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Management guidelines for the application of the placement policy for the 2019 student intake

This document supports the Policy for placement in residences and in Listen, Live & Learn houses, as well as allocation to PSO wards and clusters and is amended annually. The guidelines for the 2019-intake will be published on the website for prospective students (www.maties.com) and for current students (my.sun.ac.za).

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1. INTRODUCTION AND CONSIDERATION OF PRINCIPLES

1.1 Introduction and background

- 1.1.1 The overarching aim of the placement policy is to optimise the entire living environment of students at Stellenbosch University (SU) – both inside and outside the classroom – as an important contributing factor to optimising student success. Students’ overall experience of the University contributes to their eventual success, or lack thereof. The University therefore has a responsibility to utilise and organise that experience to the best of its ability.
- 1.1.2 The optimisation of students’ out-of-class experience, like that of their in-class experience, must tie in with the University’s vision, mission and strategic objectives. In this regard, the so-called characteristics or profile of the Stellenbosch graduate are of particular importance.
- 1.1.3 In practice, therefore, a strategy for the optimisation of the students’ out-of-class experience means that the University will attempt to arrange everything that affects the students’ optimal development, external to and in support of the formal curriculum, in such a way that it contributes to student success. The strategy includes the following:
 - 1.1.3.1 The pursuit of excellence and the endeavour to remain at the cutting edge, also in terms of the co-curriculum, thereby helping to shape graduates who are sought after for their well-roundedness and creative, critical thinking.
 - 1.1.3.2 A thorough investigation of the different living environments of all the students at SU, and how those environments can be structured, adjusted and even reformed to contribute optimally to the best possible university experience for all students. This relates, among others, to the organisation of the University in terms of transformation, a welcoming and friendly campus, the mobility plan and measures to adapt to a constantly changing reality.
 - 1.1.3.3 An integrated perspective on residence placement, placement in the Listen, Live & Learn (LLL) houses, and allocation to Private Students’ Organisation (PSO) wards and clusters, all of which are systemically linked. The one therefore cannot be amended or adjusted without also considering the others.
 - 1.1.3.4 Student placement and allocation that contributes to the formation of healthy, diverse communities, which in turn will ensure optimal formation and development in the out-of-class context – and eventually (academic and other) success. The following points of departure should be noted in this regard:
 - a) The process is managed as a strategic matter in order to allow a systemic-holistic approach to student development.
 - b) Such process presupposes the formation of healthy, diverse communities, which will in turn lead to the maintenance of a positive learning culture and a richer learning experience in the clusters¹.

¹ A cluster comprises residences that are grouped together, primarily geographically, and into which one or two PSO wards are incorporated to form a student community. The clusters form a smaller student community with the intention of improving the

- c) It remains an important endeavour, when placing students in residences, to give preference to students whose chances of studying successfully will be improved significantly by living in a residence (such as newcomer first-year students or students in extended degree programmes).
- d) Academic merit enhanced by diversity is an important factor that needs to be considered throughout.
- e) Fairness, consistency and practicability are further values that are taken into account in the placement policy.

1.2 Important principles to be considered in the placement policy

1.2.1 A first guiding principle in the policy is *excellence* strengthened by *diversity*. This is considered throughout, along with all the other provisions in the placement policy.

1.2.1.1 Diversity is regarded as a very important contributing factor in the development of healthy communities as well as in student excellence. The University therefore wants to create diversity-rich environments in the SU student communities. In this way the University acknowledges that students are diverse in many respects (not only in terms of ethnicity), and this diversity needs to be reflected in the composition of student communities, including residences and other living environments.

1.2.1.2 In addition, the diversity profile that the University is pursuing in the residences must be in line with the longer-term diversity objectives set by the institution. In this way, the policy aims to bring about greater inclusivity by assuring all students that their diversity, collectively, will eventually contribute to greater excellence.

1.2.2 A second important principle in the policy is that the most vulnerable students should preferably be accommodated in residences. This, among other reasons, is why senior students should move from largely undergraduate residences to other types of accommodation, such as a senior residence, LLL house or PSO ward, after the normal duration of their undergraduate programme. This consideration takes into account:

- (i) the richness of students' university experiences, and their further development and preparation for the challenges upon leaving university;
- (ii) the vulnerability of newcomers (and, by implication, the throughput rate of the University), which carries more weight than the need of senior students to extend their accommodation experience by yet another year; and
- (iii) the expansion of accommodation at SU, which means that there will eventually be accommodation in senior residences or LLL houses for most of the senior students who move on from undergraduate residences.

quality of the experience of all students at the University, and in particular to improve the integration of PSO students into campus life.

2. PROSPECTIVE FIRST-YEAR STUDENTS IN UNDERGRADUATE RESIDENCES

2.1 Application of the policy criteria to the placement of first-year students in undergraduate residences

- 2.1.1 *Placement category – academic merit*: Placement occurs mainly according to academic merit. If applicants apply in their Grade 12 year, the residence placement offers in this category is based on the applicant's Grade 11 end of year results as required at application. If the student has already matriculated, the Grade 12 final examination marks are used as criterion of academic merit.
- 2.1.2 *Placement category – diversity*: Once the initial placement according to academic merit has been finalised, the diversity profile of students who have been placed is compared with management's target profile. The remaining residence vacancies are then awarded to students on the basis of five diversity factors in order to best achieve the target profile. In this round, academic merit is still taken into account.
- 2.1.2.1 As far as diversity is concerned, students are classified according to the following five factors:
- (i) South African or foreign citizenship;
 - (ii) language preference (Afrikaans, English or other);
 - (iii) ethnicity (Asian, Black African, coloured, Indian or white);
 - (iv) first-generation or non-first-generation student; and
 - (v) economic class (for students who require financial support and are found to qualify for bursaries them based on a means test).
- 2.1.2.2 Each year, management determines a diversity profile that the next round of placements should pursue. The profile is calculated taking into account the University's objectives and the existing student composition.
- 2.1.2.3 Notwithstanding their diversity profile, no newcomer first-year student with an average of less than 60% in Grade 11 or 12 will be placed in a residence², unless for extraordinary reasons, such as that the student requires to be enrolled for an extended degree programme or that the student has special learning needs (with reference to physical disabilities) that necessitate residence placement.
- 2.1.3 *Placement category – special placements*: Placement according to further special provisions in the policy takes place in close conjunction with the first two placement categories, namely academic merit and diversity, and does not represent additional placements³:
- 2.1.3.1 Bloemhof Boarding Trust (BBT) placements: 40 women + 5 men (total 45). The names of the applicants have to reach the placement officials every year on the agreed dates.

² A management resolution that is amended from time to time.

³ Points 2.1.3.1 to 2.1.3.4 are all subject to a management resolution that is amended from time to time.

The nominations for placement is not made by the University, but by BBT in accordance with a legal agreement between BBT and the US.

- 2.1.3.2 Extended degree programmes (EDP) placements: At least 40 women + 40 men (total 80). These placements are spread equally across the residences (approximately 4 per residence).
- 2.1.3.3 Sport placements: 35 women + 35 men (total 70). The proposed target for African Black, coloured, Indian and Asian students is 40% of the placements⁴. The names of the applicants must reach the Residence Placement Office by the agreed dates every year. Maties Sport is responsible for nominating the students for placement. Placements in Huis Neethling, a high performance sport residence, is also made by Maties Sport.
- 2.1.3.4 Rector's discretionary placements: These placements are based on strategic reasons, as requested by the Rector.
- 2.1.3.5 Placement of students with physical disabilities: Students with disabilities that impair movement are placed as their physical constraints necessitate University accommodation. Placements are done in accordance with the Disability Unit.
- 2.1.4 Tygerberg Campus placements:
 - 2.1.4.1 At the Tygerberg Campus, placements are done according to recruitment bursary allocation and academic merit as determined by the selection score.
 - 2.1.4.2 In circumstances where places are limited, factors such as distance from campus could be taken in account.
 - 2.1.4.3 Financial support based on financial need is continuously taken in account as a criterion for placement.
- 2.1.5 The Vice-Rector (Learning and Teaching), being the University manager within whose centre of responsibility the policy falls, is responsible for determining the annual amendments of specific numbers and/or percentages, and other details for the application and implementation of the policy.

2.2 Procedures and rules applicable to the placement of prospective students

- 2.2.1 Residence applications form part of the general application form for admission to Stellenbosch University (SU). Prospective students can apply online at www.maties.com, or may phone Client Services on 021 808 9111 for any assistance.
- 2.2.2 Residence applications for the Stellenbosch Campus close on **30 June** of the year of application. Late applications are not be considered.
- 2.2.3 The policy makes provision for specific placement categories. The policy may be accessed by clicking on the "Accommodation" link on the website for prospective students, www.maties.com.
- 2.2.4 Accommodation in residences is limited and subject to a selection process. **As a result there is no guarantee that students will receive a place in residence or a place in a residence of their choice.**

⁴ A management resolution that is amended from time to time.

- 2.2.5 To be considered for residence placement, applicants need to have been admitted to a programme at the University. Should applicants' first study choice be subject to extensive selection (such as a programme in the Faculty of Medicine and Health Sciences), a second choice may be indicated. By doing so, prospective students can ensure that they are considered for a place in a residence for their second choice, even if they are not admitted to their first study choice.
- 2.2.6 Students who are admitted to the programme BAgric (Elsenburg), or a programme at the Business School (Bellville Campus), a Telematics Education Programme (Distance Learning) or who are selected for MB,ChB, Physiotherapy or Dietetics (including late selections at the beginning of the academic year) do not stay in residence on Stellenbosch Campus.
- 2.2.7 Please note:
- 2.2.7.1 Prospective students selected for MB,ChB, BSc in Physiotherapy and BSc in Dietetics apply for residence placement on the Tygerberg Campus, which is situated about 45 km from the Stellenbosch Campus.
- 2.2.7.2 Students following the programme in Speech-Language and Hearing Therapy (in their first and second year) and Occupational Therapy (in their first year) will not be accommodated on the Tygerberg campus. They may be considered for placement in residence on the Stellenbosch campus.
- 2.2.7.3 Residence placements on the Tygerberg Campus are made only after the completion of the selection process (in August). Students who have been selected receive a selection letter and a residence application form from the Tygerberg Campus.
- 2.2.7.4 Receiving a place in a Stellenbosch residence does not guarantee receiving a place in a Tygerberg Campus residence.
- 2.2.7.5 BAgric (Elsenburg) students apply for residence placement at Elsenburg and not on the Stellenbosch Campus.
- 2.2.7 Students who register for subjects or modules at the University that do not lead to the awarding of a full qualification from the University (special students) do not qualify for a place in a residence. This rule applies to students who hold leadership positions in residence as well.
- 2.2.7.1 Special or short course students, as well as students who gain admission to the SciMathUS (or similar) programme, are not accommodated in a University residence.
- 2.2.7.2 Full-time registered students at the University who also work full time in the same year and are remunerated for their work may not use University accommodation.
- 2.2.8 The placement procedure will be completed by **31 October**. By that time, applicants will know whether or not they have received a place in a residence. If an applicant is unsuccessful, the University will confirm this after 31 October.
- 2.2.9 The application status of students who have been placed in a Stellenbosch residence will be changed to "reserved" on www.maties.com. At this stage, students have not yet been allocated to a specific residence.
- 2.2.10 Such applicants will receive a reservation letter requesting that an acceptance amount of R6 350 be paid by a certain date. Please note the following in this regard:

- 2.2.10.1 The payment of the acceptance amount confirms that the applicants have accepted their place in the residence, the terms of the placement policy, the management guidelines, as well as the terms and conditions that are sent to them along with the reservation letter (and are published on www.maties.com).
- 2.2.10.2 The acceptance amount forms part of the **first mandatory instalment** of residence fees. The full first instalment is payable at registration.
- 2.2.10.3 Should the acceptance amount not be received by the deadline, the student's application for residence placement will be cancelled. The student's application status on www.maties.com will therefore be changed to "cancelled".
- 2.2.10.4 If a student receive **financial assistance based on need**, the student can be exempted from the acceptance fee and by reconsidered for placement based on places available.
- 2.2.10.5 The banking detail for payment is as follows:

<p>To deposit the acceptance amount in cash: Bank: Standard Bank Account name: US Studentegelde Account number: 063163225 Account type: Cheque Branch code: 050610 or 051001 Reference: SU student number (first eight digits only) Fax/e-mail proof of payment to + 27 21 808 3739 or studentaccounts@sun.ac.za</p>	<p>To pay the acceptance amount online by credit card: Go to www.maties.com. Click on "Fees". Click on "Payment options". Follow the steps. Fax/e-mail proof of payment to + 27 21 808 3739 or studentaccounts@sun.ac.za</p>
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- 2.2.11 After the reservation process has been concluded, placement in specific residences takes place. This usually happens in **September**. The residence in which the student is placed will appear under "status application" on www.maties.com and will also be confirmed in a placement letter.
- 2.2.12 If, at any stage, a student is no longer interested in receiving place in residence, the place should be cancelled by sending an e-mail to info@sun.ac.za.
- 2.2.13 The following points need to be noted with regard to placement in a University residence:
 - 2.2.13.1 Place in residence is limited and this is why the University cannot guarantee a placement in a residence or a placement in a residence of your choice.
 - 2.2.13.2 If not placed in one of the preferred residences, it means that the category under which you would have been placed in those residences had already been filled (see placement categories under section 2 in this document).
 - 2.2.13.3 In accordance with principles of the residence placement policy to ensure an even spread of students from diverse backgrounds from all residences, no transfers between residences will be permitted.
 - 2.2.13.4 The University treats all students alike, irrespective of whether their parents also studied at Stellenbosch, and does not give preferential treatment based on alumni status.

- 2.2.13.5 As we use various placement categories, it is possible for students with lower marks to be placed before those with higher marks.
- 2.2.13.6 There are NO single rooms available for first-years, except in Majuba and Metanoia.
- 2.2.13.7 The University considers only senior students for placement in student houses and university apartments.
- 2.2.13.8 All residence placements are conditional. Residence placement does not guarantee admission to the University. If, for example, you do not meet the University's admission requirements at the end of Grade 12, any residence placement offered to you will fall away.
- 2.2.13.9 There is very little parking space on campus. Senior students have preference when residence and street parking bays are allocated.
- 2.2.13.10 Residences are evacuated for June and December holidays, and students are expected to remove all their belongings from their rooms prior to their departure. Most residences do however have storage facilities.
- 2.2.15 If the applicant has not been given a reserved or confirmed place in a residence by **31 October**, the application for residence placement must be taken as unsuccessful. The University will confirm the status with the applicant early November. It will also be published on the admission status at www.maties.com. If the student still wishes to be considered for place in a residence on the Stellenbosch Campus, he/she can register on the electronic residence waiting list at www.maties.com from **1 November** or go to www.stayatstellenboschuniversity.co.za to secure private accommodation.

2.3 Procedures and rules applicable to the management of waiting lists for prospective students

2.3.1 November waiting list

- 2.3.1.1 If a student still wishes to be considered for a place in a residence on the Stellenbosch Campus after the completion of placements at the end of October, he/she can register on the electronic residence waiting list at www.maties.com from **1 November**.
- 2.3.1.2 Registration on the waiting list closes on the day the academic year commences and classes start in February.
- 2.3.1.3 Please note the following:
 - a) The same placement categories are used as for other placements (see paragraph 2.1). It is therefore possible that a student who is lower down on the waiting list can be placed before another student who is higher on the list based on one of the placement categories. **In accordance with the residence placement policy, preference will be given to students on the waiting list who are funded based on financial need.**
 - b) Students' positions on the waiting list will change constantly as further candidates register.
 - c) As far as academic merit is concerned, the same points as set out in paragraph 2.1.1 and 2.1.4.1 will apply. Applicants will not be able to adjust their marks by entering a

matric mark at this stage, as the placement cycle is still being completed before the commencement of the academic year. When a place becomes available on the waiting list, the Residence Placement Office will make an offer regardless of the specific residence choice.

- d) Please keep in mind that a place in residence or in the residence of choice is, at this late stage, limited. Considering private accommodation options is strongly recommend. Visit www.stayatstellenbochuniversity.co.za for more information on private accommodation.

2.3.2 **February waiting list**

- 2.3.2.1 The November electronic waiting list expires on the first day of the academic year, at the beginning of February. A new waiting list then opens. Students who wish to place their names on this new February waiting list can do so at my.sun.ac.za.
- 2.3.2.2 Unfortunately, at this late stage there is no guarantee that a student will receive a place in a residence or will be placed in the residence of their choice. The residence placement criteria will still apply.
- 2.3.2.3 As far as academic merit is concerned, the University will now take the student's final examination marks (Grade 12) into consideration.
- 2.3.2.4 Students' positions on the waiting list will change constantly as further candidates register and some cancel.
- 2.3.2.5 **The placement criteria (see paragraph 2.1) will still apply. This means that a student with a lower Grade 12 average or who registered on the waiting list at a later stage, may be placed above a student with a higher academic average.**
- 2.3.3 If a student cancels their awarded place in a residence, or cancels after having moved into a residence, or turns down an offer of a place in a residence, the student will move down on the waiting list, as the University has in fact already given the student a turn to accept a place.

2.4 **Procedures and rules applicable to the cancellation of accommodation before the start of the academic year (prospective students)**

- 2.4.1 Cancellation of residence accommodation is only accepted if submitted in writing or by e-mail. Prospective students who wish to cancel their residence accommodation are therefore required to send an e-mail to info@sun.ac.za, citing their student number and the reason for the cancellation.
- 2.4.2 Without having submitted such a notice, students will not come into consideration for any reimbursement of the acceptance amount.
- 2.4.3 The date of receipt of the written notice will be used as the official date for calculating any monies owed.
- 2.4.4 In the event of cancellations, the acceptance amount will be dealt with as follows:
- 2.4.4.1 For cancellations **before or on 31 October** of the year preceding the intended year of lodging, the full residence acceptance amount will be reimbursed.

- 2.4.4.2 Where the residence acceptance amount needs to be reimbursed, students are required to complete the bank details form.
- 2.4.4.3 Any cancellation after 31 October is subject to a cancellation fee of **R700**.
- 2.4.4.4 For cancellations a week after the National Senior Certificate results have been made available in January of the intended year of lodging, the full acceptance amount will be forfeited.
- 2.4.4.5 Students who have failed to arrive at the residence by the commencement of the welcoming programme will forfeit the full acceptance amount, and the University reserves the right to cancel the residence places.
- 2.4.4.6 Students who are not admitted to the programme for which they have applied or who, owing to circumstances beyond their control, are unable to use the residence placement in respect of which they have already paid the required acceptance amount may apply for the reimbursement of the acceptance amount by way of a fully motivated letter. The letter should be addressed to the Residence Placement Office and be sent to info@sun.ac.za.
- 2.4.4.7 The reimbursement of any monies, however, ultimately rests with the University.
- 2.4.5 A place in a residence is allocated for the full academic year. Should students cancel their accommodation after the start of the academic year, a cancellation fee to the value of 30% of the outstanding residence fees will be payable.

3. SENIOR STUDENTS IN UNDERGRADUATE RESIDENCES, SENIOR RESIDENCES AND/OR LISTEN, LIVE & LEARN HOUSES

3.1 General re-application and re-placement rules

- 3.1.1 **Closing dates:** All students (Tygerberg and Stellenbosch Campus) who already live in a University residence or privately must apply electronically at my.sun.ac.za before **31 July** every year to be re-admitted to a University residence.
- 3.1.2 **Academic criteria:** Such applications will only be considered if the students concerned have, in the University's opinion, delivered proof of **satisfactory academic performance** and if there are sufficient vacancies. All admissions remain subject to the provisions of the University's placement policy. It is thus not a given that any resident of any residence will be placed in a residence or a specific residence in the next year.
- 3.1.3 **Duration:** In the light of the principle that the most vulnerable students, i.e. first-year students, should be accommodated in residences as far as possible, senior students in **undergraduate residences** may as a rule only reside in those residences for the **normal duration of the undergraduate programme** for which they initially registered. In **senior residences and LLL houses**, students may stay for a **maximum of three years**, even if they have already been living in an undergraduate residence.
- 3.1.4 **Registration for full-time programme:** Students must be registered for a full-time programme to be eligible to stay in University housing. If a student does not register by the end of February of

the academic year, he/she will not be accommodated in residence and the place will be cancelled and allocated to a student from the waiting list.

- 3.1.4.1 Students who register at the University for subjects or modules that do not lead to the awarding of a full qualification (special students) also do not qualify for a place in a residence. This includes students who hold leadership positions in residence.
- 3.1.4.2 Special or short course students, as well as students who obtain admission to the SciMathUS (or similar) programme, are not accommodated in a University residence.
- 3.1.4.3 Students who are registered as full-time students at the University who also work full time in the same year and are remunerated for their work may not use University accommodation.
- 3.1.5 **Campus:** Students who follow the programme BAgric (Elsenburg), or a programme at the Business School (Bellville Campus), or are selected for MB,ChB, a Telematics Education Programme (Distance Learning), Physiotherapy or Dietetics (including late selections at the beginning of the academic year) do not stay in residence on the Stellenbosch Campus. Students following the programmes Occupational Therapy and Speech-Language and Hearing Therapy may apply for residential accommodation on the Stellenbosch Campus in their first (Occupational Therapy) and second year (Speech-Language and Hearing Therapy).
- 3.1.6 **Students with physical disabilities that necessitate residence placement:** Students with physical disabilities that necessitate residence placement must please visit the placement officers at the Residence Placement Office.

3.2 Procedures and rules applicable to re-application and re-placement of senior students in undergraduate residences (Stellenbosch Campus)

- 3.2.1 Applications for re-placement to residence submitted by existing occupants of senior and undergraduate residences with a view to any particular year will be assessed on the basis of the applicants' academic performance in the June and the November/ December examinations of the preceding year or years.
- 3.2.2 As a rule, students between the ages of 18 and 21 are considered for re-placement in undergraduate residences.
- 3.2.3 The University reserves the right to allocate conditionally or to refuse accommodation to students on the basis of their **June results** and study records for the preceding year(s). If students' academic performance renders them non-compliant with the requirements for academic readmission, they will not be allocated a place in a residence.
- 3.2.4 As far as the **requirements for re-placement in residences** on the Stellenbosch Campus are concerned, the following points need to be noted:
 - 3.2.4.1 Re-placement requirements for residences are only a provisional indication and may be adjusted upwards from year to year to meet the stated diversity aims.
 - 3.2.4.2 The minimum module credit requirements for re-application for continued residence accommodation may be adjusted every year.

- 3.2.4.3 For the normal duration of a student’s curriculum, credits earned are calculated according to the **HEMIS (Higher Education Information Management System) credit system** for academic readmission to the University.
- a) One HEMIS credit is equal to the total number of module credits that are prescribed for a specific year of study in a specific programme. For example, one HEMIS credit is equal to 126 module credits in the case of the BA first year, 133 module credits in the case of the BSc non-final year, and 144 module credits in the case of the ordinary BComm non-final year.
 - b) Full details of the calculations that are done in terms of the HEMIS scale appear under “Readmission after unsuccessful studies” in Part 1 of the University Calendar.
 - c) For year modules for which only a progress mark is available, a progress mark of 48% must be achieved to earn half of the credits for that module. For progress marks below 48%, no credits will be earned for that module.
 - d) In the case of second-semester and year modules for which no final mark is available at the end of the year, or where a final mark of 48 was achieved prior to sitting for the second examination, a final mark F = 48 or a class mark C = 50 is regarded as adequate for the purposes of admission to a residence in the following year.
 - e) If a student re-do their modules that they have already passed to improve their marks, the credits will not be added again. The student has already received the credits in a previous academic year.
 - f) Credits for short courses are not taken in account for HEMIS calculation.
 - g) Please note that the requirement for academic HEMIS credits to continue an academic programme differs from the required HEMIS credits for re-placement in residence.
- 3.2.4.4 A student’s academic performance following the assessment above will determine whether accommodation is allocated conditionally or not allocated at that stage.
- 3.2.4.5 Tables 1 and 2 indicate the required HEMIS credits to be earned in the June examination in order to qualify for provisional te-placement to residence in the following year:

Table 1: HEMIS credits based on June examination results in mainstream programmes in order to qualify for provisional readmission to a residence in the following year (sliding scale A1)

Historic years	0,5	1,5	2,5	3,5	4,5	5,5
HEMIS credits	0,3375	1,16	2,0825	2,7	3,6	4,00

Table 2: HEMIS credits based on June examination results in approved extended degree programmes in order to qualify for provisional readmission to residence in the following year (sliding scale B1)

Historic years	0,5	1,5	2,5	3,5	4,5	5,5
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HEMIS credits	Not applicable	0,8	1,232	1,8	2,7	3,6
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- 3.2.4.6 Students in **extended degree programmes** (EDPs) are not assessed in terms of the provisional residence readmission criteria (according to sliding scale B1, Table 2) following the June examinations in year 1. However, after the December examinations, EDP students are required to meet the HEMIS credit requirements for readmission to residence in the following year.
- From year 2, the residence readmission requirements above will apply, first in terms of sliding scale B2, followed by B1. Should EDP students need to apply for readmission to a faculty, they will lose their residence placement. Years 4,5 and 5,5 above (in Tables 1 and 2) apply to students in leadership positions.
 - Should a student fail to make use of the June examination opportunity, calculations are based on the class mark, which has to be 48% or higher in order to carry any credit weight. In the case of a year module, the progress mark must be 48% or higher, in which case the student will have earned half of the module credits.
 - Apart from the requirements in Table 2, 0,20 HEMIS credits are required in respect of each particular semester.
- 3.2.4.7 Should students lose their residence placement in June, they will not be able to reclaim residence placement if they manage to achieve the required credits in December (in terms of Table 3 and 4 below). In exceptional cases, where residence vacancies become available in the following year, these students may be considered for residence placement along with other, similar cases from a waiting list. This waiting list opens at the beginning of February and is available on the student portal at my.sun.ac.za.
- 3.2.4.8 Tables 3 and 4 indicate the required HEMIS credits that have to be earned by students in the December final examinations to retain their provisional residence placement – allocated on the basis of the June examination – in the following year.
- 3.2.4.9 The numerical factor is calculated to two decimals, and is adjusted upward each time should the fraction contain more than two decimals. Also note that academic readmission enjoys preference in respect of sliding scale B2 (Table 4). This implies that students who are readmitted to their faculties will also be readmitted to the residence, except where the faculty’s readmission threshold is lower than the thresholds in sliding scale B2 (Table 4). Years 5 and 6 (Tables 3 and 4) apply to students in leadership positions.

Table 3: HEMIS credits based on December examination results in mainstream programmes to retain provisional residence placement in the following year (sliding scale A2)

Historic years	1	2	3	4	5	6
HEMIS credits	0,45	1,45	2,45	3,00	4,00	5,00

Table 4: HEMIS credits on the basis of December examination results in approved extended degree programmes to retain provisional residence placement in the following year (sliding scale B2)

Historic years	1	2	3	4	5	6
HEMIS credits	0,45	1,00	1,45	2,00	3,00	4,00

3.3 Waiting list management for senior students in undergraduate residences (Stellenbosch campus)

- 3.3.1 After the re-placement cycle is concluded at the end of August, the available places and cancellations in undergraduate residences are allocated to the placement of prospective students. **No waiting list for current students in undergraduate residences will therefore be available until classes commence in the following academic year in February.**
- 3.3.2 A waiting list opens at the beginning of February when classes for the new academic year commence and is available on the student portal at my.sun.ac.za.
- 3.3.3 All students who would still like to be considered for placement can register on this waiting list in the following three categories:
 - a. First year (undergraduate residence)
 - b. Current student applying for undergraduate residences
 - c. Current student applying for senior accommodation
- 3.3.4 Students will be placed according to academic performance. The policy principles as set out in paragraph 1.2 in terms of diversity and vulnerability within the context of academic merit will still be applicable.
- 3.3.5 Students who have not met the academic criteria may register on this list if they are still within their minimum time duration for undergraduate accommodation. Such students will only be considered for placement if there are no claims from academically deserving students for the place.

3.4 Procedures and rules for the placement of senior students in senior residences (Stellenbosch Campus)

- 3.4.1 Senior students who move out of undergraduate residences (apart from those in leadership positions) must apply formally for placement in a senior residence or LLL house.
- 3.4.2 For students to qualify for placement in senior residences in Stellenbosch, the same two central provisions, namely academic merit and diversity, apply.
- 3.4.3 The maximum age for students in senior residences and/or LLL houses currently is 26 years. In exceptional cases, and if places are available, students older than 26 years may be accommodated.

- 3.4.3 The senior residences mainly accommodate students who have already been living in other undergraduate residences.
- 3.4.4 Postgraduate students and students who studied at undergraduate level at the University are compared on the basis of their weighted averages per credit, and those with a higher weighted average per credit receive preference over students with a lower weighted average per credit. The weighted average per credit is calculated for undergraduate performance.
- 3.4.5 Senior undergraduate applicants (older than 21) who apply for senior residences, need to comply with the academic criteria as set out for placement in undergraduate residences in par 3.2.
- 3.4.6 Based on limited space, newcomer first years in senior residence can only be accommodated in senior residences from the waiting list that opens in February of the academic year. Considering private accommodation options is strongly recommend. Visit www.stayatstellenbochuniversity.co.za for more information on private accommodation.
- 3.4.7 Students may stay in senior residences or LLL houses for a **maximum of three years** even if they have already been living in an undergraduate residence. This period is cumulative regardless of whether students have changed their residence or have changed their programme).
- 3.4.8 Senior students may remain in senior residences for a longer period if they are part of the leadership structures and meet all the academic requirements.

3.5 Waiting list management for senior residences (Stellenbosch campus)

- 3.5.1 September waiting list for senior residences: After the official re-placement process is concluded at the end of August, a waiting list will opens in September for senior accommodation.
- 3.5.2 When cancellations in senior accommodation are received, consideration will be given to placement of students in the following order of preference:
 - 3.5.2.1 Current students in the specific residence who meet the set academic requirements and who have not exceeded the maximum of a three-year stay in senior residence.
 - 3.5.2.2 Applicants from undergraduate residences who meet the set academic requirements
 - 3.5.2.3 Current senior students who are following an undergraduate programme and the minimum duration of the programme exceeds the three years allocated to senior residences.
 - 3.5.2.4 Current students who make use of private accommodation and meet the academic HEMIS criteria and who applied for senior accommodation for the following year.
 - 3.5.2.5 The policy principles as set out in paragraph 1.2 in terms of diversity and vulnerability (such as financial support based on need and distance) in the context of academic merit will still be applicable.
- 3.5.3 February waiting list: The September waiting list for senior accommodation expires when classes commence for the new academic year in February. The new February waiting list will open for all students. Any senior student may register on this waiting list.
- 3.5.4 Students will be placed according to academic performance. The policy principles as set out in paragraph 1.2 will also be applicable.

- 3.5.5 Students who have not met the academic criteria may also register on this list if they are still within their minimum time duration for senior accommodation. They will, however, only be considered for placement if there are no claims from academically deserving students for the place.
- 3.5.6 If a student cancels their awarded place in a residence, or cancels after having moved into a residence, or turns down an offer of a place in residence, the student will move down on the waiting list, as the University has in fact already given the student a turn to accept a place.

3.6 Procedures and rules applicable to re-application and re-placement of current students (Tygerberg Campus)

- 3.6.1 All students who already live in a University residence or privately must apply electronically at my.sun.ac.za before **31 July** every year to be (re)placed to a University residence.
- 3.6.2 Such applications will only be considered if the students concerned have, in the University's opinion, delivered proof of satisfactory academic performance and if there are sufficient vacancies. All admissions remain subject to the provisions of the University's placement policy. **It is thus not a given that any resident of any residence will be placed in a residence or a residence of choice in the next year.**
- 3.6.3 For students of the Faculty of Medicine and Health Sciences who spent their first and/or second year in a residence on the Stellenbosch Campus and who then have to move to the Tygerberg Campus, the allocation of a place in a residence on the Tygerberg Campus will depend on the availability of places after the placement of first-year students in Tygerberg residences.
- 3.6.4 On the Tygerberg Campus there are no undergraduate residences, but a distinction is made between junior and senior residences, and students move from junior to senior residences during the course of their undergraduate studies.
- 3.6.5 The junior phase for MB,ChB students is broadly regarded as the first to third year, while the senior phase is regarded as the fourth to the sixth year. For the allied health sciences, the junior phase is broadly regarded as the first to the third year, while the senior phase refers to the fourth year.
- 3.6.6 As a point of departure, the aim is to place a ratio of 40:60 first-year students to second- and third-year students in the junior residences on the Tygerberg Campus.
- 3.6.7 Academic criteria serve as the primary criteria for re-placement in a residence.
- 3.6.8 Further criteria that may be considered as re-placement criteria for students on the Tygerberg Campus are discretionary factors such as distance from the campus, access to transport, financial and social circumstances, and health factors.
- 3.6.9 With regards to a **waiting list**, a new waiting list will open at the end of February of the residential year and will lapse on 31 August. On 1 September, a new waiting list will open based on applications received for the following residential year.
- 3.6.10 If a student cancels their awarded place in a residence, cancels after having moved into a residence, or turns down an offer of a placement in residence, the student will move down on the waiting list, as the University has in fact already given the student a turn to accept a place.

3.7 Procedures and rules applicable to the placement of students in the Listen, Live & Learn (LLL) Initiative houses

- 3.7.1 The diversity profile that is pursued for the LLL Initiative plays a determining role. Applicants are thus placed according to the diversity needs of the overall LLL Initiative. The diversity profile includes the categories of gender, ethnicity, faculty of study and nationality.
- 3.7.2 Senior students apply for placement in the LLL houses directly with the LLL Office. The applications are considered for placement after applications are reviewed by an external panel as appointed by the LLL Office.
- 3.7.3 Students who are not registered for a full-time degree programme do not qualify to stay in the LLL houses, as set out in paragraph 2.2.7.
- 3.7.4 The maximum age for students placed in LLL houses is 26, as set out in paragraph 3.2.3, and students may only live in LLL houses for a maximum period of three years, as set out in paragraph 3.2.8.

3.8 Re-application rules for students in leadership positions in residence

- 3.8.1 Aspiring leaders should re-apply for residence placement for the following year.
- 3.8.2 Students can only be in leadership positions if they qualify for a place in residence. Leaders who, for example, do not meet the HEMIS requirements for residence placement or who are registered for subjects or modules that do not lead to the awarding of a full qualification (e.g. when registered as a special student) do not qualify for a place in a residence. They will therefore not be able to hold a leadership position in residence.
- 3.8.3 Senior students in undergraduate residences may, as a rule, reside in those residences for the normal duration of the undergraduate programme for which they initially registered (the period is cumulative regardless of whether the student has changed residence or was placed later). If, however, the students belong to the leadership structures, as for instance, primaria, house committee member, cluster convenor or mentor, the minimum stay in residences may be extended.
- 3.8.4 Senior students in the senior residences may also remain for a longer period than the maximum of three years. if they are part of the leadership structures and meet all the academic requirements.
- 3.8.5 At the Tygerberg campus student leaders could also reside longer in the junior residences than the prescribed three years.
- 3.8.6 Also see 3.3 for arrangements with regard to the Tygerberg Campus in terms of a junior and senior phase.
- 3.8.7 Please note that only 25% of the members of the mentor group in residence may be accommodated for longer than the normal duration of their degree programmes.

3.9 Procedure and rules for PSO students applying for residence and the placement of PSO leaders in student houses (HK houses on Stellenbosch campus)

- 3.9.1 Current students who resides privately and want to be considered for residence, can apply online at my.sun.ac.za in the preceding year for placement in residence.
- 3.9.2 Limited places are, however, available in undergraduate residences for students who live privately (PSOs) and are allocated on the basis of availability.
- 3.9.3 Academic achievement is used as the primary criterion for placement in undergraduate residences. Also see regulation with regard to the undergraduate and senior waiting lists.
- 3.9.4 Students who are already enrolled and who want to be accommodated in a University residence for the first time (i.e. students who have stayed in private accommodation up to that point) need to pay the prescribed acceptance amount after placement.
- 3.9.5 Leaders who are elected for PSO House Committees, are placed in PSO houses, including the Cluster house where cluster leaders are placed.
- 3.9.6 These leaders should comply with the rules set for the placement of leaders in residences, e.g. met the minimum academic requirements
- 3.9.7 Should available places not be filled by HK members of the specific PSO, the available place will be offered to a mentor, senior house member or newcomer of that specific PSO in this particular order. Should a place still be available placement will be done from the waiting list managed by the Residence Placement Office. Students who are placed should comply with the criteria for placement.

3.10 Placement made by the Stellenbosch University International

- 3.10.1 Stellenbosch University International (SUI) focus mainly on the placement of semester students. However, nearly 20% of the placements through the housing office of SUI are within the options of the South African placement office. The 20% are aimed at Degree seeking students and their placements follow the same requirements as that of any placement made by the South African placement office (especially with regard to HEMIS requirements).
- 3.10.2 Semester students are placed on a first-come-first-serve basis after the following placements, which consist of 80% of all placements, have been made:
 - 3.10.2.1 All re-applications from the previous semester
 - 3.10.2.2 All exchange agreements with partner Universities
 - 3.10.2.3 All service provider agreements
 - 3.10.2.4 A balanced placement between the number of:
 - a. Exchange students
 - b. Freemover students
 - c. Affiliated students
 - d. Short programme students

- 3.10.3 The housing office also follow their own re-application cycle per semester. First semester international placements need to reapply on or before 15 April every year for semester 2 and all second semester international placements need to reapply on or before 15 September for semester 1.
- 3.10.4 International students who wish to be placed in residences should contact the Stellenbosch University International Office at www.sun.ac.za/international

4. Procedures and rules applicable to the cancellation or termination of residence lodging

4.1 Before commencement of the academic year

- 4.1.1 Enrolled students may cancel their provisional placement until 30 September in the year preceding the year of lodging to which the cancellation pertains, without incurring any liability for accommodation fees for the following year.
- 4.1.2 Should cancellation occur after the date above, though prior to the commencement of the academic year, the University will levy a cancellation fee. A cancellation fee of R1 000 will be payable in respect of cancellations of lodging **after 30 September**; R2 000 will be payable for cancellations **after 31 October**, and R3 000 will be payable for cancellations **after 30 November** in the year preceding the year of lodging to which the cancellation pertains.

4.2 After commencement of the academic year (current students)

- 4.2.1 Should enrolled students wish to cancel their accommodation, they are required to notify the Residence Placement Office in writing by sending an e-mail to info@sun.ac.za or by completing the required forms at the Residence Placement Office.
- 4.2.2 The date of receipt of the written notice will be regarded as the official date for calculating any monies owed.
- 4.2.3 Students will be liable for a cancellation fee of 30% of outstanding accommodation fees.
- 4.2.4 Students will be required to vacate their residence lodging on the day of cancellation.
- 4.2.5 If students cancel their accommodation on the grounds of ill health and submit a satisfactory medical certificate, they may be exempted from liability for the cancellation fee.
- 4.2.6 However, final decisions about the reimbursement of all monies rest with the University.

5. PROCEDURES AND RULES APPLICABLE TO THE TRANSFER/SHIFTING OF STUDENTS

- 5.1 Because of the high demand for the limited number of places in residences, prospective students will not necessarily be placed in the specific residence for which they have applied.
- 5.2 In the light of the University's endeavour to promote diversity in all residences and to distribute students from different backgrounds equally among residences, no request from prospective students for transfer from one residence to another will be considered.

- 5.3 The University reserves the right to transfer a student from one University residence/house to another where this may be deemed necessary.
- 5.4 Current students will, however, only be transferred from one residence to another in exceptional cases. The Head: Residence Placement may approve a request for a transfer on the basis of:
 - 5.4.1 availability of places in residence;
 - 5.4.2 a sound motivation;
 - 5.4.3 consultation with role players such as the Centre for Student Counselling and Campus Health Services; and
 - 5.4.4 in accordance with the Centre for Student Communities (CSC).
- 5.5 The University also reserves the right to:
 - 5.5.1 refuse to place a student in a University residence;
 - 5.5.2 terminate an occupant's lodging in a University residence by giving one week's notice; and
 - 5.5.3 deny a student continued lodging in University accommodation where such a student's conduct jeopardises the creation of healthy student communities.
- 5.6 Where required, the prescriptions in paragraph 4.5 shall be preceded by the following procedure: A committee convened especially for this purpose by the Director: CSC will, firstly, determine whether a resident's conduct indeed undermines/has undermined the creation of healthy student communities to such an extent that it justifies the denial of residence placement; and, secondly, whether other arrangements can be made to resolve the issue.
- 5.7 Such a committee will consist of a minimum of five persons, namely the Director: CSC as convenor, the Head: Residence Placement, a member of staff from the Centre for Student Affairs, a student representative appointed by the Students' Representative Council, and at least one staff member from the Centre for Student Counselling and Development (CSCD).

6. PROCEDURES AND RULES APPLICABLE TO ACCOMMODATION FEES

- 6.1 All information on accommodation fees is contained in Part 3 of the University Calendar.
- 6.2 Annual accommodation fees cover the period from approximately 18 January to 10 December in a particular year (depending on the University's almanac and excluding university vacations in the middle and at the end of the year). Students are expected to familiarise themselves with the respective arrival dates for house committees, first-year students and senior students. Accommodation for the period mentioned above is not guaranteed in the form of any particular allocated bed, and the University reserves the right to transfer students to other accommodation following the first examination opportunities, depending on requirements and availability.
- 6.3 Residents whose accommodation fees are in arrears by one semester will require the permission of the Student Fees Division to stay on in residence.
- 6.4 The University Council reserves the right to amend accommodation fees payable to the University (see Part 3 of the Calendar) without prior notice.

- 6.5 Residents responsible for causing damage in a residence (or other University accommodation, such as an apartment or house), will be held liable for such damage, and all expenses incurred for repairs arising from such damages will be debited to their student accounts.

7. PROCEDURES AND RULES APPLICABLE TO STUDENTS IN PRIVATE ACCOMMODATION (PSO STUDENTS)

- 7.1 All students who are not placed in University residences are divided into PSO wards. PSO is short for Private Student Organisation – the organisation that caters for students who do not live in residences in order to allow them a similar social structure to that enjoyed by "res" students.
- 7.2 PSO's do not provide accommodation - it is the students' own responsibility to find suitable private accommodation
- 7.3 The Private Students' Organisation (PSO) consists of 11 wards, namely Libertas, Oude Molen, Pieke and Vesta (men's wards); Aristeia, Equité, Silene, Venustia (women's wards); and Aurora, Olympus and Osler (combined men's and women's wards, with Osleron Tygerberg Campus).
- 7.4 All private students are subject to the rules and regulations of Stellenbosch University and the private wards to which they belong.
- 7.5 In terms of a Council resolution, all private students are compelled to join the Private Students' Organisation (PSO) and to pay PSO membership fees.
- 7.6 Students who live in accredited private accommodation still form part of the relevant PSO ward.
- 7.7 As far as PSO and hence also cluster allocations are concerned, it is equally important to pursue the two core provisions, namely academic merit and diversity.
- 7.8 The same aim is pursued, namely to allocate students in such a way that it will contribute to the formation of healthy, diverse communities, which in turn will ensure optimal formation and development in the out-of-class context, and eventually also (academic and other) success.
- 7.9 In order to achieve the aforementioned aims, students are allocated randomly to PSO wards, as per Stellenbosch University's placement policy and hence also to one of the seven clusters.
- 7.10 A cluster comprises residences that are grouped together, primarily geographically, and into which one PSO ward (in the case of an integrated men's and women's ward) or two PSO wards (in the case of separate men's and women's wards) are incorporated to form a student community (currently approximately 2 500 to 3 000 students). Such a cluster with residences and PSO wards is managed generally by a residential education (ResEd) coordinator, assisted by a student leadership structure. The clusters form a smaller student community with the intention of improving the quality of the experience of all students at the University, and in particular to improve the integration of PSO students into campus life.
- 7.11 The clusters are: Wimbledon (Eendrag, Helshoogte, Sonop, Irene, Aristeia and Vesta); Victoria (Monica, Harmonie, Wilgenhof, Oude Molen, Silene and Huis de Villiers); Vicmeyr (Dagbreek, Majuba, Minerva, Huis Ten Bosch, Lydia and Aurora); amaMaties (Serruria, Nemesia, Erica, Helderberg, Libertas and Equité); Validus (Simonsberg, Huis Visser, Huis Marais, Goldfields,

Academia and Olympus); Rubix (Nerina, Metanoia, Heemstede, Venustia and Pieke); and Tygerberg (Kerkenberg, Meerhof, Huis Francie van Zijl, Hippokrates and Osler).

- 7.12 A regulated PSO walkover process is managed by the PSO Office in order to gather data and to address extraordinary circumstances.

8. ACCOMMODATION OFFERING AND RULES

8.1 Procedures and rules applicable to maintaining order

- 8.1.1 Upholding the residence rules rests firstly with the relevant resident head of a residence or student house, the head student and the house committee, and the students must assist these office bearers.
- 8.1.2 The resident head or PSO coordinator must submit the house rules (internal house rules, which are also applicable to other types of residential environments, such as clusters, apartments and houses) and any changes thereto to the Director: CSC. Candidates who wish to stand for election to leadership positions first have to be approved by the CSC. For this purpose, the Director: CSC and the relevant resident head will consider the academic performance and conduct of the nominees, and reserve the right to remove certain students' names from the candidate list.
- 8.1.3 The members of the house committee are responsible for upholding the rules and regulations of the University, the residence rules and the rules of the relevant cluster or house.
- 8.1.4 The Residence Head is responsible for ensuring that only students who are placed in residence by the Residence Placement Office, are residing in residence.

8.2 Procedures and rules applicable to the accommodation offering

- 8.2.1 All accommodation in a University residence, apartment or house is allocated for a full academic year, subject to the provisions for the vacation of residence rooms/University houses during certain vacations and second rounds of examinations.
- 8.2.2 Accommodation in a University residence implies the following:
- 8.2.2.1 occupation of the allocated room, as determined by the University from time to time in the course of the year, excluding certain vacations;
 - 8.2.2.2 access to catered meals, where applicable, during the academic terms, on conditions determined by the University from time to time; and
 - 8.2.2.3 where food is provided in residences, students are prohibited from keeping two-plate stoves, or microwave or other ovens in their rooms. The University reserves the right to confiscate these items.
- 8.2.3 No food may be prepared in rooms or on verandas or balconies.
- 8.2.4 The University reserves the right to utilise the rooms to accommodate other persons during certain vacations.
- 8.2.5 Outsiders (i.e. those who are not students placed in the particular residence for the particular year) may not overnight in residences during the academic year without the permission of the resident warden.

- 8.2.4 Residents and/or their guests will be held financially liable for any damage caused by them in the building. They are responsible for the state of the rooms they occupy, as well as the furniture and equipment contained therein, and will be liable for any damages that they, or others, or devices used by them or others, may cause.
- 8.2.5 Structural changes to furniture or University property are not permitted under any circumstances.
- 8.2.6 All rooms must be accessible to authorised residence staff.
- 8.2.7 A room will be presented to the student, at which stage the student will be required to sign an “inventory” confirming the state of the room. After the room is vacated it will again be inspected by the Residence Services Coordinator. In the case of any discrepancy with the inventory form, damages will be recovered from the student’s account.
- 8.2.8 Only single power plugs or multiplug distributors with SABS-approved trip switches may be used in 15 amp wall sockets. All other forms of power distribution, such as dual plugs, temporary wiring and the like, are strictly prohibited. Only one device with a proper three-wire cord will be permitted per socket in a multiplug distributor.
- 8.2.9 No switchboards, trip switches or permanent electrical wiring may be tampered with.
- 8.2.10 No equipment that may pose a fire or other risk will be permitted in rooms. The University reserves the right to confiscate such equipment.
- 8.2.11 Only one fridge (up to a maximum of 150 litres) will be permitted per room.
- 8.2.12 Any items such as traffic signs, information signage, shopping trolleys, flower boxes and waste bins that are not the property of the residence, and therefore of the University, are strictly prohibited in any area of the residence or on the related premises, irrespective of whether these were used, bought, exchanged or donated.
- 8.2.13 No furniture or equipment may be removed from a room/rooms or any other venue at the residence without the permission of the residence head and the Residence Services Coordinator.
- 8.2.14 The University will not be liable for the loss or damage of residents’ property, and residents will be personally responsible for arranging the necessary insurance cover. This includes fire or water damage and theft.
- 8.2.15 Fire extinguishers are placed in predetermined positions in residences and may only be removed in the case of fire.
- 8.2.16 Under no circumstances may emergency equipment such as fire extinguishers, fire hydrants and the contents of emergency plan boxes be misused or tampered with. Such transgressions will be punishable by summary eviction.
- 8.2.17 Any form of obstruction in corridors and thoroughfares, such as bicycles and motor scooters, is strictly prohibited.
- 8.2.18 The unauthorised stacking of waste paper, cardboard or any other flammable material in any room of the residence is prohibited. (Residences have designated places where this type of material may be stacked for recycling purposes.)
- 8.2.19 For safety reasons, occupants of residences will be required to remove all their belongings from their rooms and leave all cupboard doors open prior to their departure for the end-of-year vacation or any other break for which the University may require the rooms. Where practicable

(excluding in the December/January vacation), the resident head, in consultation with the house committee, will designate an appropriate room where students' belongings may be stored. Storage will only be provided for properly packaged and identified items. Any storage space in the facility will be under the supervision and control of the house committee.

8.2.20 The keeping of weapons is strictly prohibited and any resident who is caught with a weapon will be suspended from residence immediately.

8.2.21 No animals may be kept. Any animal will immediately be removed and handed over to the local SPCA.

8.3 Procedures and rules applicable to accommodation during vacations

8.3.1 Residents who remain in Stellenbosch during vacations, and who are required to vacate their rooms in terms of the procedure for the vacation of residences for certain vacations, may apply for accommodation in a residence/residences made available for this purpose by the University, upon payment of the applicable levy and on conditions that may apply from time to time.

8.4 Procedures and rules applicable to laundry and bedding

8.4.1 Residents are required to provide their own bed and bath linen, e.g. duvets, duvet covers, sheets, pillow cases, blankets and towels. It is recommended that residents also bring with them a mattress protector.

8.4.2 Students who wish to do their own laundry will be able to use paid-access washing machines and tumble dryers.

8.5 Procedures and rules applicable to meals

8.5.1 Guests of any staff member or resident may only have meals at the residence by prior arrangement and upon payment of the applicable fee. The resident head will exercise the necessary control.

8.5.2 Meals may only be provided to students who have booked meals by means of a student card. In all instances, meals must be booked on the computer system at least two days in advance. Where students have failed to book, they may receive a meal at double tariff, should there be food available after the relevant meal time.

8.5.3 Upon registration at the beginning of the year, all residents are required to select a meal quota based on their own requirements. Non-residents may also register to have meals at a residence, on conditions determined by the University from time to time. For example, PSO students in a specific cluster may book meals in the dining halls of the residences in that cluster.

8.5.4 Parties and special events (see residence rules – also applicable to other types of accommodation) will only be permitted at the applicant's expense. The resident head will exercise control.

8.5.5 Alcoholic beverages will only be permitted in residences in accordance with the provisions contained in the residence rules.

- 8.5.6 Meal times are determined by the resident head, in conjunction with the ResEd coordinator and the SUNCom Compliance Officer.
- 8.5.7 As meals in University residences are prepared in bulk, residents will not be able to demand that any special dietary requirements be adhered to. However, limited provision is made for halaal meals.

8.6 Procedures and rules applicable to conduct

- 8.6.1 Students' conduct must at all times comply with the disciplinary code for students of Stellenbosch University (see Part 1 of the Calendar). Any potentially offensive actions must be avoided. The residence and other house rules must also be adhered to throughout.
- 8.6.2 In order to fill all available rooms and to keep pace with circumstances (such as economic considerations and actual enrolment figures), the University reserves the right to amend, cancel or add any provisions, procedures and rules (see also Chapters 1 and 2 of the Rules for Students of the University).

8.7 Construction and maintenance

- 8.7.1 From time to time, the University will upgrade built structures in and around residences and conduct necessary maintenance work.
- 8.7.2 Measures will be taken to minimise any inconvenience as far as possible.

Compiled and approved by the Resident Placement Office, Centre for Student Communities, Tygerberg Campus Management, Stellenbosch University International and the Division for Commercial Services, 14 May 2018.