

TABLE OF CONTENTS

INTRODUCTION	3
INDEMNITY	3
STUDENT'S RESPONSIBILITY	3
MISSION STATEMENT BY MANAGEMENT	4
PROCEDURE FOR REVIEW OF THE RESIDENCE RULES AND REGULATIONS	4
SECTION A: ADMINISTRATIVE AFFAIRS	6
A1: ADMINISTRATIVE PROCEDURES	6
1. APPLICATION.....	6
2. ADMISSION	7
3. ADMISSION CANCELLATION (BEFORE RESIDENCE REGISTRATION).....	8
4. REGISTRATION	8
5. TRANSFER BETWEEN RESIDENCES	9
6. INTERNAL ROOM TRANSFERS	10
7. CANCELLATION	11
8. APPEALS	12
9. RESIDENCE WAITING LIST:	12
A2: COMMENCEMENT AND CONCLUSION OF TUT TERMS (HOLIDAYS)	13
A3: ACCOMMODATION DURING HOLIDAYS	14
SECTION B: CHANNELS AND STRUCTURES OF THE DIRECTORATE: ARLC	15
B1: GENERAL RESIDENTIAL AND STUDENT AFFAIRS	15
B2: MAINTENANCE	15
B3: GENERAL	15
B4: STUDENT AFFAIRS	16
SECTION C: DISCIPLINARY MEASURES	17
C1: DISCIPLINE AND DISCIPLINARY MEASURES	17
C2: DISCIPLINARY STRUCTURES AND POWERS	19
C3: CONTRAVENTION OF RULES	20
C4: DISCIPLINARY HEARING	20
C5: DISCIPLINARY MEASURES, PENALTIES, SUSPENSION AND EXPULSION	22
SECTION D: INTERNAL RULES AND REGULATIONS	25
D1: NEW RESIDENTS IN THE RESIDENCE	25
D2: MISCONDUCT	25
D3: COMPULSORY QUIET TIMES	26
D4: VISITORS	26

D5:	SUBLETTING/SQUATTING	27
D6:	ALCOHOLIC DRINKS, DRUGS AND ANY RELATED SUBSTANCES	28
D7:	HARASSMENT	29
D8:	VANDALISM & LOSS OF PROPERTY	30
D9:	FIREARMS AND FIRE WORKS	30
D10:	SMOKING	30
D11:	ILLNESS AND MEDICAL CONDITIONS.....	31
D12:	PREGNANCY	31
D13:	POLITICS	31
D14:	TRADING	32
D15:	PROJECTS	32
D16:	TRANSPORT	32
D17:	PART-TIME JOBS, FULL-TIME EXPERIENTIAL TRAINING	32
D18:	SPEAKERS FROM OUTSIDE	32
D19:	BREAKAGE	32
D20:	ROOMS	33
D21:	ELECTRICAL WIRING AND EQUIPMENT.....	34
D22:	RESIDENCE MICROWAVE OVENS	35
D23:	WASHING MACHINES AND TUMBLE DRYERS	35
D24:	PRIVATE PROPERTY	36
D25:	NOTICE BOARDS	36
D26:	PUBLIC TELEPHONES.....	37
D27:	PETS AND ANIMALS	37
D28:	WASTING WATER AND FIRE EXTINGUISHER.....	37
D29:	LIFTS	37
D30:	INTERCOMMUNICATION SYSTEM (INTERCOM)	37

INTRODUCTION

- This document is the official policy and Rules for Residences of the Tshwane University of Technology, and therefore constitutes official University policy.
- This document shall serve as a guideline for managing residences and enforcing discipline and order.
- 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.
- On signing the Residence Application Form, residents accept the conditions set out in this document.
- The Residence Application form and this document shall form an integral part of the rules and regulations and procedure for residences.
- This document shall be issued to each resident when he or she reports at and signs in at a residence and the resident shall sign as acknowledgement of receipt of the document.
- In the case where this booklet is silent over an issue, the official policy of the institution shall take precedence.
- A committee will be constituted annually to review the document. Any amendments can be done before the revision with approval of Institutional Residence Council (IRC) and must be communicated to students.
- Suggestions on amendments to this document should be made in writing and submitted to the IRC
- The Rules and Regulations for Residences will be applied to a student as from the day of intake.
- Residence Rules and Regulations are subject to the stipulations of the Institutional Statute as recognized by the university Senate and Council. These rules may not contradict the University Rules and Regulations.
- Any residence may unanimously decide on any in-house rule and regulation if it is in the interest and welfare of that respective residence, as long as it is not in conflict with the general Residence Rules and Regulations of TUT.

INDEMNITY

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.
2. Disciplinary action or indemnity will be managed according to the disciplinary structures of Accommodation, Residence Life & Catering and the institution.
3. The Directorate of Accommodation, Residence Life & Catering shall not be responsible for the loss of money or other personal property from resident's room. The Directorate accepts no responsibility whatsoever for loss of or damage to residents' private property either during a term or during a vacation.
4. Residents are responsible for insurance of their personal items.
5. Obtaining and taking chronic medication is the student's own responsibility.
6. Medical services are available on campus within specified hours, but obtaining of other medical treatment is the student's own responsibility.
7. The Directorate of Accommodation, Residence Life & Catering shall not be responsible for any damages, losses or injuries during residence activities, camps or official excursions.

STUDENT'S RESPONSIBILITY

1. Treat fellow residents and the institution's properties with respect at all times.
2. Respect the privacy of other students.
3. Respect the individual right of choice and opinion of fellow residents.

4. Seek honest and fair solutions in possible conflict situations during the stay in the residences without willfully harming the institution's integrity.
5. Not to put the institution into disrepute.
6. Provide when requested to do so, honest and factually correct information about any circumstance that could possibly arise.
7. Avoid any situation of individual enrichment at the expense of the institution.
8. Comply with all fair and reasonable guidelines and instructions of the institution's personnel and officials.
9. Report any irregular deeds by fellow residents.
10. Use the available facilities with responsibility and accountability in accordance with the Rules and Regulations for Residences.

MISSION STATEMENT BY MANAGEMENT

The Directorate of Accommodation, Residence Life & Catering strives to create a high-quality residence environment. We will encourage an ethos of community sharing and cohesiveness in the residences. We furthermore strive to:

1. Promote a positive culture of learning and critical thinking in the residences;
2. Create a common ground of enriching culture and a social environment in which diversity is respected and celebrated;
3. Overcome the legacy of discrimination through access equity;
4. Oppose any discrimination on the grounds of gender, race, nationality, sexual or religious orientation;
5. Encourage and promote an ethos of mutual respect between staff and residents regarding their respective needs, duties and responsibilities;
6. Decent, impartial, fair and reasonable treatment of residents;
7. Create an appropriate physical environment to support the goals of this mission statement.

We furthermore commit ourselves to:

1. Offer personal and affordable service and provide opportunities for individual growth within a comfortable and clean environment and caring community;
2. Provide a safe environment in each residence as far as possible;
3. Provide adequate resources and support for resident development and resident leadership in the residences;
4. Promote an effective working relationship and communication with all internal and external customers;
5. Evaluate and carry out an audit of all operations and functions regarding residence accommodation;
6. Being customer-satisfaction driven;
7. To enhance communication of all residence related developments and challenges through all media, which is available at the disposal of the Directorate;
8. The mission of the Directorate is subject to the institutional mission, vision, principles and objectives.

PROCEDURE FOR REVIEW OF THE RESIDENCE RULES AND REGULATIONS

The residence rules and regulations will be reviewed annually (If need arise) by the Institutional Residence Council (IRC) of the Tshwane University of Technology constituted by the:

1. Director ARLC or his or her delegated representative,
2. Central Student Representative Council SARO Officer,
3. Head of Department Residences,

4. LSRC Student Support Services Officer and representatives of the All Residence Council (ARC), chairperson, deputy chairperson and secretary.
5. One Residence Advisor accompanying each HOD Residences
6. One Residence Admin represented
7. One representative of catering

The rules and regulations shall be reviewed in line with the guidelines of cooperative governance and the application and promotion of the rule of law and an environment conducive for learning. The rules and regulations will be reviewed with the aim of promoting a culture of learning amongst residence students, as well as the achievement of a better throughput, success and holistic development of students living and learning in residence communities.

1. Residence students and Accommodation, Residence Life and Catering (ARLC) staff members shall be provided the opportunity to participate in the annual review of residence rules and regulations;
2. The ARC shall take active responsibility to consult and engage residence students;
3. Residence Committee shall activate public participation processes (through notices, mass meetings or print/electronic media) to solicit resident students' comments and inputs into the review process. The respective Residence Committee submissions shall in turn be deliberated upon for consensus by the campus based ARC before submission to the IRC.
4. The Director of ARLC or his or her delegated representatives shall drive the consultative process amongst his or her ARLC staff members.

SECTION A: ADMINISTRATIVE AFFAIRS

A1: ADMINISTRATIVE PROCEDURES

Statement:

The memorandum of agreement, as stipulated in the application of admission to Tshwane University of Technology (TUT), shall be a binding contract in respect of all residence, administrative and student affairs.

All administrative documents are available in English only.

1. APPLICATION

1.1 Rules:

- 1.1.1 ALL applications for TUT residences shall be considered on the campus where the applicants' academic program is offered.
- 1.1.2 No student shall be permitted to apply for accommodation on behalf of another student/child unless it is a *bona fide* parent or guardian
- 1.1.3 'Senior' refers to an applicant who has completed his/her first academic year and is registered as a full time day student at TUT.
- 1.1.4 A minimum academic average of 50% (55% for specific senior residences) or minimum credits according to TUT pass requirements are required for re-admission and continued staying at all TUT residences.
- 1.1.5 Students registered for short courses (course code: SC...), learner ships, evening/distant classes, bridging and BTech block courses do not qualify for admission to TUT residences and therefore may not apply.
- 1.1.6 Students registered for Experiential Learning/in Service Training and Government subsidized Foundation programs do qualify for admission to TUT Residences.
- 1.1.7 Applicants with outstanding balances by 31 October may manually complete the application process, but cannot be captured on the system until full payment is confirmed.
- 1.1.8 All applications received shall be processed fairly.
- 1.1.9 All students will be grouped per course in residences.
- 1.1.10 The maximum number of years allowed to stay in any TUT residence will be as follow:
 - 1.1.10.1 3 years plus 1 year, total of 4 academic registrations to complete a Diploma at TUT.
 - 1.1.10.2 4 years plus 1 year, total of 5 academic registrations to complete a Degree at TUT.
- 1.1.11 In Service Training/Experiential learning students: Accommodation will only be granted/allowed for the same period as indicated for the experiential learning subject on the official TUT proof of registration.
- 1.1.12 First year residence students who are 21 years or older are regarded as senior residents.
- 1.1.13 A minimum of two (2) actively registered subjects per semester/year qualification are required for residence placement. Exceptions would be made for students who register for work-integrated learning (Ref. 1.1.6)
- 1.1.14 Preference will always be given to students/applicants who are registered for more than two (2) subjects an aligned with TUT credit requirements.
- 1.1.15 Residence placement preference will always be given to undergraduate students.
- 1.1.16 No pets, children or spouses are allowed to reside in TUT residences.
- 1.1.17 Post Graduates:
 - 1.1.17.1 Refers to FULL time students registered for Honours, Masters, Doctoral and Post Graduate diplomas (not BTech Qualifications).
 - 1.1.17.2 Applications for Postgraduates will be dealt with according to the rules for Postgraduates.

- 1.1.18 Although an applicant may have been provisionally admitted in a specific residence initially, a change of course or campus thereafter will result in forfeiture and evacuation of a student (within 48 hours) from the space if the new course placement is not in the same residence or campus according to the mentorship program.
- 1.1.19 TUT is under NO obligation to provide accommodation in the new residence where a change of course was done after initial residence admission.
- 1.1.20 Part Time Post Graduate students may NOT be accommodated in TUT residences therefore they may not apply.

1.2 Procedures for a Current Resident:

- 1.2.1 Obtain an application form for seniors from the current Residence Advisor from the date as communicated.
- 1.2.2 Complete and submit the form with your latest available official TUT results (academic/progress report) attached, to your Residence Advisor.
- 1.2.3 Residence Advisor performs selection based on the applicant's disciplinary and academic record.
- 1.2.4 If the academic average is not 50%, (55% for specific senior residences) or if the required credits were not obtained, the Residence Advisor may request improved results for the upcoming exams for re-selection purposes. After the exam, the applicant may submit improved results and, if approved, enquire at Residence Administration about admission (pending on availability of space).
- 1.2.5 Financial status is checked, indicated and date stamped by Residence Advisor.
- 1.2.6 Residence Advisor shall indicate allocated room number/type in the applicable block on the form.
- 1.2.7 Residence Advisor shall keep all the forms of applicants.
- 1.2.8 Residence Advisor should submit all application forms at Residence Administration for capturing and printing of confirmation letters for officially admitted applicants.
- 1.2.9 Residence Administration is under NO obligation to reserve spaces for applicants with outstanding fees.

1.3 Non-Resident Procedures:

- 1.3.1 Applicant submits the latest available official TUT results (academic/progress report) to Residence Administration.
- 1.3.2 If the academic average is 50% or more or the required credits were obtained, an application form for seniors will be issued.
- 1.3.3 Qualifying applicant shall complete the issued form and submit it to the Residence Administration which will complete the selection process.
- 1.3.4 Financial status is checked, indicated and date stamped by Residence Administration.

2. **ADMISSION**

2.1 Rules:

- 2.1.1 System admission is only possible if ALL (class and residence) accounts are fully settled.
- 2.1.2 Proof of Bank deposit or payment will not be accepted. Payment must reflect on the student statement.
- 2.1.3 No spaces will be reserved for ANY applicant with outstanding fees.
- 2.1.4 The advance payment is not compulsory before residence admission.
- 2.1.5 Verbal arrangements regarding the compulsory payment prior to computer admission are valid for 24 hours ONLY.
- 2.1.6 Current residents enjoy preference during their applicable Recruitment Week ONLY.
- 2.1.7 New senior applicants, late current residents and first years will be admitted on a "First come, first serve" basis after readmission of the current residents.

2.2 Procedures:

- 2.2.1 Computer admission commences in accordance with notifications from Residence Administration.
- 2.2.2 Residence Admin checks applicants' account – there should be NO outstanding fees.
- 2.2.3 Residence Administration performs a computer admission and issues a letter of confirmation.
- 2.2.4 Residence Administration returns all application forms as well as confirmation letters to Res Advisors.
- 2.2.5 Res Advisor to hand out confirmation letters to successful applicants or refer applicants to settle their accounts and report at Residence Administration a.s.a.p.
- 2.2.6 Applicant signs for acceptance of the printed confirmation letter and M65 (deposit slip).
- 2.2.7 Admitted applicants may officially reserve their rooms for the following year.
- 2.2.8 The confirmation letter serves as proof of residence admission for cashiers to accept the advance payment that is due BEFORE residence registration.
- 2.2.9 All application forms to be returned to Res Advisor for hand out purposes.
- 2.2.10 If no confirmation letter was issued, the applicant should take note of any outstanding fees, settle the account in full and submit the application form at Residence Administration for official reservation and confirmation (only if space is still available).

3. ADMISSION CANCELLATION (BEFORE RESIDENCE REGISTRATION)

3.1 Rules:

- 3.1.1 The last date for cancellation of a reservation is 5 days before the academic reporting date or 10 January, whichever comes first.
- 3.1.2 A residence admission cancellation will only be done if Residence Administration receives a written and signed cancellation letter on or before the due date.
- 3.1.3 Late arrival arrangements: you have to notify Residence Administration in writing who will notify the relevant Residence Advisor accordingly.
- 3.1.4 A requested late arrival that ends in a cancellation before registration will result in charging the relevant applicant's account with a pro rata amount equal to fees in that specific residence.
- 3.1.5 Cancellation of an academic course does NOT automatically imply a residence admission cancellation as well: both departments need to be notified separately in writing.
- 3.1.6 An admission cancellation is not transferable.

3.2 Procedures:

- 3.2.1 Submit or fax a letter of cancellation to Residence Administration on or before the due date as indicated on the confirmation letter.
- 3.2.2 Residence Administration will notify the relevant Residence Advisor and/or reserve the space up to the later date, agreed upon.

4. REGISTRATION

4.1 Rules:

- 4.1.1 Admitted residence students should report for residence strictly in accordance with their academic reporting schedule.
- 4.1.2 No student or parent is permitted to register for accommodation on behalf of another student/child.
- 4.1.3 Academic registration is compulsory BEFORE residence registration. NO TEMPORARY ACCOMMODATION WILL BE PROVIDED.
- 4.1.4 Residence fees are charged annually upon system registration.
- 4.1.5 Debits and credits are calculated on a MONTHLY basis.

- 4.1.6 A resident is liable for accommodation fees for the full month in which he or she is admitted and/or registered in a residence, irrespective the day of the month.
- 4.1.7 The resident responsible for a specific allocated room in accordance with the signed inventory form will be held liable for all identified breakages/damages until the inventory form has been signed off officially. Payment is due immediately.
- 4.1.8 Failure to report at the residence within 5 working days after residence registration will result in cancellation without notification.
- 4.1.9 Residence registration is not possible BEFORE the advance payment reflects on the account or prior to submission of a sponsorship/bursary letter that clearly states that 'accommodation' will be fully paid without ANY conditions. The letter should comply with TUT policies.
- 4.1.10 Only Residence Administration staff members are allowed to register a student on the system.
- 4.1.11 Residence Administration performs residence registration during office hours, Monday to Friday only.
- 4.1.12 All admitted applicants must be registered for residence by close of registration, commencement of classes or per arrangement, whichever comes first.
- 4.1.13 Family and staff discount is not applicable to residence accommodation.
- 4.1.14 At least 30% of the total residence space will be reserved for first year students.
- 4.1.15 If, at any point during the term, semester or year, subjects are cancelled leaving a resident with only one (1) active subject, such a student will be instructed to vacate within 48 hours.
- 4.1.16 A minimum of two (2) actively registered subjects throughout a semester/year qualification are required for a student to remain in a TUT residence.
- 4.1.17 Suspended/Expelled residents have to vacate the residence within 48 hours in accordance with their suspension period. After serving the suspension, such a student will have to start afresh in filling in the residence application and placement from the beginning without any preference regardless of their student status.
- 4.1.18 Although an applicant may have been provisionally admitted in a specific residence initially, a change of course or campus thereafter will result in forfeiture and evacuation (within 48 hours) of the student from the space if the new course placement is not in the same residence or campus according to the mentorship program.
- 4.1.19 TUT is under NO obligation to provide accommodation in the new residence where a change of course was done after initial residence admission.
- 4.1.20 Post Graduates: Residence registrations will be handled at identified sites AFTER academic registration has been completed.

4.2 Procedures:

- 4.2.1 Admitted applicant pay the required amount (if not paid yet) as indicated in the confirmation letter.
- 4.2.2 Report at the venue mentioned in the confirmation letter for residence registration.
- 4.2.3 Financial status is verified, admission status updated, applicant allowed to register and a proof of residence registration issued.
- 4.2.4 Student should report at the residence before 14:00 (except during the registration period).

5. **TRANSFER BETWEEN RESIDENCES**

5.1 Rules:

- 5.1.1 Transfer process must originate at and be coordinated by residence administration.
- 5.1.2 Inter residence transfers are limited to one (1) per student per year.
- 5.1.3 A transfer will not be considered if the applicant is still awaiting the outcome of a disciplinary hearing.
- 5.1.4 All fees must be paid up to date before an Application for Transfer will be considered.

- 5.1.5 Sponsored students must pay the shortfall in the difference of room type changes or change to more expensive residence.
- 5.1.6 NSFAS students have to pay the difference in tariffs from their own pockets.
- 5.1.7 R50 transfer admin fee is payable, per transfer, depending on the availability of space.
- 5.1.8 Residents are allowed only ONE (1) inter residence transfer and TWO (2) room transfers per year.
- 5.1.9 Transfers are only allowed between March and September.
- 5.1.10 The transfer process should be completed within 48hours or will be deemed invalid.
- 5.1.11 Upon signing out at the residence, the latest Residence application form must be handed to the student for submission at the new residence. All other documents must be forwarded through the internal mail system.
- 5.1.12 "swap" are permitted if both applicants simultaneously report at Residence Administration with their approved application forms. A R50 transfer fee is payable by both parties.
- 5.1.13 If a resident changes his/her registered qualification from campus A to campus B, such student will forfeit residence placement at campus A. The residence will have to be vacated within 48 hours and Residence Administration will not be compelled to secure a residence placement at campus B.
- 5.1.14 Post Graduates: No transfers will be allowed from identified sites.

5.2 Procedures:

- 5.2.1 The resident obtains an 'Application for a Transfer' form at Residence Administration.
- 5.2.2 The applicant submits the completed form to his or her current Residence Advisor for approval, based on specific criteria.
- 5.2.3 Once approved, the applicant enquires at Residence Administration about the availability of space.
- 5.2.4 If a space is available, it is preliminary reserved and the applicant pays the compulsory transfer admin fee.
- 5.2.5 Upon submission of payment receipt, Residence Administration issues a transfer document.
- 5.2.6 The applicant signs off (on the same day) at his/her current residence and the Residence Advisor signs on the transfer document to confirm a successful cancellation process. Return transfer document and latest application form to the applicant.
- 5.2.7 Inform Residence Administration about the successful transfer sign out action.
- 5.2.8 The applicant reports at the new residence within 48 hours after issuing of transfer document submitting the same transfer document and latest application form that was handed over at the previous residence.
- 5.2.9 Failure to report at the new residence within 48 hours will result in the space being cancelled and forfeited.

6. **INTERNAL ROOM TRANSFERS**

6.1 Rules:

- 6.1.1 Room transfers may only take place with the consent and knowledge of the Residence Advisor.
- 6.1.2 Inter room transfers are limited to two (2) per student per year.
- 6.1.3 A room transfer process must be completed within 48 hours after approval.
- 6.1.4 Sponsored students are responsible for payment of tariff differences in cases where transfers are requested to a more expensive residence or room type.
- 6.1.5 Rule 6.1.3 is also applicable to NSFAS students for transfers done after the final annual calculation was completed.
- 6.1.6 Normal procedures regarding cancellation of the current room and occupation of the new room must be followed regarding inventory forms.
- 6.1.7 Upon updating system data, new residence fees are automatically charged from the first day of the next month.

6.2 Procedures:

- 6.2.1 The resident applies at his or her Residence Advisor for an internal transfer on the official room transfer document.
- 6.2.2 The resident reports to the Residence Advisor for normal room (inventory form) sign off purposes.
- 6.2.3 The student leaves his or her old room in a clean and neat condition.
- 6.2.4 Residence Advisor receives signed inventory form for the new room.
- 6.2.5 Both inventory forms must be filed in the residents' personal/student file.
- 6.2.6 Residence Advisor updates the floor lists.
- 6.2.7 Residence Advisor informs Residence Administration IMMEDIATELY in writing of the "room type" change.
- 6.2.8 Residence Administration updates the student record on the administrative system and verifies the correctness of the student account and performs corrections where necessary.

7. CANCELLATION

7.1 Rules:

- 7.1.1 Residence Administration performs residence cancellations during office hours, Monday to Friday.
- 7.1.2 Residents are liable for accommodation fees for the full month in which the cancellation takes place irrespective the date of cancellation.
- 7.1.3 Cancellation credits are granted until the end of September only.
- 7.1.4 A course cancellation does not automatically serve as a residence cancellation.
- 7.1.5 A cancellation is only valid if the inventory form is signed off by the student.
- 7.1.6 Upon evacuation, any outstanding fees for damages/breakages will result in an extra months' charge on the student account.
- 7.1.7 NO student is allowed to reside anywhere in the residence after signing out.
- 7.1.8 Residence card must be cut in half upon cancellation and the photo section attached to the Cancellation Notification document. A new student identity card shall be issued at extra cost for the student.
- 7.1.9 Cancellation will be refused if no student card is submitted.
- 7.1.10 Faxed or written letters (signed by the system occupant) may be accepted as proof of cancellation on condition that there are NO breakages and keys are returned.
- 7.1.11 Post Graduates: Cancellations will be handled at identified sites.

7.2 Procedures:

- 7.2.1 Resident checks out with Residence Advisor during office hours: Weekdays 08:00 – 14:00.
- 7.2.2 The resident evacuates his or her room on the same date on which cancellation is performed on the system.
- 7.2.3 Residence Advisor checks the room and both parties sign off on the inventory form.
- 7.2.4 Where applicable, the Residence Advisor manages collection of key/disk, student card, etc.
- 7.2.5 Where applicable, complete and sign a form to collect fees for damages or missing items.
- 7.2.6 Where a student has evacuated without following the prescribed cancellation process and there are missing/damaged items identified, recovery charges will be instituted as mentioned on the inventory form.
- 7.2.7 Residence Manager Signs cancellation notification as proof of prescribed 'successful sign out' procedures followed.
- 7.2.8 Residence Advisor updates Green and Pink form.
- 7.2.9 Resident submits cancellation notification document at Residence Administration.
- 7.2.10 Residence cancellation is performed on the system and fee account updated automatically.
- 7.2.11 All other documents for the relevant student are forwarded to Residence Administration the day after cancellation.

8. APPEALS

8.1 Rules:

- 8.1.1 Application forms for appeals will only be available from the 1st October and the 2nd week of January of the following academic year.
- 8.1.2 Residence students should collect and submit their completed forms to the Residence Administration.
- 8.1.3 Non-residence students should collect and submit their completed forms at Residence Administration.
- 8.1.4 Any substantiating documentation should be attached to the application form.
- 8.1.5 Closing date for submission of appeal forms is the 31st of October and 31 January of the following year.
- 8.1.6 The Appeals Committee consists of campus HOD, LSRC SSS, one Residence Advisor and one ARC representative and one Residence Administration officer.
- 8.1.7 The Appeals Committee will sit within 7 working days after the closing date.
- 8.1.8 Appeal outcomes will be communicated within (2) two days after the committee sitting.
- 8.1.9 The decision of the Appeals Committee is final and not negotiable.
- 8.1.10 All original appeal forms will be kept at Residence Administration.
- 8.1.11 After being notified, the successful applicant is responsible for completing his/her own re-admission process at Residence Administration pending on the availability of space at the time of submission. Lack of available space will result in the applicant being placed on the waiting list queue without preference.
- 8.1.12 Conditions of appeal approval should be strictly adhered to. Failure thereof will result in evacuation.
- 8.1.13 A student may only appeal ONCE in his/her entire time as a TUT student.
- 8.1.14 An appeal is not allowed if the maximum number of years is exceeded.

8.2 Procedures:

- 8.2.1 Student may obtain an application form (RES018), complete and submit it by the 31st of October or 31st January if the initial re-admission application form was rejected.
- 8.2.2 Res Advisor/Residence Administration note substantiating comment if applicable.
- 8.2.3 Res Advisor/Residence Administration completes history details.
- 8.2.4 All received appeal forms are sent to Residence Administration for submission to Appeals Committee.
- 8.2.5 Appeals committee meets, decides and notes any possible conditions for re-admission of successful applicants.
- 8.2.6 Appeals committee provides outcome details of all appeal cases to the (Secretary of the HOD) for notification purposes.
- 8.2.7 After receiving successful notification, applicant reports at Residence Administration for system re-admission (pending on availability of space). Refer to 8.1.11.
- 8.2.8 A copy of the original appeal application form will be forwarded to the Res Advisor via internal messenger.
- 8.2.9 Res Advisor takes note of the conditions of re-admission, makes the necessary follow ups and note outcome/decision.

9. RESIDENCE WAITING LIST

9.1 Rules:

- 9.1.1 Once all residences are fully booked, all further applicants who qualify (academic average; fee status and campus of study) for a space in a residence will be placed on the residence waiting list.
- 9.1.2 The residence waiting list is valid for the applicable calendar year only.
- 9.1.3 The waiting list is strictly handled in numerical order. NO exceptions!!!
- 9.1.4 A first year cancellation will be replaced by a first year from the waiting list.

- 9.1.5 A senior cancellation will be replaced by a senior from the waiting list.
- 9.1.6 Applicants with successful appeal outcomes will be added on the waiting list in numerical sequence if no space is available.
- 9.1.7 Preference will always be given to NSFAS and UNDERGRADUATE students.
- 9.1.8 The residence waiting list is applicable only to the campus where the academic qualification is offered.
- 9.1.9 When an applicant is identified for placement, an SMS will be sent to the provided mobile number and the offer will be valid for 48 hours only.
- 9.1.10 Failure to respond and react accordingly within 48 hours will result in automatic cancellation of the placement offer without prior notification.
- 9.1.11 Once the offer has been cancelled, the applicant will not be contacted again.
- 9.1.12 the applicant has to report personally to accept the offer at Residence Administration.
- 9.1.13 When the applicant reports to accept the offer, proof of sent SMS and proof of academic registration should be presented at Residence Administration.
- 9.1.14 placing a name on the waiting list, does not automatically guarantee placement.
- 9.1.15 It is the responsibility of the applicant to ensure that the latest contact details are noted on the waiting list.

9.2 Procedures:

- 9.2.1 Residence Administration avails the waiting lists after all residences are fully booked.
- 9.2.2 Applicant produces latest academic results at Residence Administration.
- 9.2.3 Residence Administration verifies if the applicant qualifies.
- 9.2.4 If yes, the details of the applicant are noted on the waiting list.
- 9.2.5 Upon availability of suitable space, an applicant is identified for placement, an SMS is sent to the provided mobile number and the offer will be valid for 48 hours only.
- 9.2.6 Failure to respond and react accordingly within the allowed 48 hours will result in automatic cancellation of the placement offer without prior notification.
- 9.2.7 The applicant reports personally to accept the offer at Residence Administration (proof of sent SMS and proof of academic registration should be presented).
- 9.2.8 The normal residence admission procedures will be followed (Ref: Section A, point 2).

A2: COMMENCEMENT AND CONCLUSION OF TUT TERMS (HOLIDAYS)

Rules:

- 2.1 Identified residences must vacate during ALL TUT holidays except for the September recess.
- 2.2 Special cases of students should be considered in consultation with Residence Committees;
- 2.3 Notices on evacuation will be given through to students well in advance.
- 2.4 Only residences without approved requests will officially close at 10:00 on the day after the conclusion of academic activities for the term, semester or year.
- 2.5 Residents may occupy their rooms on the day preceding the official start of academic activities for the year, semester or quarter. Any exception to the rule will be arranged with prior arrangement with the Residence Advisor.
- 2.6 At the end of an academic year/semester, residents must leave the residence as follow:
 - 2.6.1 Residents, who are still writing examinations, should leave their rooms within 48 hours after writing their last examination or re-examination paper.
 - 2.6.2 Residents who do not sit for examinations or who are not allowed to do so, must leave their rooms within 48 hours after conclusion of lectures.
 - 2.6.3 Any exception should be made with prior arrangement with the Residence Advisor.
- 2.7 Residents will get notice of at least two weeks that they have to vacate for the holidays.

A3: ACCOMMODATION DURING HOLIDAYS

Rules:

1. It is compulsory for ALL residents of ALL residences to vacate their rooms in person during ALL TUT recess periods without being requested to do so.
2. NO students will be accommodated in residences during December holidays (including Post Graduate students). All residences shall be closed during that time.
3. Accommodation during other TUT holidays shall be subject to the following conditions:
 - 3.1 Only residence(s) identified by Accommodation, Residence Life and Catering shall be used for holiday accommodation.
 - 3.2 Such accommodation shall be regarded as a privilege and not a right. Therefore, during holidays accommodation shall be subject to prior arrangements with the Residence Advisor.
 - 3.3 During holidays, students shall reside in allocated residences at their own risk, although everything will be done in order to secure the safety of students.
 - 3.4 Accommodation, Residence Life and Catering is under no obligation to provide security.
 - 3.5 The right of admission is reserved.
 - 3.6 Students doing in-service training, or undertaking experiential learning, have to submit a valid letter from the faculty or company for confirmation thereof.
4. Applications must be obtained from and submitted to the relevant Residence advisor well in advance.
5. Residents, who wish to leave personal belongings during the holiday, may and will do so at own risk and ARLC shall provide reasonable measures to protect and ensure safety of student belongings.
6. No residence staff members officially on leave during a holiday will personally be held liable or responsible for any incident that might occur during the holiday.

**SECTION B: CHANNELS AND STRUCTURES OF THE DIRECTORATE:
ACCOMMODATION, RESIDENCE LIFE & CATERING**

B1: GENERAL RESIDENTIAL AND STUDENT AFFAIRS

Statement:

Open communication channels ensure speedy problem solving. The policy on the handling of residence complaints is based on the fair treatment of all residents with complaints of a similar kind. The Directorate of Accommodation, Residence Life & Catering shall not act upon anonymous letters/complaints.

1.1 PROCEDURE ON PROBLEMS WITHIN THE RESIDENCE

Step 1: Report the problem in writing an RC member

Step 2: Report the problem in writing to the Chairperson

Step 3: Report the problem in writing to the Residence Advisor

Step 4: If, after following the above procedure, no response has been received, report the problem in writing for the attention of the Deputy Director: Accommodation, Residence Life & Catering of the campus.

1.2 PROCEDURE ON EXTERNAL PROBLEMS (NOT INTERNAL RESIDENCE PROBLEMS)

Step 1: Report the problem in writing to a RC member

Step 2: Report the problem in writing to the Chairperson

Step 3: Chairperson must then report the matter to the SRC Residences and Management. Residence Advisor to be informed on any reported incidents.

B2: MAINTENANCE

PROCEDURE ON MAINTENANCE PROBLEMS

During office hours:

Report the problem to the Supervisor (personally or in the Report Book)

After hours:

Report emergency problems to the RC on duty or the Chairperson to be directed to the Residence Advisor

B3: GENERAL

3.1 PROCEDURE REGARDING PROBLEMS CONCERNING CATERING

Step 1: Student report the problem in writing to the RC for Catering or RC Catering Committee (within one day)

Step 2: RC report the problem in writing to the Residence Advisor (within two days)

Step 3: Residence Advisor report the problem in writing to the Catering Committee. (Within four working days)

3.2 PROCEDURE REGARDING PROBLEMS CONCERNING SECURITY

Step 1: Report the problem in writing to the RC for Security Affairs or RC Security Committee

Step 2: Report the problem in writing to the Residence Advisor

B4: STUDENT AFFAIRS

4.1 FUND-RAISING

- 4.1.1. All fund-raising campaigns must be approved by Residence Management before they are undertaken subject to the institutional policy on fundraising.
- 4.1.2. A written agreement (contract) must be concluded with the relevant charity organization, which shall stipulate the following:
 - 4.1.2.1. There should be a percentage distribution between the charity organization and the Residence Fund.
 - 4.1.2.2. All expenses should be deducted before the percentage distribution is made.
- 4.1.3. It is the responsibility of each residence to familiarize itself with section 32 of the Fund-Raising Act, 1978 (Act No. 107 of 1978).
- 4.1.4. Application for approval should be made fourteen (14) days before the fund-raising date. The application should be accompanied by a letter of approval from the authority concerned, namely:
 - 4.1.4.1. The City Council, if fund-raising is to take place in the streets; and/or
 - 4.1.4.2. Centre Management, if fund-raising is to take place in a shopping center
- 4.1.5. The following must appear on the application:
 - 4.1.5.1. The reasons for the fund-raising
 - 4.1.5.2. The method to be used
 - 4.1.5.3. The time and date of the fund-raising
 - 4.1.5.4. The venue for the fund-raising
 - 4.1.5.5. The number of persons who will participate in the fund-raising and their names
 - 4.1.5.6. The signature of the Residence Advisor

4.2 COLLECTION SHEET/FORM

- 4.2.1. The following requirements shall be strictly adhered to:
- 4.2.2. The sheet/form must be on the official residence letterhead
- 4.2.3. It must be dated
- 4.2.4. There must be a brief introduction giving reasons why the residence needs the money
- 4.2.5. The sheet/form must be signed by the Residence Advisor
- 4.2.6. The pages must be numbered clearly
- 4.2.7. A clear record must be kept of everybody who received collection sheets

4.3 COLLECTION CANS

- 4.3.1. If a collection is made on behalf of a charity organization, the organization concerned must furnish a letter of approval to that effect and it should supply the cans, which should display its logo and approved charity number.
- 4.3.2. If a collection is made for development projects within the residence, then the following must appear on the application form:
 - 4.3.2.1. The reasons for the fund-raising
 - 4.3.2.2. The method to be used
 - 4.3.2.3. The time and date of the fund-raising
 - 4.3.2.4. The venue for the fund-raising
 - 4.3.2.5. The number of persons who will participate in the fund-raising and their names
 - 4.3.2.6. The signature of the Residence Advisor

SECTION C: DISCIPLINARY MEASURES

C1: DISCIPLINE AND DISCIPLINARY MEASURES

Statement:

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

1.1 PRINCIPLES

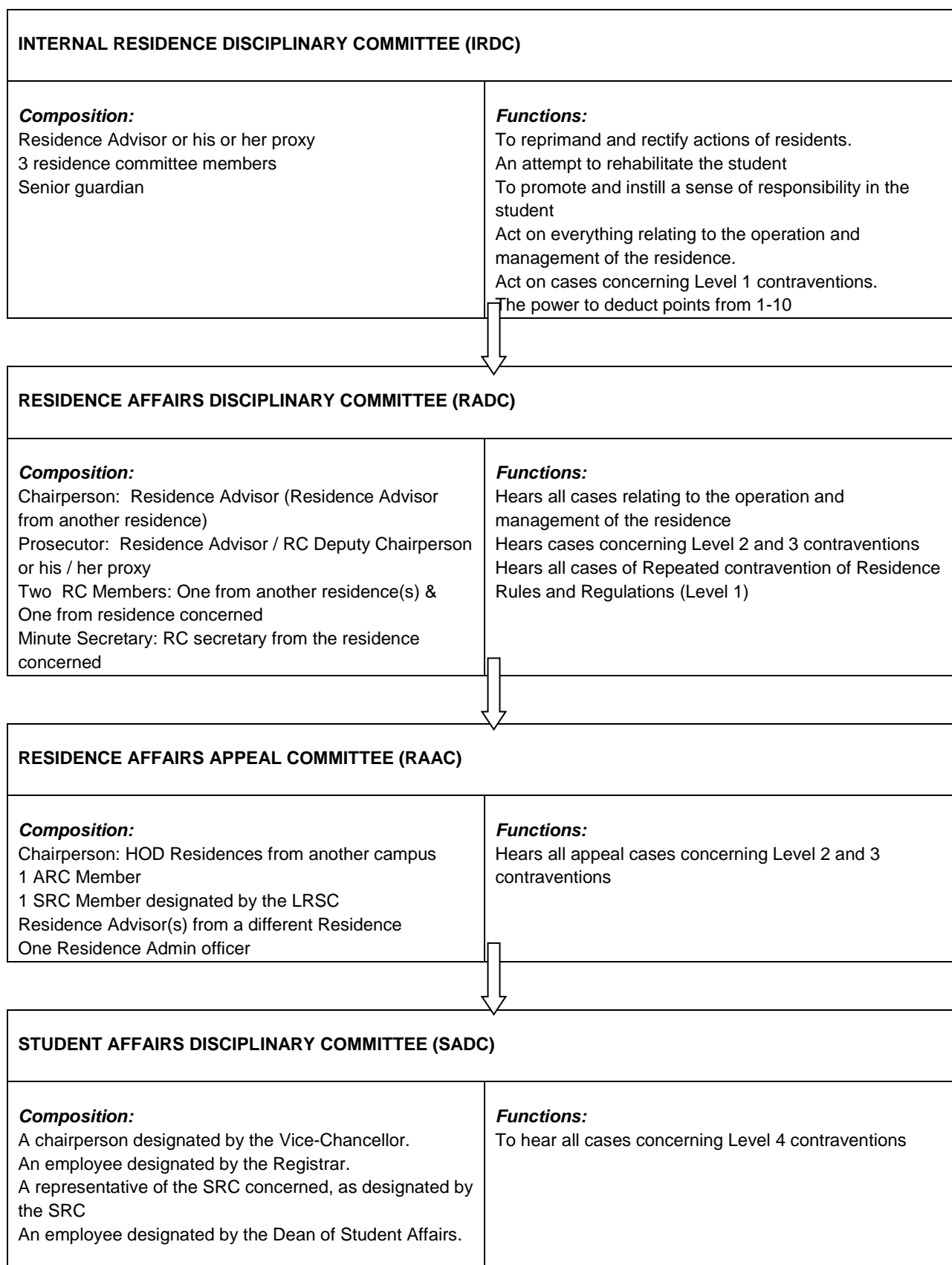
- 1.1.1. Disciplinary measures should be applied and managed in a consistent manner.
- 1.1.2. Discipline in a residence environment is not negotiable. The principle of 'balance of probability' applies.
- 1.1.3. Residence Affairs Disciplinary Committees have certain disciplinary powers, and each resident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

1.2 RIGHTS OF THE STUDENT

A student has the right to:

- 1.2.1. Be informed of the nature of a contravention;
- 1.2.2. Be heard within a reasonable period of time;
- 1.2.3. Be given sufficient notice to enable him or her to prepare for a disciplinary hearing;
- 1.2.4. State his or her case and defend himself or herself;
- 1.2.5. Call witnesses;
- 1.2.6. Cross-examine any witness;
- 1.2.7. Use an interpreter, if needed or desired;
- 1.2.8. Be notified of the outcome of a hearing;
- 1.2.9. Be notified of the disciplinary measure imposed;
- 1.2.10. Appeal to the appropriate higher authority;
- 1.2.11. Be assisted by a fellow student or an employee of his/her choice.

C2: DISCIPLINARY STRUCTURES AND POWERS



C3: CONTRAVENTION OF RULES

Contravention levels

LEVEL	CONTRAVENTION	PENALTY
1.	<p>To be handled in office by the Residence Advisor:</p> <ol style="list-style-type: none"> 1. Contravention of First Years Rules 2. Repeated contravention of Internal Residence Rules 3. Contravention of Rules & Regulations for Residences <ul style="list-style-type: none"> • Smoking in non-smoking areas • Abuse of laundry facilities • Having Pets and animals • Abuse of residence microwave ovens • Unauthorized electrical equipment • Failing to report a case of misconduct <p>REPEATED CONTRAVENTION OF LEVEL 1 WILL LEAD TO THE REFERRAL TO RESIDENCE AFFAIR DISCIPLINARY COMMITTEE</p>	<p>Reprimand / Community Service etc. Points 1-10</p>
2	<p>To be handled by the Residence Affairs Disciplinary Committee:</p> <ol style="list-style-type: none"> 1. 2nd Repeat of contravention of Rules & Regulations for Residences 2. Vandalism (no permanent damage – repair cost to the account of the student) 3. Misconduct (instigation, refusal of instructions, damage to the image of the institution, unauthorized activities) 4. Failing to report a case of misconduct 5. Making false statements 6. Withdrawing of witness 	<p>11 – 50 points</p>
3	<p>To be handled by the Residence Affairs Disciplinary Committee:</p> <ol style="list-style-type: none"> 1. Squatting (in-house/respective residence) 2. Misconduct (indecent behavior, threatening behavior, deviation from orientation program, violation of human rights) 3. Receiving visitors/visiting outside visiting hours 4. Disturbance of peace 5. Alcohol abuse (possession or use of alcohol) (minor) 6. Undermining of imposed authority 	<p>51 – 100 points</p>
4	<p>To be handled by the Student Affairs Disciplinary Committee:</p> <ol style="list-style-type: none"> 1. Theft/unauthorized removal of items 2. Possession of drugs or illegal habit-forming substances 3. Alcohol abuse (destructive) 4. Illegal possession and handling of fire-arms or weapons 5. Keeping a fire-arm in residence without permission 6. Being found guilty of a civil suit 7. Assault 8. Contravention of terms and conditions of contract 9. Vandalism (destructive) 10. Serious misconduct 11. Harassment (sexual, tribal, racial, cultural, religious) 12. Intimidation 13. Using fireworks 14. Exposure of nudity & pornography 15. Selling of alcohol 16. Squatting (serious) 	<p>Subject to SADC penalty that can lead to expulsion</p>

3.1 RULES PERTAINING TO CONTRAVENTION LEVELS

- 3.1.1. If a resident is found guilty of misconduct after his / her penalty points have exceeded 100, his or her accommodation agreement will be cancelled.
- 3.1.2. 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.
 - 3.1.2.1. In case of a Level 1 contravention, the internal IRDC may apply alternative punishment to penalize a student with points (1-10 points).
- 3.1.3. In cases of a Level 2 & 3 contravention, the following will apply:
 - 3.1.3.1. A number of penalty points shall be recorded.
 - 3.1.3.2. The RADC may, apply an alternative punishment (see Disciplinary measures, Section 5D)
- 3.1.4. Points will only be recorded after the correct disciplinary procedure has been completed.
- 3.1.5. If a resident moves to another residence, his or her record shall be transferred to the new residence
- 3.1.6. An appeal against a finding of a disciplinary hearing of the Residence Affairs Disciplinary Committee may be lodged with the Student Affairs Disciplinary Committee.
- 3.1.7. The penalty points for Level 2, 3 and 4 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 years at TUT.

C4: DISCIPLINARY HEARING

Statement:

The Residence Affairs Disciplinary Committee shall hear all cases where resident students broke the rules.

4.1 INVESTIGATION AND ARRANGEMENT OF HEARING

4.1.1. PRELIMINARY EXAMINATION/INVESTIGATION

- 4.1.1.1. The Residence Advisor and/or RC Deputy Chairperson or his /her proxy (the prosecutor) 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. He or she should determine under what circumstances the incident took place and whether there is enough evidence and/or witnesses. He or she should take down statements from witnesses and put the information he or she has gathered in writing.
- 4.1.1.2. The prosecutor investigates the complaint of alleged misconduct and frames the charge as disclosed by the evidence in the course of his or her investigation.
- 4.1.1.3. When, at the close of the investigation, the prosecutor is of the opinion that a case cannot be made out, he or she declines to proceed.

4.1.2. ARRANGING A HEARING

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.

4.1.3. WRITTEN NOTICE OF HEARING

- 4.1.3.1. The Secretary gives the resident, who allegedly broke the rule, notice of the hearing, in writing.
- 4.1.3.2. The Chairperson of the hearing (Residence Advisor) signs the notice, which shall contain the following:
 - 4.1.3.2.1. The alleged offence or charge: What the contravention is in terms of the Rules and Regulations for Residences.
 - 4.1.3.2.2. The specific incident connected to the charge: when, where and how it happened.
 - 4.1.3.2.3. The time, date and venue of the hearing.

- 4.1.3.3. The time for preparation is usually set for 48 hours, but, in exceptional cases of more serious contraventions, the accused may ask the Chairperson for more time to prepare.
- 4.1.3.4. 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.
- 4.1.3.5. If the accused fails to appear, the hearing can be held *in absentia* (in his or her absence).

4.2 THE HEARING

4.2.1. PRELIMINARIES

- 4.2.1.1. The Chairperson welcomes and introduces all who are present.
- 4.2.1.2. He asks what the accused's language preference is in terms of the institution's language policy (Will an interpreter be required?)
- 4.2.1.3. He determines whether all parties are present.
- 4.2.1.4. He sets the ground rules and the roles of all parties involved.
- 4.2.1.5. He outlines the procedure to be followed.
- 4.2.1.6. He obtains the accused's affirmation that he or she has received notice of the hearing.
- 4.2.1.7. He checks for questions and answers them.

4.2.2. PLEA

- 4.2.2.1. The Chairperson reads the charge out loud.
- 4.2.2.2. He states the purpose of the hearing.
- 4.2.2.3. He ascertains whether the accused understands the charge.
- 4.2.2.4. He asks the accused to respond to the charge and asks the accused how he or she pleads.

4.2.3. IF ACCUSED PLEADS 'NOT GUILTY', THE FACTS ARE DETERMINED (WITNESSED ARE CALLED)

- 4.2.3.1. The prosecutor reads the statements of witnesses and/or calls witnesses.
- 4.2.3.2. The Chairperson gives the accused an opportunity to cross-examine each witness.
- 4.2.3.3. Members of the Committee ask each witness questions, if necessary.
- 4.2.3.4. Each witness leaves the room after being questioned.

4.2.4. THE ACCUSED PUTS HIS OR HER CASE

- 4.2.4.1. After all witnesses have testified, the accused puts his or her case.
- 4.2.4.2. Members of the Committee ask the accused questions, if necessary.
- 4.2.4.3. The accused calls his or her own witnesses, if any.
- 4.2.4.4. Members of the Committee ask each witness questions, if necessary.
- 4.2.4.5. Each witness leaves the room after being questioned.

4.2.5. PRESENTING OF ARGUMENTS

- 4.2.5.1. The accused addressed the Committee on why he or she should not be found guilty.

4.2.6. FINDING

- 4.2.6.1. The accused leaves the room to allow the Committee to make a decision.
- 4.2.6.2. The Committee weighs all the evidence and decides whether the accused is guilty or not guilty.
- 4.2.6.3. In a unanimous decision is not reached, the Committee votes.
- 4.2.6.4. In case of a tie vote, the Chairperson casts a vote.
- 4.2.6.5. The Committee calls the accused back and the Chairperson informs him or her about the finding.

- 4.2.6.6. He gives the reason for the finding.
- 4.2.6.7. If the accused has been found guilty, the Committee hears extenuating circumstances.
- 4.2.6.8. The accused leaves the room to allow the Committee to make a decision.

4.2.7. EXTENUATING (MITIGATING) AND AGGRAVATING CIRCUMSTANCES

Definitions:

Extenuate/mitigate	=	lessen
Aggravate	=	worsen

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

- 4.2.7.1. The gravity of the contravention;
- 4.2.7.2. The circumstances under which the incident occurred,
- 4.2.7.3. Decisions made at previous disciplinary hearings about similar contraventions;
- 4.2.7.4. The maximum penalty in terms of the Rules and Regulations of Residences;
- 4.2.7.5. Any aggravating or extenuating circumstances, and
- 4.2.7.6. The accused's disciplinary record.

4.2.8. DECISION ON PENALTY

- 4.2.8.1. The Committee takes extenuating or aggravating factors into account.
- 4.2.8.2. It looks at any precedents (that is, action taken in previous cases of similar nature).
- 4.2.8.3. If the penalty is to be a written warning, it gives a warning in writing to the accused,
- 4.2.8.4. Who has to sign it.
- 4.2.8.5. If the penalty is a recommendation for an expulsion or suspension, it informs the accused
- 4.2.8.6. That its decision has to be ratified by the Residence Affairs Disciplinary Committee.
- 4.2.8.7. The Committee calls the accused in and the Chairperson informs him or her about the
- 4.2.8.8. Penalty.
- 4.2.8.9. The Chairperson gives the reason for the penalty.
- 4.2.8.10. He informs the accused of the disciplinary measures to be taken against him or her.

4.2.9. APPEAL

- 4.2.9.1. The Chairperson advises the accused of his or her right to appeal.
- 4.2.9.2. He advises the accused within which period he or she could lodge an appeal.
- 4.2.9.3. He advises the accused how he or she should lodge an appeal, if he or she so desires.
- 4.2.9.4. The accused lodges an appeal within five (5) working days, if he or she so desires.

C5: DISCIPLINARY MEASURES, PENALTIES, SUSPENSION AND EXPULSION

5.1 DISCIPLINARY MEASURES

- 5.1.1. Disciplinary measures shall not include personal favours undertaken for fellow residents.
- 5.1.2. The Residence Disciplinary Committee and/or Residence Affairs Disciplinary Committee may impose one or a combination of the following disciplinary measures:
 - 5.1.2.1. Record penalty points in terms of the Rules and Regulations for Residences.
 - 5.1.2.2. Should there be limited space available in residence, preference will be given to students with clean disciplinary record.
 - 5.1.2.3. Reprimands or warns a resident.

- 5.1.2.4. Forces a resident to pay compensation for damage caused by his or her misconduct.
- 5.1.2.5. If necessary, refers a case of misconduct to the Bureau for Student Development for remedial measures.
- 5.1.2.6. Expect a resident to apologize in person or in writing to a specific person or body.
- 5.1.2.7. Imposes any appropriate community service, educational or justifiable punishment.
- 5.1.2.8. Recommends to the Residence Affairs Disciplinary Committee that a resident be suspended or expelled.
- 5.1.2.9. Excludes the student from any or all residence activities.
- 5.1.2.10. Strips the student of any office or capacity in which he or she was appointed or to which he or she was elected.
- 5.1.2.11. Positive recommendation for bursary application may be withheld.
- 5.1.2.12. Divests the student of any right or privilege he or she is entitled to as a resident.
- 5.1.2.13. 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.
- 5.1.2.14. Student may be referred to professional organization/institution for assistance or rehabilitation.

5.2 EXCESS OF 100 PENALTY POINTS

- 5.2.1. 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:
 - 5.2.1.1. The Residence Disciplinary Committee submits a written recommendation to the Residence Affairs Disciplinary Committee via the Advisor of Residential Affairs.
 - 5.2.1.2. Complete records, including minutes and declarations, accompany the recommendation.
 - 5.2.1.3. 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.
 - 5.2.1.4. The student appeals to the Chief Director of Accommodation, Residence Life & Catering within five (5) working days, if he or she so desires.
 - 5.2.1.5. If the appeal fails, the student appeals to the Student Affairs Disciplinary Committee within five (5) days of receiving the response of the Chief Director of Accommodation, Residence Life & Catering, if he or she so desires.

5.3 TEMPORARY SUSPENSION (defeating THE ENDS of justice)

- 5.3.1. The Residence Advisor in consultation with Student Judicial services has the authority to recommend to the HOD for suspension of any resident temporarily, pending a disciplinary hearing under the following conditions:
 - 1.1.1.1. The authority of temporarily suspending a resident may be exercised only in a case of serious misconduct that would, be in consultation with the Residence Affairs Appeals Committee, to justify temporary suspension of a resident from all residences of the institution, and in cases where a resident's conduct may have a detrimental effect on other residents.
 - 1.1.1.2. Arrangements will be made with the accused to leave the residence immediately after receiving an official temporary suspension letter from the HOD and he or she may not enter the premises again until his or her case has been heard by the Student Judicial Disciplinary Committee. However, the HOD of Accommodation, Residence Life & Catering or his or her proxy has to be informed when this rule is applied.
 - 1.1.1.3. The Residence Advisor shall, within 24 hours, submit a full report on a case of this nature to the HOD of Accommodation, Residence Life & Catering or his or her proxy.
 - 1.1.1.4. A student shall be suspended until the final outcome of the case (including the appeal).
 - 1.1.1.5. A suspended student will be liable for his/her account for the time suspended.
 - 1.1.1.6. The student may appeal to the Residence Affairs Appeals Committee within five (5) working days.

5.4 EXPULSION

- 5.4.1. The accused resident shall leave the residence within 48 hours as determined by the Residence Affairs Appeals Committee.
- 5.4.2. The student may appeal to Residence Affairs Appeals Committee within five (5) working days.
- 5.4.3. Should a student be found guilty by Judicial services he or she shall be allowed to reside in any other residence of the institution for the duration of his or her studies at the institution.
- 5.4.4. If a student is expelled, he or she must vacate his or her room at specified time as specified by the Judicial Services. Should the student not adhere to this arrangement, his or her belongings will be removed and no responsibility will be taken by Residence Management thereafter.

SECTION D: INTERNAL RULES AND REGULATIONS

D1: NEW RESIDENTS IN THE RESIDENCE

Definition:

Students who are residents for the first time shall be classified as newcomer residents.

- 1.1. All new comers in the Residence shall attend a compulsory residence orientation program organized by Accommodation, Residence Life & Catering in collaboration with the ARC and Residence Committee.
- 1.2. Passage/house orientation, or any physical welcoming program shall under no circumstances be allowed.
- 1.3. It will be expected from first years to participate in certain first year activities as stipulated in the year plan. These activities should be fair and according to the human rights and approved by the Residence Advisor.
- 1.4. First years will not be allowed to perform personal favors for other students.

D2: MISCONDUCT

Statement:

If any resident is found guilty of any of the below stated misconduct contraventions, he/she will face disciplinary action. Also refer to Chapter 15 (Student Discipline) of the TUT Diary with Student Rules and Regulations.

- 2.1. The contravention of any rule, regulation, direction, or Act of Parliament, or any attempt to do so.
- 2.2. Any instigation to contravene or complicity in contravening any rule, regulation, direction, or Act of Parliament, or any attempt to do so.
- 2.3. Refusal to head any fair and reasonable instruction or request of any formal body or official of the institution, or any action contrary to such instruction request, including instructions regarding the wearing of identification cards and instructions falling within the framework of any legislation pertaining to the institution.
- 2.4. Any wrongful and/or deliberate damage to or appropriation, destruction, alienation or possession of the institution's property or the property of any person associated with the institution, including that of another student or of a visitor to the institution, or any attempt to do so.
- 2.5. Any improper or indecent behavior or deed on any premises of the institution or at any other place where such conduct will or can link the person concerned to activities of the institution.
- 2.6. Any insulting, threatening or indecent behavior or attitude towards any student or official of the institution.
- 2.7. Making a false statement to any official, official body, committee, subcommittee, student council or student who is an elected leader of the institution.
- 2.8. Any deed which may cause damage to or endanger the image of the institution, or which may injure or endanger the upholding of discipline, or which may injure or possibly injure the performance of good and efficient teaching and research at the institution.
- 2.9. The use of violence or threats against any person on any premises of the institution or any premises controlled by the institution, or during participation in any activity of the institution.
- 2.10. Deliberately furnishing essentially false information about the institution to any person or body.
- 2.11. Participation in and/or the organizing of unauthorized student actions that encroach upon the academic activities of students and/or the functioning of a residence and/or the institution.
- 2.12. Any deviation from the approved orientation program for first-year students, and any form of initiation of newcomers at the institution or any of the institution's residences.

- 2.13. All activities that will violate human rights and dignity as well as activities in practice in conflict with the values and principles imbedded in the Human Rights constitution are banned.
- 2.14. Any form of forgery and fraud committed on any premises of the institution.
- 2.15. Helping or encouraging any student to contravene any rules and regulations as stated in the Rules and Regulations as well as the policy of the institution.
- 2.16. Failure to report any misconduct that the student is aware of being committed by any other student, or which he/she has witnessed.
- 2.17. Found guilty of a serious offence by criminal court.
- 2.18. Using a student card, meal card or disc of any other student and/or allowing any other student or person to use his/her student card, meal card or disc to gain access to any room and/or premises of the institution, and/or performing any action or rendering any service that can be performed or rendered with such card or disc.
- 2.19. No slogan, logo or brand name may be printed/worn with the residence or institution's logo except in the case of sponsors and then according to the Corporate Identity Policy of the institution.
- 2.20. Sexual activities, in the rooms or in any TUT premises are not permitted.

D3: COMPULSORY QUIET TIMES

Definition:

Quiet time is an atmosphere conducive to study and rest.

Statement:

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

- 3.1. Television sets may be put in the central sitting rooms or recreation halls only, and must be used with discretion. The study atmosphere may not be disturbed.
- 3.2. Radio and sound equipment may not disturb the study atmosphere. No sound speaker(s) shall be displayed through and/or outside windows and doors of rooms in the corridors of the residences.
- 3.3. Any equipment with which a resident continues to disturb the study atmosphere will be confiscated and disciplinary measures will be taken. If confiscated, it will be returned to the resident concerned only at the end of the semester of when leaving for home during a weekend.
- 3.4. A 24-hour compulsory quiet time will be maintained. Zero tolerance will be enforced during exam times.
- 3.5. Disciplinary proceedings shall be done by the Residence Disciplinary Committee in line with the disciplinary code of conduct and its provisions in terms of penalties.

D4: VISITORS

Definition:

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

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

- 4.1. Visitors may not stay overnight at any of the residences without prior permission of the Residence Advisor.

- 4.2. Residents shall be responsible for their visitors, and shall be expected to inform their visitors about all the rules, including parking of vehicles.
- 4.3. The residents shall be held responsible for the behavior of their visitors in case of any misconduct or interference with any activity of the residence by a visitor, or where breakage or vandalism has been caused by a visitor.
- 4.4. The concession for visitors may be withdrawn by the Residence Committee or Residence Advisor if any rule is broken.
- 4.5. The Residence Committee, with the help with Security must see to it that all the visitors leave the residence by closing time for visitors. All visitors shall be monitored to ensure that they remain visitors and not squatters.
- 4.6. The resident who wishes his or her visitor stay overnight must get permission to do so from the Residence Advisor. In his/her absence this task can be delegated to his or her proxy. No overnight permission will be granted to a visitor of the opposite gender. A limit of nights will be determined by the Residence Management. A fee may be charged as determined by management.
- 4.7. No dependant, family or spouse of any resident will be accommodated in the residence.
- 4.8. Residence closing time for visitors: External visitors (non-residents) and Internal visitors (residents) 24:00 – 10:00
- 4.9. The Residence closing time is also applicable after socials.
- 4.10. Only residents of that specific residence may be in the residence within the closing times, except with prior arrangements with the Residence Advisor.
- 4.11. No student from a mixed residence will be allowed in the block/floor/passage from the opposite gender within closing times.
- 4.12. Visitors visiting the opposite gender shall be treated as follows:
 - 4.12.1. They shall be allowed to be in the visiting areas as determined by Residence Advisors (this rule applies to Residences who have these facilities).
 - 4.12.2. The right of the roommate shall always be respected.
 - 4.12.3. The consent of the roommate for the visit will have to be obtained before visiting takes place.
 - 4.12.4. The right to grant permission for a visitor to visit residences of the institution shall rest with the designated officials of the residence. Permission will only be granted within office hours.
 - 4.12.5. All visitors shall have visitors' identification cards for as long as they are still within the premises of the institution.
 - 4.12.6. Whoever shall be found lingering not being a registered student and/or a registered visitor, shall be regarded as having trespassed the premises of the institution and appropriate action shall be taken against such a person.
 - 4.12.7. Unauthorized visitors shall be ordered to leave the residence by the members of the Residence Committee. Where necessary, Campus Control shall be called to intervene.
 - 4.12.8. Visitors in the Residence after specified residence visiting hours (as per residence), will be regarded as 'visitors after hours'.

D5: SUBLETTING/SQUATTING

Definition:

'Squatting' means a visitor or non-registered (academically and/or residence) individual who stays overnight, occupy a space, is illegally accommodated in a residence or making use of residence facilities without prior written consent of the relevant Residence Admin office, Residence Advisor or the residence Chairperson in the absence of the Residence Advisor.

'Subletting' means when a student registered to a room charges/receives money or other incentives from a "squatter" to stay in the registered students' room.

Rule:

TUT has NO obligation to accommodate academic excluded students awaiting the outcome of their appeals.

Statement:

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

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

D6: ALCOHOLIC DRINKS, DRUGS AND ANY RELATED SUBSTANCES

6.1 ALCOHOL

Statement:

The institution affirms and maintains community wide norms that support abstinence and encourage low risk choices regarding alcohol, choices that don't compromise positive living and learning experiences of the institution's community.

- 6.1.1. Residents may not be under the influence or bring any intoxicating liquor onto any premises of the institution or to any official function, excursion or tour, or be in the possession or use it on such premises or at such function, tour or excursion.
- 6.1.2. It is strictly prohibited for any student to sell alcohol in his or her room or in the vicinity of the residences.
- 6.1.3. Residents may not be under the influence of intoxicating liquor on the campus or any other premises of the institution, or wherever, or being under such influence while taking part in activities of the institution, or in circumstances where the person concerned can be linked to activities of the institution.
- 6.1.4. Residents may not be under the influence of alcohol on residence premises, and residents who are guilty of any form of alcohol abuse shall be subject to the disciplinary measures of the institution.
- 6.1.5. Any residence and/or room may be inspected at any time. An inspection committee, as appointed by the Chief Director of Accommodation, Residence Life & Catering, may enter the residence at any time for inspection purposes.
- 6.1.6. Visitors shall be the responsibility of the resident and visitors must also obey all the rules laid down concerning alcoholic drinks. Alcoholic beverages may only be consumed or sold in specified areas of the residence that are consistent with the rules.

6.2 RESIDENT STUDENTS' OFFICIAL SOCIAL FUNCTION

- 6.2.1. A liquor license must be obtained from the Director of Accommodation, Residence Life & Catering to serve liquor at an organized activity.
- 6.2.2. Only wine and malt may be served.
- 6.2.3. No liquor must be served before 16:00 unless otherwise arranged.
- 6.2.4. Liquor must not be served after 24:00. Serving or selling of liquor must finish at 24:00. Thereafter students must clean up and activities must be completed at 00:30.
- 6.2.5. Security staff is empowered to handle misbehavior due to alcohol abuse.

- 6.2.6. No liquor is allowed in the residences except for the areas as identified by the Residence Management. These areas must be covered by the liquor license as well.
- 6.2.7. Students must adhere to rules laid down by Residence Management for alcohol use at the designated areas.
- 6.2.8. Liquor licenses must be obtained for any organized activities on the residence premises.
- 6.2.9. Ordinarily consumption of liquor during the week shall not be permitted unless special approval is sought from the Residence Advisor.

6.3 DRUGS AND INTOXICATING SUBSTANCES

- 6.3.1. No resident may use, trade, distribute, possess, plant or be under the influence of any illegal drugs, intoxicating or habit forming substances on the premises of the institution.
- 6.3.2. Any residence and/or room may be inspected at any time. No drugs and/or intoxicating substances shall be allowed in rooms. An inspection committee, as appointed by the Chief Director of Accommodation, Residence Life & Catering, may enter the residence at any time for inspection purposes.

D7: HARASSMENT

Definition:

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

7.1. RACIAL HARASSMENT & TRIBALISM

Definition:

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

Statement:

Racism and tribalism are forms of abuse that are not tolerated by the Directorate of Accommodation, Residence Life & Catering. On the other hand, if a resident believes he/she is being discriminated against on the basis of race, creed or religion, he/she can get help.

- 7.1.1. If any resident is found guilty of any of the above definitions or statements concerning harassment, he/she will face disciplinary action.

7.2. SEXUAL HARASSMENT

Definition:

Sexual harassment is defined as requests for sexual favors, or unwelcome or repeated sexual advances, or demeaning verbal or other expressive behavior of a sexual nature, when this interferes with another person's rights or creates an intimidating, hostile or offensive environment.

Statement:

Sexual harassment is a form of abuse that will not be tolerated by the Directorate of Accommodation, Residence Life & Catering.

- 7.2.1. If any resident is found guilty of any of the above definitions or statements concerning harassment, he/she will face disciplinary action.

D8: VANDALISM & LOSS OF PROPERTY

Definition:

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

Statement:

Damage to the residence's property is a serious offence and all such cases must immediately be reported to the Residence Advisor. The person(s) concerned shall be held responsible for all reasonable repair or replacement costs as well as disciplinary measures will be taken.

- 8.1. No student may damage or vandalize any property of the institution or individual.
- 8.2. Any resident who is guilty of vandalism, and who leaves the institution before his/her case is dealt with internally, shall be subject to prosecution. The resident's examination credits or qualification may be refused completely. Damages, as determined by the Disciplinary Committee, may be debited against the resident's account.
- 8.3. 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 the guilty person will pay for damages and might forfeit his/her right of accommodation.
- 8.4. Being under the influence of alcohol/drugs may not be used as an excuse for vandalism.

D9: FIREARMS AND FIRE WORKS

- 9.1. No firearms are allowed in the residences. Residents possessing firearms must make proper arrangements with the nearest police station.
- 9.2. Under no circumstance shall a firearm be carried on the person, be displayed or fired or stored in the residence.
- 9.3. Students are not allowed to possess or handle any dangerous weapon, explosive or fuel on any premises of the institution. Threats of or pretending that any firearm or any other dangerous weapon, explosive or fuel is being used, is prohibited.
- 9.4. No fire works or any explosive devices shall be kept on or detonated on any premises of the institution or in any of its residences.

D10: SMOKING

- 10.1. No smoking shall take place in declared non-smoking areas. These include areas such as floors, TV rooms, bathrooms, recreation halls, dining halls, lifts, storerooms and public foyers.
- 10.2. No open fires will be allowed in the buildings. Fires and braai's will only be allowed in designated areas.

D11: ILLNESS AND MEDICAL CONDITIONS

- 11.1. Any illness, physical condition or disability that may affect his/her participation in residence activities, must be reported to the Residence Advisor.
- 11.2. A medical certificate to confirm the above-mentioned condition and to specify prohibited activities must be submitted to the Residence Advisor.
- 11.3. Students must inform the Residence Advisor when he/she is confined to bed because of illness.
- 11.4. Obtaining and taking chronic or other medication is the student's own responsibility.
- 11.5. Medical services are available on campus within specified hours, but obtaining of other medical treatment is the student's own responsibility.
- 11.6. The following communicable diseases must be reported to the Residence Advisor: Chicken pox, Cholera, Diphtheria, Epidemic typhus, German measles, Hemorrhagic fever disease of Africa, Hemorrhagic virus conjunctivitis, Hepatitis A, Leprosy, Louse infestation, Measles, Meningococemia, Mumps, Plague, Poliomyelitis, Scabies, Tuberculosis of the lungs, Typhoid fever, Whooping cough, Pink eyes or any other communicable diseases. Resident must leave the residence immediately after being diagnosed, up until such a time he/she is medically specified as recovered.

D12: PREGNANCY

Statement:

The residence doesn't have the necessary facilities at its disposal and therefore it is not recommended that pregnant residents remain in the residence.

- 12.1. If a resident falls pregnant, she must apply to the Residence Advisor and HOD of Accommodation, Residence Life & Catering to remain in the residence, at her own risk.
- 12.2. Depending on the medical certification, a resident may reside in the residence only until the end of her fifth month of pregnancy.
- 12.3. The Directorate of Accommodation, Residence Life & Catering will not be liable or responsible for any injuries or complications while residing in the residence.

D13: POLITICS

Definition:

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

Statement:

Although residents may each hold different opinions, which might lead to arguments amongst themselves, each resident is expected to treat all other residents and their view points with respect.

- 13.1. External political organizations/activities will not be allowed in the residences.
- 13.2. Internal registered organizations of the institution will only be allowed with prior permission and arrangement with the Residence Advisor.
- 13.3. External political speakers or meetings will not be allowed on the residence premises.
- 13.4. Posters for the official SRC Election must be approved by the Residence Management and will be put on the official notice boards in residences. No pamphlets will be distributed in residences.

D14: TRADING

Definition:

Any form of practice in the form of selling goods or services in exchange of money.

- 14.1. There shall be no form of trading in any residence without the permission of toehold of Accommodation, Residence Life & Catering.
- 14.2. A specific tariff as approved by ARLC will be charged and paid in the residence fund.

D15: PROJECTS

- 15.1. Permission shall be obtained from the Residence Advisor and Residence Management of the Directorate of Accommodation, Residence Life & Catering before fundraising-, community- and residence projects are initiated.
- 15.2. Clothing that is intended for a residence, (with a TUT logo) passage/house or group, must be approved by the Residence Advisor as well as Corporate Relations.

D16: TRANSPORT

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

D17: PART-TIME JOBS, FULL-TIME EXPERIENTIAL TRAINING

- 17.1. Students doing experiential training or having a part time job do qualify for residence
- 17.2. Students doing a full-time paid job do not qualify for residences.

D18: SPEAKERS FROM OUTSIDE

- 18.1. When any speaker from outside, an organization or the SRC wishes to address a meeting at a residence, whether by invitation or of his/her own volition, the written consent of the Residence Advisor should be obtained beforehand.

D19: BREAKAGE

- 19.1. Residents must report breakages to the responsible staff member as soon as possible.
- 19.2. The person responsible for the breakage must be identified and the Residence Advisor must inform him/her that he/she shall be charged for the costs.
- 19.3. If Technical Services should undertake the repairs, a fully specified account for the repairs must be submitted to Residence Management.
- 19.4. If the repayment of breakages is not settled within 30 days, the matter can lead to disciplinary actions.
- 19.5. In cases where the offender can't be traced the whole house/corridor will be held jointly responsible for the settlement of all accounts in respect of repairs.
- 19.6. Unless otherwise proven beyond reasonable doubt that the damage caused in the room was caused by natural factors, every resident will be accountable for all damages caused in the room allocated to him/her for the period stayed in that room.
- 19.7. A resident and/or his/her parent or a company may not attempt to repair or paint property of university residences. All the repairs will be done through Technical Services.

D20: ROOMS

Statement:

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

Residence Administration shall be responsible for the placement of students in a residence. The Residence Advisor shall handle placements in rooms, in consultation with the Residence Committee.

- 20.1. Each student shall be responsible for the neatness of his/her own room. Rooms may not become a health risk to fellow students.
- 20.2. 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 prestic may be used.
- 20.3. No fixed features, e.g. bookshelf and desks, mirrors, etc. may be dismantled or relocated.
- 20.4. Each resident is responsible for his/her own room and the room should be in the same condition on evacuation as the way it was received. No unauthorized student may enter the room of another student unless that student is in the room.
- 20.5. Rooms may be exchanged during the year only with the approval of the Residence Advisor.
- 20.6. 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 breakage or damage shall be deemed to have been caused by the occupant. An inventory of the contents of the room and of any defects must be signed by the student when he/she occupies the room.
- 20.7. 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.
- 20.8. No vehicle spare parts, motorbikes and bicycles may be taken into the residence building, but they may be taken to places specifically intended for such vehicles or spare parts.
- 20.9. No student may tamper with electricity or telephones or any electrical appliances.
- 20.10. The institution's furniture, mattresses, cushions or equipment may not be removed from any room, house recreation hall or any other recreation area.
- 20.11. Under no circumstances may walls or doors be written on. No form of 'graffiti' will be allowed in or at any residence.
- 20.12. No private parties or functions 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.
- 20.13. The institution's authorities reserve the right to have access to any room in the residence at all times and rooms may be spot 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.
- 20.14. Rooms shall be inspected on a regular base to identify and attend to deficiencies, repairs and general maintenance.
- 20.15. Residents shall under no circumstances hang their washing/clothes on and outside the residence windows.
- 20.16. It shall at all times be forbidden to litter through residence windows, balconies, passages and on residence grounds.
- 20.17. A medical certificate shall be submitted to obtain special permission to bring own mattress.
- 20.18. No empty alcoholic bottles are allowed in rooms.

20.19. The residents of a specific house or floor of block will be held responsible for the communal areas in the specific house, block or floor.

D21: ELECTRICAL WIRING AND EQUIPMENT

21.1. Only the following apparatus may be used in residence rooms:

21.1.1. One heater per student(only oil and fan heaters are allowed)

21.1.2. One standing fan per student

21.1.3. One refrigerator per student (maximum of 60 liters and 220V)

21.1.4. Hair dryer and curling tongs

21.1.5. Reading lamp

21.1.6. Radio (no excessive sound or music system and speakers shall be allowed)

21.1.7. Kettle (no submersible elements)

21.1.8. Iron

21.1.9. Computer equipment

21.1.10. Microwave (with permission of the Residence Advisor)

21.1.11. Television (provide own TV license)

21.1.12. Snackwicher

21.2. The room and passages doesn't lend themselves to the preparation of food, because good hygiene and the suitable disposal of waste are absolutely necessary. No student can therefore be allowed to prepare food in any manner whatsoever in his/her room or in the passage. Any equipment for that purpose shall be confiscated, examples:

21.2.1. Toasters

21.2.2. Snackwicher

21.2.3. Frying pans

21.2.4. Stoves

21.2.5. TV braai

21.2.6. Waffle pans

21.2.7. Gas braai

21.2.8. Primus stove

21.2.9. Popcorn machines (industrial)

21.2.10. Freezers

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

21.4. Only residents in a residence equipped with a kitchen area and a suitable sink and worktop shall have the right to prepare food in the kitchen area (self-catering units). Students should, however, take note that the conditions of use for kitchen equipment must be strictly adhered to, and that there should under no circumstances be any electrical overload. It is the responsibility of the students to leave the kitchen in a neat and tidy manner.

21.5. No open-element equipment shall be allowed.

21.6. Each student must see to it that all electrical appliances are switched off and disconnected and that the area is clean when he/she leaves the room/kitchen.

21.7. 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.

21.8. Residents will use all appliances, washing machines, tumble driers, microwave ovens, etc. at their own risk. Residence Management shall not be held responsible for damage to personal property or injuries. Residents must familiarize themselves with the operation usage of appliances.

21.9. All furniture and equipment provided by the institution shall not be removed from any part of the residence.

- 21.10. No student shall tamper with electrical wiring or fittings (including television fittings).
- 21.11. Residents are strictly prohibited from making any alterations to or affecting any work on the electrical equipment or telephone equipment of the residence.
- 21.12. Equipment will be confiscated if not according to the prescriptions.

D22: RESIDENCE MICROWAVE OVENS

Fault procedure:

During breakages, do not attempt to repair equipment. These appliances use a lot of radiation, which may be dangerous. Report all faults to the Supervisor.

- 22.1. Microwave ovens may only be used for reheating food and not for cooking.
- 22.2. No stainless metal, steel, tin foil, foil or any other damaging materials may be used in the ovens as well as no ceramic utensils with metal lines, floral decorations or designs may be used in the ovens.
- 22.3. Food to be heated must be covered.
- 22.4. Close the oven's door carefully – don't slam it.
- 22.5. Do not use more time for warming food than the time really needed.
- 22.6. Switch the oven off after use.
- 22.7. Clean the oven after use.
- 22.8. While microwave ovens are in use, the user-student must always be present.
- 22.9. Residences are under no obligation to provide microwave ovens and in cases where the microwave ovens are misused, they will be confiscated.

D23: WASHING MACHINES AND TUMBLE DRYERS

Fault procedure:

If a washing machine or tumble dryer stops during operation, please do not attempt to repair. Report the faults to the Supervisor.

- 23.1. Only washing powder for automatic machines must be used. No other washing powder will be allowed.
- 23.2. Program the machine according to the size of the load.
- 23.3. Do not interrupt the washing cycles of machines or tumble dryers.
- 23.4. Soaking wet clothes may under no circumstances be placed in the tumble dryers. Hand-washed clothes must first be spin-dried.
- 23.5. Washing may under no circumstances hang out of windows/balconies.
- 23.6. Students are not allowed to wash the following in the washing machines: shoes, tekkies, carpets, blankets or any other non-clothing items.
- 23.7. Laundry facilities are only available to registered residents of the specific residence. No visitors or previous residents of the residence will be allowed to make use of the facilities.

D24: PRIVATE PROPERTY

- 24.1. It is the responsibility of the students to keep their personal possessions safe and their rooms and cupboards locked at all times. This also applies to property for which students have permission to leave at residences during vacations.
- 24.2. Procedures to follow when clearing a room on behalf of a resident student
In the event where an accommodation contract was signed in but the occupant left without signing off or clearing his/her room, three (3) recorded efforts to contact the resident student shall be made to inform him/her to come and collect his/her belongings, failing which the Residence Advisor shall:
 - 24.2.1. Reserve the right to remove the belongings to a designated store room under lock, without further notice
 - 24.2.2. On deciding to remove the belongings at least three (3) of the following officials must be present to bear witness:
 - 24.2.2.1. Head of Department of Residences or his/her proxy
 - 24.2.2.2. The Residence Advisor concerned
 - 24.2.2.3. Any Residence Administration staff member
 - 24.2.2.4. Any Residence Committee member
 - 24.2.2.5. An LSRC SSS member or any designated LSRC member
 - 24.2.3. On removing the belongings an inventory list of the belongings shall be compiled
 - 24.2.4. Each official present shall append his/her name and title to the inventory list for confirmation before the belongings are removed to a designated store room.
 - 24.2.5. Signed personal copies should be made to each official for safe keeping.
 - 24.2.6. The same officials complete the inventory form and sign the room off on behalf of the student. The signed inventory shall be forwarded to Residence Administration for system cancellation purposes.
- 24.3. The belongings must be moved to a designated storeroom under lock/seal in the presence of the officials.
- 24.4. The key must be kept in the custody of the respective Residence Advisor.
- 24.5. An indemnity clause which covers the Residence Administration (TUT) in case of exigency, fire or any disaster shall form part of the inventory list; meaning that the storage is carried out at the owner's risk and with no responsibility fall back to the University.
- 24.6. The belongings shall initially be kept for a period of four (4) weeks, after which a daily twenty rand (R20.00) penalty for storage cover of the belongings shall be imposed.
- 24.7. Should the belongings be collected after four (4) weeks the daily twenty rand (R20.00) storage cover, multiplied by the number of storage days shall be settled before retrieving the belongings. Failing which no belongings shall be released except on cash basis of which a Cost Centre and an Account number shall be provided to the owner of the belongings.
- 24.8. On the day of collection a minimum of at least 3 officials who are signatories to the inventory list should be present to approve and sign off.
- 24.9. If any dispute arises the ex-resident student shall then be shown the original list of the inventory list of the day of stock taking bearing officials who were present on that particular day.
- 24.10. Should the ex-resident student not be satisfied, he/she can be advised to submit a grievance list and opt for opening up a case with the SAPS at which the University shall be in position to prove its position.

D25: NOTICE BOARDS

- 25.1. 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 a member of the Residence Committee. Notices may not be posted up at any place other than the notice boards provided for this purpose.

25.2. Notices of the SRC and officially registered organizations of the institution will be put up by the Residence Management.

D26: PUBLIC TELEPHONES

Fault procedure:

Report to the Supervisor.

26.1. Students who use public and other telephones in any unauthorized manner at any residence to avoid paying for their calls are guilty of a punishable offence, and persons who are caught shall face a civil suit and shall also appear before the Student Affairs Disciplinary Committee of the institution.

D27: PETS AND ANIMALS

27.1. Student residents are not allowed to keep pets or animals (any living creature) inside or on residence premises.

D28: WASTING WATER AND FIRE EXTINGUISHER

28.1. No wasting of water shall be permitted in and around the residence.

28.2. Fire hoses and fire extinguishers may be used only in case of fire not for any other purpose.

28.3. Tampering with fire hoses and fire extinguishers will be deemed to be vandalism.

D29: LIFTS

Fault procedure:

Report to the Supervisor. After hours contact the Residence Committee member or staff member on duty.

29.1. Students who tamper with or damage lifts shall be subject to prosecution and a disciplinary hearing before the Disciplinary Committee of the institution.

D30: INTERCOMMUNICATION SYSTEM (INTERCOM)

Fault procedure:

Report to the Supervisor.

30.1. The intercom may only be used by designated staff member or students.

30.2. No private individual may use the intercom.

30.3. Intercoms may only be used for official residence purposes.

30.4. The different rules for intercom usage, as compiled by the different residences, should be adhered to at all times.

30.5. Disciplinary measures will be taken against anyone who abuses the intercom systems.

RESIDENCE STUDENTS GOVERNANCE COUNCIL CONSTITUTION OF THE TSHWANE UNIVERSITY OF TECHNOLOGY

Table of Contents

DEFINITIONS	29
PREAMBLE	29
CHAPTER 1: FOUNDING PROVISION	29
1.1. VISION	
1.2. MISSION	
1.3 AIMS AND OBJECTIVES	
1.4 NAME AND STATUS	
1.5 EMBLEM AND COLOURS	
1.6 APPLICATION OF THE CONSTITUTION	
CHAPTER 2: COMPOSITION OF TUT RESIDENCE STUDENTS GOVERNANCE COUNCIL	30
CHAPTER 3: COMPOSITION AND FUNCTION OF THE INSTITUTIONAL RESIDENCE COUNCIL	30
3.1 The composition of the Institutional Residence Council	
3.2 Duties and responsibilities of the Institutional Residence Council	
3.3 Meetings of the Institutional Residence Council	
CHAPTER 4: COMPOSITION AND FUNCTION OF THE ALL RESIDENCE COMMITTEE	31
4.1 Composition of the All Residence Committee	
4.2 Duties and responsibilities of the All Residence Committee	
4.3 Duties and responsibilities of the All Residence Committee Members	
4.4 Meetings of the Executive Committee of the All Residence Committee	
4.5 General Meetings of the All Residence Committee	
4.6 Annual General Meeting	
4.7 Termination of membership on the All Residence Committee	
4.8 Filling of vacancies in the All Residence Committee	
CHAPTER 5: COMPOSITION AND FUNCTIONS OF THE RESIDENCE COMMITTEE	35
5.1 Composition of the Residence Committee	
5.2 Duties and responsibilities of the Residence Committee	
5.3 Duties and responsibilities of members of the Residence Committee	
5.4 Meetings of the Residence Committee	
5.5 Residence General Meetings	
5.6 Termination of membership on the Residence Committee	
5.7 Filling of vacancies in the Residence Committee	
CHAPTER 6: ESTABLISHMENT OF THE RESIDENCE ELECTORAL COMMITTEE	38
6.1 Composition of the Residence Electoral Committee (REC)	
6.2 Duties and Responsibilities of the REC	
6.3 Residence Electoral Sub-Committee (RESC)	
6.4 Duties and responsibilities of the RESC	
6.5 Eligibility for election to the Residence Committee	
6.6 Eligibility to vote for the Residence Committee	
6.7 Objection to Election Results	
6.8 Constitution and Inauguration of Residence Committees	
6.9 Term of office of Residence Committees	
6.10 Amendments	

DEFINITIONS

“**AGM**” shall mean Annual General Meeting.

“**ARLC**” shall mean Accommodation Residence Life and Catering

“**Campus**” shall mean any Campus of the Tshwane University of Technology, which is prescribed as such by the University Statute or Policy.

“**CSRC**” shall mean the umbrella body of the Students of the University representing and acting on behalf of all Local SRC's.

“**Chairperson of residence committee**” shall mean the Chairperson of Residence Committee of a specific residence.

“**Chief Executive Officer**” shall mean an office bearer who possess executive authority and act as a chief or principal accounting officer.

“**Constitution**” shall mean the Residence Students Governance Council Constitution.

“**Constitution of the SRC**” shall mean the Constitution of the Student Representative Council of the Tshwane University of Technology.

“**Director of Residences**” shall mean the University Official who heads ARLC of the Tshwane University of Technology.

“**Head of Residence**” shall mean the University Official who heads Residence per campus.

“**Ex-officio member**” shall mean any member who attend a meeting without voting powers, unless the section of the Constitution provides otherwise.

“**Extra-ordinary Residence General Meeting**” shall mean a meeting convened to fill a vacant in the Residence Committee or elect new members of the Residence Committee.

“**Institution**” shall mean the Tshwane University of Technology.

“**Institutional Residence Council**” shall mean the University All Residence Committee.

“**All Residence Committee**” shall mean the Campus All Residence Committee.

“**Residence Committee**” shall mean a structure elected in accordance with this Constitution to deal with issues pertaining to the specific Residence.

“**University Authority**” shall mean the Executive Management Committee of the Tshwane University of Technology.

“**University Statute**” shall mean the Tshwane University of Technology Statutes as described by the relevant Act of Parliament, Higher Education act 101 of 1997

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; to 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; to establish an All Residence Committee that is democratic and derives its powers from the resident students it serves; to 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 Committee; to 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 PROVISION

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 all TUT structures;
- 1.3.2 To ensure that the TUT Residence Students Governance Council is committed to the process of fundamental transformation of the University and make an immense contribution to the course of building a democratic Higher Education;
- 1.3.3 To create a residence environment that promotes the academic excellence and the culture of learning;
- 1.3.4 To rendering of high quality services to all residence students;
- 1.3.5 To foster and promote ideals that enhances the image of students within the residence;
- 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 structures of the TUT Residence Students Governance Council work together for the benefit of all students in residence;
- 1.3.9 To promote a sense of unity and pride amongst members of the University community;
- 1.3.10 To promote the spirit of unity and coherence amongst residence students;
- 1.3.11 To provide a wider base for distribution of information about TUT All Residence Committee and its stakeholders;
- 1.3.12 To actively participate in the process of developing healthy residence life at the University.

1.4 NAME AND STATUS

- 1.4.1 The name of the organisation shall be the Residence Students Governance Council of Tshwane University of Technology (RSGC TUT);
- 1.4.2 The TUT Residence Students Governance Council shall operate in accordance with this Constitution, SRC Constitution, Statute, and or any other rules or policy of the University;
- 1.4.3 The TUT Residence Student Council shall not be a legal persona and cannot institute legal action in its name or be sued in its name;
- 1.4.4 The TUT Residence Students Governance Council shall not be a profit making structure for itself and in respect of its members

- 1.4.5 No part of the assets of the TUT Residence Students Governance Council shall be paid as dividends or benefit to any member except for honoraria.

1.5 EMBLEM AND COLOURS

The emblem of the TUT Residence Students Governance Council shall be the University logo as decided by the Council of the University.

1.6 APPLICATION OF THE CONSTITUTION

- 1.6.1 This Constitution shall be subject to the stipulation of the SRC Constitution and the University Statute or any other policy of the University;
- 1.6.2 This Constitution shall bind all structures of the TUT Residence Students Governance Council;
- 1.6.3 The application of this Constitution shall be limited to the coordination and regulation of residence students' matters and interests;
- 1.6.4 This Constitution shall be approved by the University Council and it shall come into effect on the date and time determined by the University Council.

CHAPTER 2: COMPOSITION OF TUT RESIDENCE STUDENTS GOVERNANCE COUNCIL

2.1 THE RESIDENCE STUDENTS GOVERNANCE COUNCIL SHALL BE COMPOSED AS FOLLOWS:

- The Institutional Residence Council (IRC)
- The All Residence Committee (ARC)
- Residence Committees (RC's)

CHAPTER 3: COMPOSITION AND FUNCTION OF THE INSTITUTIONAL RESIDENCE COUNCIL

3.1 The Institutional Residence Council shall be composed by the following office bearers

- 3.1.1 The Central SRC of Student Affairs and Residence Operations Officer (SARO)
- 3.1.2 The Director ARLC who will act as Chairperson;
- 3.1.3 The Residence HODs
- 3.1.4 ARLC Finance HOD
- 3.1.5 The Local SRC Student Support Service Officer (SSS)
- 3.1.6 The Chairperson and Deputy Chairpersons of the All Residence Committees.
- 3.1.7 The Secretary of the DIRECTOR ARLC.
- 3.1.8 One Residence Advisor per campus HOD
- 3.1.9 One Representative of Residence Administration section (amongst the 3)
- 3.1.10 HODs Catering

3.2 Duties and responsibilities of the Institutional Residence Council

- 3.2.1 The Institutional Residence Council shall have the following authority:
- 3.2.1.1 act as an advisory structure on matters relating to residence policy and procedures, residence constitution, and other related activities;
- 3.2.1.2 shall be the highest representative structure within the residence sphere;

- 3.2.1.3 take final decision(s) on issues falling within its jurisdiction;
- 3.2.1.4 promote and implement all provisions contained in the TUT Residence Student Governance Council Constitution, the SRC Constitution, the University's Institutional Statute, rules and procedure;
- 3.2.1.5 represent, coordinate and promote students' residence activities and advocate for the creation sustenance of a lively residence life;
- 3.2.1.6 serve as a channel of formal communication between the All Residence Committee, Residence Committees, and the University residence student;
- 3.2.1.7 individually and collectively make themselves available to attend to the needs and problems of students in the residences and to do so in consultation with the relevant All Residence Committee.

3.3 Meetings of the Institutional Residence Council

3.3.1 Notices

Notices will be served within 10 working days.

3.3.2 Composition

- 3.3.2.1 The meetings of the IRC shall be convened at least once per quarter;
- 3.3.2.2 The meetings shall be attended by members of the IRC as mentioned in **section 8** or any other such person invited by the Chairperson;
- 3.3.2.3 Accurate minutes of all meetings must be recorded and provided to members of the all members IRC;
- 3.3.2.4 The quorum for meetings of the IRC shall be 50 percent plus one.
- 3.3.2.5 If the required quorum is not present at the beginning of a meeting, the Chairperson shall adjourn the meeting for not more than 20 minutes.
- 3.3.2.6 In the event the quorum is not formed at the reconvened time, the meeting shall be adjourned and reconvened at a date to be decided.
- 3.3.2.7 No Meeting of the IRC shall take place during the academic recess or during examination period
- 3.3.2.8. All decisions of the IRC shall be taken in constituted meetings of the IRC through consensus or 50 percent plus one of members present and voting in the meeting;
- 3.3.2.9. The voting shall be by show of hands unless a simple majority of members present in the meeting decides that the voting on all or certain matters should be by secret ballot;
- 3.3.2.10 The number of votes cast for, against and or abstentions with respect to a resolution shall be recorded in the minutes.

CHAPTER 4: COMPOSITION AND FUNCTION OF THE ALL RESIDENCE COMMITTEE

4.1 Composition of the All Residence Committee

- 4.1.1 The All Residence Committee shall consist of chairperson of Residences and the SSS of the LSRC;
- 4.1.2 The All Residence Committee shall be composed by the following Executive Committee members:
 - 4.1.2.1 The LSRC Student Support Services Officer as the;
 - 4.1.2.2 Chairperson;
 - 4.1.2.3 Deputy Chairperson;
 - 4.1.2.4 Secretary;
 - 4.1.2.5 Financial Officer;
 - 4.1.2.6 Catering Officer;
 - 4.1.2.7 Maintenance Officer;

- 4.1.2.8 Public Relations Officer;
- 4.1.2.9 Transport and Security Officer;
- 4.1.2.10 Gender and Health Officer;
- 4.1.2.11 Sports Officer.

4.2. Duties and responsibilities of the All Residence Committee

4.2.1 The All Residence Committee shall have the following authority to:

- 4.2.1.1 perform the duties delegated by the Residence Student Governance Council;
- 4.2.1.2 act as the second highest decision making body after the IRC;
- 4.2.1.3 coordinate all residence activities falling within its jurisdiction;
- 4.2.1.4 coordinates students' involvement in community projects;
- 4.2.1.5 be responsible for all residence local publications;
- 4.2.1.6 serve as an umbrella body for all campus residence students;
- 4.2.1.7 serve as a channel of formal communication between the IRC
- 4.2.1.8 and Residence Committee,
- 4.2.1.9 individually and collectively make themselves available to attend
- 4.2.1.10 to the day-to-day needs and problems of residence students and to do so in consultation with the relevant residence committees and the IRC.

4.3 Duties and responsibilities of the All Residence Committee Members

4.3.1 The Local SSS Officer shall:

- 4.3.1.1 oversee and ensure the smooth functioning of the ARC in collaboration with the Chairperson;
- 4.3.1.2 form part of the ARC Executive Meetings with voting powers;
- 4.3.1.3 coordinate the process of allocation of ARC Portfolios without voting powers.

4.3.2 The Chairperson shall:

- 4.3.2.1 convene All Residence Committee meeting after consultation with the All Residence Committee Secretary
- 4.3.2.2 chair meetings of the All Residence Committee and General Meetings of Residence Committees;
- 4.3.2.3 be an ex officio member of all residence committees, without voting powers;
- 4.3.2.4 oversee the implementation of policy directives by all local residence structures;
- 4.3.2.5 be a member of the IRC with voting powers.

4.3.3 The Deputy Chairperson shall:

- 4.3.3.1 temporarily assume full responsibilities and duties of the chairperson in his or her absence.
- 4.3.3.2 In the event of the permanent unavailability of the Chairperson, the Local SRC SSS shall be requested to provide direction on the matter;
- 4.3.3.3 assist the Chairperson in ensuring that all issues pertaining to residence life at the Campus level are addressed;
- 4.3.3.4 coordinate and facilitate the residence policy development submissions;
- 4.3.3.5 be a member of the IRC with full voting powers;
- 4.3.3.6 manage and ensure effective implementation of the ARC Constitution; and
- 4.3.3.7 oversee all the ARC activities and projects.

4.3.4 The Secretary shall:

- 4.3.4.1 coordinate the management of operations and activities of the All Residence Committee;
- 4.3.4.2 provide secretariat function to the All Residence Committee meetings by amongst others, taking minutes in the meetings, distributing minutes of the previous meeting, and distributing meeting agendas;
- 4.3.4.3 provide support to the All Residence Committee;
- 4.3.4.4 keep all records and maintain correspondence relating to the All Residence Committee,
- 4.3.4.5 liaise with Residence Committees; IRC and other residence structures on development of residence life.

4.3.5 The Financial Officer shall:

- 4.3.5.1 be the Chief Financial Officer of the ARC;
- 4.3.5.2 administer the finances of the ARC in accordance with the financial policies, rules and regulations of residence and the university;
- 4.3.5.3 initiate fundraising projects for the ARC; and
- 4.3.5.4 present Financial Reports during all official meetings and when requested.

4.3.6 The Public Relations Officer shall:

- 4.3.6.1 be the head of media and publications of the All Residence Committee;
- 4.3.6.2 promote the good image of the All Residence Committee within the Campus, University and outside;
- 4.3.6.3 prepare, design, produce and distribute media publication of the All Residence Committee;
- 4.3.6.4 be the official Spokesperson of the ARC;
- 4.3.6.5 approve ARC Circulars and newsletters.

4.3.7 The Maintenance Officer shall:

- 4.3.7.1 report all maintenance queries to the relevant University structures and ensure that the residences is conducive for human habitation;
- 4.3.7.2 work together with the maintenance division of the University in ensuring that the residences are of an acceptable standard of living learning, teaching and research.

4.3.8 The Transport, Safety and Security Officer shall:

- 4.3.8.1 work together with the relevant University structures in ensuring that there is safety and security in the residences and also that the residence infrastructure complies with Occupational, Health and Safety standards;
- 4.3.8.2 be part of drafting transport and security plans for the residence students;
- 4.3.8.3 advise the chairperson of the Residence Committee to convene monthly residence meetings to brief resident students about issues of safety and security within residences;
- 4.3.8.4 ensure resident students are regularly briefed and be receptive on issues pertaining to the evacuation of residences in the event of an emergency; and
- 4.3.8.5 coordinate all ARC transport related matters and itineraries

4.3.9 The Gender and Health Officer shall:

- 4.3.9.1 promote and implement policies that are aimed at protecting the rights of all resident students irrespective of their gender, or sexual orientation;
- 4.3.9.2 work together with other relevant University structures in ensuring that no resident student is unfairly discriminated against on the basis of his or her race, gender, sex, pregnancy, ethnic, age, disability, religion, belief, culture and language;
- 4.3.9.3 initiate and promote activities aimed at building a balance between gender groups in the residences;

- 4.3.9.4 ensure that residences have first aid kit and facilities; and
- 4.3.9.5 initiate and promote programmes that are aimed at educating resident on how to live a healthy life style.

4.3.10 The Catering Officer shall:

- 4.3.10.1 handle all matters relating to catering and dietary grievances of residence students;
- 4.3.10.2 serve on the catering committee;
- 4.3.10.3 initiate projects and arrange sponsorship for identified needy residence students in collaboration with the HOD.

4.3.11 The Sports Recreation and Cultural Officer shall:

- 4.3.11.1 perform all functions, as required by ARC with regard to sport and cultural activities within residence;
- 4.3.11.2 coordinate all sporting activities of ARC in conjunction with the directorate of sports and recreation; and
- 4.3.11.3 attend all meetings of the All Sports Council.

4.4 Meetings of the Executive Committee of the All Residence Committee

- 4.4.1 Notices will be served within 10 working days.
- 4.4.2 The meetings of the All Residence Committee shall be convened at least once per month as determined by the All Residence Committee Chairperson after consultation with the All Residence Committee secretary;
- 4.4.3 The meetings shall be attended by members of the All Residence Committee Executive as mentioned in **Section 11** or any other such person invited by the Chairperson;
- 4.4.4 Accurate minutes of all meetings must be recorded and provided to members of the All Residence Committee, all residence committees, and the HOD or any person authorised by him or her;
- 4.4.5 The quorum for meetings of the All Residence Committee shall be 50 percent plus one.
- 4.4.6 If the required quorum is not present at the beginning of a meeting, the Chairperson shall adjourn the meeting for not more than 20 minutes.
- 4.4.7 In the event the quorum is not formed at the reconvened time, the meeting shall be adjourned and reconvened at a date to be decided.
- 4.4.8 No meeting of the All Residence Committee shall take place during the academic recess or during examination period;
- 4.4.9 All decisions of the All Residence Committee shall be taken in constituted meetings of the All Residence Committee through consensus or 50 percent plus one of members present and voting in the meeting.
- 4.4.10 All decisions of the All Residence Committee shall be taken in constituted meetings of the All Residence Committee through consensus or 50 percent plus one of members present and voting in the meeting;
- 4.4.11 The voting shall be by show of hands unless a simple majority of members present in the meeting decides that the voting on all or certain matters should be by secret ballot; and
- 4.4.12 The number of votes cast for, against and/ or abstentions with respect to a resolution shall be recorded in the minutes

4.5 General Meetings of the All Residence Committee

- 4.5.1 Notices will be served within 10 working days.
- 4.5.2 The general meetings of All Residence Committee shall be convened at least once per quarter as determined by the All Residence Committee Chairperson in consultation with the All Residence Committee Secretary and the HOD;

- 4.5.3 The meetings shall be attended by members of the Executive Committee of All Residence Committee, members of the Residence Committee and any other such person invited by the Chairperson of the All Residence Committee in consultation with the Secretary of All Residence Committee;
- 4.5.4 Accurate minutes of all meetings must be recorded and provided to members of the meeting, and the HOD of Residence or any person authorised by him or her;
- 4.5.5 The quorum for general meetings of the All Residence Committee shall be 50 percent plus one, which shall be determined at the start of the meeting.
- 4.5.6 If the required quorum is not present at the beginning of a meeting, the Chairperson shall adjourn the meeting for not more than 20 minutes.
- 4.5.7 In the event the quorum is not formed at the reconvened time, the meeting shall be adjourned and reconvened at a date to be decided;
- 4.5.8 No general meeting of the All Residence Committee shall take place during the academic recess or during the examination period.
- 4.5.9 The general meeting of the All Residence Committee may take place during the examination period only under compelling circumstances;
- 4.5.10 All decisions of the general meetings of the All Residence Committee shall be taken in constituted meetings of the Residence Committees through consensus or 50 percent plus one of members present voting in that meeting;
- 4.5.11 The voting shall be by show of hands unless a simple majority of members present in that meeting decides that the voting on all or certain matters should be by secret ballot;
- 4.5.12 The number of votes cast for, against and/ or abstentions with respect to a resolution shall be recorded in the minutes; and
- 4.5.13 The Chairperson of the All Residence Committee and secretary shall convene a special meeting of the Residence Committee to fill any vacancy that may have occurred in the All Residence Committee.

4.6 Annual General Meeting

- 4.6.1 The notice of the AGM shall be circulated at least thirty (30) days before the SRC elections or as may be decided by the Committee)
- 4.6.2 The Chairperson of the All Residence Committee, after consultation with the Secretary of the All Residence Committee, and Chairpersons of the Residence Committees shall convene an Annual General Meeting;
- 4.6.3 The Annual General Meeting shall be attended by members of the All Residence Committee of the All Residence Committee, HOD or proxy, Residence Committees, and the Local SRC SSS;

4.7 Termination of membership on the All Residence Committee

- 4.7.1 A member of the All Residence Committee shall cease to be a member Committee when:
 - 4.7.1.1 he/she ceases to be a resident student of that specific Campus;
 - 4.7.1.2 he/she is found guilty of a criminal offence or misconduct by a court of law or TUT Student Disciplinary Committee;
 - 4.7.1.3 removed when he or she is suspended from office by an absolute majority (60%) of the All Residence Committee members present and voting at the meeting of the All Residence Committee.
 - 4.7.1.4 Any such affected member may appeal in writing against the
 - 4.7.1.5 Decision within 10 ten days to the HOD of Residences and LSRC SSS;
 - 4.7.1.6 If he or she puts the name of either the institution or All Residence Committee into disrepute.
 - 4.7.1.7 If he or she is absent from a three consecutive meeting without an apology;

4.8 Filling of vacancies in the All Residence Committee

- 4.8.1 In the event of any position in the All Residence Committee becoming vacant the Chairperson in consultation with the Secretary shall convene a special general meeting of the All Residence Committees to elect a replacement;
- 4.8.2 The process of electing such a replacement shall be by a simple majority (50%+1) of members present and voting in that meeting.
- 4.8.3 The voting shall be by a show of hands, unless the Committee opts for a secret ballot;

CHAPTER 5: COMPOSITION AND FUNCTIONS OF THE RESIDENCE COMMITTEE

5.1. Composition of the Residence Committee

- 5.1.1 The Residence Committee shall consist of a minimum of five (5) and a maximum of ten (10) Committee members;
- 5.1.2 The Residence Committee shall be composed by the following members:
 - 5.1.2.1 Chairperson;
 - 5.1.2.2 Deputy Chairperson;
 - 5.1.2.3 Secretary
 - 5.1.2.4 Academic Officer
 - 5.1.2.5 Catering Officer
 - 5.1.2.6 Maintenance officer
 - 5.1.2.7 Public relations officer
 - 5.1.2.8 Transport, Safety and security officer
 - 5.1.2.9 Catering officer
 - 5.1.2.10 Sports Recreation and cultural officer

5.2. Duties and responsibilities of the Residence Committee

- 5.2.1 The Residence Committee shall have the following duties and responsibilities:
 - 5.2.1.1 perform the duties as stipulated by the institutional residence council Constitution.
 - 5.2.1.2 act as the decision making body at the respective residence under the guidance of the Residence Advisor;
 - 5.2.1.3 coordinate all residence life and all residence activities at their respective residence;
 - 5.2.1.4 advocate for the interests of all resident students without unfair discrimination;
 - 5.2.1.5. encourage, coordinating, facilitate and monitor all residence students' activities;
 - 5.2.1.6 be responsible for their own respective residence publications and new letters;
 - 5.2.1.7 serve as an umbrella body for all students within their respective residence;
 - 5.2.1.8 promote and implement all provisions contained in the Residence Governance Council Constitution and Residence Rules and Regulation;
 - 5.2.1.9 serve as a channel of formal communication between the IRC, All Residence Committee and Residence Advisors;
 - 5.2.1.10 individually and collectively make themselves available to attend to the day-to-day needs and problems of students within their respective Residence;
 - 5.2.1.11 uphold discipline and order;
 - 5.2.1.12 arrange inter-residence activities in collaboration with the ARC.

5.3 Duties and responsibilities of members of the Residence Committee

- 5.3.1 The Chairperson shall:

- 5.3.1.1 by virtue of being the Residence Committee Chairperson be a member of the All Residence Committee with full voting powers;
- 5.3.1.2 convene Residence Committee Meetings in consultation with the Residence Committee Secretary;
- 5.3.1.3 chair the meetings of the respective Residence Committee and general meetings of the Residence
- 5.3.1.4 oversee the implementation and upholding of Residence Rules and Regulation by all members of the residence;
- 5.3.1.5 ensure the smooth functioning of Residence Committee in collaboration with the All Residence Committee;
- 5.3.1.6 administer the finances of the Residence Council in accordance with the financial policies, rules and regulations of residence and the university;
- 5.3.1.7 have the authority to administer the financial situation of his or her respective residence and report any financial irregularities to the ARC or IRC;
- 5.3.1.10 initiate fundraising projects for the Residence Committee under the guidance of the Residence Advisor
- 5.3.1.11 draft policy proposals and submit them to the IRC for consideration.

5.3.2 The Deputy Chairperson shall:

- 5.3.2.1 temporarily assume full responsibilities and duties of the chairperson in his or her absence;
- 5.3.2.2 In the event of the permanent unavailability of the Chairperson, the Local SRC SSS shall be requested to provide direction on the matter;
- 5.3.2.3 assist the Chairperson in ensuring that all issues pertaining to residence life are addressed;
- 5.3.2.4 coordinate the residence policy development submissions;
- 5.3.2.5 participate in the Residence Affairs Disciplinary Committee;
- 5.3.2.6 promote and ensure effective implementation of Residence Rules and Regulations as well as the Residence Governance Council Constitution;
- 5.3.2.7 draft policy proposals and submit them to the IRC for consideration.

5.3.3 The Secretary shall:

- 5.3.3.1 coordinate the management of operations and activities of the Residence Committee
- 5.3.3.2 provide secretariat function to the Residence Committee meetings by amongst others, taking minutes in the meetings, distributing minutes of the previous meeting and meeting agendas;
- 5.3.3.3 provide support to the general meetings of the residence;
- 5.3.3.4 keep all records and maintain correspondence relating to Residence Committee;
- 5.3.3.5 liaise with Residence Committees of other residences on issues of research and development of the student life;
- 5.3.3.6 draft policy proposals and submit them to the IRC for consideration.

5.3.4 The Public Relations Officer shall:

- 5.3.4.1 be the head of media and publications of the Residence Committee;
- 5.3.4.2 promote the good image of the Residence Committee within the Campus, University and outside;
- 5.3.4.3 prepare, design, produce and distribute media publication of the Residence Committee;
- 5.3.4.4 be the official Spokesperson of the RC; and
- 5.3.4.5 approve RC Circulars and newsletters in consultation with the Chairperson, Secretary and RAs;
- 5.3.4.6 Draft policy proposals and submit them to the IRC for consideration.

5.3.5 The Maintenance Officer shall:

- 5.3.5.1 report all maintenance queries to the Residence Advisor and ensure that the residence is conducive for human habitation;
- 5.3.5.2 work together with the Residence Advisor in ensuring that the

- 5.3.5.3 residence is conducive for living and learning;
- 5.3.5.4 draft policy proposals and submit them to the IRC for consideration

5.3.6 The Transport, Safety and Security Officer shall:

- 5.3.6.1 work together with the Residence Advisor in ensuring that there is safety and security in the residence and also that the residence infrastructure complies with Occupational, Health and Safety standards;
- 5.3.6.2 be part of drafting transport and security plans for the residence; advise the Chairperson and the Secretary of the Residence Committee to convene residence meetings twice a month or when the need arises;
- 5.3.6.3 ensure resident students are regularly briefed on issues pertaining to the evacuation of residences in the event of an emergency;
- 5.3.6.4 coordinate and facilitate all residence transport related matters;
- 5.3.6.5 draft policy proposals and submit them to the IRC for consideration.

5.3.7 The Gender and Health Officer shall:

- 5.3.7.1 promote and implement policies that are aimed at protecting the rights of all resident students irrespective of their gender, health or sexual orientation;
- 5.3.7.2 work together with the Residence Advisor and all relevant institutional structures in ensuring that no resident student is unfairly discriminated against on the basis of his or her race, gender, sex, pregnancy, ethnic, age, disability, religion, belief, culture and language;
- 5.3.7.3 initiate and promote activities aimed at creating a balance between gender groups in the residence;
- 5.3.7.4 ensure that residence have first aid kit and facilities;
- 5.3.7.5 initiate and promote programmes that are aimed at educating residents on how to live a healthy life style.
- 5.3.7.6 draft policy proposals and submit them to the IRC for consideration.

5.3.8 The Catering Officer shall:

- 5.3.8.1 handle all matters related to catering at specific residence ;
- 5.3.8.2 serve on the catering committee;
- 5.3.8.3 initiate projects and arrange sponsorship for needy students in consultation with the Residence Advisor;
- 5.3.8.4 draft policy proposals and submit them to the IRC for consideration.

5.3.9 The Sports Recreation and Cultural Officer shall:

- 5.3.9.1 perform all functions, as required by Residence Committee with regard to sport, recreation and cultural activities within the residence;
- 5.3.9.2 coordinate all sporting activities of Residence Committee in conjunction with the ARC and Directorate ARLC as well as Sports and Recreation;
- 5.3.9.3 draft policy proposals and submit them to the IRC for consideration

5.3.10 The Academic Officer shall:

- 5.3.10.1 liaise and establish good working relations with academic mentors;
- 5.3.10.2 be responsible for facilitating a successful mentorship program together with the mentor;
- 5.3.10.3 together with the mentor ensure that the study atmosphere is conducive for studying and learning;
- 5.3.10.4 be responsible to encourage the formation of study groups within respective residence;
- 5.3.10.5 work in collaboration with Student Development Support on the study guidance programmes and life skills sessions;
- 5.3.10.6 get information and conduct reports on academic progress of the students on the mentorship program;
- 5.3.10.7 be responsible for all residence academic affairs;

- 5.3.10.8 initiate and encourage student involvement and participation in residence academic programmes;
- 5.3.10.9 monitor the activities of the residence mentorship program and other initiatives;

5.4 Meetings of the Residence Committee

- 5.4.1 Notices will be served within 10 working days.
- 5.4.2 The meetings of the Residence Committee shall be convened at least twice a month or when the need arises as determined by the Residence Committee Chairperson in consultation with the Residence Committee secretary.
- 5.4.3 The meetings shall be attended by members of the Residence Committee as mentioned in **section 21** or any other such person that may be invited by the Committee or Residence Advisor.
- 5.4.4 Accurate minutes of all meetings must be recorded and provided to members of the Residence Committee and Residence Advisor within 3 working days after such a meeting;
- 5.4.5 The quorum for meetings of the Residence Committee shall be 50 percent plus one, which shall be determined at the start of the meeting;
- 5.4.6 If the required quorum is not present at the beginning of a meeting, the Chairperson shall adjourn the meeting for not more than 20 minutes;
- 5.4.7 In the event the quorum is not formed at the reconvened time, the meeting shall be adjourned and reconvened at a date to be decided;
- 5.4.8 No meeting of the Residence Committee shall take place during the academic recess or during examination period, unless it is a special meeting.
- 5.4.9 All decisions of the Residence Committee shall be taken in constituted meetings of the Residence Committee through consensus or 50 percent plus one of members present and voting in that meeting.
- 5.4.10. The voting shall be by show of hands unless a simple majority of members present in the meeting decides that the voting on all or certain matters should be by secret ballot.
- 5.4.11 The number of votes cast for, against and/ or abstentions with respect to a resolution shall be recorded in the minutes.

5.5 Residence General Meetings

- 5.5.1 Notices will be served within 10 working days.
- 5.5.2 The Residence general meetings shall be convened at least once a month.
- 5.5.3 The Residence General Meetings shall be attended by the Residence Committee, students attached to the affected Residence and any other person that may be invited by the Committee and the Residence Advisor.
- 5.5.4 Accurate minutes of all meetings must be recorded and provided to the Residence Committee and Residence Advisor.
- 5.5.5 No Meeting of the Residence General Meetings shall take place during the academic recess or during examination period unless the need arises.
- 5.5.6 All decisions of the Residence General Meetings shall be taken in constituted meetings of the Residence through consensus or by voting.

5.6 Termination of membership on the Residence Committee

- 5.6.1 A member of the Residence Committee shall cease to be a member of the Residence Committee when:
 - 5.6.1.1 he/she is found guilty for a criminal offence by a court of law or institutions student Disciplinary Committee;
 - 5.6.1.2 removed or suspended from office by an absolute majority of the Residence Committee members present and voting at the Residence Committee meeting.
 - 5.6.1.3 Any such affected member may appeal in writing against the decision within 5 days to the HOD of Residence and LSRC SSS;
 - 5.6.1.4 In the event where the Chairperson of the Residence Committee is removed or suspended from his/her position, he/she shall automatically cease to be a member of the All Residence Committee.

5.7 Filling of vacancies in the Residence Committee

- 5.7.1 In the event of any position in the Residence Committee becoming vacant the Chairperson in collaboration with the Secretary of the Residence Committee shall advise the Chairperson of the All Residence Committee about such a vacancy.
- 5.7.2 The Chairperson of All Residence Committee shall convene an Extra-ordinary Residence General meeting of that respective Residence to fill such a vacancy.
- 5.7.3 The process of electing such a replacement shall be by a simple majority (50%+1) of students of affected Residence present and voting in that extra ordinary meeting.
- 5.7.4 The voting shall be by a show of hands, unless the Committee opts for a secret ballot.
- 5.7.5 The Residence Committee reserves the right to reshuffle portfolio based on the inclusion on the new Residence Committee member.

CHAPTER 6: ESTABLISHMENT OF THE RESIDENCE ELECTORAL COMMITTEE

6.1 The REC shall be composed of the following members:

- 6.1.1 CSRC SARO OFFICER;
- 6.1.2 HOD DERIVED FROM EACH CAMPUS;
- 6.1.3 LSRC SSS OFFICER DERIVED FROM EACH CAMPUS;
- 6.1.4 TWO OUTGOING ARC MEMBERS

6.2 Duties and Responsibilities of the REC

- 6.2.1 Ensure that each residence appoints a residence electoral sub committee
- 6.2.2 To provide guidelines for the residence election process
- 6.2.3 To ensure that residence elections are free and fair

6.3 Residence Electoral Sub-Committee (RESC) shall comprise of:

- 6.3.1 Residence Advisor from each respective residence
- 6.3.2 Two outgoing RCs not standing for elections
- 6.3.3 Two or more senior residents from that specific residence

6.4 The RESC shall have the following duties and responsibilities:

- 6.4.1 to ensure that Residence Committee elections are free and fair;
- 6.4.2 to monitor all the election phases, including:
 - 6.4.2.1 nominations and nomination procedures
 - 6.4.2.2 circus
 - 6.4.2.3 voting and voting procedures
 - 6.4.2.4 the counting of votes
 - 6.4.2.5 declaration of results
 - 6.4.2.6 declare the time and voting stations
 - 6.4.2.7 inform residents about voting procedures
 - 6.4.2.8 declare the time and voting stations
- 6.4.3 RESC must submit a report of the residence elections to the REC

6.5 Eligibility for election to the Residence Committee.

- 6.5.1 A person shall be eligible for election to the Residence Committee if he/she:-
 - 6.5.1.1 is a student of the University and residing at the affected Campus and Residence;
 - 6.5.1.2 has not been convicted for a criminal offence by a court of law or a Institutional Student Disciplinary Committee;
 - 6.5.1.3 is not a member of staff or SRC;
 - 6.5.1.4 obtained an academic average mark of at least 50% (55% for senior residences) based on their Academic Record results for June and/or the Half Period mark reflecting on their mid-year progress report for year subjects;

6.6 Eligibility to vote for the Residence Committee

Students who are eligible to vote in the respective residences elections will be derived from the official residence list

6.7 Objection to Election Results

- 6.7.1 Any objection to the preliminary results shall be lodged with the REC within twenty four hours. Any objection falling outside this provision shall not be considered.
- 6.7.2 The REC shall make a ruling on any objection. The ruling shall be final and binding.

6.8 Constitution and Inauguration of Residence Committees

- 6.8.1 The CSRC SARO Officer, LSRC SSS in consultation with the HOD of Residence shall ensure that constituting and the inauguration of RC's takes place within thirty (30) days after the announcement of the final Residence Committee Election Results.
- 6.8.2 The CSRC SARO Officer, LSRC SSS shall in consultation with the Director ARLC see to it that RC's are inducted or trained soon after their inauguration before the beginning of the following year.

6.9 Term of office of Residence Committees

- 6.9.1 The term of office shall not exceed twelve (12) months from the date of inauguration.

6.9.2 No member of the RC shall serve more than two terms of office, consecutively or separately.

6.10 Amendments

6.10.1 The Central SARO Officer shall after consultation with the IRC convene a Constitutional Review Conference when the need arises.

6.10.2 The proposed amendments to this Constitution made by the Residence Committees shall be valid if:

6.10.2.1 such Constitutional Review Conference shall be constituted by members of the IRC and All Residence Committee of the university;

6.10.2.2 the proposed amendments shall be submitted to the SARO twenty one days before such conference. Such proposed amendments shall be circulated to all constituencies at least seven days prior the said conference;

6.10.2.3 the CSRC shall submit the proposed amendments to the Student Services Council for approval

6.10.3 The approved amendment shall come into effect on the date and time determined by the Student Services Council.