the stipulations of the Institutional Statute and the Student Rules.
- 1.9 A residence advisor in consultation with a residence committee may draft in-house rules for a residence. Such rules must be in accordance with the Residence Rules and University policies. In-house rules must be adopted by a properly constituted meeting of the house and reviewed annually.

2. DEFINITIONS

- 2.1 "Accommodation or residence" shall mean living quarters as made specifically available by the University for student habitation at a predetermined cost. The term "residence" may be used interchangeably with the term "accommodation" or "housing";
- 2.2 "Accommodation Residence Life and Catering or ARLC" shall mean the directorate of Accommodation Residence Life and Catering;
- 2.3 "Accredited accommodation" means private, student accommodation that has been accredited by TUT according to the Policy on the Accreditation of Private Student Accommodation;
- 2.4 "ARLC management" shall mean the executive committee of the directorate of ARLC or a member of the ARLC executive committee;
- 2.5 "Director: ARLC" shall mean the director of ARLC as appointed by the University;
- 2.6 "Campus Residence Committee (CRC)" shall be the campus committee chaired by the HOD: Accommodation comprising ARLC staff, the SRC representative and residence committee chairpersons according to the residence governance system.
- 2.7 "Executive Management Committee (EMC)" shall mean the executive management committee of the Tshwane University of Technology.
- 2.8 "First-time entering student" shall mean a student who registers for a formal academic qualification at the Tshwane University of Technology for the first time;
- 2.9 "Harassment" shall mean the 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;
- 2.10 "Institutional Residence Committee" (IRC) shall mean a committee chaired by the Director: ARLC and comprising ARLC staff, SRC representatives and campus residence committee representatives according to the residence governance system.
- 2.11 "Internal visitors" shall be visitors who are residents of the particular residence;

- 2.12 "Mixed residence" shall be a residence in which male and female students are registered. In such residences, areas in which the different gender groups are accommodated are clearly demarcated;
- 2.13 "New resident" or "newcomer resident" shall mean a student who is a resident for the first time;
- 2.14 "Quiet time" shall mean a time determined in the residence during which there shall be an atmosphere conducive to study and rest;
- 2.15 "Racial harassment and tribalism" shall mean behaviour that is intended to coerce, manipulate, intimidate or take advantage of persons on account of their race and/or ethnic group;
- 2.16 "Residence Advisor" shall mean a staff member of the University as appointed by the University to manage a particular residence;
- 2.17 "Residence Committee" shall mean a committee of student leaders for a particular residence as elected by the residents;
- 2.18 "Resident" shall mean a student who is registered in a particular residence;
- 2.19 "Residence Governance Committee" (RGC) shall mean the body as chaired by the Executive Director: SAED, comprising ARLC staff, SRC representatives and residence committee representatives as described in the Terms of Reference for the Residence Governance Committee;
- 2.20 "Student Affairs and Extra-Curricular Development" (SAED) shall mean the combined directorates reporting to the Executive Director: Student Affairs and Extra-Curricular Development.
- 2.21 "Senior student" shall mean a student who has previously resided in a TUT residence for at least one calendar year.
- 2.22 "Sexual harassment" shall mean 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;
- 2.23 "Squatting" shall mean the occurrence of a visitor staying overnight or outside the official visiting hours, without prior written consent of the residence advisor. Such a visitor may be referred to as an "illegal occupant" or a "squatter".

- 2.24 "Student Representative Council or SRC" shall mean the Student Representative Council of the Tshwane University of Technology as represented by the Institutional Student Representative Council (ISRC) or the Campus Student Representative Council (CSRC) and constituted in terms of the TUT statute and SRC Constitution;
- 2.25 "Subletting" shall mean the occurrence of a resident charging or receiving money or other incentives from a "squatter" to stay in the registered students' room.
- 2.26 "Trading" shall mean any form of selling goods or services in exchange of money.
- 2.27 "Transferred student" shall mean a student who has previously resided at a TUT residence but who has moved to another residence. Such a student shall be subject to the orientation programme according to the discretion of the residence advisor and residence committee.
- 2.28 "Tshwane University of Technology, TUT, the University or the institution" shall mean the Tshwane University of Technology;
- 2.29 "Visitor" shall mean a person who is not registered in the particular residence or a person of a particular gender in a mixed residence visiting a person from another gender in the same residence.

3. INDEMNITY

- 3.1 Any student causing loss or damage to any fixed or movable property of which the residence/institution is the proprietor shall be liable to reimburse the institution for any loss suffered by the institution in replacing or repairing such loss or damage.
- 3.2 Disciplinary action or indemnity will be managed according to the disciplinary rules of Accommodation, Residence Life and Catering and the Institution.
- 3.3 The Directorate: Accommodation, Residence Life and Catering shall not be responsible for the loss of money or other personal property from a resident's room. ARLC accepts no responsibility whatsoever for loss of, or damage to, residents' private property either during a term or during a vacation.
- 3.4 Residents are responsible for the safekeeping and insurance of their personal items.

- 3.5 Basic health care facilities are available on campus within specified hours and an emergency service is available after hours. Obtaining of other medical treatment or taking chronic medication is a student's own responsibility.
- 3.6 The Directorate of Accommodation, Residence Life and Catering shall not be responsible for any damages, losses or injuries during residence activities, camps or official excursions.

4. MISCONDUCT

The following actions, omissions and conduct by a student are regarded as misconduct:

- 4.1 Any statutory or common law offence or any attempt to commit such an offence or instigating another person to commit such an offence;
- 4.2 Conviction of any criminal offence during his or her period of study at the University, irrespective the place where such offence took place;
- 4.3 Intentionally or negligently contravening or subverting, or attempting to contravene or subvert, or assisting, encouraging or persuading any other person to contravene or subvert a code, regulation, rule of instruction of the University;
- 4.4 Refusal to obey any fair or reasonable instruction or request of any statutory body, lecturer, member of the Students' Representative Council (SRC), any official or any person acting on behalf of the University, or any violation of such instruction or request within the framework of any rule, regulation or law applicable to the University;
- 4.5 Damaging, defacing, destruction, theft, being in possession of stolen property, housebreaking and theft, appropriation or alienation of University property or property controlled by the University, including that of another student, employee, visitor or person associated with the University, or any attempt to do so;
- 4.6 Using University property or any property controlled by the University or property of another student or a staff member without permission;

- 4.7 Bringing onto, or possession, using, selling or distribution of any alcoholic beverages and/or illicit drugs on University premises or premises controlled by the University or during any official excursion or tour without the permission of the Vice-Chancellor or any person delegated by him or her;
- 4.8 Being under the influence of alcoholic beverages or drugs while participating in the activities of the University or where the student may be identified with the activities of the University or any use of alcoholic beverages or drugs on University premises or premises controlled by the University;
- 4.9 Improper, disgraceful or indecent behaviour on any premises of the University or premises controlled by the University or at any other place where the student's behaviour is identifiable with or can possibly be identified with the University;
- 4.10 Any abusive, swearing or indecent act towards any employee, student or person associated with the University that is a violation of his or her dignity or body, either on the premises of the University or elsewhere;
- 4.11 Engaging in behaviour that may bring the image of the University into disrepute or any act that may be detrimental to or jeopardise the maintenance of discipline or which is detrimental to providing normal services, efficient tuition and the conducting or research.
- 4.12 Using violence against, or threatening or intimidating any person on any premises of the University or premises controlled by the University, or during participation in any University activity or anywhere else where the student may be identified with the University;
- 4.13 Bringing onto the University premises, or possessing, pointing or handling a firearm or any other dangerous weapon, explosive or fuel without the necessary permission or the pretence that such weapon, explosive or fuel will be used on any premises of the University, or pointing a firearm at any person.
- 4.14 Making a deliberately false statement or furnishing false information to any University employee, official body, committee, any person associated with the University, Students' Representative Council or any student who is a student leader.
- 4.15 Furnishing false or erroneous information about the University to any person or body.

- 4.16 Forging any certificate, degree, diploma, document or statement of the University, or submitting any forged document to the University.
- 4.17 Any fraud committed on any premises of the University, or premises controlled by or associated with the University.
- 4.18 Financially mismanaging, misappropriating or misusing funds of the University or funds under the control of the University.
- 4.19 Using the student card of another student or an access card of another person or allowing another student or any person to use such a student card or access card to perform any action or obtain any benefit or service that can be performed or obtained with such a card.
- 4.20 Committing any act or form of harassment, sexual assault, racism, unfair discrimination or violation of the dignity or body of any employee, student or person associated with the university, or any mental prejudice or humiliation, or any form of initiation practice.
- 4.21 Participating in or organising unauthorised student actions that infringe on the activities of other students or destabilise the functioning of the University.
- 4.22 Being a member or participating in the activities of any organisation, society or movement, of which the existence on campus has not previously been approved in terms of the applicable rules.
- 4.23 Arranging, organising, instigating, holding or participating in a political or protest demonstration on the University premises without the official approval of the University.
- 4.24 Affixing, distributing or displaying a banner, poster, notice, circular letter or pamphlet on University premises without obtaining prior consent thereto or without following the proper procedure as laid down in the rules concerned.
- 4.25 Encouraging or inciting a fellow student or any other person, or conspiring with another person to contravene any of the rules of the University.
- 4.26 Failing to report the misconduct of another student of which he or she is aware, or that he or she has witnessed.
- 4.27 The wrongful use, irresponsible handling, negligent or inconsiderate driving or damaging of any University vehicle on the University premises or premises controlled by the University or elsewhere.

- 4.28 Illegally occupying, staying or sleeping in a room not officially allocated to him or her, or allowing any person to illegally occupy, stay or sleep in a room not officially allocated to him or her. (This includes subletting.)
- 4.29 Openly displaying, distributing, making, downloading or viewing pornographic material, using either University property or private property, or participating in any pornographic activities on any University premises or premises controlled by the University.
- 4.30 Being involved in any act or form of corruption or bribery by either giving, receiving or offering any benefit which is not legally due to a University employee, student or other person associated with the University with the intention of influencing the University employee, student or other person associated with the University to commit an illegal act or to fail to perform his or her duties.

5. RESIDENCE PROCEDURES

5.1 New resident orientation programme

- 5.1.1 All new residents shall attend a compulsory residence orientation programme for the purpose to provide information and support to newcomer students. Such programmes shall be in accordance with the Bill of Rights and reflect the diversity and cultures of all the residents of a house.
- 5.1.2 An orientation programme must be drafted for each residence and must be approved by the Campus Residence Committee.
- 5.1.3 Orientation programmes must be in accordance with the rules and regulations of the University and no activity that has not been approved by the Campus Residence Committee shall be allowed.
- 5.1.4 Residence orientation programmes will be conducted in accordance with the ARLC internal guidelines for new resident orientation programmes.

5.2. Quiet and peaceful residence environment

- 5.2.1 A 24-hour compulsory quiet time will be maintained in residences.
- 5.2.2 Any activity that may disturb the peace in a residence must be approved by the residence advisor.

5.2.3 A residence advisor may confiscate any equipment with which a resident disturbs the study atmosphere in the residence. Such equipment may be returned at the discretion of the residence advisor.

5.3 Visitors

5.3.1 All visitors are required to sign in at the residence entrance and shall abide by the conditions for their access to the particular residence and the rules of the residence.

5.3.2 Residents shall be responsible for the behaviour of their visitors and must ensure that their visitors adhere to the residence rules while visiting in residence.

5.3.3 Visitors are only allowed in residences during the following times:

Sundays to Thursdays from 10:00 to 22:00

Fridays and Saturdays from 10:00 to 00:00

5.3.4 The residence advisor may adapt visiting times in exceptional circumstances, or determine specific areas for receiving visitors, or withdraw the privilege of having visitors if any rule is transgressed.

5.3.5 Internal visitors in a mixed residence may not visit residents of the opposite gender outside visiting hours.

5.3.6 Visitors from the opposite gender may only visit a student in his/her room with the consent of the roommate.

5.3.7 Visitors may not stay overnight at any of the residences without prior permission of the residence advisor.

5.3.8 A resident who wants his/her visitor to stay overnight must get permission to do so from the residence advisor. If the residence advisor is not available such permission shall be obtained from the person officially appointed to represent him/her. An overnight fee for visitors, as annually approved by the Institutional Residence Committee will be charged. The residence advisor shall exercise his/her discretion on the number of times that a particular student is allowed to host overnight visitors.

5.3.9 The residence advisor, with the assistance of the residence committee and in conjunction with Campus Protection Services shall make arrangements to monitor and control visitors in the residence.

5.3.10 No visitors, with the exception of parents, will be allowed until registration and orientation has been completed.

5.4 Harassment

5.4.1 No form of harassment will be tolerated in residences.

5.4.2 Students who are victims of harassment in any form should report such incidents to the residence authorities, who shall take further measures for the support and protection of the student.

5.5 Vandalism, damage and loss of property

5.5.1 A resident is responsible for all items on the inventory list of his/her room and recovering the cost of damage or loss of all such items.

5.5.2 Vandalism to University property is a transgression which will result in disciplinary action.

5.5.3 Damage to the residence's property shall immediately be reported to the residence advisor. The person(s) responsible shall be held liable for all replacement costs, unless it can be proven that the damage was due to natural causes.

5.5.4 If the damage is in a communal area and the responsible person cannot be identified, all house members that have access to the particular area will be charged for the costs.

5.5.5 If the payment for damage is not settled within 30 days, disciplinary action will be instituted as well as additional measures to recover the payment.

5.5.6 All the repairs will be done through the appropriate TUT maintenance office.

5.5.7 Fire hoses and fire extinguishers may not be handled except in case of fire. Any other instance of such equipment being handled shall be considered to be vandalism, and will result in disciplinary action.

5.6 Smoking

5.6.1 No smoking shall take place anywhere in the residences except in designated smoking areas in accordance with the relevant national legislation.

5.6.2 No open fires will be allowed in the buildings. Fires and braai's will only be allowed in designated areas.

5.7 Illness and medical conditions

- 5.7.1 Any illness, physical condition or disability that may affect a resident's participation in residence activities, must be reported to the residence advisor and a medical certificate confirming the condition must be provided.
- 5.7.2 A resident must inform the residence advisor when he/she is confined to bed because of illness.
- 5.7.3 If a student has contracted a communicable disease it must be reported immediately to the residence advisor.

5.8 Pregnancy

- 5.8.1 If a resident falls pregnant she shall inform the residence advisor of the pregnancy as soon as possible.
- 5.8.2 ARLC will not be liable or responsible for any injuries or complications affecting a pregnant student while she is residing in a TUT residence.
- 5.8.3 Illegal termination of pregnancy or an attempt to illegally terminate a pregnancy or assisting another student to terminate a pregnancy in a residence is a transgression.

5.9 Trading

- 5.9.1 There shall be no form of trading in any residence without the permission of the residence advisor in accordance with the guidelines provided by ARLC.
- 5.9.2 ARLC reserves the right to confiscate trading goods and dispose of these.

5.10 Residence projects and formal activities

- 5.10.1 All residence projects, including fundraising and community outreach projects, may only be conducted by the residence committee with permission from the residence advisor and in accordance with the guidelines provided by ARLC.
- 5.10.2 Residence committees may appoint subcommittees or individual residents to assist with approved projects or delegate such projects to subcommittees or individuals.

- 5.10.3 All other internal or external groups or individuals, including church groups, political formations and University departments who want to conduct approved projects or activities in the residence must obtain the permission of the residence advisor to do so. Marketing for such an activity must be done by the organisation according to the guidelines provided by the residence advisor.
- 5.10.4 Only recognised TUT organisations may make use of residence facilities after having obtained permission from the residence advisor and having paid the rental fee, if applicable.
- 5.10.5 Any religious or spiritual performance or ritual that infringes on the rights of other residents will not be allowed.
- 5.10.6 Campaigning for SRC elections must be arranged with the residence advisor and be conducted according to a schedule approved by the residence advisor and the relevant ARLC HOD: Accommodation.
- 5.10.7 Posters may only be placed on the official residence and University notice boards in the prescribed manner and must be approved by the residence advisor. If an organisation has placed a poster without permission or incorrectly, it will be removed and the organisation will be held liable for any damage or cleaning costs relating to the incorrect placement of the poster.
- 5.10.8 The Residence Advisor must give permission if alcohol is to be used in the residence.

5.11 Clothing and attire

- 5.11.1 Residence committee members shall not wear clothes representing student organisations at official gatherings of a residence.
- 5.11.2 Clothing that is intended for a residence, (with a TUT logo) passage/house or group, must be approved by the Corporate Affairs and Marketing directorate.

5.12 Pets and animals

- 5.12.1 Residents are not allowed to keep pets or animals (any living creature) inside residences or on the residence premises, unless required by differently abled students.

5.13 Accommodation during vacation periods

- 5.13.1 All residents must vacate the residence during the June/July and December vacation periods without being requested to do so. Students may remain in residences during the April and September recess periods, unless there is a particular reason for them to vacate their rooms or relocate to another space during the recess period. In such cases the residence advisor shall inform students of arrangements in time.
- 5.13.2 No student may stay in a residence during the December vacation. A student who needs to stay in residence during the June/July vacations due to University obligations or special personal circumstances may do so subject to the following conditions:
- 5.13.2.1 The student must apply to the residence advisor in writing and provide proof of the reason for the stay by the date determined by the residence advisor;
- 5.13.2.2 The residence advisor must have approved the student's stay during the vacation period;
- 5.13.2.3 The student shall stay in a residence identified for accommodation during the vacation period;
- 5.13.2.4 No visitors will be allowed during the recess;
- 5.13.2.5 A student shall reside in the allocated residence at his/her own risk as full residence services including catering, cleaning, maintenance and security may not be delivered.
- 5.13.2.6 The right of admission is reserved.
- 5.13.2.7 The same rules that apply during academic periods will apply during vacations.
- 5.13.2.8 The Institution will not be held liable or responsible for any incident that might occur during a holiday.
- 5.13.3 Students have to vacate their rooms within 48 hours after their last examination.
- 5.13.4 Residents may occupy their rooms on the day preceding the official start of academic activities for the year, semester or quarter. Any exception to this rule must be arranged beforehand with the residence advisor.

- 5.13.5 Residences must be completely evacuated during the June/July and December holidays. If there is no operational need to utilise the facility during June/July holidays, alternative arrangements will be communicated.
- 5.13.6 Students who make arrangements to leave their belongings in storage do so at their own risk.
- 5.13.7 If a student vacates the residence without removing his/her belongings or making arrangements, these will be removed and disposed of.

6. REVIEW OF THE RESIDENCE RULES

- 6.1 These rules may be amended by the Residence Governance Committee.

ANNEXURE A: INTERNAL OPERATIONAL RULES

1. ROOMS

- 1.1 Each student shall be responsible for the neatness of his/her own room. Rooms may not become a health risk to fellow students.
- 1.2 The walls should not be damaged when pictures, portraits or paintings are put up on the walls of the recreation halls, sitting rooms and bedrooms. No nails, hooks or two-sided tape are allowed. Therefore, only prestik may be used.
- 1.3 No fixed features, including bookshelves, desks and mirrors may be dismantled or relocated.
- 1.4 Each resident is responsible for his/her own room and the room should be in the same condition upon on evacuation as the condition in which it was received. No unauthorised student may enter the room of another student unless that student is in the room.
- 1.5 Rooms may be exchanged during the year only with the approval of the residence advisor.
- 1.6 When a resident move into a room, he/she must notify the supervisor immediately if anything in the room is not in a good condition. If the problem is not reported it will be assumed that he/she has found the facility in a good condition and with no defects. Thereafter, any 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/she occupies the room.
- 1.7 If a student moves out of a residence or relocate to a new room during the year or semester, he/she must check the state of the room in the presence of the supervisor. Students who don't follow this procedure will be held liable for any damage found afterwards.
- 1.8 A student who vacates a room after cancellation of residency or for the December vacation shall follow the signing out procedure as determined by the residence advisor.
- 1.9 Students may not tamper with electricity or any electrical appliances.
- 1.10 The institution's furniture, mattresses, cushions or equipment may not be removed from any room, house recreation hall or any other recreation area.
- 1.11 Under no circumstances may walls or doors be written on. No form of graffiti will be allowed in or at any residence.

- 1.12 No private parties or functions or gatherings shall be allowed in the rooms, lounge and corridor or around the residence without permission from the residence advisor. Parties may only be held in designated areas.
- 1.13 The institution's authorities reserve the right to have access to any room in the residence at all times and rooms may be checked at any time with a specific purpose and with the permission of the residence advisor. A student may be requested to open his/her cupboard, bags or suitcases in this regard.
- 1.14 Rooms shall be inspected on a regular base to identify and attend to deficiencies, repairs and general maintenance.
- 1.15 Residents shall under no circumstances hang their washing/clothes on and outside the residence windows.
- 1.16 It shall at all times be forbidden to litter from residence windows, on balconies, in passages and on residence grounds.
- 1.17. Students may not use their own mattresses except for medical reason in which case they should provide A medical certificate shall be submitted to obtain special permission to bring own mattress.
- 1.18 No alcohol bottles, full or empty, are allowed in rooms.
- 1.19 The residents of a specific house or floor or block will be held responsible for the communal areas in the specific house, block or floor.

2. ELECTRICAL WIRING OR EQUIPMENT

- 2.1 Only the following apparatus may be used in residence rooms:

One heater per student (only small oil and fan heaters are allowed);
One standing fan per student;
One bar fridge.
Hair dryer
Reading lamp;
Radio (no excessive sound or music system and speakers shall be allowed);
Kettle (no submersible elements);
Iron;
Computer equipment;
Microwave;
Television (provide own TV license).

- 2.2 Residence rooms and passages are not suitable for the preparation of food. Good hygiene and the suitable disposal of waste are essential in residences. No student is therefore allowed to prepare food in any manner whatsoever in his/her room or in the passage. Therefore, the following equipment is not allowed in rooms or passages and will be confiscated:

Toasters
Frying pans
Stoves
Waffle pans
Gas braais
Primus stoves
Popcorn machines (industrial)
Freezers

- 2.3 Only residents in a residence equipped with a kitchen area and a suitable sink and worktop (self-catering) shall have the right to prepare food in the kitchen area. The conditions of use for kitchen equipment must be strictly adhered to, and 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 manner.
- 2.4 Food, oil and other clogging material shall not be disposed of in any drain.
- 2.5 No open-element equipment shall be allowed.
- 2.6 Each student shall see to it that all electrical appliances are switched off and disconnected and that the area is clean when he/she leaves the kitchen area.
- 2.7 When a television set that is not the property of the institution is used or hired, the owner or lessee shall obtain the necessary television license and pay for it.
- 2.8 Residents shall use all appliances, washing machines, tumble driers and microwave ovens at their own risk. ARLC shall not be held responsible for damage to personal property or injuries. Residents must familiarise themselves with the operation usage of appliances.
- 2.9 All furniture and equipment provided by the institution shall not be removed from any part of the residence.
- 2.10 Residents are strictly prohibited from making any alterations to or affecting any work on the electrical equipment or telephone equipment of the residence.
- 2.11 Equipment will be confiscated if not used according to the prescriptions.
- 2.12 Students may not install their own electrical network connections.

3. USE OF RESIDENCE APPLIANCES AND EQUIPMENT

3.1 Microwave ovens

- 3.1.1 Microwave ovens may only be used for reheating food and not for cooking.

- 3.1.3 No stainless metal, steel, tin foil, ceramic utensils with metal lines, materials with floral decorations or designs or any other damaging materials may be used in microwave ovens.
- 3.1.4 Food to be heated must be covered.
- 3.1.5 Oven doors must be closed carefully and not slammed.
- 3.1.6 No more time shall be used for warming food than the time needed.
- 3.1.7 Microwave ovens must be switched off after use.
- 3.1.8 Microwave ovens must be cleaned after use.
- 3.1.9 The user must be present while microwave ovens are being used.
- 3.1.10 In cases where microwave ovens are misused, they will be removed.

3.2 Stoves

- 3.2.1 Stoves must be cleaned after use.
- 3.2.2 No food is allowed to be left unattended at any stage during the cooking process.
- 3.2.3 Stoves are not to be used as heaters.
- 3.2.4 No hot pots are allowed to be placed on oven knobs, kitchen counters, tables or any other surface but stove tops.
- 3.2.5 Food is not allowed to be placed directly onto oven racks or stove plates.

3.3 Refrigerators

- 3.3.1 Refrigerators must be kept clean at all times.
- 3.3.2 When refrigerators are switched off the doors must be opened.

3.4 Washing machines and tumble dryers

- 3.4.1 If a washing machine or tumble dryer stops during operation, a student should not attempt to repair it. The fault should be reported to the supervisor.
- 3.4.2 Only washing powder for automatic machines must be used. No other washing powder shall be allowed.
- 3.4.3 Washing machines should be programmed according to the size of the washing load.
- 3.4.4 The cycles of washing machines or tumble dryers should not be disrupted.

- 3.4.5 Soaking wet clothes may under no circumstances be placed in the tumble dryers. Hand-washed clothes must first be spin-dried.
- 3.4.6 Washing may under no circumstances hang out of windows or on balconies or palisade fencing.
- 3.4.7 Laundry facilities are only available to registered residents of the specific residence. No visitors will be allowed to make use of the facilities. Residents may not do the washing of a non-resident.
- 3.4.8 Students are not allowed to wash the following items in the washing machines:
 - Clothing items with underwire
 - Belts
 - Shoes
 - Carpets
 - Blankets
 - Or any other than non-clothing items

4. Notice boards

Notice boards may be used by the residence committee, residence advisor and the supervisor only. If a resident wishes to use a notice board, he/she must first obtain permission from the member of the residence committee responsible for notice boards. Notices may not be posted at any place other than the notice boards provided for this purpose.

5. Lifts

Students who tamper with, or overload or damage lifts shall be subject to prosecution and disciplinary action.

6 Intercommunication system (Intercom)

- 6.1 The intercom shall only be used by a designated staff member or student.
- 6.2 No private individual may use the intercom.
- 6.3 Intercoms may only be used for official residence purposes.
- 6.4 The different rules for intercom usage, as compiled by the different residences, should be adhered to at all times.
- 6.5 Disciplinary measures will be taken against anyone who abuses the intercom systems.



DISCIPLINARY PROCEDURES FOR TUT RESIDENCES

1. INTRODUCTION

All students staying in TUT residences are subject to the rules of the University and the Residence Rules. It is essential for the effective functioning of the residence environment and the well-being of residents that students adhere to these rules and that corrective action is taken when they are not complied with. These procedures describe principles and processes with regard to the implementation of disciplinary measures in residences. These procedures are subject to the section on student disciplinary structures in the TUT Students' Regulations.

2. PRINCIPLES

- 2.1 Disciplinary measures should be applied and managed in a consistent manner.
- 2.2 Discipline in a residence environment is not negotiable. The principle of 'balance of probability' applies.
- 2.3 Residence affairs disciplinary committees have certain disciplinary powers, and each resident is subject to the authority of the Residence Disciplinary Committee for the particular residence. If a resident should refuse to be subjected to the authority of the Residence Disciplinary Committee, he or she will be guilty of misconduct.
- 2.4 Any refusal by a resident to subject himself/herself to the Residence Rules shall be regarded as misconduct.

3. RIGHTS OF THE STUDENT

A student has the right to:

- 3.1 be informed of the nature of a contravention;
- 3.2 be heard within a reasonable period of time;
- 3.3 be given sufficient notice to enable him/her to prepare for a disciplinary hearing;
- 3.4 state his or her case and defend himself or herself;

- 3.5 call witnesses;
- 3.6 cross-examine any witness;
- 3.7 use an interpreter, if needed or desired;
- 3.8 be notified of the outcome of a hearing;
- 3.9 be notified of the disciplinary measure imposed;
- 3.10 appeal to the appropriate higher authority;
- 3.11 be assisted by a fellow student or an employee of his/her choice.

4. DISCIPLINARY STRUCTURES AND POWERS

4.1 Internal Residence Disciplinary Committee (IRDC)

4.1.1 Composition

- Residence advisor or his/her proxy (chairperson)
- Deputy Chairperson or his/her proxy (initiator)
- Two (2) residence committee members

4.1.2 Functions

- To reprimand and rectify actions of residents
- An attempt to rehabilitate the student
- To promote and instill a sense of responsibility in the student
- Act on everything relating to the operation and management of the residence
- Act on cases concerning Level 1 contraventions
- The power to deduct points from 1-10

4.2 Residence Affairs Disciplinary Committee (RADC)

4.2.1 Composition

- Chairperson: Residence advisor (residence advisor from another residence)
- Initiator (presenter): Residence advisor
- Two residence committee members: One deputy chairperson from another residence committee and the deputy chairperson or his/her proxy from the residence concerned
- Secretary (recorder): RC secretary or his/her proxy from the residence concerned

4.2.2 *Functions*

- Hears all cases relating to the alleged contravention of the rules pertaining to the operation, and management or use of the residence facilities
- Hears cases concerning Level 2 and 3 contraventions
- Hears all cases of repeated contravention of Residence Rules (Level 1)
- Keeps a register of disciplinary decisions and measures

4.3 Residence Affairs Appeal Committee

4.3.1 *Composition*

- Chairperson: HOD (Accommodation) from another campus
- 1 ARSC member (deputy chairperson)
- SSS or his/her proxy
- Residence advisor from a different residence (who was not involved on the hearing of the Residence Affairs Disciplinary Committee)
- One staff member from Residence Administration

4.3.2 *Functions*

- Hears all appeal cases concerning Level 2 and 3 contraventions
- Keeps a register of the rulings

4.4 Student Affairs Disciplinary Committee (SADC)

4.4.1 *Composition*

- A chairperson designated by the Vice-Chancellor
- An employee designated by the Registrar
- A representative of the SRC concerned, as designated by the SRC
- An employee designated by the ED: SAED

4.4.2 *Functions*

- To hear all cases concerning Level 4 contraventions

5. LEVELS OF CONTRAVENTION OF RULES

5.1 Level 1 (Responsibility of residence advisor)

5.1.1 *Contravention*

- Contravention of Residence Rules or in-house residence rules
- Contravention of rules for first year students
- Smoking in non-smoking areas
- Abuse of laundry facilities
- Having pets and animals
- Unauthorized electrical equipment
- Failing to report a case of misconduct

Repeated contravention of Level 1 will lead to referral to the Residence Affairs Disciplinary Committee.

5.1.2 *Typical penalties*

- Reprimand
- Community Service etc.
- Points 1-10

5.2 Level 2 (Responsibility of Residence Affairs Disciplinary Committee)

5.2.1 *Contravention*

- Second repeat of contravention of Residence Rules
- Vandalism (no permanent damage – repair cost to the account of the student)
- Misconduct (instigation, refusal of instructions, damage to the image of the institution, unauthorized activities)
- Disturbance of the peace
- Failing to report a case of misconduct
- Making false statements
- Withdrawing of witness
- Non-adherence to an instruction of the residence committee

5.2.2 *Typical penalties*

- 11 – 50 points

5.3 Level 3 (Responsibility of Residence Affairs Disciplinary Committee)

5.3.1 *Contravention*

- Squatting (in-house/respective residence)

- Misconduct (indecent behavior, threatening behavior, deviation from the orientation programme, violation of human rights)
- Receiving visitors/visiting outside visiting hours
- Alcohol abuse (possession or use of alcohol, minor)
- Non-adherence to a reasonable instruction of a University official

5.3.2 *Typical penalties*

- 51 – 100 points

5.4 **Level 4 (Responsibility of Student Affairs Disciplinary Committee)**

5.4.1 *Contravention*

- Theft/unauthorized removal of items
- Possession of drugs or illegal habit-forming substances
- Alcohol abuse (destructive)
- Illegal possession and handling of fire-arms or weapons
- Being found guilty of a criminal offense
- Assault
- Contravention of terms and conditions of contract
- Vandalism (destructive)
- Serious misconduct
- Harassment (e.g. sexual, tribal, racial, cultural, religious, cyber bullying)
- Intimidation
- Using fireworks
- Exposure of nudity & pornography
- Selling of alcohol
- Squatting (serious)

5.4.2 *Typical penalties*

- Penalties that may lead to suspension for a particular period or suspension from the residence

6. **RULES PERTAINING TO CONTRAVENTION LEVELS**

6.1 If a resident is found guilty of misconduct after his/her penalty points have exceeded 100, his or her accommodation agreement will be cancelled.

6.2 When a student reaches 50 points, the parents/guardian of the student must be informed. However, the residence advisor reserves the right to inform the parents at any given time on the disciplinary record of a student.

- 6.3 In case of a Level 1 contravention, the internal IRDC may apply alternative punishment to penalize a student with points (1-10 points).
- 6.4 In cases of a Level 2 and 3 contraventions, the following will apply:
 - 6.4.1 A number of penalty points shall be recorded.
 - 6.4.2 The RADC may apply an alternative punishment (see section 8).
- 6.5 Points will only be recorded after the correct disciplinary procedure has been completed.
- 6.6 If a resident moves to another residence, his or her record shall be transferred to the new residence
- 6.7 An appeal against a finding of a disciplinary hearing of the Residence Affairs Disciplinary Committee may be lodged with the Residence Affairs Appeal Committee.
- 6.8 The penalty points for Level 2 and 3 contraventions shall be carried over to the next study year, and they shall remain on record for the duration of the resident's study period at TUT.

7. DISCIPLINARY HEARING

The following procedures shall apply for hearings of the Residence Affairs Disciplinary Committee:

7.1 Preliminary examination/investigation

- 7.1.1 The residence advisor and residence committee deputy chairperson or his/her proxy (the initiators/presenters) shall hold a preliminary examination / investigation or arrange for it to be held to ascertain whether the residence committee has a case against the resident. They should determine under what circumstances the incident took place and whether there is enough evidence and/or witnesses. They should take down statements from witnesses and put the information that was gathered in writing.
- 7.1.2 The initiators/presenters investigate the complaint of alleged misconduct and frame the charge as supported by the evidence in the course of their investigation.

7.1.3 When, at the close of the investigation, the initiators/presenters are of the opinion that a case cannot be made, they decline to proceed.

7.2 Arranging a hearing

7.2.1 If a hearing should take place, the chairperson arranges a suitable date and venue for the hearing. The secretary shall take down the minutes of the hearing.

7.3 Written notice of the hearing

7.3.1 The secretary gives the resident, who allegedly contravened the rule, notice of the hearing in writing.

7.3.2 The chairperson of the hearing (residence advisor) signs the notice, which shall contain the following:

7.3.2.1 The alleged offence or charge. (What the contravention is in terms of the Residence Rules.)

7.3.2.2 The specific incident connected to the charge (When, where and how it happened.)

7.3.2.3 The time, date and venue of the hearing. (The time for preparation is usually set for 48 hours, but in exceptional cases of more serious contraventions, the respondent may ask the chairperson for more time to prepare.)

7.3.2.4 If a student requires an interpreter, the student should inform the initiator at the serving of a notice.

7.3.3 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 should be recorded. Two witnesses should sign to that effect and may be called to testify in the case where the student may deny having refused.

7.3.4 If the accused fails to appear without reasons, the hearing can be held *in absentia* (in the absence of the respondent).

7.4 Hearing procedures

7.4.1 Preliminaries

The chairperson shall:

- 7.4.1.1 welcome and introduce all who are present;
- 7.4.1.2 ask what the accused's language preference is in terms of the institution's language policy and determine whether or not an interpreter be required;
- 7.4.1.3 determine whether all parties are present;
- 7.4.1.4 set the ground rules and the roles of all parties involved;
- 7.4.1.5 outline the procedure to be followed;
- 7.4.1.6 obtains the respondent's affirmation that he/she has received notice of the hearing;
- 7.4.1.7 control if there are any questions and answer them.

7.4.2 *Plea*

The chairperson shall:

- 7.4.2.1 read the charge out loud;
- 7.4.2.2 state the purpose of the hearing;
- 7.4.2.3 ascertain whether the respondent understands the charge;
- 7.4.2.4 ask the respondent to respond to the charge.

7.4.3 *Procedure in the case of a plea of "not guilty"*

- 7.4.3.1 Should the respondent plead "not guilty" the facts need to be determined by calling witnesses;
- 7.4.3.2 The initiators/presenters read the statements of witnesses and call them;
- 7.4.3.3 The chairperson gives the respondent an opportunity to cross-examine each witness;
- 7.4.3.4 Members of the committee may ask each witness questions, if necessary;
- 7.4.3.5 Each witness leaves the room after being questioned.

7.4.4 *The respondent states his/her case*

- 7.4.4.1 After all witnesses have testified, the respondent states his/her case.
- 7.4.4.2 Members of the committee ask the respondent questions, if necessary.
- 7.4.4.3 The respondent calls his/her own witnesses, if any.
- 7.4.4.4 Members of the committee ask each witness questions, if necessary.
- 7.4.4.5 Each witness leaves the room after being questioned.
- 7.4.5 *Presentation of arguments*
- 7.4.5.1 The respondent addresses the committee on why he or she should not be found guilty.
- 7.4.6 *Finding*
- 7.4.6.1 The accused leaves the room to allow the committee to make a decision.
- 7.4.6.2 The committee weighs all the evidence and decides whether the accused is guilty or not guilty.
- 7.4.6.3 The committee shall deliberate until consensus is reached, failing which the chairperson shall take a final decision.
- 7.4.6.4 The committee calls the respondent back and the chairperson informs him/her about the finding and the reasons for it.
- 7.4.6.5 If the respondent has been found guilty, the committee hears arguments for mitigating circumstances that may influence the penalty.
- 7.4.6.6 The respondent leaves the room to allow the committee to make a decision on the penalty.
- 7.4.7 *Consideration of mitigating or aggravating circumstances*
- 7.4.7.1 In deciding on the penalty the committee shall take mitigating or aggravating circumstance into account to ensure that hearings are conducted consistently and penalties are fair.
- 7.4.7.2 Mitigating circumstances are those that may result in a lesser penalty and aggravating circumstances are those that may result in a more serious penalty.

7.4.7.3 The following factors may be considered as either mitigating or aggravating circumstances:

- The gravity of the contravention;
- The circumstances under which the incident occurred;
- Decisions made at previous disciplinary hearings about similar contraventions;
- The maximum penalty in terms of the level of contravention;
- The respondent's disciplinary record.

7.4.8 *Decision on penalty*

7.4.8.1 The committee takes a decision on the penalty by considering:

- mitigating or aggravating circumstances;
- any precedents (penalties given in previous cases of similar nature).

7.4.8.2 After the committee has decided on the penalty it calls the respondent and the chairperson informs him/her about the penalty and gives the reason for it.

7.4.8.3 In the case of the penalty being a written warning, the secretary gives a warning in writing to the respondent who has to sign it.

7.5 *Appeal*

7.5.1 The chairperson shall advise the respondent:

- of his/her right to appeal;
- of the period within which he/she could lodge an appeal;
- how he/she should lodge an appeal, if he/she so desires.

7.5.2 The respondent must lodge an appeal within five (5) working days, if he/she so desires.

8. DISCIPLINARY MEASURES, PENALTIES, SUSPENSION AND EXPULSION

8.1 Disciplinary measures

- 8.1.1 Disciplinary measures shall not include personal favours undertaken for fellow residents.
- 8.1.2 The Residence Disciplinary Committee and/or Residence Affairs Disciplinary Committee may impose one or a combination of the following disciplinary measures:
 - 8.1.2.1 Record penalty points in terms of these procedures.
 - 8.1.2.2 Reprimands or warns a resident.
 - 8.1.2.3 Obliges a resident to pay compensation for damage caused by his or her misconduct.
 - 8.1.2.4 If necessary, refers a case of misconduct to the Student Development Services for remedial measures.
 - 8.1.2.5 Expect a resident to apologize in person or in writing to a specific person or body.
 - 8.1.2.6 Imposes any appropriate community service, educational or justifiable punishment.
 - 8.1.2.7 Excludes the student from any or all residence activities.
 - 8.1.2.8 Strips the student of any office or capacity in which he or she was appointed or to which he or she was elected.
 - 8.1.2.9 Withholds a positive recommendation for a bursary application.
 - 8.1.2.10 Divests the student of any right or privilege he or she is entitled to as a resident.
 - 8.1.2.11 Sends a letter confirming the finding of the relevant disciplinary committee and the disciplinary measures imposed to the parent or guardian of the student concerned.

8.1.2.12 Student may be referred to professional organization/institution for assistance or rehabilitation.

8.1.2 The Residence Affairs Disciplinary Committee may make a recommendation to the Student Affairs Disciplinary Committee that the student concerned be suspended or expelled from the residence.

8.2 Excess of 100 penalty points

8.2.1 If a resident has accumulated more than a hundred penalty points and his or her status in the residence is at stake, the following procedure shall apply:

8.2.1.1 Upon recommendation of the residence advisor, the Residence Disciplinary Committee submits a written recommendation to the Student Affairs Disciplinary Committee that the student concerned must be expelled from the residence.

8.2.1.2 Complete records, including minutes and declarations, must accompany the recommendation.

8.2.1.3 The accused resident retains his or her status as a resident until the Student Affairs Disciplinary Committee has approved, amended or set aside the recommendation in writing.

8.2.1.4 The student may appeal to the TUT Disciplinary Appeal Committee within seven (7) working days from receiving the letter of expulsion, if he or she so desires.

8.3 Temporary suspension

8.3.1 The Vice-Chancellor may suspend a student from the campus/residence, pending the outcome of investigations or finalization of a disciplinary hearing, if the presence of the student on the campus poses a threat to the safety of other students and/or employees or if the student is charged with a serious transgression.

8.3.2 If a student is suspended in terms of 8.3.1, a formal charge must be laid against the student within fourteen (14) days after such suspension. The Vice-Chancellor may extend the above period for a further period of not more than thirty (30) days.

- 8.3.1 In the case of alleged misconduct warranting immediate suspension, the residence advisor shall, within 24 hours of the incident of misconduct, submit a full report on a case of this nature to the HOD: Accommodation.
- 8.3.2 In the case of a resident being temporarily suspended, arrangements will be made with the respondent to leave the residence immediately after receiving an official temporary suspension letter and the respondent may not enter the premises again until his/her case has been heard by the Student Affairs Disciplinary Committee.
- 8.3.3 A student shall be suspended until the final outcome of the case (including the appeal).

8.4 Expulsion

- 8.4.1 A student who has been expelled from the residence shall leave the residence within 48 hours after the outcome of the hearing or at a time as specified by the relevant disciplinary committee.
- 8.4.2 Should a student be expelled from a residence he/she shall not be allowed to reside in any other residence of the institution for the duration of his or her studies at the institution.
- 8.4.3 If a student is expelled and he/she does not vacate his/her room at the specified time his/her belongings will be removed and no responsibility will be taken by the residence advisor thereafter.

9. Amendment

These procedures may be amended by the Residence Governance Committee.

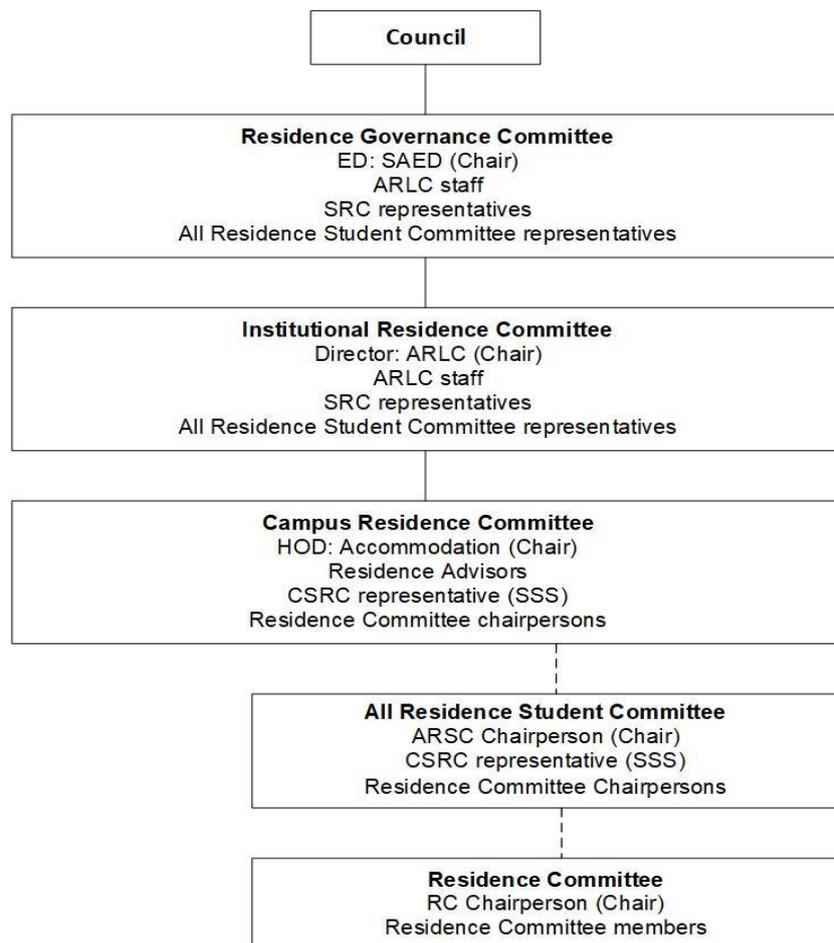


REGULATIONS FOR RESIDENCE GOVERNANCE

1. INTRODUCTION

- 1.1 The purpose of these regulations is to describe a practical system of residence governance that will ensure resident representation in the development of policies and rules pertaining to residences.
- 1.2 These regulations are subject to the statute, policies and rules of TUT.
- 1.3 Each of the residence governance structures may develop its own constitutions, strategic principles and operational guidelines in accordance with the framework provided in these regulations.

2. SCHEMATIC REPRESENTATION



3. RESIDENCE GOVERNANCE STRUCTURES

3.1 TUT residences shall be governed by the following structures:

3.1.1 Residence Governance Committee (RGC)

3.1.2 Institutional Residence Committee (IRC)

3.1.3 Campus Residence Committee (CRC)

3.1.4 All Residence Student Committee (ARSC)

3.1.5 Residence Committees (RCs)

3.2 The responsibilities, composition and general principles for the functioning of these structures are described in these regulations.

4. RESIDENCE GOVERNANCE COMMITTEE

4.1 Responsibilities

4.1.1 The RGC is instituted in terms of the Policy on the Minimum Norms and Standards for Student Housing at Public Universities on 17 September 2015, Section 9.1.

4.1.2 The RGC shall have the following responsibilities:

4.1.2.1 Ensure the effective representation of resident students by means of the various residence governance structures;

4.1.2.2 Evaluate reports from the Institutional Residence Committee;

4.1.2.3 Make recommendations to the University Council with regard to residence strategies and policies;

4.1.2.4 Consider any matters referred to it by the University Council.

4.2 Composition

The RGC shall comprise an equal number of staff and student representatives which shall be the following members:

Designation	Number
Deputy Vice-Chancellor: Student Affairs and Extra-Curricular Development (chairperson);	1
Director: Accommodation, Residence Life and Catering (ARLC);	1
ARLC HODs for accommodation, catering and finance	6
ARLC representatives from the distant campuses	3
ARLC representatives (operational functions)	3
The residence representative of the Institutional Student Representative Council (SARO)	1
The student support service officers (SSS) of each campus SRC	6
The All Residence Student Committee chairpersons	6

5. INSTITUTIONAL RESIDENCE COMMITTEE

5.1 Responsibilities

5.1.1 The IRC shall have the following responsibilities:

5.1.1.1 Make recommendations to RGC with regard to residence strategies and policies;

5.1.1.2 Evaluate recommendations from the Campus Residence committees;

5.1.1.3 Consider any matters referred to it by the RGC.

5.2 Composition

The IRC shall comprise the following members:

Designation	Number
Director: Accommodation, Residence Life and Catering (ARLC);	1
ARLC HODs for accommodation, catering and finance	6
ARLC representatives from the distant campuses	3
ARLC representatives (operational functions)	3
The residence representative of the Institutional Student Representative Council (SARO)	1
The student support service officers (SSS) of each campus SRC	6
The All Residence Student Committee chairpersons	6

6. CAMPUS RESIDENCE COMMITTEE

6.1 Responsibilities

6.1.1 The CRC shall have the following responsibilities:

6.1.1.1 Make recommendations to the IRC with regard to residence strategies and policies;

6.1.1.2 Evaluate recommendations from the Residence Committees;

6.1.1.3 Consider any matters referred to it by the IRC;

6.1.1.4 Coordinate campus residence events;

6.1.1.5 Plan and implement campus residence life activities;

6.1.1.6 Ensure communication and the distribution of information to all residence committees.

6.2 Composition

The CRC shall comprise the following members:

Designation	Number
HOD: Accommodation of the particular campus;	1
Residence advisors of the particular campus	Per residence
The student support service officers (SSS) of the particular campus	1
The residence committee chairpersons of the particular campus	Per residence

7. ALL RESIDENCE STUDENT COMMITTEE

7.1 Responsibilities

7.1.1 The ARSC shall have the following responsibilities:

7.1.1.1 Make recommendations to the CRC with regard to residence strategies and policies;

- 7.1.1.2 Identify, consolidate and make recommendations to CRC with regard to matters that are of general concern to the residence committees of a particular campus;
- 7.1.1.3 Consultation of matters presented by the SSS on behalf of SRC.

7.2 Composition

The ARSC shall comprise the following members:

Designation	Number
Chairperson of the ARSC	1
The student support service officer (SSS) of the particular campus	1
The residence committee chairpersons of the particular campus	Per residence

8. RESIDENCE COMMITTEES

8.1 Responsibilities

- 8.1.1 The residence committees shall have the following responsibilities:
 - 8.1.1.1 Implement measures to ensure that the interests of all residence students are represented;
 - 8.1.1.2 Make recommendations to the ARSC with regard to residence strategies and policies;
 - 8.1.1.3 Ensure that the residence rules and policies are implemented in the residence;
 - 8.1.1.4 Plan and implement residence life activities of the particular residence;
 - 8.1.1.5 Promote communication and coordination with all residence governance structures;
 - 8.1.1.5 Attend to issues raised by the individual residents.

8.2 Composition

The RC shall comprise the following members:

Designation	Number
Chairperson	1
Deputy chairperson	1
Secretary	1
Members responsible for various portfolios	2 - 7

9. GENERAL PRINCIPLES FOR ALL RESIDENCE GOVERNANCE STRUCTURES

9.1 Membership

9.1.1 Members of all residence governance structures shall be the staff members as appointed or the students as elected, according to the relevant TUT policies, rules and constitutions.

9.1.2 Should vacancies arise members may be temporarily represented by someone from the same organisation until the vacancy is filled.

9.2 Meetings

9.2.1 The various residence governance structures shall meet at times as deemed necessary by the chairperson, but at least the following minimum number of times:

Residence Governance Council	Quarterly
Institutional Residence Council	Quarterly
All Residence Student Committee	Quarterly
Residence Committees	Quarterly

9.2.2 Special meetings may be convened as required by circumstances and/or as determined by the chairperson.

9.2.3 No meetings may be scheduled during examination or recess periods.

9.2.4 Residence governance committees may invite individuals to attend meetings for specific purposes. Such guests will not have voting rights.

9.2.5 Generally accepted meeting principles shall apply, specifically the following:

- 9.2.5.1 Written notice of normal meetings shall be given at least two weeks before the meeting.
- 9.2.5.2 Meeting agendas must be circulated to all members at least a week before the meeting.
- 9.2.5.3 Meetings must be properly constituted meaning that a quorum of 50% plus one (1) of the total number of members of the committee is present.
- 9.2.5.4 The minutes of meetings must be approved at the next meeting.
- 9.2.5.5 Decisions of the residence governance structures should be taken after deliberation and on a basis of consensus.
- 9.2.5.6 In the exceptional cases of decisions being taken on the basis of voting, such decisions shall be taken based on the majority number votes (50% plus 1) and the outcome of the voting shall be recorded in the minutes.

9.3 Status

- 9.3.1 No residence governance structure shall be a legal persona and such structures cannot institute legal action.
- 9.3.2 No residence governance structure shall be a profit-making structure for itself and in respect of its members.

10. AMENDMENT

These regulations shall be amended by the Residence Governance Committee.

ANNEXURE A: TERMS AND REFERENCE OF THE RESIDENCE GOVERNANCE COMMITTEE
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1. NAME OF COMMITTEE

Residence Governance Committee (RGC)

2. APPOINTMENT

In terms of the Higher Education Act, 1997 (Act no. 101 of 1997) the Minister of Higher Education published the Policy on the Minimum Norms and Standards for Student Housing at Public Universities on 17 September 2015. Section 9.1 of this policy states the following:

9.1 Governance of student housing

Each Council must create a designated committee to govern residence life on behalf of the Council of the University. The committee must be composed of equal numbers of University staff and residential students, and must be chaired by a senior official of the University. Membership of the committee must include University staff and student representatives from off-campus student housing units housing ten or more students. The committee must meet quarterly, and its minutes must be presented to Council.

The purpose of these Terms of Reference is to give effect to the stipulations above in a manner that is practical within the TUT residence context.

3. FUNCTIONS AND RESPONSIBILITIES

The TUT Residence Governance Committee shall have the following functions and responsibilities:

- 3.1 Ensure the effective representation of resident students by means of the various residence governance structures;
- 3.2 Evaluate reports from the Institutional Residence Committee;
- 3.3 Make recommendations to the University Council with regard to residence strategies and policies;
- 3.4 Consider any matters referred to it by the University Council.

4. MEMBERSHIP

- 4.1 The Residence Governance Committee shall comprise twenty eight (28) members. Excluding the chairperson, and the Deputy Vice-Chancellor: Operations, who shall be an ex

officio member of the Committee, the RGC shall comprise thirteen (13) staff members and thirteen (13) student representatives. These members will be the following:

Designation	Number
Executive Director: Student Affairs and Extra-Curricular Development (chairperson)	1
Deputy Vice Chancellor: Operations	1
Director: Accommodation, Residence Life and Catering (ARLC)	1
ARLC HODs for accommodation, catering and finance	6
ARLC representatives from the distant campuses	3
ARLC representatives (operational functions)	3
The residence representative of the Institutional Student Representative Council (SARO)	1
The student support service officers (SSS) of each campus SRC	6
The All Residence Student Committee chairpersons	6

- 4.2 The chairperson may invite any staff member, student representative or external expert to attend a meeting of the Residence Governance Committee, to provide input with regard to an item on the agenda.

5. ELECTION OF MEMBERS

Members of the RGC are either staff members who serve in the committee by virtue of their appointment as staff members or students who serve in the committee after being elected by means of student governance processes to fill a particular position.

6. TERM OF OFFICE

Members shall remain members of the RGC for as long as they hold their appointed or elected offices.

7. CHAIRPERSON AND DEPUTY CHAIRPERSON

- 7.1 The chairperson shall be the Executive Director: Student Affairs and Extra-Curricular Development. The deputy chairperson shall be the Director: Accommodation, Residence Life and Catering.
- 7.2 The chairperson presides at meetings of the RGC. The deputy chairperson presides at meetings of the RGC in the absence of the chairperson.
- 7.3 The Registrar is the secretary of the RGC by virtue of his or her office. The Registrar may appoint an employee of the University to assist him or her in providing secretarial support to the RGC.

8. MEETINGS

- 8.1 The Residence Governance Committee shall meet once per quarter on dates that are annually determined as part of the University's year programme, or as determined by Council.

- 8.2 Special meetings may be convened as required by circumstances and/or as determined by the chairperson.
- 8.3 The meeting procedures applicable to the University Council are applicable to the meetings of the RGC.

9. QUORUM

- 9.1 A quorum is fifty percent (50%) plus one (1) of the members of the RGC.
- 9.2 A decision is taken by the majority of members present at a meeting.

10. AGENDA

- 10.1 Agendas and the minutes of the previous meeting and associated documents are distributed at least fourteen (14) days before a meeting.
- 10.2 The agenda of ordinary meetings closes twenty-one (21) days before a meeting to make provision for compilation and printing.
- 10.3 Agenda items may be submitted by any of the members of the RGC. The chairperson shall determine the final agenda

11. EVALUATION AND REVIEW

- 11.1 Reports of the meetings of the RGC shall be submitted to the University Council.
- 11.2 The RGC shall conduct annual evaluations of its own performance according to set criteria as determined by the University Council.

12. REVIEW OF TERMS OF REFERENCE

These Terms of Reference may be amended, varied or modified in writing by the University Council. This will initially be undertaken after the first six months and thereafter annually to ensure continuing relevance and ongoing development.

ANNEXURE B: CONSTITUTION OF THE ALL RESIDENCE STUDENTS GOVERNANCE COMMITTEE

PREAMBLE

We, the students of the Tshwane University of Technology

in recognising the imbalances of the past which also affected students in the residence and higher education in general, commit ourselves to a democratic higher education system within our residences, which promote all intentions of unity, non-racial discrimination, non-sexual, discrimination or gender discrimination;

fully subscribe to efforts of building a democratic state that works within the boundaries of the Constitution of the Republic of South Africa and vow to make our own contribution in ensuring that the students in the residences respect and tolerate each other's culture, religion, sexual orientation, political views and all other rights accorded to each person by the Constitution;

therefore, we commit ourselves to:

- make a significant contribution to the course of creating a culture of learning and student friendly environment at our residences;
- promote a community on our residences that displays no racial, gender or tribal discrimination, while accommodating all people, irrespective of religion, creed or political interest;
- establish an All Residence Student Committee that is democratic and derives its powers from the resident students it serves;
- embrace the vision, mission and strategic plan of Tshwane University of Technology through, amongst others, the development of plans and goals by the All Residence Student Committee;
- respect differences that rise from socio-economic status, race and gender, and adhere to the principles of proportionality, to promote and protect the principles entrenched in the Bill of Rights of the Constitution.

CHAPTER 1: FOUNDING PROVISIONS

1.1 Vision

To advocate for the realization of a Residence community that displays no racial, gender, or ethnic discrimination in an environment that promote tolerance in the University residence and the desire to work together for the good of humanity as a whole.

1.2 Mission

To create a residence environment that is conducive for learning, teaching and research.

1.3 Aims and objectives

- 1.3.1 To promote maximum representation, transparency and accountability in respect of residence governance structures;
- 1.3.2 To ensure that all TUT residence students governance structures are committed to the process of fundamental transformation of TUT residences and contribute to building a democratic Higher Education Institution;
- 1.3.3 To create a residence environment that promotes academic excellence and the culture of learning;
- 1.3.4 To promote the rendering of high quality services to all residence students;
- 1.3.5 To foster and promote ideals that enhances the image of TUT residences;
- 1.3.6 To promote a culture of openness and tolerance for the benefit of all residence students;
- 1.3.7 To encourage residence students to participate in all spheres of residence life as well as community development work;
- 1.3.8 To ensure that residence governance structures work together for the benefit of all students in residence;
- 1.3.9 To promote unity, coherence and pride among residence students;
- 1.3.10 To enhance communication and the distribution of information among TUT residents.

CHAPTER 2: COMPOSITION

2.1 The ARSC shall comprise the following members:

Designation	Number
Chairperson of the ARSC	1
The student support service officer (SSS) of the particular campus	1
The residence committee chairpersons of the particular campus	Per residence

2.2 The All Residence Student Committee shall elect the following executive committee members from its own members:

- 2.2.1 Chairperson;
- 2.2.2 Deputy Chairperson;
- 2.2.3 Secretary;

2.3 The ARSC may create portfolios relevant to its responsibilities and allocate such portfolios among its members.

CHAPTER 3: CONSTITUTING OF THE ARSC

The HOD: Accommodation of the campus, in consultation with the SSS shall ensure that the constituting of ARSC takes place within thirty (30) days after the constituting of the residence committees.

CHAPTER 4: DUTIES AND RESPONSIBILITIES

- 4.1 The ARSC shall have the following responsibilities:
 - 4.1.1 Make recommendations to the CRC with regard to residence strategies and policies;
 - 4.1.2 Identify, consolidate and make recommendations to CRC with regard to matters that are of general concern to the residence committees of a particular campus;
 - 4.1.3 Consultation of matters presented by the SSS on behalf of the SRC.

ANNEXURE C: REGULATIONS FOR RESIDENCE COMMITTEES

1. Status

- 1.1 Residence committees are the primary representatives of students residing in residences.
- 1.2 Residence committee members shall receive an honorarium from ARLC (based on an evaluation system).

2. Responsibilities

The residence committees shall have the following responsibilities:

- 2.1 Implement measures to ensure that the interests of all residence students are represented;
- 2.2 Make recommendations to the ARSC with regard to residence strategies and policies;
- 2.3 Ensure that the residence rules and policies are implemented in the residence;
- 2.4 Plan and implement residence life activities of the particular residence;
- 2.5 Promote communication and coordination with all residence governance structures;
- 2.6 Attend to issues raised by the individual residents.

3. Composition

- 3.1 The RC shall comprise a minimum of five and a maximum of ten members:
- 3.2 The residence committee shall, from its own members, elect an executive committee comprising a chairperson, deputy chairperson and secretary.
- 3.3 The RC creates portfolios relevant to its responsibilities and allocate such portfolios or a combination thereof, among its members. Such portfolios must include the following:
 - Academic support;
 - Residence services (including catering; maintenance; transport, safety and security; health and gender);
 - Residence activities (including sports, arts and culture; green campus);

4. Duties

4.1 The executive committee of the RC shall fulfil the following duties:

4.1.1 Chairperson

- Convene and chair meetings of the residence committee;
- Lead the residence committee with regard to its strategic and operational planning;
- Consult with the residence advisor about the financial expenditure of the RC;
- Implement measures to ensure that the RC and residents adhere to the relevant rules.

4.1.2 Deputy chairperson

- Act as chairperson of the RC in his/her absence;
- Assist the chairperson with his/her duties;
- Any other duty as delegated by the chairperson.

4.1.3 Secretary

- Provide a secretariat function for the meetings of the RC and the house;
- Ensure the safekeeping of all RC governance documents;
- Promote communication and distribution of information in the house;
- Any other duty as delegated by the chairperson.

4.2 With regard to each portfolio the incumbent is responsible for the following:

- Consultation, planning and implementing measures with regard to the portfolio;
- Communication to all relevant role players with regard to developments in the portfolio;
- Involving residents in the execution of the portfolio goals;
- Reporting to other members of the RC about developments in the portfolio.

5. Election of residence committee members

5.1 Residence committee elections shall be conducted online.

5.2 Residence Committee elections shall be coordinated by a Central Residence Elections Committee (CREC) that shall be composed as follows:

- Director: ARLC (chairperson);
- ARLC HOD: Accommodation of each campus;
- SARO;
- HOD: Accommodation administrators (recordkeeping);

- The SSS of each campus;
 - ARSC chairperson of each campus;
 - Residence Administrator of each campus;
 - One residence advisor per campus;
 - ICT Services representatives.
- 5.3 It is the responsibility of the CREC to ensure that each residence appoints a residence electoral committee; provide guidelines for the residence election process; and to ensure that residence elections are free and fair.
- 5.4 The residence committee election in each residence shall be organised by the Residence Electoral Committee (REC), which shall comprise the following members:
- The residence advisor of the respective residence (chairperson);
 - Two outgoing RC members who are not candidates in the elections as mandated by the outgoing residence committee;
 - Two senior residents from the specific residence as mandated during a general residence meeting.
- 5.5 The Residence Electoral Committee shall be responsible for ensuring that Residence Committee elections are free and fair by organising and monitoring the following election activities:
- nominations and nomination procedures
 - introduction of candidates
 - inform residents about voting and voting procedures
 - publication of results
- 5.6 The REC must submit a report of the residence elections to the CREC.
- 5.7 A resident shall be eligible for election to the Residence Committee if he/she:-
- 5.7.1 is a student of the University and residing in the particular residence;
- 5.7.2 has not been convicted for a criminal offence by a court of law or the Student Affairs Disciplinary Committee;
- 5.7.3 is not a member of staff, or former or current SRC member or SFC member;
- 5.7.4 obtained an academic average mark of at least 50% (55 % for senior residences) based on their most recent academic record results.

5.8 Only students who are officially registered in the residence, on the date of submission of the voters' roll to ICT Services, are eligible to vote in the respective residence elections.

5.9 Any objection to the preliminary results shall be lodged with the CREC within twenty-four hours after publication of the results. Any objection falling outside this provision shall not be considered. The CREC shall make a ruling on any objection. The ruling shall be final and binding.

6. Constitution of residence committees

6.1 The residence advisors, in consultation with the SSS shall ensure that the constituting of RC's takes place within thirty (30) days after the announcement of the final residence committee election results and report the outcome of the constituting meeting to the ARLC HOD: Accommodation.

6.2 The HOD: Accommodation of the campus must ensure that the newly constituted RC is inaugurated and inducted.

7. Termination of membership of a residence committee

7.1 A member of the Residence Committee shall cease to be a member of the committee when:

7.1.1 he/she is no longer a member of the residence;

7.1.2 he/she is found guilty for a criminal offence by a court of law or an institutional student disciplinary committee;

7.1.3 removed or suspended from office by an absolute majority of the residents at a properly constituted meeting of the house;

7.1.4 he/she no longer maintains the average mark required to be a RC candidate;

7.2 Any such affected member may appeal in writing against the decision within five (5) working days to the HOD: Accommodation of the particular campus who shall consider the appeal in consultation with the residence advisor and SRC SSS.

8. Filling of vacancies in the residence committee

8.1 In the event of any position in the Residence Committee becoming vacant the position shall be dealt with in the following manner depending on the time that the vacancy arises:

Within 2 months of the RC elections	Filled by the next elected candidate
After 2 months but within 6 months of the RC elections	Filled by means of a by-election
After 6 months but within 9 months of the RC elections	Filled by means of co-optation by the RC
After 9 months of the RC elections	Remain vacant

8.2 The Residence Committee may reallocate portfolios based on the inclusion of the new Residence Committee member.

9. General residence meetings

9.1 A general residence meeting shall be held at least once per semester by the residence committee.

9.2 General residence meetings shall be attended by registered resident's students of the house. The residence committee, through the RC secretary shall write to the residence advisor requesting approval for a meeting. The meeting shall be chaired by the RC chairperson. Other persons may be invited by the residence committee.

9.3 Minutes of all general residence meetings must be recorded.

9.4 No general residence meetings shall take place during the academic recess or during examination periods.

9.5 General meeting procedures shall apply at general residence meetings.

10. Amendment

These regulations may only be amended by the Institutional Residence Governance Committee.

MENTAL WELLNESS

RESIDENCE CULTURE OF INCLUSION

The rules and regulations in this brochure are aimed at ensuring the general wellbeing of residents. In addition to these, residence managements provide support, activities and information to promote the health, safety and security as well as the emotional and mental wellbeing of residents. Residences are micro-communities with well-established support structures and no resident should feel excluded or helpless.

Residents who experience any form of health, safety or mental wellness unease or problem, or are aware of such matters, are encouraged to share this with the **residence advisor or residence committee member or mentor** in the residence that they have confidence in. These staff and students have been trained to provide basic assistance and will be able to refer residents to the support units in the University.

TUT SUPPORT UNITS

Campus Protection Services (CPS)

CPS has a 24/7 presence on all campuses. The central control room contact number is
012 382 4369

Student Development and Support (SDS)

Provide free services on all campuses. For more information contact sds@tut.ac.za

Health and Wellness (H&W)

Campus wellness centre (clinic)	Contact number	Email address
Pretoria Campus	+27 12 382 6612	PtaHandW@tut.ac.za
Arts Campus	+27 12 382 6126	ArtsHandW@tut.ac.za
Soshanguve Campus	+27 12 382 9418	SoshHandW@tut.ac.za
Ga-Rankuwa Campus	+27 12 382 0589	GaRHandW@tut.ac.za
eMalahleni Campus	+27 12 382 6617	EmaHandW@tut.ac.za
Mbombela Campus	+27 12 382 0589	MboHandW@tut.ac.za
Polokwane Campus	+27 12 382 9418	PolHandW@tut.ac.za

GENDER BASED VIOLENCE (GBV)

Gender Based Violence is any harmful act directed at someone because of their gender:

Physical violence: Any intentional use of force that causes physical harm or injury, such as hitting, slapping, beating, or choking.

Sexual violence: Any sexual act performed without consent, including rape, sexual abuse and harassment, and forced sexual activity.

Psychological/emotional violence: Non-physical abuse that causes psychological harm, such as coercion, threats, intimidation, verbal insults, and isolation from friends and family.

Economic violence: Any behaviour that causes economic harm, such as restricting access to financial resources, education, or employment, or property damage.

IMMEDIATE EMERGENCY HELP

ER24: 084 124 / 010 205 3087 (Medical emergencies)

Higher Health 24-hour toll-free line: 0800 36 36 36 (For GBV, mental health or HIV support. Free, confidential and available 24 hours.)

SADAG 24-hour toll-free counselling line: 0800 68 78 99 (Free and confidential telephone counselling for registered TUT-students)

National GBV Command Centre: 0800 428 / SMS "help" to 31531 / Please call me to 120761#

LifeLine Stop GBV: 0800 150 150

TEARS: 08000 83277 (GBV, sexual abuse and rape victims)

Thuthuzela Care Centres: 0800 042 8428 / Please call me: *120*7867#