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 15th 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.
RESIDENCE RULES
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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 MANAGEMENTS**

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
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**

**DEFINITIONS**

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

5.1. **GENERAL**

5.1.1. SU wishes to organise the consumption of alcoholic beverages in the residences in such a manner that it fits optimally within the strategic framework of the University, the Rules for Students and the Alcohol Policy of the University. At the same time, there has to be full compliance with the provisions of the relevant legislation and the relevant municipal regulations.

5.1.2. **GUIDELINES WITH REGARD TO THE RULES**

a) The guidelines that are taken into account in this regard are:

- the acknowledgement of the choice for responsible consumption of alcohol;
- the limitation of alcohol abuse;
- the establishment of a safe and quiet environment for academic studies;
the consumption of alcohol is allowed in spaces where the person responsible for that space is clearly determinable;

the right of a RH, in consultation with the HC, to determine more limiting rules for the consumption of alcohol in the residence;

the institution of alcohol-free areas; and

the orderly implementation of rules with regard to the consumption of alcohol in residences.

It is NOT the purpose of these rules to permit every possible consumption of alcohol in residences.

b Although the consumption of alcohol in a residence may take place, a residence may also limit the consumption of alcohol and the RH, in consultation with the HC, is free to determine more stringent rules for the consumption of alcohol than those permitted by these rules.

c A residence may take a decision during a meeting of the HC regarding whether there shall be alcohol-free zones in the residence. Such a decision may be taken on the initiative of the HC meeting or may be a ratification of a written request supported by a majority of students who live in a specific area in the residence.

d The RH, as manager of the liquor licence for each residence, has the power to decide whether alcohol consumption is banned on any licensed premises and has the responsibility to ensure that the use of alcohol on unlicensed areas complies with the Liquor Act and the policy of the University.

5.1.3. GENERAL STIPULATIONS

a Persons under the age of 18 years may not consume alcohol in the residence.

b No one may sell alcohol or provide it or make it available to persons under the age of 18 years.

c Alcohol consumption is limited to the following areas and occasions:

- Approved functions;
- Clubs; and
- Residence rooms.

5.2. FUNCTIONS

5.2.1. Alcoholic beverages may be provided and served at functions in a residence, namely house dances, dinners, first-year, second-year and senior dances, and other special occasions approved by the RH in terms of the liquor licence applicable to the particular residence.

5.2.2. Permission to consume alcohol at any function in the residence must be granted by the RH. Such consumption must take place in accordance with the conditions applicable to the liquor licence, Liquor Act and special rules laid down by the University. For each function, the residence is required to compile a policy to prevent ‘binge drinking’ and appoint a monitor to monitor if the policy is actually being followed.
5.2.3. The serving or consumption of alcohol beverages on unlicensed premises may only take place with the approval of the RH.

5.2.4. If a function is presented by the residence on premises outside of the residence and application is made for a temporary liquor licence for the residence to run the bar itself, this should be done on the recommendation of the Director: CSC. The application form can be obtained from the Legal Services Division of the University and application should be made at least 3 (three) weeks before the function is to take place.

5.2.5. A student may not make himself/herself guilty of alcohol misuse during a function. IN TERMS OF THE LIQUOR ACT, NO ALCOHOLIC BEVERAGES MAY BE MADE AVAILABLE OR SOLD TO ANY PERSON UNDER THE AGE OF 18 YEARS.

5.2.6. The RH and the members of the HC accept full responsibility for the orderly course of the function, as well as for supervision over the recovery of any loss or damage that arises from such function.

5.2.7. Liquor for a function must be controlled by the HC with the approval of the RH.

5.2.8. Liquor for functions must be stored in a place that has been identified by the SAPS as a safe place. The University accepts no liability whatsoever for the loss of or damage to any liquor supplies in the residence or rooms.

5.3. CLUBS IN RESIDENCES

The following arrangements are applicable to the operation of a licensed club in a residence.

5.3.1. AIM:
   a) The aim of this arrangement is to manage the responsible consumption of alcohol in licensed clubs in a positive manner.
   b) The orderly management of a club is essential to ensuring that the management of the licensed club takes place in accordance with stipulated regulations and the Liquor Act.
   c) The operation of a licensed club remains subordinate to the specific provisions of the Rules for Residences and all provisions of the Rules for Students.

5.3.2. Liability:
   a) The RH is appointed as the manager of the liquor licence in terms of the Liquor Act and consequently carries the responsibility of ensuring that the licensed club is managed in terms of the relevant legislation and rules.
   b) The RH has the powers that are granted him/her in terms of the Liquor Act. These powers include, among others, to appoint a qualified person or persons to be responsible for the functioning of the licensed club and the power to close the licensed club.
   c) No club, part or function of a club may at any time be contracted out or allocated to another person for the operation of the party’s/parties’ account.

5.3.3. Functioning:
   a) The club is run in accordance with the days and hours as defined in 4.
5.3.4. Days and hours for the operation of clubs in residences

a. Clubs may be open on Wednesday from 21:00 to 24:00.
b. Clubs may be open on Friday evening from 18:30 to 24:00.
c. Clubs may be open on Saturday for a maximum of three consecutive hours. The three hours should fall between 10h00 and 24h00 on the day.
d. No club evenings may take place during the two weeks preceding the mid-year examinations and the end-of-year examinations, or during the two mentioned examinations.
e. The delegate of the manager of the licensed club and sufficient access control should be present at all times when the club is open.

5.3.5. Interaction between the use of clubs and other residence rules

a. The use of a club does not revoke any other rule of the residence or Rules for Students and must be applied in conjunction with the aforementioned. This expressly means that the club may not be used in such a manner that there is noise or that the full enjoyment of academic quiet times by any other student is influenced in any manner. The contravention of other rules during the open times of a club should lead to the RH closing the club for a period deemed fit by him or her.

5.4. CONSUMPTION OF ALCOHOL OUTSIDE OF LICENSED CLUBS

5.4.1. Students may consume alcohol in their rooms. If a room is occupied by more than one person, this should take place with the (prior written) approval of both occupants of the room.

5.4.2. The occupants of a room are responsible for all damage or contravention of rules in a room that is occupied by them, regardless of whether they were present when the damage or contravention of the rules took place.

5.4.3. The consumption of alcohol in a room does not revoke any other rule of the residence or Rules for Students and must be applied in conjunction with the aforementioned. This expressly means that the consumption of alcohol in a room may not be used in such a manner that there is noise or that the full enjoyment of academic quiet times by any other student is influenced in any manner.

5.4.4. The consumption of alcohol in any other place in the residence is prohibited, including in public spaces such as lounges, TV rooms, passages, stoeps, balconies, grounds and braai areas.

5.4.5. Notwithstanding 5.4.4 above, written permission may be obtained from the head of the residence for the consumption of alcohol in a previously demarcated braai area, provided that the written permission may be valid for a specific period of time and subject
to conditions that do not clash with the essence of the rules for alcohol consumption in general and that such permission may not be granted for any time later than 24:00.

5.4.6. The RH may, as the greatest exception, give permission for the consumption of alcohol in public spaces as provided for in 5.4.4. (Greatest exception does not include the regular use of alcohol in the specific areas.) The use of alcohol in such an area does not revoke any other rule of the residence or Rules for Students and must be applied in conjunction with the aforementioned. It specifically means that the use of alcohol in such an area may not be used in such a way as to cause noise or to affect the full use of academic quiet times by any other student.

5.5. THE PURCHASE OF ALCOHOL IN TERMS OF THE LICENCE CONDITIONS

5.5.1. The purchase of all alcohol must take place in accordance with the acquisitions and financial procedures and systems of SU. SPECIAL ATTENTION SHOULD BE PAID TO THE PROCEDURES RELATING TO SPONSORSHIPS AND DONATIONS.

5.6. THE DISPLAY OF THE RULES REGARDING ALCOHOLIC BEVERAGES IN RESIDENCES

5.6.1. The rules regarding alcoholic beverages in residences must be displayed in a prominent place in the residence and must also be put up in licensed areas.

5.6.2. Special attention should be paid to the requirements of the Liquor Act regarding the display of the liquor licence and other notifications that are required.

6. VISITORS IN RESIDENCES

6.1. RULES FOR VISITORS IN WOMEN’S RESIDENCES

Male visitors in women’s rooms

6.1.1. Each women’s residence must vote at a full house meeting at the start of the fourth term whether the practice of male visitors in women’s rooms should also be allowed on Saturday evenings (the rules below are only applicable on Saturday evenings if the decision as per 6.1.1 is made).

6.1.2. Men may be present in approved lounges in women’s residences on Monday to Thursday evenings until 23:30, on Fridays until 00:45 and on Saturday evenings until 23:30.

6.1.3. Visiting times of men in women’s rooms extend from 19:00 to 23:15 on Saturday and Sunday evenings and are subject to the following rules:

6.1.3.1. Announcement and control

a. On any one occasion, only two (2) male visitors may visit a room per occupant.

b. The relevant occupant must come downstairs and receive the male visitor at the front door and accompany him to her room.

c. Once the resident has identified the visitor, the latter must sign in physically in a visitors’ book in the presence of the HC member and also leave behind his
student card or ID document, for which he has to sign when he leaves the residence.

d No visitor will be permitted to visit in the residence without the required identification.

e The visitors’ book should contain at least the following information:

(i) Name and surname of the visitor
(ii) Name and room number of resident being visited
(iii) Indication that student card or ID document was handed in
(iv) Indication of time when visitor left the residence
(v) Acknowledgement by the visitor’s signature that he received the abovementioned document

f NO UNACCOMPANIED MOVEMENT TO AND FROM THE ROOMS, OR IN THE RESIDENCE, WILL BE PERMITTED AT ANY TIME.

g All men must have left the residence by 23:30.

h At the end of the visiting time, at 23:15, the service room will make an "all call" and all visitors must move to the foyer and the front door.

i A door guard will be present at the door from 19:00 until 23:30. (Current arrangements regarding door guards, e.g. that the HC member meet him at 19:00, will remain valid.) The door guard does not replace the service period of the HC member, but serves additionally in case problems should arise.

j If no door guard reports to a residence on a Saturday or Sunday evening, no male visitors will be permitted in the women’s rooms.

6.1.3.2. Responsibility

a If persons act outside the rules, it will be the responsibility of the HC member to take disciplinary steps.

b All the HC members are requested to be present in their sections at 23:15 to exercise control. This entails that there should be certain knowledge that all male visitors have left the rooms. In cases where the HC members are unsure, a resident’s room may be searched with prior permission (preferably only in exceptional cases).

c If a HC member cannot be present on a Saturday evening or Sunday evening, she has to request another HC member to attend to her section temporarily. The RH must be notified of such an arrangement in writing.

6.1.3.3. Toilet facilities

Every women’s residence is equipped with a guest toilet for use by visitors. The resident of the women’s residence will accompany the visitor to the door of the cloakroom and back, so that no unaccompanied movement takes place in the passages of the residence.
6.1.3.4. **Disciplinary steps**

a If a person (persons) acts outside the rules, a fine of R300 will be imposed on the resident of the women’s residence.

b The usual disciplinary steps within a residence will be followed and must be reported in writing to the CSC.

6.1.3.5. **General**

a Women who receive male visitors in their rooms must consult with their roommates and other members of their section in advance with regard to potential infringement of their privacy.

b No visits to rooms may take place during cramming time and examination time.

c Each residence may at any time enact more limited rules in terms of visitors.

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

7.1. RAIDS AND ATTACKS BETWEEN RESIDENCES

7.1.1. Raids, attacks and incitement to raids and attacks by students on any residence are prohibited.

7.1.2. 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.

7.1.3. The damage caused during a raid may be recovered in full from the residence and the students that carried out the raid.

7.1.4. 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.

7.1.5. 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.

7.2. QUIET TIMES

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

7.2.2. 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.

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

7.2.4. 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

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

7.2.6. 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.

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

7.2.8. 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.

8. WELCOMING OF NEW STUDENTS AND GENERAL GROUP ACTIVITIES OF ALL STUDENTS IN RESIDENCES AND PSO WARDS

8.1. General
8.1.1. All provisions in this section should be interpreted in the light of the University’s intention to ensure that welcoming and introduction are positive experiences for all new students and to prevent the basic rights of the students from being infringed upon.

8.1.2. All students or groups of students are subject to the stipulations and rules of the University. This section refers specifically to the rules that are applicable to the welcoming of new students, and to the welcoming, “initiation”, orientation or institution of any other student by fellow students of Stellenbosch University.

8.1.3. No student may voluntarily, whether in writing, orally or through his/her action or in any other manner, waive any right that is granted in terms of the Bill of Rights.

8.1.4. No HC member or any other student involved in the organisation, execution or undertaking of any activity in which any other student is involved and THAT IS CONTRARY TO THESE RULES OR ANY RULES OF THE UNIVERSITY may claim that the participating party voluntarily agreed to take part and that he/she took part in the particular activity or activities at his/her own risk.

8.1.5. The “initiation” or “doop” or “induction” of new and other students of the University or any other demeaning activity linked to these is prohibited. This prohibition also applies to other, similar demeaning or forced activities during the celebration of birthdays, the election of HC members, engagements or for any other achievement, event or occasion.

8.2. The welcoming of new students within the context of residences and PSO wards

8.2.1. The welcoming of new first-year students is the responsibility of the RH and the HC of the relevant residence/PSO ward.

8.2.2. During the final term of each year, the Prim and HCs of each residence/PSO ward must submit a complete welcoming programme, signed by the Prim and RH/VH to the CSC for consideration.

8.2.3. The following should be taken into account when a welcoming programme is drawn up:

8.2.3.1. The particular welcoming programme must inform new students in a friendly, hospitable and decent manner of the following:

- residence, PSO and university life
- supporting infrastructure that promotes academic activities
- the rules of the residence
- practices of the environment
- opportunities for the development of individuality and own thinking
- the nature and essence of the values, ethos, mission and objectives of Stellenbosch University and of the particular residence or ward.

8.2.3.2. The following procedures and activities are expressly prohibited:

- any form of physical contact or discomfort, such as sweating sessions, the enforced wearing of jackets and ties, or forced walking backward
- any form of personal service to senior students
- pulling pillowcases or bags over the students’ heads
- any form of mud bath or anything similar
- the administration of alcohol or any other substance, including water
- the purposeful denial of food
- the application of any substance to the students' bodies
- the disturbance of the night rest of students between 23:00 and 06:00
- the carrying away or taking out of new students during the day or night
- any form of mental harm or humiliation, such as having to wear ridiculous clothes, intimidation, insulting remarks or shouting at new students
- depriving the students of any privileges to which they normally would be entitled, such as the use of items or facilities such as telephones, cell phones and washing machines, and opportunities to wash or shower
- enforced participation in group activities
- having to take any oath of secrecy relating to the welcoming, no matter how indirectly.

8.2.3.3. Group activities, such as serenades or concerts that might take a group outside of the residence, must be indicated clearly in the programme.

8.2.3.4. With regard to residences and PSO wards at Stellenbosch, none of these activities normally may be offered beyond the town boundaries. Where such an activity is planned, it must be with the permission of the CSC.

8.2.3.5. With regard to residences and PSO wards on the Tygerberg Campus, these activities usually are limited to the boundaries of the Tygerberg Campus, except for those events that may take place at Stellenbosch as part of the official welcoming programme.

8.2.4. Welcoming programmes are compiled for and completed during the period that is set aside for the welcoming of new students as determined by the CSC. (The period ends on the Sunday before classes begin.)

8.2.5. Contraventions of the provisions and regulations with regard to the welcoming of new students must immediately be reported to the RH and then to the CSC for further action.

8.3. Initiation of students

8.3.1. The initiation of students into any capacity or structure of the residence or ward is prohibited. Especially if it is associated with any of the following:

- any form of physical contact or discomfort, such as sweating sessions, the enforced wearing of jackets and ties, or forced walking backward
- any form of personal service to other students
- pulling pillowcases or bags over the students' heads
- any form of mud bath or anything similar
- the administration of any substance, including water and alcohol
- the purposeful denial of food
- the application of any substance to the students' bodies
- the disturbance of the night rest of students between 23:00 and 06:00
- the carrying away or taking out of students during the day or night
- any form of mental harm or humiliation, such as having to wear ridiculous clothes, intimidation, insulting remarks or shouting at students
9. RESIDENCE OPERATIONAL ASPECTS

9.1. MEALS IN RESIDENCES

9.1.1. The HC may, in consultation with the RH, invite up to a maximum of 8 guests per semester who will be welcomed officially in the dining hall, at the residence’s expense. Any further meals must be paid by the house itself.

9.1.2. Guests of residents may only be invited for meals if notice has been given and the meal has been paid for. Such a visit must be arranged with the Food Services Manager 48 hours in advance.

9.1.3. Hot plates, electric frying pans or similar apparatus with open elements may not be 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.