



UNIVERSITEIT•STELLENBOSCH•UNIVERSITY
jou kennisvennoot • your knowledge partner

Management guidelines for the application of the placement policy for the 2020 student intake

*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 the 2020-intake will be published on the website for prospective students (www.maties.com) and current students (my.sun.ac.za).*

TABLE OF CONTENTS	PAGE
1. INTRODUCTION AND CONSIDERATION OF PRINCIPLES	3
1.1 Introduction and background	3
1.2 Important principles to be considered in the placement policy	4
2. PROSPECTIVE FIRST-YEAR STUDENTS IN UNDERGRADUATE RESIDENCES	5
2.1 Placement criteria for first-year students in undergraduate residences.	5
2.2 Procedures and rules applicable to the placement of prospective students	6
2.3 Procedures and rules applicable to the management of waiting lists for prospective students	10
2.4 Procedures and rules applicable to the cancellation of accommodation before the start of the academic year (prospective students)	11
3. SENIOR STUDENTS IN UNDERGRADUATE RESIDENCES, SENIOR RESIDENCES, STUDENT HOUSES AND/OR LISTEN, LIVE & LEARN (LLL) HOUSES	12
3.1 General re-application and re-placement rules	12
3.2 Procedures and rules applicable to re-application and re-placement of senior students in undergraduate residences (Stellenbosch Campus)	13
3.3 Procedures and rules applicable to the placement of senior students in senior residences (Stellenbosch Campus)	16
3.4 Procedures and rules applicable to re-application and re-placement of current students (Tygerberg Campus)	18
3.5 Procedures and rules applicable to the placement of students in the Listen, Live & Learn (LLL) Initiative houses	19
3.6 Re-application rules for students in leadership positions in residences	19

3.7	Procedures and rules applicable to PSO students applying for residence placement and PSO leaders in student houses (HK houses) (Stellenbosch Campus)	20
3.8	Placement made by Stellenbosch University International (SUI)	20
3.9	Placement made by Maties Sport (Huis Neethling)	21
4.	PROCEDURES AND RULES APPLICABLE TO THE TRANSFERING OF STUDENTS	21
5.	PROCEDURES AND RULES APPLICABLE TO ACCOMMODATION FEES	22
5.1	General rules and procedures	22
5.2	Procedures and rules applicable to the cancellation or termination of residence lodging	23
6.	PROCEDURES AND RULES APPLICABLE TO STUDENTS IN PRIVATE ACCOMMODATION (PSO STUDENTS)	23
7.	RESIDENCE AND ACCOMMODATION RULES	24

1. INTRODUCTION AND CONSIDERATION OF PRINCIPLES

1.1 Introduction and background

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

¹A cluster comprises residences that are grouped together, primarily geographically, and into which one or two PSO wards are incorporated to form a student community. The cluster forms a smaller student community with the intention of improving the quality of the experience of all students at the University, and in particular to improve the integration of PSO students into campus life.

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

1.2 Important principles to be considered in the placement policy

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

1.2.1.1 Diversity is regarded as a 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 ethnicity), and this diversity needs to be reflected in the composition of student communities, including residences and other living environments.

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

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

This consideration takes into account:

1.2.2.1 the richness of students' University experience, and their further development and preparation for the challenges upon leaving University;

1.2.2.2 the vulnerability of newcomers (and, by implication, the throughput rate of the University), which carries more weight than the need of senior students to extend their accommodation experience by yet another year; and

1.2.2.3 the expansion of accommodation at SU, which means that there will eventually be accommodation in senior residences or LLL houses for most of the senior students who move on from undergraduate residences.

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 at application. If the student has already matriculated, the grade 12 final examination marks are used as criterion of academic merit.

2.1.2 Placement category – diversity: Once the initial placement according to academic merit has been finalised, the diversity profile of students who have been placed is compared with management's target profile. The remaining residence vacancies are then awarded to students based on five diversity factors that aim to best achieve the target profile. In this round, academic merit is still considered.

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) Ethnicity (Asian, Black African, coloured, Indian or white).
- (d) First-generation or non-first-generation student.
- (e) Socioeconomic class (for students who require financial support and are found to qualify for bursaries based on a means test).

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 taking into account the University's objectives and the existing student composition.

2.1.2.3 Notwithstanding their diversity profile, no newcomer first-year student with an average of less than 60% in grade 11 or 12 will be placed in a residence², unless for extraordinary reasons, for example if the student requires to be enrolled for an EDP or has special learning needs (with reference to physical disabilities) that necessitate residence placement.

2.1.3 Placement category – special placements: Placement according to further special provisions in the policy takes place in close conjunction with the first two placement categories, namely academic merit and diversity, and does not represent additional placements³:

2.1.3.1 Bloemhof Bursary Fund Trust (BBT) placements: 40 women + 5 men = 45 in total. The names of the applicants must reach the placement officials every year by the agreed dates.

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

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

The nominations for placement 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 placements⁴. The names of the applicants must reach the Residence Placement Office by the agreed dates every year. Maties Sport is responsible for nominating the students for placement. Placements in Huis Neethling, a high-performance sport residence, are also made by Maties Sport.
 - 2.1.3.4 Rector's discretionary placements: these placements are based on strategic reasons, as requested by the Rector.
 - 2.1.3.5 Placement of students with physical disabilities: students with disabilities that impair movement are placed as their physical constraints necessitate University accommodation. Placements are done in 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 In circumstances where places are limited, factors such as distance from campus and exceptional personal circumstances are taken into account.
 - 2.1.4.3 Financial support based on financial need is also continuously taken in account as a criterion for placement.
 - 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 Vice-Rector (Learning and Teaching), being the University manager within whose centre of responsibility the policy falls, is responsible for determining the annual amendments of specific numbers and/or percentages, and other details 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 residences is limited and subject to a selection process. **As a result, there is no guarantee that students will receive a place in residence or a place in a residence of their choice.**
- 2.2.3 To be considered for residence placement, applicants must have been admitted to a programme at the University. Should applicants' first study choice be subject to extensive

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

- selection (such as a programme in the Faculty of Medicine and Health Sciences), a second choice may be indicated. By doing so, prospective students can ensure that they are considered for a place in a residence for their second choice, even if they are not admitted to their first study choice.
- 2.2.4 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 the **Stellenbosch Campus** close on **30 June** of the year of application. Late applications are not be considered.
- 2.2.6 Residence applications for the **Tygerberg Campus** only open once the undergraduate selection process of the Faculty of Medicine and Health Sciences (FMHS) has been completed (in August).
- 2.2.6.1 Students who have been selected to the FMHS will receive a selection letter and a residence application form directly from the Tygerberg Campus. All students wishing to apply for a residence at Tygerberg Campus must complete this application form to be considered for residence place at Tygerberg Campus.
- 2.2.6.2 Please note that MBChB, Dietetics, Nursing and Midwifery 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.
- 2.2.6.3 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.**
- 2.2.6.4 Selected Occupational Therapy and Speech-Language (in their first and second year) and Hearing Therapy students (in their first 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.
- 2.2.6.5 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). BAgric (Elsenburg) students apply for residence placement at Elsenburg Campus.
- 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. This rule applies to students who hold leadership positions in residence as well.
- 2.2.8.1 Special or short course students, as well as students who gain admission to the SciMathUS (or similar) programme, are not accommodated in a University residence.

- 2.2.8.2 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.
- 2.2.9 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.
- 2.2.10 Applicants receive a placement letter, requesting them to pay an acceptance amount of R6 800 by a certain date. Please note the following in this regard:
- 2.2.10.1 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).
- 2.2.10.2 The acceptance amount of R 6 800 forms part of the **compulsory first instalment of R13 600** of the student's residence fees, which is payable in full at registration.
- 2.2.10.3 Should the acceptance amount not be received by the deadline, the student's application for residence placement will be cancelled. The student's residence placement application status on www.maties.com will therefore be changed to 'Cancelled'.
- 2.2.10.4 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).
- 2.2.10.5 The banking details for payment of the acceptance amount are as follows:

<p>Cash deposits: Bank: Standard Bank Account name: US Studentegelde Account number: 063163225 Account type: Cheque Branch code: 050610 or 051001 Reference: SU student number (first eight digits only) Email proof of payment to studentaccounts@sun.ac.za</p>	<p>Online payment by credit card: Go to www.maties.com Click on 'Fees' Click on 'Payment options' Follow the steps Email proof of payment to studentaccounts@sun.ac.za</p>
---	--

- 2.2.11 After the reservation process has been concluded, placement in specific residences takes place. This usually happens in **September**. The residence in which the student is placed will appear under 'Application Status' on www.maties.com and will also be confirmed in a placement letter.

- 2.2.12 The placement procedure for the **Stellenbosch Campus** will be completed by **31 October**. By that time, applicants will know whether or not they have received a place in a residence. If an applicant is unsuccessful, the University will confirm this after 31 October.
- 2.2.13 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.
- 2.2.14 The following points need to be noted regarding placement in a University residence:
- 2.2.14.1 Places in residence are limited; therefore, the University cannot guarantee a placement in a residence or a placement in a residence of the student's choice.
 - 2.2.14.2 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).
 - 2.2.14.3 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.
 - 2.2.14.4 The University treats all students alike, irrespective of whether their parents also studied at Stellenbosch, and does not give preferential treatment based on alumni status.
 - 2.2.14.5 As we use various placement categories, it is possible for students with lower marks to be placed before those with higher marks.
 - 2.2.14.6 There are NO single rooms available for first-years, except in Majuba and Metanoia.
 - 2.2.14.7 The University considers only senior students for placement in student houses and University apartments.
 - 2.2.14.8 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.
 - 2.2.14.9 There is very little parking space on campus. Senior students receive preference when residence and street parking bays are allocated.
 - 2.2.14.10 Residences are evacuated 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.
- 2.2.15 If the applicant has not been given a reserved or confirmed place in a residence by **31 October**, 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') or www.stayatstellenboschuniversity.co.za to secure private accommodation.

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

2.3.1 November waiting list

2.3.1.1 If a student still wishes to be considered for a place in a residence on the Stellenbosch Campus after the completion of placements at the end of October, he/she can register on the electronic residence waiting list at www.maties.com from **1 November**.

2.3.1.2 Registration on the waiting list closes on the day the academic year commences in February and classes start.

2.3.1.3 Please note the following:

- (a) 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.**
- (b) Students' positions on the waiting list will change constantly as further candidates register.
- (c) As far as academic performance is concerned, the same points as set out in paragraphs 2.1.1 and 2.1.4.1 will apply. Applicants will not be able to adjust their marks by entering a matric mark at this stage, as the placement cycle is still being completed before the commencement of the academic year. When a place becomes available on the waiting list, the Residence Placement Office will make an offer regardless of the specific residence choice.
- (d) Please keep in mind that a place in residence or in the residence of choice is, at this late stage, limited. Considering private accommodation options are strongly recommended. Visit www.maties.com ('Private accommodation') or www.stayatstellenbochuniversity.co.za for more information on private accommodation.

2.3.2 February waiting list

2.3.2.1 The November electronic waiting list expires on the first day of the academic year, at the beginning of February. A new waiting list then opens. Students who wish to place their names on this new February waiting list can do so at my.sun.ac.za ('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 in a residence or will be placed in the residence of their choice. The residence placement criteria will still apply.

2.3.2.3 As far as academic performance is concerned, the University will now take the student's final examination marks (grade 12) into consideration.

2.3.2.4 Students' positions on the waiting list will change constantly as further candidates register and others cancel.

2.3.2.5 **The placement criteria (see paragraph 2.1) will still apply. This means that a student with a lower grade 12 average or who registered on the waiting list at a later stage, may be placed above a student with a higher academic average.**

2.3.3 If a student cancels 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 place.

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

2.4.1 Cancellation of residence accommodation is only accepted if submitted in writing. Prospective students 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 **R750**.

2.4.4.4 For cancellations a week after the National Senior Certificate results have been made available in January of the intended year of lodging, the full acceptance amount will be forfeited.

2.4.4.5 Students who have failed to arrive at the residence by the commencement of the welcoming programme will forfeit the full acceptance amount, and the University reserves the right to cancel 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 Residence Placement Office and be sent to info@sun.ac.za.

2.4.4.7 The reimbursement of any monies, however, ultimately rests with the University.

2.4.5 A place in a residence is allocated for the full academic year. Should students cancel their accommodation after the start of the academic year, a cancellation fee to the value of 30% of the outstanding residence fees will be payable.

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

3.1 General re-application and re-placement rules

- 3.1.1 **Closing dates:** All students (Tygerberg and Stellenbosch Campus) who already live in a University residence or privately must apply electronically at my.sun.ac.za before **31 July** every year to be readmitted to a University residence.
- 3.1.2 **Academic criteria:** Such applications will only be considered if the students concerned have, in the University's opinion, delivered proof of **satisfactory academic performance** and if there are enough available residence places. All admissions remain subject to the provisions of the University's placement policy. It is thus not a given that any resident of any residence will be placed in a residence or a specific residence in the next year.
- 3.1.3 **Duration:** In the light of the principle that the most vulnerable students, i.e. first-year students, should be accommodated in residences as far as possible, senior students in **undergraduate residences** may as a rule only reside in those residences for the **normal duration of the undergraduate programme** for which they initially registered. 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.
- 3.1.4 **Registration for full-time programme:** Students must be registered for a full-time programme to be eligible to stay in University housing. If a student does not register by the end of February of the academic year, he/she will not be accommodated in a residence and the place will be cancelled and allocated to a student from the waiting list.
- 3.1.4.1 Students who register at the University for subjects or modules that do not lead to the awarding of a full qualification (special students) also do not qualify for a place in a residence. This includes students who hold leadership positions in residence.
- 3.1.4.2 Special or short course students, as well as students who obtain admission to the SciMathUS (or similar) programme, are not accommodated in a University residence.
- 3.1.4.3 Students who are registered as full-time students at the University, who also work full-time in the same year and are remunerated for their work, may not use University accommodation.
- 3.1.5 **Campus:** Students who follow 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; Telematics Education Programme (distance learning); Physiotherapy; or Dietetics. 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).

- 3.1.6 **Students with physical disabilities that necessitate residence placement:** Students with physical disabilities that necessitate residence placement must please visit the placement officers at the Residence Placement Office.

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

- 3.2.1 Applications for re-placement to residence submitted by existing occupants of senior and undergraduate residences with a view to any particular year will be assessed on the basis of 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 re-placement in undergraduate residences.
- 3.2.3 The University reserves the right to allocate conditionally or to refuse accommodation to students on the basis of their **June results** and study records for the preceding year(s). If students' academic performance renders them non-compliant with the requirements for academic readmission, they will not be allocated a place in a residence.
- 3.2.4 As far as the **requirements for re-placement in residences** on the Stellenbosch Campus are concerned, the following points need to be noted:
- 3.2.4.1 Re-placement requirements for residences are only a provisional indication and may be adjusted upwards from year to year to meet the stated diversity aims.
- 3.2.4.2 The minimum module credit requirements for re-application for continued residence accommodation may be adjusted 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) credit system** for academic readmission to the University.
- (a) One HEMIS credit is equal to the total number of module credits that are prescribed for a specific year of study in a specific programme. For example, one HEMIS credit is equal to 126 module credits in the case of the BA first year, 133 module credits in the case of the BSc (non-final year), and 144 module credits in the case of the ordinary 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 taken into account 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 in order to qualify for provisional re-placement to residence in the following year:

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

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

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

Historic years	0,5	1,5	2,5	3,5	4,5	5,5
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 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 in order to carry any credit weight. In the case of a year-module, the progress mark must be 48% or higher, in which case the student will have earned half of the module credits.

- (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 will not be able to reclaim residence placement if they manage to achieve the required credits in December (in terms of Tables 3 and 4 below). In exceptional cases, where residence vacancies become available in the following year, these students may be considered for residence placement along with other, similar cases from a waiting list. This waiting list opens at the beginning of February and is available on the student portal at my.sun.ac.za.
- 3.2.4.8 Tables 3 and 4 indicate the required HEMIS credits that must be earned by students in the December final examinations to retain their provisional residence placement – allocated on the basis of the June examination – in the following year.
- 3.2.4.9 The numerical factor is calculated to two decimals and is adjusted upward each time should the fraction contain more than two decimals. Also note that academic readmission enjoys preference in respect of sliding scale B2 (Table 4). This implies that students who are readmitted to their faculties will also be readmitted to the residence, except where the faculty’s readmission threshold is lower than the thresholds in sliding scale B2 (Table 4). Years 5 and 6 (Tables 3 and 4) apply to students in leadership positions.

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

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

Table 4: HEMIS credits 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

3.2.5 Waiting list management for undergraduate residences (Stellenbosch Campus)

- 3.2.5.1 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 classes commence in February of the following academic year.**
- 3.2.5.2 A waiting list opens at the beginning of February when classes for the new academic year commence and is available on the student portal at my.sun.ac.za.
- 3.2.5.3 All students who would still like to be considered for placement can register on this waiting list in the following three categories:

- (a) First year (undergraduate residence)
- (b) Current student applying for undergraduate residences
- (c) Current student applying for senior accommodation

3.2.5.4 Students will be placed according to academic performance. The policy principles in terms of diversity and vulnerability within the context of academic merit (as set out in paragraph 1.2) will still be applicable.

3.2.5.5 Students who have not met the academic criteria may register on this list if they are still within their minimum time duration for undergraduate accommodation. Such students will only be considered for placement if there are no claims from academically deserving students for the place.

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

3.3.1 Senior students who move out of undergraduate residences must formally apply for placement in a senior residence or LLL house.

3.3.2 For students to qualify for placement in senior residences in Stellenbosch, the same two central provisions apply, namely academic performance and diversity.

3.3.3 The maximum age for students in senior residences and/or LLL houses is currently 26 years. In exceptional cases, and if places are available, students older than 26 years may be accommodated.

3.3.4 The senior residences mainly accommodate students who have already been living in other undergraduate residences.

3.3.5 Postgraduate students and students who studied at undergraduate level at the University are compared on the basis of 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.

3.3.6 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.

3.3.7 Based on limited space, newcomer first-years in senior residences can only be accommodated in senior residences from the waiting list that opens in February of the academic year. Considering private accommodation options is strongly recommended. Visit www.maties.com (private accommodation) or www.stayatstellenbochuniversity.co.za for more information on private accommodation.

3.3.8 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.

3.3.9 Senior students may remain in senior residences for a longer period if they are part of leadership structures and meet all the academic requirements.

3.3.10 **Waiting list management for senior residences (Stellenbosch Campus)**

3.3.10.1 **September waiting list for senior residences:** After the official re-placement process is concluded at the end of August, a waiting list will open in September for senior accommodation.

3.3.10.2 When cancellations in senior residences are received, consideration will be given to the placement of students in the following order of preference:

- (a) Current students in the specific residence who meet the set academic requirements and who have not exceeded the maximum of a three-year stay in a senior residence.
- (b) Applicants from undergraduate residences who meet the set academic requirements.
- (c) Current senior students who are following an undergraduate programme where the minimum duration of the relevant programme exceeds the three years allocated to senior residences.
- (d) Current students who make use of private accommodation, meet the academic HEMIS criteria and applied for senior accommodation for the following year.
- (e) The policy principles, as set out in paragraph 1.2, in terms of diversity and vulnerability (such as financial support based on need and distance) in the context of academic merit will still be applicable.

3.3.10.3 **February waiting list:** The September waiting list for senior accommodation expires when classes commence for the new academic year in February. The new February waiting list will open for all students. Any senior student may register on this waiting list.

- (a) Students will be placed according to academic performance. The policy principles as set out in paragraph 1.2 will also be applicable.
- (b) Students who have not met the academic criteria may also register on this list if they are still within their minimum time duration for senior accommodation. They will, however, only be considered for placement if there are no claims from academically deserving students for the place.
- (c) 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.

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

3.4.1 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.

- 3.4.2 Such applications will only be considered if the students concerned have, in the University's opinion, delivered proof of satisfactory academic performance and if there are enough vacancies. All admissions remain subject to the provisions of the University's placement policy. **It is thus not a given that any resident of any residence will be placed in a residence, or a residence of choice, in the next year.**
- 3.4.3 For students of the Faculty of Medicine and Health Sciences who spent their first and/or second year in a residence on the Stellenbosch Campus and who then have to move to the Tygerberg Campus, the allocation of a place in a residence on the Tygerberg Campus will depend on the availability of places after the placement of first-year students in Tygerberg residences.
- 3.4.4 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 the course of their undergraduate studies.
- 3.4.5 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.
- 3.4.6 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.
- 3.4.7 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.
- 3.4.8 Further criteria that may also be considered as re-placement criteria for students on the Tygerberg Campus are discretionary factors such as distance from the campus, access to transport, financial and social circumstances, and health factors.
- 3.4.9 With regards to a **waiting list**, unplaced students may request that they are placed on a waiting list, which will open at the end of February for the current academic year and will lapse on 31 August of that year. On 1 September, a new waiting list for unplaced students will open, based on applications received for the following academic year.
- 3.4.10 The same discretionary factors, as set out in point 3.4.8, will be applicable to placing students from the waiting list.
- 3.4.11 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.

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

- 3.5.1 The diversity profile that is pursued for the LLL Initiative plays a determining role. Applicants are thus placed according to the diversity needs of the overall LLL Initiative. The diversity profile includes the categories of gender, ethnicity, faculty of study and nationality.

- 3.5.2 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.
- 3.5.3 Students who are not registered for a full-time degree programme do not qualify to stay in the LLL houses, as set out in paragraph 2.2.7.
- 3.5.4 The maximum age for students placed in LLL houses is 26 years, as set out in paragraph 3.3.3, 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 3.3.8.

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

- 3.6.1 Aspiring leaders should re-apply for residence placement for the following year.
- 3.6.2 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.
- 3.6.3 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.
- 3.6.4 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.
- 3.6.5 At the Tygerberg Campus, student leaders could also reside in the junior residences for longer than the prescribed three years.
- 3.6.6 Also see paragraph 3.4 for arrangements regarding the Tygerberg Campus in terms of the junior and senior phases.
- 3.6.7 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.

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

- 3.7.1 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.

- 3.7.2 Limited places are, however, available in undergraduate residences for students who live privately (PSOs) and are allocated based on availability.
- 3.7.3 Academic performance is used as the primary criterion for placement in undergraduate residences. Also see paragraphs 3.2.5 and 3.3.10 regarding the regulation pertaining to the undergraduate and senior waiting lists.
- 3.7.4 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.
- 3.7.5 Leaders who are elected for PSO house committees are placed in PSO houses, including the cluster house, where cluster leaders are placed.
- 3.7.6 These leaders should comply with the rules set for the placement of leaders in residences, e.g. the minimum academic requirements.
- 3.7.7 Should available places not be filled by HK members of the specific PSO, the available place will be offered to a mentor, senior house member or newcomer of that specific PSO - in this particular order. Should a place still be available, placement will be done from the waiting list as managed by the Residence Placement Office. Students who are placed should comply with the criteria for placement.

3.8 Placement made by Stellenbosch University International (SUI)

- 3.8.1 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 placement 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 placement office (especially regarding HEMIS requirements).
- 3.8.2 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:
 - 3.8.2.1 All re-applications from the previous semester.
 - 3.8.2.2 All exchange agreements with partner universities.
 - 3.8.2.3 All service provider agreements.
 - 3.8.2.4 A balanced placement between the number of:
 - (a) Exchange students
 - (b) Freemover students
 - (c) Affiliated students
 - (d) Short programme students
- 3.8.3 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.
- 3.8.4 Should you have any further enquiries, feel free to email interhouse@sun.ac.za.

3.9 Placement made by Maties Sport (Huis Neethling)

- 3.9.1 Huis Neethling is a dedicated Maties Sport student athletes' residence, which provides a home away from home to nurture student athletes socially and academically, as well as enhance the performance of talented student athletes.
- 3.9.2 Placement in Huis Neethling are made by the Maties Sport Residence Placement Coordinator according to the following criteria:
 - (a) First-years:
High-performance (HP) codes – Provincial/national representation
Non-HP codes – National representation
 - (b) Seniors:
HP codes – HP bursary holders
- 3.9.3 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).
- 3.9.4 If the student does not meet the minimum Maties Sport placement requirements, his/her accommodation will be cancelled.
- 3.9.5 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.
- 3.9.6 No transfers from Huis Neethling to other University residences are allowed, but students in University residences can be transferred to Huis Neethling.
- 3.9.7 Huis Neethling forms part of the AmaMaties cluster and is part of the University residence community.

4. PROCEDURES AND RULES APPLICABLE TO THE TRANSFERING 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: Residence Placement may approve a request for a transfer on the basis of:
 - 4.4.1 availability of places in residence;

- 4.4.2 a sound motivation;
- 4.4.3 consultation with relevant role players such as the Centre for Student Counselling and Development (CSCD) and Campus Health Service (CHS); and
- 4.4.4 consultation with the Centre for Student Communities (CSC).
- 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. A committee convened especially for this purpose by the Director: CSC will, firstly, determine whether a resident's conduct indeed undermines/has undermined the creation of healthy student communities to such an extent that it justifies the denial of residence placement; and, secondly, whether other arrangements can be made to resolve the issue.
- 4.7 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

5.2.1 Before commencement of the academic year

- (a) 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.
- (b) 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 (current students)

- (a) Should enrolled students wish to cancel their accommodation, they are required to notify the Residence Placement Office in writing by sending an email to info@sun.ac.za or by completing the required forms at the Residence Placement Office.
- (b) The date of receipt of the written notice will be regarded as the official date for calculating any monies owed.
- (c) Students will be liable for a cancellation fee of 30% of outstanding accommodation fees.
- (d) Students will be required to vacate their residence lodging on the day of cancellation.
- (e) 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.
- (f) 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 that caters for students who do not live in residences, in order to 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 merit 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 in particular to improve 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 (Kerkenberg, Meerhof, Huis Francie van Zijl, Hippokrates, Nkosi Johnson House, Ubuntu and Osler).
- 6.12 A regulated PSO walkover process is managed by the PSO Office in order to gather data and address extraordinary circumstances.

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 Resident Placement Office, Centre for Student Communities,
Tygerberg Campus Management, Student Fees, Maties Sport and
Stellenbosch University International. **May 2019.**