

Management guidelines for the application of the placement policy, student intake 2023

*This document supports the **Policy for placement in residences and in Listen, Live & Learn (LLL) houses, as well as allocation to PSO wards and clusters**, and is amended annually. The guidelines for intake-2023 will be published on the website for prospective students (www.maties.com) and current students (my.sun.ac.za).*

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1. INTRODUCTION

The Management Guidelines provides the implementation plan of the Residence Placement Policy and should be read in conjunction with the Policy.

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.

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. Diversity is regarded as a vital contributing factor in the development of healthy communities, as well as student excellence. The University, therefore, also 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 race), and this diversity needs to be reflected in the composition of student communities, including residences and other living environments. 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.

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 senior residences, LLL houses or PSO wards, after the normal duration of their undergraduate programme.

2. PROSPECTIVE FIRST-YEAR STUDENTS IN UNDERGRADUATE RESIDENCES

2.1 Placement criteria for first-year students in undergraduate residences

2.1.1 *Placement category – academic performance*: Placement mainly occurs according to academic performance. If applicants apply in their grade 12 year, the residence placement offers in this category are based on the applicant's grade 11 end-of-year results, as required upon application. If the student has already matriculated, the grade 12 final examination marks are used as a criterion of academic performance.

2.1.2 *Placement category – diversity*:

2.1.2.1 As far as diversity is concerned, students are classified according to the following five factors:

- (a) South African or foreign citizenship.
 - (b) Language preference (Afrikaans, English or other).
 - (c) Race (Asian, Black African, coloured, Indian or white).
 - (d) First-generation or non-first-generation student.
 - (e) Socio-economic class (for students who require financial support and qualify for bursaries such as NSFAS).
- 2.1.2.2 Each year, management determines a diversity profile that should be pursued in the next round of placements. The profile is calculated considering 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 residence, unless for extraordinary reasons, for example, if the student requires to be enrolled for an extended degree programme (EDP), a physical disability that necessitates residence placement or if a specific target should be met.
- 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 performance and diversity, and does not represent additional placements³:
- 2.1.3.1 **Bloemhof Bursary Fund Trust (BBT) placements:** 40 women + 5 men = 45 in total. The names of the applicants must reach the Student Accommodation Office by an agreed date each year. The nominations for placement are not made by the University, but by BBT in accordance with a legal agreement between BBT and SU.
 - 2.1.3.2 **EDP placements:** at least 40 women + 40 men = 80 in total. These placements are spread equally across the residences (approximately four per residence).
 - 2.1.3.3 **Sport placements:** 35 women + 35 men = 70 in total. The proposed target for African Black, coloured, Indian and Asian students is 40% of the placements. The names of the applicants must reach the Student Accommodation Office by an agreed date each year. Maties Sport is responsible for nominating the students for placement. Placements in Huis Neethling, a high-performance sports residence, are also done 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 consultation 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 allocations and academic performance.
 - 2.1.4.2 Financial support based on financial need is also continuously taken into account as a criterion for placement.
 - 2.1.4.3 In circumstances where places are limited, factors such as distance from

campus and exceptional personal circumstances are considered.

- 2.1.4.4 The overall demographic composition of all residence placements is also monitored in relation to the demographic composition of programmes.
- 2.1.5 The Registrar, 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 required for the application and implementation of the policy.

2.2 Procedures and rules applicable to the placement of prospective students

- 2.2.1 The placement policy makes provision for specific placement categories. The policy is available on the website for prospective students at www.maties.com ('Accommodation').
- 2.2.2 Accommodation in residence 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.**
- 2.2.3 To be considered for residence placement, applicants should receive an offer from the University. Should applicants' programme choices be subject to extensive selection (such as a programme in the Faculty of Medicine and Health Sciences), it is advised that an alternative programme choice should be indicated. By doing so, prospective students can ensure that they are considered for a place in a residence for their alternative choice, even if they are not admitted to their first study choice.
- 2.2.4 Residence applications form part of the general application form for admission to SU. Prospective students can apply online at www.maties.com or may phone Client Services on 021 808 9111 for any assistance.
- 2.2.5 Residence applications for **2023** close on the **31st of July** of the year of application. Late applications will not be considered.
- 2.2.6 Residence applications on the **Tygerberg Campus:**
- 2.2.6.1 Please note that MBChB, Dietetics, Nursing as well as Physiotherapy students (including late selections at the beginning of the academic year) are not allowed to use University accommodation on the Stellenbosch Campus, as these programmes are offered at the Tygerberg Campus from the first year of study.
- 2.2.6.2 Even if you were granted a residence placement at the Stellenbosch Campus based on selection to your second-choice programme, **a place in a residence at the Tygerberg Campus is not guaranteed.**
- 2.2.6.3 Selected Occupational Therapy (in their first year) and Speech-Language and Hearing Therapy students (in their first and second year) will not be accommodated at the Tygerberg Campus. They can apply for residence placement at the Stellenbosch Campus, as these programmes are offered at the Stellenbosch Campus in the first year and first and second years respectively.
- 2.2.6.4 It is the responsibility of the applicant to find private accommodation if he/she

has not received a residence placement at the Tygerberg Campus.

- 2.2.7 Students who are admitted to the following programmes are not accommodated in residences on the Stellenbosch Campus: BAgric (Elsenburg), a programme at the Business School (Bellville Campus) or a Telematics Education Programme (distance learning).
- 2.2.8 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.
- 2.2.8.1 This rule applies to students who hold leadership positions in residence as well.
- 2.2.8.2 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.
- 2.2.9 Full-time registered students at the University who also work full-time in the same study year and are remunerated for their work may not use University accommodation.
- 2.2.10 Offers will be made to applicants according to the placement criteria. The application status of students who have received an offer 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.
- 2.2.11 **Payment of acceptance amount:**
- 2.2.11.1 Applicants will receive a placement letter, requesting them to pay an acceptance amount of R8 200 by a certain date.
- 2.2.11.2 The payment of the acceptance amount confirms that the applicant has accepted the place in the residence, the terms of the placement policy, the management guidelines, as well as the terms and conditions that are sent to the applicant along with the reservation letter (and are published on www.maties.com).
- 2.2.11.3 Should the acceptance amount not be received by the deadline, the student's application for residence placement will be cancelled. The student's residence placement application status on www.maties.com will therefore be changed to 'Cancelled'.
- 2.2.11.4 South African Students: The acceptance amount of R8 200 forms part of the **compulsory first instalment** of R16 400 of the student's residence fees, which is payable in full at registration.
- 2.2.11.5 International Students:
- The University's International Office also regards the residence acceptance amount as part of the compulsory 1st instalment for residence fees. The full first instalment for residence fees of R25 000 and meal quota of R15 000 is payable at registration.
 - For more information regarding fees for international students please visit www.sun.ac.za/international > international students > fees.
 - Once the compulsory acceptance amount of R8200 for residence is reflected on the student account, the student may request a letter of confirmation for accommodation for visa application purposes from interhouse@sun.ac.za

2.2.11.6 Financial need:

- (a) Based on the socio-economic information the student provided with their application to Stellenbosch University, they could be requested to pay a **reduced acceptance amount** of R500 within **30 calendar days**, to secure a place in residence.
- (b) If a student receives **financial assistance based on need**, the student can be exempted from the acceptance fee. If proof of this bursary is submitted, the student may be considered for placement (based on places available).

2.2.11.7 The banking details for payment of the acceptance amount are as follows:

<p><u>Cash deposits:</u> Bank: Standard Bank Account name: US Studentefees Account number: 063163225 Account type: Cheque Branch code: 050610 or 051001 Reference: SU student number (first eight digits only) Email proof of payment to studentaccounts@sun.ac.za</p>	<p><u>Online payment by credit card:</u> Go to www.sun.ac.za Click on "Students" Click on "Fees" Click on "Payment options" Follow the steps Email proof of payment to studentaccounts@sun.ac.za</p>
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2.2.12 After the reservation process has been concluded, placement in specific residences takes place. This usually happens toward the end of **September**. The residence in which the student is placed will appear under 'Application Status' on www.maties.com and will also be confirmed in a placement letter.

2.2.13 The placement procedure for the **Stellenbosch Campus** will be completed by **31 October**.

2.2.14 If, at any stage, a student is no longer interested in receiving place in residence, the place should be cancelled by sending an email to info@sun.ac.za.

2.2.15 The following points need to be noted regarding placement in a University residence:

2.2.15.1 Place in residence is limited; therefore, the University cannot guarantee a placement in a residence or a placement in a residence of the student's choice.

2.2.15.2 If not placed in one of the preferred residences, it means that the category under which the student would have been placed in those residences had already been filled (see 'Placement categories' in section 2 in this document).

2.2.15.3 In accordance with the principles of the residence placement policy aimed at ensuring an even spread of students from diverse backgrounds from all residences, no transfers between residences will be permitted.

2.2.15.4 The University treats all students alike, irrespective of whether their parents also studied at Stellenbosch University and does not give preferential treatment based on alumni status.

2.2.15.5 As we use various placement categories, it is possible for students with lower marks to be placed before those with higher marks.

- 2.2.15.6 There are NO single rooms available for first years, except in Majuba and Metanoia.
- 2.2.15.7 The University considers only senior students for placement in student houses and University apartments.
- 2.2.15.8 All residence placements are conditional. Residence placement does not guarantee admission to the University. If, for example, a student does not meet the University's admission requirements at the end of grade 12, any residence placement offered to the student will fall away.
- 2.2.15.9 There is little parking space on campus. Senior students receive preference when residence and street parking bays are allocated.
- 2.2.15.10 Residences on the Stellenbosch Campus are vacated during the 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.
- 2.2.16 If the applicant has not been given a reserved or confirmed place in a residence by **31 October**, it means the application for residence placement was unsuccessful. The University will confirm the status with the applicant in early November. It will also be published under 'Application Status' at www.maties.com. If the student still wishes to be considered for place in a residence on the Stellenbosch Campus, they may register on the electronic residence waiting list at www.maties.com from **1 November**, or visit www.maties.com ('Private accommodation') 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 The waiting list is active until 31 January and as from **1 February** a new waiting list for registered students will open.
- 2.3.1.3 Please note the following:
- The same placement categories are used as for other placements (see paragraph 2.1 of this report). 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.** Distance and exceptional personal circumstances will also be taken into account when financially needy students are prioritized on the waiting list.
 - Students' positions on the waiting list will change constantly as further candidates register.

- (d) As far as academic performance is concerned, the matric results will be used as soon as the University has received and verified these results. When a place becomes available in a residence, the Student Accommodation Office will make an offer regardless of the specific residence choice made on the waiting list.
- (e) 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 are strongly recommended. Visit www.maties.com ('Private accommodation') for more information on private accommodation.

2.3.2 **February waiting list**

- 2.3.2.1 The November electronic waiting list expires on **31 January**, and 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 ('Accommodation', then 'Residence waiting list (current students)').
- 2.3.2.2 Unfortunately, at this late stage there is no guarantee that a student will receive a place or be placed in the residence of their choice.
- 2.3.2.3 As far as academic performance is concerned, the University will take the student's final examination marks (grade 12) into consideration.
- 2.3.2.4 Students' positions on the waiting list will continue to change as further candidates register and others cancel.
- 2.3.2.5 **The placement criteria (see paragraph 2.1), and specifically the regulation in 2.3.1.3 (b) will still apply.**
 - (a) 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) Distance and exceptional personal circumstances will also be taken into account when financially needy students are prioritized on the waiting list.
 - (c) 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 his/her 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 placement.
- 2.3.4 The Student Accommodation Office will contact students with a residence placement offer via telephone and email. If a student fails to respond within the requested turn-around time, the student will be prioritized for the next available space should they still wish to take up a space and will therefore retain their place on the waiting list.

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. **Prospectivestudents** who wish to cancel their residence accommodation are therefore required to send an email 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 **R900**.
- 2.4.4.4 Students should cancel their placement at least a week after the release of the National Senior Certificate results, to ensure that a replacement is found. The full acceptance amount will otherwise be forfeited.
- 2.4.4.5 **Students who have failed to arrive at the residence by the commencement of the welcoming programme without any prior arrangements, will forfeit the full acceptance amount, and the University reserves the right to cancel their 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 Student Accommodation 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, if no replacement is found from the Student Accommodation Office waiting list.**

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

3.1 General re-application and re-placement rules

- 3.1.1 All placements 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.
- 3.1.2 As a point of departure, the university aims to allocate at least 40% of the available spaces in undergraduate residence to first-year students.
- 3.1.3 **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 readmitted to a University residence.
- 3.1.4 **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 enough available residence places**. Please see par 3.2.4 in this regard.
- 3.1.5 **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. Students may reside in **senior residences, student houses and LLL houses** for a **maximum of three years**, even if they have already been living in an undergraduate residence.
- 3.1.6 **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 a residence and the place will be cancelled and allocated to a student from the waiting list.
- 3.1.6.1 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.
- 3.1.6.2 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.
- 3.1.6.3 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.
- 3.1.7 **Campus:** Students who follow either of the following programmes (including late selections at the beginning of the academic year) do not stay in residences on the Stellenbosch Campus: BAgric (Elsenburg); a programme at the Business School (Bellville Campus); MBChB; Physiotherapy; Dietetics; or Telematics Education Programme (distance learning). Students following the programmes Occupational Therapy and

Speech-Language and Hearing Therapy may apply for residential accommodation on the Stellenbosch Campus in their first year (Occupational Therapy) and first and second years (Speech-Language and Hearing Therapy).

- 3.1.8 **Students with physical disabilities that necessitate residence placement:** Students with physical disabilities that necessitate residence placement must please contact the Student Accommodation Office at info@sun.ac.za as well as the Disability Unit at disability@sun.ac.za.

3.2 Procedures and rules applicable to reapplication and replacement of senior students in undergraduate residences (Stellenbosch Campus)

- 3.2.1 An application for a replacement to a residence that is submitted by existing occupants of undergraduate and senior residences with a view to any particular year will be assessed based on their academic performance in the June and November/December examinations of the preceding year(s).
- 3.2.2 As a rule, students between the ages of 18 and 21 are considered for replacement in undergraduate residences.
- 3.2.3 The University reserves the right to allocate conditionally or to refuse accommodation to students based on 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 the replacement in residence** on the Stellenbosch Campus are concerned, the following points need to be noted:
- 3.2.4.1 Replacement 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 reapplication for continued residence accommodation may be adjusted yearly.
- 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) creditsystem** 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 BCom (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 repeats a module that he/she has already passed to improve a mark, the credits will not be awarded again as the student has already received the credits in a previous academic year.
- (f) Credits for short courses are not considered for HEMIS calculation.
- (g) Please note that the required HEMIS credits to continue an academic programme differs from the required HEMIS credits for re-placement in a residence.

3.2.4.4 A student's academic performance following the assessment mentioned 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 to qualify for provisional re-placement to a 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 a residence in the following year (sliding scale B1)

Historic years	0,5	1,5	2,5	3,5	4,5	5,5
HEMIS credits	Not applicable	0,8	1,232	1,8	2,7	3,6

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 a residence in the following year.

- (a) 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.
- (b) Should a student fail to make use of the June examination opportunity, calculations are based on the class mark, which must be 48% or higher 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.

(c) Apart from the requirements in Table 2, at least 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 may submit a motivation to their residence heads for reconsideration if they manage to achieve the required credits in December (see Tables 3 and 4 below) and be placed back should space be available.

3.2.4.8 Tables 3 and 4 indicate the required HEMIS credits that must be earned by students in the December final examinations to retain their provisional residence placement – allocated based on 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 based on 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 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. **Therefore, no waiting list will be available for current students in undergraduate residences until the 1st of February of the following academic year.**

3.3.2 The February waiting list for undergraduate current students is available on the student portal at my.sun.ac.za.

3.3.3 The policy principles (as set out in the Residence Placement policy) in terms of diversity, financial need and vulnerability within the context of academic performance requirement will still be applicable.

3.3.4 Students who have not met the placement criteria may also register on the waiting list.

Such students will only be considered for placement if there are no claims from students on the waiting list who meet the placement criteria.

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

- 3.4.1 Senior students who move out of undergraduate residences must formally apply 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 apply, namely academic performance and diversity.
- 3.4.3 The maximum age for students in senior residences and/or LLL houses is 26 years.
- 3.4.4 The senior residences mainly accommodate students who have already been living in undergraduate residences.
- 3.4.5 Postgraduate students and students who studied at the undergraduate level at the University are compared based on their weighted average 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.
- 3.4.6 Senior undergraduate applicants (older than 21) who apply for senior residences must comply with the academic criteria for placement in undergraduate residences, as set out in paragraph 3.2.
- 3.4.7 Based on limited space, newcomer first years in senior residences can only be accommodated in senior residences from the waiting list that opens on the 1st of February of the new academic year. Considering private accommodation options, are recommended for new postgraduate students. Visit www.maties.com (private accommodation) for more information on private accommodation.
- 3.4.8 Students may stay in senior housing, e.g. senior residences, student houses or LLL houses, for a **maximum period 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 programme.
- 3.4.9 Senior students may remain in senior residences for a longer period if they are part of leadership structures and meet all the academic requirements.

3.5 Waiting list management for senior residences (Stellenbosch campus)

- 3.5.1 The Student Accommodation Office will contact students from the waiting list with a residence placement offer via telephone and/or email. If a student fails to respond within the requested turn-around time, the student will be prioritized for the next available space should they still wish to be considered. They will therefore retain their place on the waiting list.
- 3.5.2 **September waiting list for senior residences:**

3.5.2.1 After the official replacement process is concluded at the end of August, a waiting list will open on the **1st of September** for senior accommodation.

- 3.5.2.2 When cancellations in senior residences are received, consideration will be given to the placement of students in the following order of preference:
- (a) Applicants from undergraduate residences who meet the set academic and age requirements.
 - (b) Current senior students in senior residence who are following an undergraduate programme where the minimum duration of the relevant programme exceeds the three years allocated to senior residences.
 - (c) Current students who make use of private accommodation, meet the academic HEMIS and age criteria and applied for senior accommodation for the following year.
 - (d) Vulnerability, financial support based on need and distance in the context of the policy principles could also be considered.
 - (e) If places are available and no claims for space from students on the waiting list who meet the placement criteria are made, students who do not meet the placement criteria, e.g. in terms of the HEMIS requirement, the minimum duration of three years and students older than 26 years, may be accommodated.

3.5.3 **February waiting list:** The September waiting list for senior accommodation expires on the 31st of January of the new academic year. The new waiting list will then open for all students on the 1st of February. Any senior student may register on this waitinglist.

3.5.3.1 Students will be placed according to academic performance and the age requirement. In accordance, the following criteria will also be considered:

- (a) Vulnerability, financial support based on need and distance as set out in the policy principles could also be considered.

3.5.3.2 Older undergraduate first year students who do not qualify for undergraduate residence will be prioritized. Students who have not met the placement criteria may also register on this list. They will, however, only be considered for placement if there are no claims from students on the waiting list who meets the placement criteria.

3.5.3.3 If a student cancels his/her 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 reapplication and replacement of current students (Tygerberg Campus)

3.6.1 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 following year.**

3.6.2 All students who already live in a University residence, or in private accommodation, must apply electronically at my.sun.ac.za before **31 July** every year to be (re)placed at a University residence.

3.6.3 Such applications will only be considered if the students concerned have, in the

- University's opinion, delivered proof of satisfactory **academic performance** (see 3.6.8.1) and if there **are enough vacancies**.
- 3.6.4 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 must 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.
- 3.6.5 There are no undergraduate residences on the Tygerberg Campus, but a distinction is made between junior and senior residences, and students move from junior to senior residences during their undergraduate studies.
- 3.6.6 The junior phase for MBChB 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.
- 3.6.7 As a point of departure, the aim is to place a ratio of 40:60 first-years to second and third-years in the junior residences on the Tygerberg Campus.
- 3.6.8 The re-placement criteria are as follows:
- 3.6.8.1 Academic performance (the weighted average achieved at the end of the previous academic year) serves as the primary criterion for re-placement in a residence. For first years the June average is used as criteria for re-placement in a residence.
 - 3.6.8.2 In line with the Policy, the aim is also to ensure diversity and to reflect the demographic profile of the campus in residences.
 - 3.6.8.3 Further criteria that may also be considered as replacement 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.

3.7 Waiting list for current students (Tygerberg Campus)

- 3.7.1 The Student Accommodation Office will contact students from the waiting list with a residence placement offer via telephone and/or email. If a student fails to respond within the requested turn-around time, the placement will be offered to the next student on the waiting list, and the student will be prioritized for the next available space should they still wish to be considered. They will therefore retain their place on the waiting list.
- 3.7.2 **September waiting list:** After the official replacement process is concluded at the end of August, all students who did not receive a placement may register on this waiting list by emailing the residence placement officer on the Tygerberg campus.
- 3.7.3 **February waiting list:** The September waiting list expires on the 31st of January of the new academic year. The new waiting list will then open for all students on the 1st of February. All students may register on this waiting list by emailing the residence placement officer on the Tygerberg campus.
- 3.7.4 Students who are applying for re-placement who resided in junior residences, will be prioritized for senior residences as soon as all the current students in residence have

been replaced, PSO students will be considered.

- 3.7.5 Students who do not meet the placement criteria, e.g. in terms of age, may also register on the waiting list. Such students will be considered for placement when there are no claims from students on the waiting list who meet the placement criteria.
- 3.7.6 The same discretionary factors, as set out in point 3.6.8.3, will be applicable to placing students from the waiting list.
- 3.7.7 If a student cancels his/her 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 forfeit his/her place in a residence at Tygerberg Campus. If such a student wishes to be reconsidered for a place in residence, the student will be placed at the bottom of the relevant waiting list, as the University has in fact already given the student a turn to accept a place.

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

- 3.8.1 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, race, faculty of study and nationality.
- 3.8.2 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.
- 3.8.3 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 2.2.8.
- 3.8.4 The maximum age for students placed in LLL houses is 26 years, as set out in paragraph 3.4.3, and students may only live in senior housing (including senior residences, student houses and LLL houses) for a maximum period of three years, as set out in paragraph 3.4.8.

3.9 Re-application rules for students in leadership positions in residences

- 3.9.1 Aspiring leaders must re-apply for residence placement for the following year.
- 3.9.2 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 a residence.
- 3.9.3 Senior students in undergraduate residences may, as a rule, reside in those residences for the maximum of the normal duration of the undergraduate programme for which they initially registered (the period is cumulative regardless of whether the student has changed residences or was placed later). If, however, the student belongs to official leadership structures, for example as a primaria or primarius, house committee member, cluster convenor or residence/PSO mentor, the minimum accommodation in a residence

may be extended.

- 3.9.4 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.
- 3.9.5 At the Tygerberg Campus, student leaders could also reside in the junior residences for longer than the prescribed three years.
- 3.9.6 Also see paragraph 3.4 for arrangements regarding the Tygerberg Campus in terms of the junior and senior phases.
- 3.9.7 Please note that only 25% of the members of a mentor group in a residence may be accommodated in a residence for longer than the normal duration of their degree programmes.

3.10 Procedures and rules applicable to PSO students applying for residence placement and PSO leaders in student houses (HK houses) (Stellenbosch Campus)

- 3.10.1 Current students who reside privately and want to be considered for residence, can apply online at my.sun.ac.za in the preceding year for placement in residence.
- 3.10.2 Limited places are, however, available in undergraduate residences for students who live privately (PSOs) and are allocated based on availability.
- 3.10.3 Academic performance is used as the primary criterion for placement in undergraduate residences. Also see paragraphs 3.3 and 3.5 regarding the regulation pertaining to the undergraduate and senior waiting lists.
- 3.10.4 **Students who are already enrolled and 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.**
- 3.10.5 Leaders who are elected for PSO house committees have the option to be placed in PSO houses and cluster hubs.
- 3.10.6 These leaders should comply with the rules set for the placement of leaders in residences, e.g. the minimum academic requirements.
- 3.10.7 Should available places not be filled by HC members of the specific PSO, the available place will be offered to a mentor, senior committee member, senior house member or newcomer of that specific PSO - in this order. Should a place still be available, placement will be done from the waiting lists managed by the Student Accommodation Office. Students who are placed should comply with the criteria for placement.

3.11 Placement made by Stellenbosch University International (SUI)

- 3.11.1 Stellenbosch University International (SUI) focuses 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 Student Accommodation Office. This 20% is aimed at degree-seeking students, and their placements follow the same requirements as that of any placement made by the South African Student Accommodation Office (especially regarding HEMIS requirements).

- 3.11.2 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:
- 3.11.2.1 All re-applications from the previous semester.
 - 3.11.2.2 All exchange agreements with partner universities.
 - 3.11.2.3 All service provider agreements.
 - 3.11.2.4 A balanced placement between the number of:
 - a) Exchange students
 - b) Freemover students
 - c) Affiliated students
 - d) Short programme students
- 3.11.3 The housing office also follows its own re-application cycle per semester. First-semester international placements need to re-apply on or before 15 April every year for the second semester and all second-semester international placements need to reapply on or before 15 September for the first semester.
- 3.11.4 Should you have any further enquiries, feel free to email interhouse@sun.ac.za.

3.12 Placement made by Maties Sport (Huis Neethling)

- 3.12.1 Huis Neethling is a dedicated Maties Sport student athletes' residence, which provides a homeaway from home to nurture student athletes socially and academically, as well as enhance the performance of talented student athletes.
- 3.12.2 Placement in Huis Neethling are made by the Maties Sport Residence Placement Committee according to the following criteria:
- (a) First years:
 - High-performance (HP) codes – Provincial/National representation
 - Competitive and Recreational Sport Codes - National representation and Bursary holders
 - (b) Seniors:
 - High-performance (HP) codes – Bursary holders
- 3.12.3 Maties Sport will consider (re)allocating accommodation to student athletes if they are high-performance bursary holders (bursary holders MUST be in the high-performance squads).
- 3.12.4 If the student does not meet the minimum Maties Sport placement requirements, his/her accommodation will be cancelled.
- 3.12.5 If a student cancels after the commencement of the academic year, he/she will be liable for a cancellation fee of 30% of the outstanding accommodation fees for the year. The date of receipt of the written notice will be regarded as the official date for calculating any monies owed.
- 3.12.6 No transfers from Huis Neethling to other University residences are allowed, but student-athletes in University residences can be transferred to Huis Neethling.
- 3.12.7 Huis Neethling forms part of the AmaMaties cluster and is part of the University residence community.

4. PROCEDURES AND RULES APPLICABLE TO THE TRANSFERRING OF STUDENTS

- 4.1 Because of the high demand for a limited number of places in residences, prospective students will not necessarily be placed in the specific residence of their choice.
- 4.2 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.
- 4.3 The University reserves the right to transfer a student from one University residence/house to another where this may be deemed necessary.
- 4.4 Current students will, however, only be transferred from one residence to another in exceptional cases. The Head: Student Accommodation may, in consultation with the relevant role players such as the Centre for Student Counselling and Development (CSCD), Campus Health Services (CHS), the Centre for Student Communities (CSC) and the Director for Student Accommodation approve a request for a transfer based on:
 - 4.4.1 the availability of places in residence; and
 - 4.4.2 a sound motivation;
- 4.5 The University also reserves the right to:
 - 4.5.1 refuse to place a student in a University residence;
 - 4.5.2 terminate an occupant's lodging in a University residence by giving one week's notice; and
 - 4.5.3 deny a student continued lodging in University accommodation where such a student's conduct jeopardises the creation of healthy student communities.
- 4.6 Where required, the above-mentioned shall be preceded by the following procedure.
 - 4.6.1 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,
 - 4.6.2 secondly, whether other arrangements can be made to resolve the issue.
 - 4.6.3 Such a committee will consist of a minimum of five persons, namely the Director: CSC as convenor, the Director: Residence Placement, a member of staff from the Centre for Student Affairs, a student representative appointed by the Students' Representative Council (SRC), and at least one staff member from the Centre for Student Counselling and Development (CSCD).

5. PROCEDURES AND RULES APPLICABLE TO ACCOMMODATION FEES

5.1 General rules and procedures

- 5.1.1 All information on accommodation fees is contained in Part 3 of the University Calendar. **It remains the responsibility of students to make sure that they understand the financial rules and procedures applicable.**

5.1.2 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 annual arrival dates applicable to 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 need and availability.

5.2 Procedures and rules applicable to the cancellation or termination of residence lodging for current students

5.2.1 Before commencement of the academic year

5.2.1.1 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.

5.2.1.2 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.

5.2.2 After commencement of the academic year

5.2.2.1 Should enrolled students wish to cancel their accommodation, they are required to notify the Student Accommodation Office in writing or by completing the [required cancellation forms](#) and sending it to info@sun.ac.za.

5.2.2.2 The date of receipt of the written notice will be regarded as the official date for calculating any monies owed.

5.2.2.3 Students will be liable for a cancellation fee of 30% of outstanding accommodation fees.

5.2.2.4 Students will be required to vacate their residence lodging on the day of cancellation.

5.2.2.5 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.

5.2.2.6 However, final decisions about the reimbursement of all monies rest with the University.

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

6.1 All students who are not placed in University residences are divided into PSO wards.

- PSO is short for Private Student Organisation – the organisation caters for students who do not live in residences and allow them a similar social structure to that enjoyed by residence students.
- 6.2 PSOs **DO NOT** provide accommodation - **it is the students' own responsibility to find suitable private accommodation.**
 - 6.3 The PSO consists of 11 wards, namely Capri, Oude Molen, Pieke and Vesta (men's wards); Aristeia, Equité, Silene and Venustia (women's wards); and Aurora, Olympus and Osler (combined men's and women's wards, with Osler on Tygerberg Campus).
 - 6.4 All private students are subject to the rules and regulations of Stellenbosch University and the private wards to which they belong.
 - 6.5 In terms of a Council resolution, all private students are compelled to join the Private Student Organisation (PSO) and to pay PSO membership fees.
 - 6.6 Students who live in accredited private accommodation still form part of the relevant PSO ward.
 - 6.7 As far as PSO and therefore also cluster allocations are concerned, it is equally important to pursue the two core provisions, namely academic performance and diversity.
 - 6.8 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.
 - 6.9 In order to achieve the aforementioned aims, students are allocated randomly to PSO wards, as per Stellenbosch University's placement policy and, therefore, also to one of the seven clusters.
 - 6.10 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 cluster forms a smaller student community with the intention of improving the quality of the experience of all students at the University, and improving the integration of PSO students into campus life.
 - 6.11 The clusters are: Wimbledon (Eendrag, Helshoogte, Sonop, Irene, Aristeia, Vesta, Russel Botman House and the LLL village); 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, Capri and Equité); Validus (Simonsberg, Huis Visser, Huis Marais, Goldfields, Academia and Olympus); Rubix (Nerina, Metanoia, Heemstede, Venustia and Pieke); and Tygerberg (eNkanyini, Meerhof, Huis Francievan Zijl, Hippokrates, Nkosi Johnson House, Ubuntu and Osler).

7. RESIDENCE AND ACCOMMODATION RULES

- 7.1 The residence and accommodation rules are published on the website for prospective students(www.maties.com) as well as on the student platform at my.sun.ac.za.
- 7.2 It remains the responsibility of students to make sure that they understand the applicable residence and accommodation rules and procedures.

Compiled and approved by the Student Accommodation Office, Centre for Student Communities,
Tygerberg Campus Management, Student Fees, Maties Sport and
Stellenbosch University International.

April 2022.