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**As per the procedures stipulated in Rule 10 of the Code for Student Discipline and specifically 10.3 the Vice Rector (Teaching) hereby approves the amended Residence rules.**

**Signed on the 15<sup>th</sup> day of February 2012.**

**Prof Magda Fourie-Malherbe  
Vice Rector (Teaching)**

**The signed copy will be kept in the office for student discipline\*. \*Note: The English version of the Residence rules is a translation of the original Afrikaans document – in the case where a difference in meaning or interpretation arises between the English and Afrikaans versions the Afrikaans version should be taken as correct.**



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**AFDELING VIR STUDENTE EN AKADEMIESE STEUN: SENTRUM  
VIR STUDENTEGEMEENSAPPE DIVISION FOR STUDENT AND  
ACADEMIC SUPPORT: CENTRE FOR STUDENT COMMUNITIES**

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## **1. INTRODUCTION**

### **1.1. THE ROLE AND OBJECTIVES OF RESIDENCES AND PSO WARDS**

Residences and PSO wards fulfil a prominent role in the realisation of the mission of Stellenbosch University (SU), by offering opportunities for the academic, personal and social development of students.

The residences and PSO wards of Stellenbosch University strive to achieve the following objectives:

- 1.1.1. a student-friendly “living and learning” environment that promotes the academic objectives of Stellenbosch University
- 1.1.2. support to students, particularly regarding their entry into SU, in order to satisfy the demands of university studies
- 1.1.3. a community of students from diverse backgrounds with a high degree of understanding for communal endeavours and mutual respect for differences in gender, opinion, culture, religion, heritage, life experiences and sexual orientation
- 1.1.4. stimulation of thinking and broadening of their outlook on life through informal learning experiences and exposure to a diversity of innovative ideas and experiences
- 1.1.5. the development of leadership and management skills, as well as of personal and social responsibility
- 1.1.6. a framework for participation in social, cultural, sport and other recreational activities
- 1.1.7. continuous renewal within the context of the strategic framework and Vision of the University
- 1.1.8. accessible and well-equipped, affordable and safe accommodation in the residence environment.

### **1.2. AIM OF THESE RESIDENCE RULES:**

The overarching purpose of this set of residence rules is to make the residence environment and accommodation as pleasant as possible for all residents and others. It is also aimed at fitting into the role and objectives of residences and the value-driven management of the residences of Stellenbosch University. The rules have been compiled in cooperation with, and with inputs from, all those involved in these environments.

Maties’ residences and residence life are special. They make a considerable contribution to the shaping and memories of Matie students. SU depends on positive cooperation from and extension of this proud tradition by all residence occupants.

- 1.2.1. These rules are applicable to all residents of residences of Stellenbosch University and, as such, forms part of the Disciplinary Code for Students of Stellenbosch



University, as contained in Part 1 of the Calendar: General. Incorporation by reference is accepted as sufficient for the purposes of the interpretation and application of the Rules for Students.

- 1.2.2. Further internal rules and stipulations that are applicable to individual residences may be included in the internal rules of each residence, although they remain subordinate to these rules for residences. Individual residences should maintain their internal rules and be able to furnish the Centre for Student Communities (CSC) with them on request.
- 1.2.3. These rules for residences may only be amended by the Vice-Rector (Teaching) on the recommendation of the CSC.
- 1.2.4. The maintenance of the rules for residences and the internal rules is vested in the respective Resident Head (RH), Primarius (Prim) and House Committee (HC) of a residence. All resident students also accept a collective responsibility for this.
- 1.2.5. Deviation from or non-compliance with these rules could lead to disciplinary action against the residence or against individual occupants of the residence.
- 1.2.6. Disciplinary action, disciplinary power and the composition of Disciplinary Committees in the residences are subject to the provisions set out in paragraph 2.3 of the Rules for Students.

## **2. ELECTION, APPOINTMENT AND TERMINATION OF OFFICE OF RESIDENCE MANAGERMENTS**

### **2.1. MEMBERS OF THE HOUSE COMMITTEE (HC members)**

- 2.1.1. Only candidates who qualify for readmission to the residences and who have been selected academically by the CSC may make themselves available for HC election. The candidates should have resided in the residence for at least three semesters.
- 2.1.2. Every nominated HC member must sign an undertaking form indicating that he/she accepts his/her duties as member of the HC and that he/she will maintain the University's rules in the residence. Such acceptance will in no way constitute an employment relationship between the University and the HC member.
- 2.1.3. The outgoing HC will report on its activities at the end of the year of service. Only then will the last term's remuneration be paid out.

### **2.2. THE RESIDENT HEAD (RH):**

The RH is accountable to the Director: CSC or his/her delegates and via him/her to the Management of the University, for the general management of the residence.

#### **2.2.1. GENERAL**



**(The section below has relevance for the RH in relation to the residence rules. It does not constitute a complete post description of the RH.)**

**The RH, among other things:**

1. **is the chief executive officer of SU in the residence and ensures that the HC and mentors carry out their responsibilities.**
2. is an adviser to students in the case of physical, emotional, academic and other needs and, together with the HC and the advisors, offers support to students, particularly when they enter SU, to meet the demands of university studies.
3. together with the House Committee, ensures that the academic and social needs and interests of students are served in the best possible way while they are in the residence and ensures a student-friendly “living and learning” environment that promotes the academic objectives of Stellenbosch University.
4. is, in cooperation with the Prim, responsible for the application of the rules of the residence, both directly and via delegation to the HC.
5. together with the HC, ensures that the interests of the University are served while the students are in the residence.
6. together with the HC, creates a community of students from diverse backgrounds with a high degree of understanding for communal endeavours and mutual respect for differences in gender, opinion, culture, religion, heritage, life experiences and sexual orientation.
7. is, after students have been placed in the relevant residence by the CSC, directly involved in room allocation, inclusion and retention of new students in particular, but also existing students in the residence.
8. provides the element of continuity in the residence management and plays an important role in ensuring that the management of the residence always runs smoothly.

### **2.2.2. Lodging matters**

**The RH, among other things:**

1. places students in the residence in consultation with CSC
2. handles room allocation of first-year students after consultation with the HC
3. handles room allocation of senior students in consultation with the HC

### **2.2.3. Student matters**

**The RH, among other things:**

1. provides information to parents and prospective residents when necessary



2. supervises the carrying out of the welcoming programme, immediately reporting any irregularities to the CSC
3. manages the mentor system in residence
4. liaises with all relevant Student and Academic Support areas and other support services (e.g. Centre for Student Counselling and Development, Campus Health Services, Bursaries and Loans Division, academic departments) with a view to referring students for the necessary assistance
5. attends the House Committee meetings
6. attends meetings of the disciplinary committee as a full member
7. controls the procedure, as prescribed by the University and the relevant residence constitution and rules, before, during and after the election of the HC
8. reports, in consultation with the HC, the needs of students with regard to equipment, improvements and facilities to the relevant University divisions
9. controls the financial management of the House Fund and reports on the financial management of the House Fund to the Director: CSC as requested or when necessary
10. is responsible and accountable for the implementation and management of the SU alcohol policy, as applicable to his/her specific environment
11. is ultimately responsible and accountable for the implementation and management of the Firearms Policy of SU, as applicable to his/her specific environment

#### **2.2.4. Administrative matters**

##### **The RH, among other things:**

1. controls, in cooperation with the Prim, the work of the members of the HC and the carrying out of their responsibilities
2. must, in cooperation with the Prim, ensure that sufficient House Committee members are available daily and after hours and on weekends for general supervision and other services, as prescribed by the RH, Prim, general residence rules and/or the particular residence's constitution and rules.
3. checks room inventories annually in cooperation with the residence services officer, also with a view to recovering breakages related to the repair or replacement of University property
4. liaises with the Manager: Residence Services on needs, requests and problems with regard to food and/or cleaning services

#### **2.2.5. Discipline**

##### **The RH, among other things:**

1. promotes a positive disposition to discipline among the students



2. handles internal disciplinary cases in terms of the University and residence rules and ensures that a written report on all disciplinary hearings is provided to the CSC
3. reports contraventions relating to residence matters or contraventions within the residence that may not be dealt with by the disciplinary committee of the residence to the CSC

### **2.2.6. Risk management**

#### **The RH, among other things:**

1. applies the provisions and stipulations of the relevant legislation and the Rector's policy on Risk Management in the residence
2. checks the prescribed functions of the HC members with regard to Risk Management
3. in cooperation with the Prim and the HC, ensures compliance with safety rules in the residence
4. is the chair of the residences' safety committee

### **2.3. THE PRIMARIUS AND PRIMARIA (PRIM)**

- 2.3.1. manages student affairs in the residence and serves as coordinating link between the House and the RH/Visiting Head (VH) and services that are provided for the students. In this capacity, the primaries/primaria will under no circumstances qualify to be viewed as employees of the University.
- 2.3.2. is executive student officer in the residence, is responsible for the management of the students in a specific residence in terms of the Rules for Students and general Council policy and sections of the residence's constitution or rules.
- 2.3.3. must, in cooperation with the RH/VH, ensure that the HC members carry out their duties and that a sufficient number of HC members are available after hours and on weekends for general supervision and other services, as prescribed by the RH, Prim, general residence rules and/or the particular residence's constitution or rules.
- 2.3.4. is chairperson of the HC and the House meeting; is a member of the residence's Disciplinary Committee and represents the House on the Prim Committee.
- 2.3.5. must ensure that complete and proper minutes are taken at House Committee and House meetings.
- 2.3.6. coordinates public relations with other residences and the Students' Representative Council (SRC), and during other student events.
- 2.3.7. ensures that all official University information is communicated to the House by means of official announcements during meals, House meetings, on notice boards, etc.
- 2.3.8. together with the House Committee is responsible for the formulation and execution of the welcoming programme for new students at the start of the year.
- 2.3.9. at the end of the term of office compiles an annual report and accepts responsibility for



ensuring the compilation of a financial report by the treasurer. The reports are submitted to the House during a House meeting and presented to the RH/VH.

- 2.3.10.** controls all room placements of seniors in the residence in consultation with the RH.
- 2.3.11.** Remains responsible for the execution of duties until the end of the third term.
- 2.3.12.** is overall personally liable for ensuring that the University's Risk Management policy is applied strictly and that safety measures are enforced.
- 2.3.13.** is responsible for the proper management of parking at his/her residence by ensuring that all vehicles that park in parking bays that are allocated to the residence are registered at the SU Protection Services (SUPS). A copy of the list of vehicle owners and registration numbers of the vehicles must be submitted to the SUPS within one week after the start of the academic year. This list must be updated properly and the SUPS must continuously be provided with details of additional vehicles.
- 2.3.14.** in cooperation with the RH, ultimately is co-responsible and co-accountable for the implementation and management of the SU Alcohol Policy, as applicable to his/her particular environment.
- 2.3.15.** in residences that are equipped with electronic access doors, that specific responsibilities are allocated to ensure that the access doors are in operation at all times.

#### **2.4. THE VICE PRIMARIUS AND PRIMARIA (VICE PRIM):**

- 2.4.1.** is responsible for the management of the residence in the absence of the Prim, and in this capacity also under no circumstances qualifies to be viewed as an employee of the University.
- 2.4.2.** handles portfolios as allocated.
- 2.4.3.** coordinates the residence's Risk Management programme by doing the following:
  - a acting as secretary of the residence's Risk Management/Health and Safety Committee.
  - b administering the programme according to the guidelines determined by the Risk Management Division.
  - c acting as head Emergency Plan Coordinator and managing the residence's emergency plan.
- 2.4.4.** is a member of the residence's Disciplinary Committee.
- 2.4.5.** carries out the duties and responsibilities applicable to HC members, as well as special tasks assigned to him/her by the House meeting, Prim and/or HC.
- 2.4.6.** is, in cooperation with the RH and Prim, co-responsible and co-accountable for the implementation and management of the SU Alcohol Policy, as applicable to his/her specific environment.



## **2.5. HOUSE COMMITTEE MEMBER (HC MEMBER):**

- 2.5.1.** is responsible for the implementation of the Rules for Students, residence rules and residence constitution in the residence in general, and among the specific group of students and/or section allocated to him/her in particular. In this capacity, HC members will under no circumstances qualify to be regarded as employees of the University.
- 2.5.2.** carries out tasks and duties in accordance with the residence rules, constitution or rules of the residence, as well as decisions of the House meeting and the HC.
- 2.5.3.** serves as link between a section and/or group of students allocated to him/her and the Prim as well as the RH.
- 2.5.4.** handles portfolios as allocated by the Prim.
- 2.5.5.** deals with administrative duties as determined by the University.
- 2.5.6.** at the start of a period of service, compiles a budget for the portfolios allocated to him/her for submission to the HC.
- 2.5.7.** at the end of the term of office, compiles a report on the functioning of each portfolio for submission to the Prim.
- 2.5.8.** immediately hands over any monies that have been collected to the Treasurer for safekeeping and depositing.
- 2.5.9.** completes inventory forms with regard to every residence room allocated to him/her within the first week of the academic year.
- 2.5.10.** reports any complaints, damages and repairs to the relevant body or persons.
- 2.5.11.** handles public relations with regard to a specific section/group via liaison with the Prim and HC.
- 2.5.12.** immediately reports illness or hospitalisation of students to the Prim and RH.
- 2.5.13.** reports cases where a summary fine has been imposed upon a student to the HC.
- 2.5.14.** is available daily and after hours and on weekends for general supervision and other services as prescribed by the RH, Prim, general residence rules and/or the particular residence's constitution.
- 2.5.15.** informs the Prim and RH of absence of a day or longer in the week or on weekends during the term of service.
- 2.5.16.** performs service as HC member until the end of the third term.
- 2.5.17.** is personally responsible for ensuring that the University's Risk Management policy is applied strictly and that safety measures are enforced in that section of the residence that has been identified as his/her sphere of responsibility.
- 2.5.18.** in cooperation with the RH, Prim and Vice Prim, ultimately is co-responsible and co-accountable for ensuring the implementation and management of the SU Alcohol Policy, as applicable to his/her particular environment.



## **2.6. THE TREASURER:**

- 2.6.1.** administers all funds and transactions of the residence in terms of the regulations of the residence rules, the constitution of the residence and the regulations of the Financial policy and in consultation with the Finance Division of the University
- 2.6.2.** at the start of his/her term of office, and in consultation with the HC, annually compiles a financial budget for the following year.
- 2.6.3.** is responsible for the receipt and safekeeping of all monies collected on behalf of the HC from individuals and/or groups of residents of the residence for functions, outfits, fines, damages and other residence-related activities.
  - a All monies received must be paid in at the particular residence's cost point. No monies received may be used to pay expenses directly. If this rule is disregarded, disciplinary action may be taken against the treasurer and/or other students or persons who are party to it. Any student or person who is party to the infringement will be reported to the South African Revenue Service (SARS) and such student or person will be liable for all taxes and fines that may arise from the matter.
- 2.6.4.** controls and administers the petty cash account in accordance with the stipulations of the University and of the HC.
- 2.6.5.** is responsible for regular reporting (at least once a month) on all expenses undertaken and income received, such as the payment of accounts, petty cash expenses, to the HC and the RH.
- 2.6.6.** must at the end of his/her term of office, provides the HC with a complete financial report with a view to submission thereof to and approval by the General House Meeting.
- 2.6.7.** attendance of the training session presented by the Finance Division of the University is compulsory for all residence treasurers. The Finance Division will provide early notification of the date, time and venue of such training.
- 2.6.8.** all treasurers are compelled to use the guidelines contained in the Financial Quick Reference Guide for requesting and obtaining financial information and statements.
- 2.6.9.** no student or member of staff who is not specifically authorised thereto by the SU may enter into any contract with an outside party for and on behalf of SU or any subdivision of SU for the provision of any service or product. Only a few officials of the Finance and Services Divisions may sign such contracts.
- 2.6.10.** no order for any service or goods may be placed unless an order number therefore has been allocated by means of the computer system. No invoice will be paid without there being such an authorisation number.
- 2.6.11.** all requisitions must be loaded via the computer system.
- 2.6.12.** all cheque requisitions must be filled in completely before they will be considered.
- 2.6.13.** ensures that at least two persons with signing rights are identified within each environment. The details of these persons must be given in writing to the Finance Division before any transactions will be considered.



- 2.6.14. ensures that every function, project and/or activity of the residence (e.g. house dances, tours, purchase of equipment) is planned according to a separate budget and that the persons responsible manage the function, project or activity within the budget.
- 2.6.15. links the details of the transaction according to the preceding project budgets within the particular cost point to the relevant accounts and projects. (This procedure makes it possible to draw complete details to date per cost point, account and project from the computer system.)

### **3. RESIDENCE FINANCES**

#### **3.1. HOUSE FEES**

- 3.1.1. The amount for the house fees is charged to the students' accounts by the Student Fees Section and paid to the particular residence's House fund.
- 3.1.2. NO additional levies over and above the approved house fees may be demanded or expected from first-year students or other students, subject to the provisions of 3.3 (3). House fees do not include any fines related to disciplinary action.
- 3.1.3. The treasurer of a specific residence administers the residence's funds (refer to the duties of the treasurer) in accordance with the regulations of the residence rules, the constitution of the residence, the guidelines of the Financial Quick Reference Guide and in accordance with the instructions of Finance Division of the University.
- 3.1.4. Expenses that are planned but do not form part of the budget that has been approved, are approved by the HC.
- 3.1.5. At each House meeting, the treasurer reports on the finances and, at the end of the term of office of the HC, submits a complete report.
- 3.1.6. Approval for the payment of the remuneration of the HC for the final term of its term of office may be withheld by the RH until the financial report has been finalised to his/her approval.
- 3.1.7. Any dispute regarding the financial report of a residence is referred for final approval to the Finance Division, whose decision in this regard will be final and binding.

#### **3.2. MANAGEMENT OF RESIDENCE PROJECTS**

- 3.2.1. All monies received must be paid in against the cost point of the particular House fund. No monies received may be used to pay expenses directly. If this rule is disregarded, disciplinary action may be taken against the treasurer and/or other students or persons who are party to it. Any student or person who is party to the infringement will be reported to the SARS and such student or person will be liable for all taxes and fines that may arise from the matter.
- 3.2.2. Advances will only be considered by the Finance Division after the submission of a budget setting out the nature and extent of the requirements. Source documents,



invoices and/or receipts related to the awarded advance must be submitted to the Finance Division within a reasonable period of time, as agreed, before any further advances or payments will be considered.

**3.2.3.** No person may request the payment of monies or a cheque in his/her own name.

### **3.3. FINANCIAL LIABILITY**

**3.3.1.** Residents are held financially liable for all damage that they cause in the residence. Everyone carries responsibility for the condition of the room in which he/she resides and for the furniture and equipment in it, and is individually liable for damage caused by himself/herself or by others to apparatus used by him/her. A resident is similarly liable for the damage caused by his/her visitors.

**3.3.2.** All monies payable for damage caused by a student/students in a University residence will be charged to his/her student account as a single amount or in instalments, as determined by the Finance Division in consultation with the student.

**3.3.3.** Any damage that cannot be attributed to a specific student/students (unidentified damage) will be recovered from the residence's House fund.

**3.3.4.** The University Council and University staff are not liable for the loss of or damage to the personal property of residents of a residence. The residents must themselves ensure that their property is insured sufficiently.

## **4. RESIDENCE FUNCTIONS AND ACTIVITIES**

### **4.1. GENERAL**

**4.1.1.** For these purposes, a residence function is defined as an occasion that is arranged on the residence premises for the residents of the residence concerned and invited guests.

**4.1.2.** Residence functions may only be presented in the residence concerned, as long as the facilities of the residence are sufficient and control over those involved is possible.

**4.1.3.** The RH must give prior permission for such a function.

**4.1.4.** A residence is entitled to hold a residence function during the week once per term, as long as the function does not end later than 24:00.

**4.1.5.** No residence function may be held during the two weeks preceding the June examinations and the two weeks preceding the November examinations.

### **4.2. DANCES**

**4.2.1.** University residences that have suitable venues are permitted to hold residence dances in the residence with the approval of the RH. If these are held during the week, they are regarded as a residence function.



4.2.2. Dances must end at 01:00 on a Friday night and at 24:00 on a Saturday night.

#### 4.3. AWARD DINNERS (“HANE- EN HENNEDINEES”)

4.3.1. No award dinners may be held on the second-last Thursday evening before the start of the November examinations.

4.3.2. Award dinners are formal functions during which the achievements of the residents of the residence are acknowledged.

4.3.3. Each residence that wishes to present an award dinner must apply for a suitable date to the CSC. Award dinners may only be held on an approved date.

4.3.4. Any misbehaviour by students during a dinner or deviation from the approved date could lead to the residence not being permitted to present such a dinner for an undetermined period of time.

#### 4.4. OPEN RESIDENCE FUNCTION

4.4.1. An open residence function differs from other residence functions in that it is attended by uninvited persons, the public or any person who reacts to publicity for the function.

4.4.2. Any residence that wishes to present such a function must obtain approval in writing from the CSC at least fourteen days before the function. The function must comply with the relevant legislation regarding functions. The complete programme for the function must be submitted for approval.

4.4.3. No arrangements or bookings may be made before the programme has been approved in accordance with 4.4.2.

4.4.4. The HC is responsible for making the necessary arrangements with the SUPS and other parties concerned.

4.4.5. Open functions may not be presented during academic times.

4.4.6. Any misbehaviour by students during a function or deviation from the approved date could lead to the residence not being permitted to present such a function for an undetermined period of time.

#### 4.5. SERENADES

4.5.1. Serenades may take place on weeknights until 01:00.

4.5.2. No serenades may take place during the two weeks preceding the mid-year examinations or the two weeks preceding the end-of-year examinations.

4.5.3. A HC member from the residence concerned must accompany the serenading group.

4.5.4. The organiser is responsible for the orderly course of the serenade.



4.5.5. Approval by the CSC must be obtained

#### 4.6. CHAMPAGNE BREAKFASTS

4.6.1. Champagne breakfasts may only be held on weekend mornings and on public holidays.

#### 4.7. RESIDENCE REUNIONS

4.7.1. Before a residence may finalise any arrangements for a reunion, the full programme of activities must be submitted to the CSC.

4.7.2. Reunions may only be held on the achievement of special milestones.

4.7.3. Residence reunions may only be held during University vacations or on a weekend when academic times are not applicable.

4.7.4. If the residence is to be used for the accommodation of former residents, the necessary arrangements have to be made timeously with the Commercial Services Division, since the residences are also used for outside groups during the short vacations.

### 5. ALCOHOLIC BEVERAGES IN RESIDENCES

**(Rules Applicable from 1 Jan 2020)**

#### DEFINITION

**“Liquor Act” refers to the most relevant legislation applicable.**

#### 5.1. GENERAL

5.1.1. From 1 January 2020 no alcohol will be allowed to be consumed in SU student accommodation or on its premises. Alcohol is not allowed to be stored in residences and the display of empty bottles or tins that is recognizable as alcoholic beverages is not allowed.

5.1.2. When alcohol is found in student accommodation it will be confiscated and destroyed.

5.1.3. The storing and consuming of alcohol in student accommodation will be dealt with as a residence matter and repeated offences become a disciplinary matter.

5.2. These rules stay in place until new residence rules, that have the positive impact of changing the binge drinking culture to a culture where drinking limits consumers' Blood Alcohol Content (BAC) to 0,08%, are agreed upon.



## 6. VISITORS IN RESIDENCES

**(Rule 6.1 applicable from 1 January 2020)**

The rules with regard to visitors in residences are instituted to regulate visitors to the residence, to protect the rights of all paying residents, to prevent squatting, subletting and occupation without payment and to promote safety in the residence.

Residences can set their own rules in terms of visiting hours and places where visitors are allowed at certain times that are more restrictive than what these rules below allow.

### 6.1 Rules for visitors in women's residences

- 6.1.1** All houses are able to, through usual majority in a house meeting (or in a house committee meeting), place greater restrictions on any rules in terms of time and place provided in the rest of clause 6.
- 6.1.2** Visiting hours
- 6.1.2.1 Residents are allowed a maximum of two visitors per room in residences during the following times:  
Sunday – Thursday: 09:00 – 00:00  
Friday – Saturday: 09:00 – 01:00
- 6.1.2.2 The student community in a residence has the right to further restrict the times indicated above.
- 6.1.3** Individuals must ensure that roommates and other directly affected parties are informed and accommodated in the event of visitors to a room.
- 6.1.4** A visitor's logbook or similar tracking system must be kept accessible to keep record of visitors after 17:00. Information should include:
- (a) Name and surname of the visitor
  - (b) Name and room number of resident being visited
  - (c) Indication that a student card or ID document was handed in
  - (d) Indication of time when visitor left the residence
  - (e) Acknowledgement by the visitor's signature that (s)he received the student card or ID document back.
- 6.1.5** A resident is co-responsible for the actions of their guest throughout the guest's interaction within the residence, including damages and other related disturbances.
- 6.1.6** For safety reasons no unaccompanied guests are allowed in the Residence. All guests must, therefore, be accompanied by a resident at all times.
- 6.1.7** Toilet facilities  
Visitors should make use of appropriate toilet facilities available.
- 6.1.8** If any person acts outside of the stipulated rules of this policy, or the respective residence's constitution, the usual disciplinary steps of the residence must be followed.



## **6.2. RULES FOR VISITORS TO RESIDENCES WITH ONLY MALE OCCUPANTS AND RESIDENCES WITH MALE AND FEMALE OCCUPANTS**

The rules with regard to visitors in residences are instituted to regulate visitors to the residence, to protect the rights of all paying residents, to prevent possible squatting, subletting and occupation without payment and to promote safety in the residence.

- 6.2.1.** Students may receive a maximum of two visitors in their rooms only during the following times:  
Monday to Thursday and Sunday: 07:30 –01:00  
Friday and Saturday: 07:30 – 02:00
- 6.2.2.** Individual residences are free to further limit the visiting times of visitors within the boundaries mentioned in par. 6.2.1 above.
- 6.2.3.** Visitors who have not left the residence by the predetermined times will be viewed as having stayed over and the student who received the visitor will pay a visitor's fee.
- 6.2.4.** The management of the residence, specifically the members of the HC, must ensure that the rules are obeyed and that the necessary procedures are instituted to manage the process.
- 6.2.5.** A repeated pattern of visitors who stay over or who are viewed as having stayed over will lead to steps being taken against the particular resident who received the visitors, and this could lead to that resident forfeiting his/her place in the residence.
- 6.2.6.** Should the HC of a men's residence fail to properly apply the specific rules, disciplinary steps may be instituted against the relevant residence at the Central Disciplinary Committee.
- 6.2.7.** An occupant of a residence who receives visitors is co-responsible for the behaviour of his or her visitors and all damage that is caused by his/her visitors.
- 6.2.8.** In the case of a function, a member of the HC may sign in a group of visitors after obtaining the necessary permission.

## **7. BEHAVIOURAL MATTERS**

### **7.2. RAIDS AND ATTACKS BETWEEN RESIDENCES**

- 7.2.1.** Raids, attacks and incitement to raids and attacks by students on any residence are prohibited.
- 7.2.2.** If the premises of a residence are entered in the course of a raid or attack by non-residents of that residence, the matter must be reported directly to the SUPS and the CSC.
- 7.2.3.** The damage caused during a raid may be recovered in full from the residence and the



students that carried out the raid.

**7.2.4.** Challenges, taunting or the shouting of indecencies, insults or crude language or any other action against students or residences that could provoke negative counter-reaction or some form of reprisal is prohibited.

**7.2.5.** No object of any nature may be flung, thrown or shot at any residence or occupants with the purpose of causing damage, drawing attention or inciting a feud or reprising it.

### **7.3. QUIET TIMES**

**7.3.1.** Students should at all times act in such a manner that it will be possible for the occupants of a residence to study unhindered.

**7.3.2.** Students and residences should at all times act in such a manner that no discomfort or disturbance of peace is caused to the occupants or other residences in the area.

**7.3.3.** Quiet must be maintained at least during the following times:

**7.3.4.** Monday - Thursday:

08:00 to 12:30, 14:00 to 16:30, 19:00 to 21:00 and 21:30 to 08:00 the following morning

**7.3.5.** Friday:

08:00 to 12:30, 14:00 to 16:30, 23:30 to 08:00 the following morning

**7.3.6.** The management of a residence may make arrangements with regard to quiet times that lay down stricter requirements than those set out above and must make residence-specific arrangements with regard to Saturdays and Sundays.

**7.3.7.** It is the duty of every occupant to cooperate to ensure that academic quiet times are possible in a residence.

**7.3.8.** It is the duty of the HC to maintain quiet times in a residence and to act strictly in the case of any deviation from the quiet times. The management of the residence also has a duty to ensure that rule 8.2.2 is observed.

## **NEW RULES APPLICABLE FROM 22 JANUARY 2015**

### **WELCOMING OF NEWCOMER FIRST-YEAR STUDENTS AND GENERAL GROUP ACTIVITIES OF ALL STUDENTS (INCLUDING SPORTS TEAMS, SOCIETIES, CULTURAL GROUPS, ETC), ALSO IN HOUSES**

#### **8.1 Introduction:**

At Stellenbosch University, students are welcomed in a friendly, hospitable and dignified way into any student community (including sports teams). These values, which guide all our welcoming processes, are reinforced by our institutional values of co-responsibility, excellence, empathy, innovation and service leadership.



**An unacceptable welcoming practice is any attitude, action, rule or practice that is typical of a hierarchical power system and that does not promote a value-driven system.** An example of such a practice is where newcomer students are expected to subject themselves to power being exercised, whether or not such action is aligned with the values set out above.

## 8.2 General

- 8.2.1 All provisions in this section should be interpreted in light of the University's:
- pursuit to establish value-driven student communities;
  - pursuit to do away with any action that organises a student community as a power hierarchy (whether temporary, momentary or for a longer period);
  - Vision 2030;
  - intention and pursuit to be welcoming and inclusive; and,
  - expectation that students' basic rights should be respected and not infringed upon.
- 8.2.2 All students or groups of students are subject to the specific rules that apply to the welcoming of newcomers. The same principles and rules equally apply to the welcoming, integration or orientation of any other student by fellow students at the University. (Also see 8.2.5 for the scope of this provision.)
- 8.2.3 No student may voluntarily, whether in writing, verbally or through his/her actions or in any other way, cede any right that applies in terms of these rules or that may be granted in terms of the Bill of Rights, as contained in the Constitution of South Africa (1996).
- 8.2.4 No student who partakes in organising, executing or undertaking any activity in which any other student or groups of students are involved, and which is inconsistent with the rules of the University in terms of welcoming, shall be able to rely on the participating parties' voluntary agreement to take part in the activity/activities at their own risk.
- 8.2.5 Any attitude, action, rule or practice that affects newcomers and is inconsistent with a value-driven system (and, therefore, shows signs of a hierarchical power system) is an unacceptable welcoming practice and is prohibited. This means that practices known as "initiation" or "induction" (or "doop", as it is called in Afrikaans) of newcomer and other students, or any other related activity, are strictly prohibited at the University. The prohibition applies to the treatment of newcomers in a residence, PSO ward, house or cluster, or even a section of a residence, PSO ward, house or cluster, as well as similar activities or practices during the celebration of birthdays, the election of House Committee members, engagements or in recognition or celebration of any achievement, event or milestone.
- 8.2.5.1 Although not closed/exhaustive, the following list contains examples of transgressions (as envisaged in paragraph 8.2.5) that are regarded as **inconceivable** conduct, practices, attitudes or actions in a value-driven community or team, and are thus strictly prohibited:



- a) Any form of physical assault
- b) Any form of physical contact or discomfort, such as sweating sessions, wearing jackets or ties, or being forced to walk backwards
- c) Pulling pillowcases, bags or something similar over students' heads
- d) Any form of mud bath or something similar
- e) Giving or administering alcohol, food or any other substance, including water
- f) Applying any substance to students' bodies
- g) Any form of mental/emotional harm or humiliation, such as wearing absurd clothing, intimidation, abusive remarks or shouting at newcomers
- h) Deliberately depriving newcomers of food
- i) Depriving students of any privileges to which they would normally be entitled, such as using items or facilities such as telephones, cellphones, make-up, laundry machines or time to bathe or shower
- j) Forbidding newcomers to speak, or creating an expectation that newcomers may or should not speak, in certain contexts
- k) Denying newcomers contact with their parents during welcoming
- l) Forced participation in activities, including group activities
- m) Any form of personal service to senior students, whether individually or as a group
- n) Issuing instructions and prescripts to newcomers (such as regarding clothing and having to serve seniors)
- o) Taking any oath of secrecy or giving rise to any understanding in respect of secrecy with regard to welcoming, no matter how indirect this may be. This specifically applies to welcoming or any type of initiation in a more intimate context than the house, such as a team, section floor or any other, similar subdivision.
- p) Providing newcomers with information to memorise, and embarrassing, ridiculing, insulting or humiliating them when they are "tested" on it (in whatever form)
- q) Giving newcomers tasks to perform in front of others (normally senior students) and then ridiculing and/or humiliating them during their attempts
- r) Expecting or encouraging newcomers to steal private property for whatever purpose, and particularly as a so-called expression of loyalty towards or as a "customary action"/tradition of the house or a part thereof, or even where such a possibility exists and newcomers are not actively discouraging from stealing something
- s) Expecting newcomers to stay in the residence over a weekend without expecting the same from other students (seniors)
- t) Senior students under the influence, or apparently or presumably under the influence, of alcohol "looking up" newcomers for conversations or issuing any instructions to newcomers in this state
- u) Calling newcomers by strange names or humiliating nicknames
- v) Disturbing students' sleep between 23:00 and 06:00
- w) Embarking on any trip or excursion with newcomers at day or night without it being for an official University event
- x) The Prim and/or his/her deputy being absent from campus during the welcoming period without the express permission of the relevant resident or visiting head

8.2.5.2 Although not closed/exhaustive, the following list contains examples of transgressions (as envisaged in paragraph 8.2.5) that are regarded as **unacceptable**



conduct, practices, attitudes or actions in a value-driven student community, and are thus strictly prohibited:

- a) Any conduct, action, attitude or practice where a newcomer is not regarded as a fully fledged member of that student community (or subsection thereof) from the moment when the newcomer reports to the student community. Examples include the following:
  - i) Expecting newcomers to first climb a mountain on their own before they are regarded as part of the group
  - ii) Barring newcomers from walking over a particular piece of lawn or using certain staircases, elevators, corridors, entrances or walkways or something similar for a period of time, and then lifting such ban at a later stage
  - iii) Failure by senior students who are aware of a practice or expectation mentioned in (a) above to immediately rectify it, or report it for rectification
  - iv) Expecting newcomers to wear the same clothing (house shirt or something similar) for a period of time after classes have already commenced
  - v) Denying newcomers the same right to vote as other house members at a house meeting
  - vi) Referring to newcomers as a group and as individuals not by the newcomer's name or the collective name of the house, but by a name that outsiders may interpret as an abusive or humiliating name, such as "blougat", "saad", "jar", etc.
- b) Any conduct, action, attitude or practice that restricts newcomers' freedom of movement as individuals or as part of a group. Examples include the following:
  - i) Leading newcomers to believe that they are not allowed to visit certain parts of town
  - ii) Leading newcomers to believe that, for a period of time, they are not allowed to visit certain places such as clubs or other meeting places, the Neelsie, the Library or the Study Centre, or to remain there for long
- c) Conducting a house meeting in such a way so as to hamper newcomers' integration with the University or exploit their lack of knowledge of the environment. Examples include the following:
  - i) Having excessively long house meetings (lasting more than 120 min)
  - ii) Taking decisions (also in jest) that impose certain duties on newcomers, such as guarding the house at night, where some newcomers may be under the impression that the decisions were meant seriously (particularly considering that not all students are proficient in all languages used at the house meetings)
  - iii) Having mostly newcomers sit on the floor or objects other than chairs, while other students may sit on chairs
  - iv) Making personal remarks about newcomers without decisive intervention by the person presiding over the meeting
  - v) Seniors tabling false motions aimed at humiliating, misleading, making fun of, ridiculing or make a laughing stock of newcomers
- d) Using forms of address such as "lady", "juffrou", "meneer" or something similar during the welcoming period where these could be easily replaced by calling the student (senior or newcomer) by his/her name or where there is no expectation that this form of address will be used in that student community for the rest of the year
- e) Where use as well as enjoyment of certain amenities is restricted in respect of



newcomers, but not with regard to other house members. Examples include the following:

- i) Reserving certain bathrooms or sections thereof for seniors only. This includes reserving certain showers or baths for seniors.
- ii) Instructing newcomers not to use hot water, or discouraging or structurally discouraging it (by removing the heads of hot-water taps)
- iii) Failure by senior students who are or should be aware of (e) above to rectify it, or report it for immediate rectification
- f) Compulsory study times for newcomers
- g) Misleading newcomers about matters directly affecting them for the entertainment of seniors, or for what outsiders could interpret as the entertainment of seniors. An example is where newcomers are told that the names of those who need to transfer to another house will be announced shortly in order to increase or test newcomers' loyalty.
- h) Having newcomers walk in rows of two from one destination to another, or lining up ("standing squad") wherever they need to report upon their arrival or prior to leaving for their next destination

8.2.5.3 Although not closed/exhaustive, the following list contains examples of conduct, practices, attitudes or actions that are regarded as **undesirable** in a value-driven student community or team. (Repeated undesirable conduct, practices, attitudes or actions, or combinations thereof, constitute a transgression as envisaged in paragraph 8.2.5):

- a) Making newcomers wear name tags on campus without expecting seniors from the house to do the same
- b) Campus competitions making demands on particularly newcomers' time, thereby consuming a considerable share of their time (at the expense of their academic work)
- c) Senior students (including HK members) striking a stern attitude under the guise of professionalism, which outsiders may interpret as an unfriendly and unwelcoming attitude towards newcomers
- d) Wearing HK jackets and/or high-heeled shoes in order to create the impression of a hierarchy of power
- e) Screaming to make themselves heard in a large group
- f) HK members growing beards for the welcoming period, even though they do not normally wear beards

### 8.3 The welcoming of newcomer students in the context of the house

8.3.1 Welcoming of newcomers is the responsibility of the ResEd coordinator of the cluster of which the residence or PSO ward forms part, the management structures of the cluster, the relevant resident or visiting head, and the House Committee of the particular house.

8.3.2 On a date in the year preceding the welcoming, as determined by the Centre for Student Structures and Communities (CSC) every year, the resident or visiting head, Prim and House Committee of each house will: (i) have prepared a full welcoming



programme agreed upon with the ResEd coordinator and cluster management and signed by the resident/visiting head, Prim and at least half of the House Committee, and (ii) submit this to the CSC.

- 8.3.3 When drafting a welcoming programme, it is important to ensure that the programme would welcome newcomer students in a friendly, hospitable and dignified way and informs them of the following:
- a) The nature and essence of the Welcoming Programme
  - b) Cluster, residence, PSO and university life in general
  - c) Supporting infrastructure that promotes academic activities
  - d) Positive and constructive activities, traditions and customs of the environment consistent with a value-driven system
  - e) Opportunities for developing individualism and independent thought
  - f) The nature and essence of the values, ethos, mission and objectives of Stellenbosch University
- 8.3.4 For the sake of good order in a house, rules and customs must be clearly conveyed, emphasising the official purpose of welcoming, including the ethos and values of the particular house and the University in general.
- 8.3.5 Activities in the welcoming programme must be properly described so that an outsider who reads the programme will be able to form a fair idea of what is envisaged with a specific activity. It will be regarded as a transgression to describe an activity in a misleading way, or to conceal the true nature of an activity to such an extent that one can only conclude that the intention was to mislead.
- 8.3.6 In terms of houses in Stellenbosch, no such activities may normally be conducted outside the boundaries of the town. All requests to conduct activities outside town boundaries during welcoming week shall be considered on an ad hoc basis by the ResEd coordinator. Such requests as part of the welcoming programme must be accompanied by a full motivation and a specific indication of the measures taken to ensure students' safety.
- 8.3.7 In terms of houses on Tygerberg campus, such activities are normally confined to the boundaries of Tygerberg campus, except for those events that may also occur in Stellenbosch in accordance with the official Welcoming Programme. All requests from houses who wish to conduct activities outside the boundaries of Tygerberg campus during welcoming week shall be considered on an ad hoc basis by the ResEd coordinator. Such requests must be accompanied by a full motivation and a specific indication of the measures taken to ensure students' safety.
- 8.3.8 Welcoming programmes are compiled for the period starting on the day when newcomers arrive, until 17:00 on the day prior to the first day of class. No welcoming programmes or activities may be conducted or arranged after this period. In addition, the house management is responsible to make the necessary arrangements (both proactively and reactively) to prevent any unacceptable welcoming practices by senior students. Where these arrangements fail to prevent such behaviour, the house



management remains responsible to rectify it along with the other relevant university structures.

- 8.3.9 Welcoming activities in houses may not clash with activities that are aimed at the academic (faculty programmes) or administrative (e.g. registration) integration and welcoming of newcomers and that appear on the University's Welcoming Programme, and may only be planned for the time slots provided for this purpose in the latter programme.
- 8.3.10 Transgressions of the provisions and prescripts in respect of the welcoming of newcomers must be immediately reported to the resident/visiting head, the ResEd coordinator and, thereafter, to the CSC for further action.

#### 8.4 Integration initiatives and other group activities of students

- 8.4.1 Every house must clearly define the nature and extent of all traditions and customs within their environments, and submit this to their particular ResEd coordinator.
- 8.4.2 The document must contain full details of any activities that outsiders may interpret as an unacceptable practice as described above, and that relate to the integration, welcoming, orientation, recognition or acceptance of any member in the house.
- 8.4.3 No group activities as envisaged above may occur outside the Stellenbosch town area, or Tygerberg campus, without the written permission of the resident or visiting head.
- 8.4.7 Potential transgressions or deviations in this regard must be immediately reported to the resident/visiting head, the ResEd coordinator and, thereafter, the CSC.

#### 8.5 Examples of transgressions

- 8.5.1 The following list contains examples of the practical application of the principles described in 8.2.5 above, for illustrative purposes. The list draws on the **experience on various university campuses**.
- a) Senior students contact newcomers any time of the day or night and order them about with various tasks to perform on the seniors' behalf.
  - b) Seniors force newcomers to perform various tasks, such as to clean the room or apartment of seniors' friends.
  - c) Newcomers are expected to wash a group's dishes/take turns to wash dishes according to a schedule containing only newcomers.
  - d) Newcomers are expected to go shopping in town for seniors.
  - e) Seniors expect newcomers to eat only certain foods for a week (e.g. peanut butter sandwiches).



Incident		Sanction
<p>1. First-years painted statue on Rooiplein red. First-years were led to believe that this was expected of them, having heard the same from previous years' seniors.</p>		<p>Community service hours imposed for each of the first-years concerned.</p>
<p>2. Prim neglected duty. First-years got involved in a street fight with another residence. Eendrag screamed "bekfluitjie", upon which Wilgenhof first-years started a fight. The various first-years even sent SMSs to inform Wilgenhof of their approach.</p>		<p>Dismissed as Prim. Sanction suspended on the condition of not being found guilty of a similar transgression in future. 100 hours' community service. Made public.</p>



<p>3. HK for Welcoming permitted practices that were neither part of the programme nor authorised. HK members knew that some seniors were not happy with the friendly welcoming of first-years. They also knew that a number of seniors gathered the first-years in the hall after everyone else had gone to bed and exposed them to abusive language so that they would know their place.</p>		<p>Expelled from residence. Sanction suspended on the condition of not being found guilty of a similar transgression in future. Made public.</p>
<p>4. Senior disturbed first-year's sleep.</p>		<p>Student warned and incident placed on record.</p>
<p>5. HK used coarse language in front of first-years.</p>		<p>Student warned and incident placed on record.</p>



<p>6. Prim neglected duty and permitted HK to deviate from welcoming programme. After 23:00, first-years were lured out of the residence with a fire drill not indicated on the programme, and where then interrogated by seniors on information they had been instructed to learn beforehand.</p>		<p>Dismissed as Prim. Expelled from residence. Expulsion suspended on the condition of not being found guilty of a similar transgression in future. Made public.</p>
<p>7. HK for First-years neglected duty and allowed HK to deviate from welcoming programme.</p>		<p>Dismissed as HK member. Expelled from residence. Expulsion suspended on the condition of not being found guilty of a similar transgression in future. Made public.</p>
<p>8. Senior disturbed first-years' sleep.</p>		<p>Community service summarily imposed.</p>



9. First-years were given tasks by seniors.		Community service imposed on seniors.
10. Deviation from welcoming programme by telling first-years about the "George" ghost incident.		Director: CSC and resident head undertook to discuss matter with HK and ensure that next welcoming programme would not allow for a recurrence.
11. HK member allowed first-years to be "introduced" in an unauthorised fashion. First-years in a section were told to get onto a table and introduce themselves.		Dismissed as HK member and expelled from residence. Expulsion suspended on the condition of not being found guilty of a similar transgression in future. 100 hours' community service, letter of apology to section.
12. Two HK members allowed first-years of a		Evicted from



<p>section in men's residence to be showered as part of their section initiation.</p>		<p>residence. Sanction suspended on the condition of not being found guilty of a similar transgression in future. Dismissed as HK member. 150 hours' community service, suspended for 75 hours. Letters of apology.</p>
<p>13. Former HK member helped arrange for first-years of section of men's residence to be showered as part of section initiation.</p>		<p>Prohibited from attending any residence function up until the end of 2014. 100 hours' community service, suspended for 50 hours. Letters of apology.</p>
<p>14. Two men showered first-year from ladies' residence, and humiliated her.</p>		<p>Evicted from SU. Sanction suspended for the duration of their studies on condition of (i) no similar transgressions, (ii) letters of apology, and (iii) 120 hours' community service.</p>
<p>15. Two men showered first-year from ladies' residence, and humiliated her.</p>		<p>Evicted from SU/residence respectively. Sanction</p>



		suspended for duration of studies/residency on condition of (i) no similar transgressions, (ii) letters of apology, and (iii) 30 and 80 hours' community service respectively.
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- f) Seniors expect newcomers to stand in the dark and listen to the same music (song) over and over again.
- g) Seniors disturb newcomers' sleep by waking them every now and then, or by instructing them to do menial tasks every now and then, or by ordering them to do physical exercises in the middle of the night.
- h) Seniors blindfold newcomers, drop them off several kilometres off campus, and then instruct them to find their way back on their own.
- i) Newcomers are ordered to dress like prostitutes or the homeless and to walk around town looking like that.
- j) Seniors put pressure on newcomers to pretend that they are making out or to simulate sexual acts.
- k) Seniors expect newcomers to do exercises, sometimes to the point of complete exhaustion.
- l) Seniors order newcomers to bring swimming costumes and felt-tipped pens to an event, where they are led to believe that seniors will be circling (marking) their body fat with the pens.
- m) Seniors expect newcomers to live together in a house without being allowed to communicate with the seniors or each other, and to wear multiple layers of additional clothing to class.
- n) Seniors transport newcomers to another institution, where the students of the other campus force them to do exercises.
- o) Newcomers are stripped of their clothes, tied to trees or lampposts with adhesive tape, and then hosed down with a garden hose.
- p) Seniors spill water and beer on a tiled floor and then drag newcomers through the spillage on their knees, calling them human sponges.
- q) Seniors display openly aggressive and disapproving behaviour towards newcomers for no other reason but for being newcomers.
- r) Seniors do not return newcomers' greetings, make it clear that they do not speak with newcomers (or "jarred", as they prefer to call them) or use abusive language or forms of address for newcomers.
- s) The impression is created that certain areas in town and on campus may not be used by newcomers.

8.5.2 The following table contains examples of where the Central Disciplinary Committee





used in the residence rooms, but only in areas that have been approved by the Risk Management Division.

- 9.1.4. Microwave ovens may be used in accordance with approved conditions.
- 9.1.5. Meals are booked two days in advance on a computer terminal. If a student has not booked, he/she may have a meal after the booked meals have already been collected and if any food is available, at double the rate.
- 9.1.6. In the case of illness, a resident may arrange with the Food Services Manager, via another student and in consultation with the HC member, that food be served in his/her room. The HC member concerned must arrange that any cutlery and crockery be sent back to the kitchen immediately after the meal.

## 9.2. BUILDINGS, FURNITURE AND EQUIPMENT

- 9.2.1. No furniture or equipment may be removed from bedrooms or from any other room in the residence without the approval of the RH.
- 9.2.2. No changes may be made by the residents to any furniture, equipment or wiring in the residence.
- 9.2.3. Any damage that is caused or equipment that is faulty must be reported to the HC and/or the Residence Services Officer as soon as possible and the RH must be informed.
- 9.2.4. No repair work may be undertaken by the residents themselves, except in cases where there has been consultation with the University's Maintenance Division.
- 9.2.5. Residents must allow opportunities for the cleaning staff to clean the rooms at the agreed upon times.
- 9.2.6. No painting work may be undertaken in a room without the approval of the University's Maintenance Division.

09 March 2012

