INTERNAL RULES AND REGULATIONS FOR RESIDENCES
NORTH WEST UNIVERSITY VAAL TRIANGLE CAMPUS

INTRODUCTION

- This document shall serve as a guideline for managing residences and enforcing discipline and order.
- It is the responsibility of the resident to familiarize him- or herself with the contents of this document. Ignorance of its contents in cases of misconduct cannot be an excuse.
- On signing the Residence Application Form, the Institutional Application Form and Memorandum of Agreement, residents accept the conditions set out in this document.
- The Residence Application form and this document shall form an integral part of the rules and regulations and procedure for residences.
- This document shall be issued to each resident when he or she reports at and signs in at a residence and the resident shall sign as acknowledgement of receipt of the document.
- In the case where this booklet is silent over an issue, the official policy of the institution shall take precedence.
- A committee will be constituted annually to review the document. Any changes and amendments can be done before the revision with approval of management and must be communicated to students.
- Suggestions on amendments to this document should be made in writing and submitted to the Director Student Affairs.
- The Rules and Regulations for Residences will be applied to a student as from the day of intake.

PRINCIPLES CONSIDERED WITH THE COMPILATION OF THE DOCUMENTS

- The Vaal Triangle Campus provides promotable students with study opportunities.
- Provide successful students and promotable students with safe and affordable residence.
- Implement the policy, regulations and procedure of Residence and Catering Services of the North-West University – taking the multi cultural residents of the Vaal Triangle Campus into consideration.
• Establish an academic atmosphere in the student residences – conducive to effective study.

• Provide students the opportunity to serve on the management committee of their residence, and by doing so, develop their leadership potential.

• Establish sound financial management and practice for every day dealing with the Residences.

• Ensure a high standard of maintenance on the residences, through strict control with respect to the usage and maintenance of the buildings.

• Establish a healthy and dynamic setup for student life – allowing an enjoyable stay for students in the residences.

• Provide students with more opportunities to socialize, by developing sport and other facilities.

• Establish structures within which the residential staff can operate more effectively.

EXPLANATION OF ABBREVIATIONS

RCS - Residence and Catering Services
VTC - Vaal Triangle Campus
CCR - Central Control Committee for Residences
NWU - North West University
HC - House Committee
ARC - All Residence Council
RDC - Residence Disciplinary Committee
RADC - Residence Affairs Disciplinary Committee
SADC - Student Affairs Disciplinary Committee

DESCRIPTION OF TERM

‘Senior’: refers to an applicant who previously resided in one of NWU VTC residences.

‘Registered First Year Student’: Any student who have registered for the first time at the Vaal Campus of the North-West University for the first year of his or her qualification of choice by paying the required registration fees (or who has made satisfactory arrangements in this regard) and who are in possession of a valid student card, and who have not been registered at any other university in any prior year.
‘Campus residence’: A physical building designed and equipped for the accommodation of students on the campus or on its satellite. There are four such campus residences, i.e. Jasmyn Ladies’ Residence, Vergelegen Gents’ Residence, Thuthuka (ladies and gents).

‘Town Residences’: A physical building designed and equipped for the accommodation of student outside the NWU Vaal Campus. There are three such town residences, i.e. Faranani, Longfellow Village and Santrust (satellite residence approximately 10 km from campus for ladies and gents. A bus service is provided to and from this residence).

‘Day residence’: A virtual residence created by the University as a social structure for all day students (see 2.5). This type of residence does not provide any accommodation, but allows for full participation in student life. There are two such day residences, i.e. Acacia Ladies’ Residence and Oryx Gents’ Residence.

‘Residence student’: Any student who have applied for accommodation at any of the campus residences of the Vaal Campus of the North-West University, and who have received confirmation that his or her application has been successful and who have paid the required campus residence registration fee (or who has made satisfactory arrangements in this regard), and who will be conducting his or her studies from said campus residence.

‘Day student’: Any registered student who will be conducting his or her studies from any accommodation other than any of the campus residences of the Vaal Campus of the North-West University as described above. These students are ipso facto members of the day residences.

INDEMNITY

1. Any student causing loss or damage to any fixed or movable property of which the residence/institution is the proprietor shall be liable to reimburse the institution for any loss suffered by the institution in replacing or repairing such loss or damage.

2. Disciplinary action or indemnity will be managed according to the disciplinary structures of the VTC Residence and the institution.

3. The Directorate of Student Affairs, Residences & Catering shall not be responsible for the loss of money or other personal property from resident’s room. The Directorate accepts no responsibility whatsoever for loss of or damage to residents’ private property either during a term or during a vacation.

4. Students are expected to take responsibility for the safeguarding of their personal property and insure their personal items.

5. Obtaining and taking medication is the student’s own responsibility.
6. Primary health care services are available on campus within specified hours, but obtaining of other medical treatment is the student's own responsibility.
7. The VTC shall not be responsible for any damages, losses or injuries during residence activities, camps or excursions.

**STUDENT'S RESPONSIBILITY**

1. Treat fellow residents and the institution's properties with respect at all times.
2. Respect the privacy of other students.
3. Respect the individual right of choice and opinion of fellow residents.
4. Seek honest and fair solutions in possible conflict situations during the stay in the residences without willfully harming the institution's integrity.
5. Not to put the institution into disrepute.
6. Provide when requested to do so, honest and factually correct information about any circumstance that could possibly arise.
7. Avoid any situation of individual enrichment at the expense of the institution.
8. Comply with all fair and reasonable guidelines and instructions of the institution’s personnel and officials.
9. Report any irregular deeds by fellow residents.
10. Use the available facilities with responsibility and accountability in accordance with the Rules and Regulations for Residences.
11. Act as a responsible citizen and use the property of the NWU as he / she would use his / her own property.
12. Behave in such a manner that the university residences are experienced as a home away from home where an atmosphere conducive to academic learning is maintained.

**MISSION STATEMENT BY MANAGEMENT**

The Department of Student Affairs and Residences & Catering Services strives to create a high-quality residence environment. We will encourage an ethos of community sharing and cohesiveness in the residences. We furthermore strive to:

- Promote a positive culture of learning and critical thinking in the residences;
- Create a common ground of enriching culture and a social environment in which diversity is respected and celebrated;
- Overcome the legacy of discrimination through equity of access ;
• Oppose any discrimination on the grounds of gender, race, nationality, sexual or religious orientation, language preferences, background or origin;

• Encourage and promote an ethos of mutual respect between staff and residents regarding their respective needs, duties and responsibilities;

• Decent, impartial, fair and reasonable treatment of residents;

• Create an appropriate physical environment to support the goals of this mission statement.

We furthermore commit ourselves to:

• Offer personal and affordable service and provide opportunities for individual growth within a comfortable and clean environment and caring community;

• Provide a safe environment in each residence as far as possible;

• Provide adequate resources and support for resident development and resident leadership in the residences;

• Promote an effective working relationship and communication with all internal and external customers;

• Evaluate and carry out an audit of all operations and functions regarding residence accommodation;

• Being customer-satisfaction driven;

• To enhance communication of all residence related developments and challenges through all media, which is available at the disposal of the Department;

• The mission of the Departments is subject to the institutional mission, vision, principles, do-
values and objectives.

SECTION A: ADMINISTRATIVE ARRANGEMENTS

SECTION 1A: ADMINISTRATIVE PROCEDURES

Rule:
The memorandum of agreement, as stipulated in the application of admission to North-West University Vaal Triangle Campus, shall be a binding contract in respect of all residence, administrative and student affairs.

All administrative documents shall be made available in English and Afrikaans.
1. APPLICATION BY SENIOR STUDENT

Procedure:
- Obtain an application form for seniors from the Residence Administration Office from start of the second semester.
- Submit to the Residence Administration Office proof of R350-00 deposit payment with recent June results attached.
- The Placement Committee performs selection based on the applicant's disciplinary and academic record. If the demand for rooms would exceed the supply of rooms, the students with best academic results will be placed first.
- In order to be considered for a room a student,
  @ Must have passed at least half plus one of the modules registered for during the first semester. If half plus one of the modules registered for have not been passed, the student is placed on a waiting list and the year end results may be considered for placement purposes.
  @ Must have a clean disciplinary record.
  @ Must have settled any outstanding accounts for the current or previous academic years.
- Placement committee determines if student qualified for a room and then the lists of students are sent to the House Parents to allocate the rooms and lists are returned to Residence Administration Office to complete the room lists.
- If the demand for room in the residence would exceed the supply, the distance of the home address of the student from the campus, may also be taken into consideration by the placement committee.
- The Residence Administration Office allocates a room on the system and communicates with the Residence Manager and House Parent to do room allocation.

2. ADMISSION

Rule:
- Admission is only permitted if ALL (class and residence) accounts are fully settled.
- The advance payment is not compulsory before admission but before residence registration.
- A date will be set out at the start of the new academic year and after that student forfeit rooms if they have not registered or supplied proof of registration.
Procedure:
- Residence Administration Office performs a computer admission and issues a letter of confirmation.
- Recipient signs for acceptance of the printed confirmation letter
- Admissions works on the student system and charge the fees according to the student system.

A. ADMISSION CANCELLATION (BEFORE RESIDENCE REGISTRATION)

Rules:
- The due date for admission cancellations is 31 January.
- Residence Administration send cancellations to finance office and student will only then be taken off student system – if no cancellation is received this student will be held liable for the fees that will reflect on his or her account.
- Late arrivers have to notify Residence Administration Office and Residence Manager who will notify the relevant House Parents.
- Students can only move in after proof of registration has been handed to the residence manager or assistant. Then they will be finalized on the student system so no fees will be applicable and monthly accommodation fees are not charged. Monthly recons are done and this reason cannot be reflect on it.
- Cancellation of the registration at NWU or an acceptance of transfer to another campus does NOT automatically result in a residence admission cancellation. The Residence Manager need to be notified in writing of the intention to cancel a room in a residence.

Procedure:
- Submit or fax letters of cancellation to Residence Administration on or before the due date.

B. REGISTRATION

Rule:
- Once a student sign of acceptance of the keys to the residence he or she is liable for the yearly fees unless a replacement is supplied. This replacement must be provided by the outgoing student.
- Residence registration is not possible BEFORE payment of the required amount as advance payment.
- Only Residence administration office is allowed to register a student on the system.
The Residence Administration Office performs residence registration during office hours, Monday to Friday only.

Original bursary letters is required, specifying ‘accommodation’ without ANY conditions.

All admitted applicants must be registered by the end of January.

No discounts are given on accommodation fees that are paid in full before a certain date.

After registration the student resident will receive a key to the room and a disc, which must be kept safe and returned to the Residence Manager upon evacuation of the room. A penalty fee determined by the Management will be charged for replacement of lost keys.

**Procedure:**

- Student reports at the residence and submits the proof of registration.
- The residence Manager or The Assistant with the assistance of the House Committee members manages issuing of key/disc, inventory form, room allocation and Rules & Regulations document handouts.
- House Parent compiles a file, containing all documents per student and such a file is sent to the Residence Administration Office.
- heck statement for correctness.

**C. INTERNAL ROOM TRANSFERS**

**Rule:**

- Room transfers may only take place with the consent and knowledge of the House Parent.
- A room transfer process must be completed within 24 hours after approval.
- Normal procedures regarding cancellation of the current room and occupation of the new room must be followed involving inventory forms.

**Procedure:**

- The resident applies at his or her House Parent for an internal transfer on the official room transfer document.
- The House Committee members are consulted on the matter and they make a decision.
- The resident reports to the Residence Manager with the signed consent form to change rooms.
• The Residence Manager and the student does a room inspection and sign off the inventory form.
• The student returns the key to the room and the disc.
• The student leaves his or her old room in a clean and neat condition.
• The student and House Committee member or House Parent complete the inventory form for the new room and hands the student keys and disc.
• Residence Manager receives signed inventory form for the new room.
• File both inventory forms in the residents’ file.
• Update floor lists and send to Residence Administration Office.
• Send possible damages through to Residence Manager for claiming and journal purposes and such documents are forwarded to the finance department by the Residence Administration Office.

D. CANCELLATION

Rules:
• Residence Administration performs residence cancellations during office hours (Monday to Friday, 08:00 – 16:00).
• Residents are liable for accommodation fees for the full academic days of the year and they will stay liable for it till a replacement has been supplied by the resident. The student system calculates the cost according to the academic days.
• A credit or pro rata credit for the accommodation fees will only be granted if a replacement student from outside a university residence, who complies with the placement requirements is found and approved by the house parent.
• A course cancellation does not automatically serve as a residence cancellation. A separate residence cancellation form must be completed and handed in at Residence Administration Office.
• Damages will be charged against the student account.

Procedure:
• The student gives notice in writing of cancellation of the room.
• The resident evacuate his or her room.
• The Residence manager checks the room and both parties sign off on the inventory form.
• The student returns the key to the room and the disc.
• Where applicable, complete and sign a form to collect fees for damages or missing items.
• Hand proof of ‘successful sign out’ document to resident.
• Resident submits ‘successful sign out’ document at the Residence Administration Office.
• Residence cancellation is performed on the system.
• All other documents for the relevant student are forwarded to the Residence Administration Office.

SECTION 2A: COMMENCEMENT AND CONCLUSION OF NWU VTC TERMS (HOLIDAYS)

Rules:
1. Residences must be evacuated during NWU holidays to accommodate holiday groups.
2. Notices on evacuation will be given through to students well in advance.
3. Residences officially close at 10:00 on the day after the conclusion of academic activities for the quarter, semester or year.
4. Residents may occupy their rooms on the day preceding the official start of academic activities for the year, semester or quarter.
5. At the end of an academic year/semester, residents must leave the residence as follow:
   • Residents, who are still writing examinations, must leave their rooms within 24 hours after writing their last examination or re-examination paper.
   • Residents who do not sit for examinations or who are not allowed to do so, must leave their rooms within 24 hours after conclusion of lectures.

SECTION 3A: ACCOMMODATION DURING HOLIDAYS

Rules:
1. NO students will be accommodated during university recess unless otherwise decided by the VTC Management. All residences shall be closed during that time. Residents who have to attend the winter school during recess and second opportunity examinations will be liable for and additional payment per day as determined by the university.

2. Accommodation during other NWU recess shall be subject to the following conditions:
   • Only residence(s) identified by Residences and Catering Department shall be used for accommodation during recess.
   • Such accommodation shall be regarded as a privilege and not a right. Therefore, during recess accommodation shall be subject to the approval of the House Parent.
   • During recess, students shall reside in residences at their own risk, but everything will be done in order to secure the safety of students.
• Department of Residences and Catering is under no obligation to provide security.
• The right of admission is reserved.
• Students doing in-service training, or undertaking experiential learning, have to submit a valid letter from the faculty or company for confirmation thereof.

3. Applications must be submitted to the relevant House Parent (with proof of payment) well in advance.

4. Residents, who wish to leave personal belongings during the holiday, will do so on own risk.

SECTION B: CHANNELS AND STRUCTURES OF THE DEPARTMENT OF STUDENT AFFAIRS AND DEPARTMENT OF RESIDENCES AND CATERING SERVICES

SECTION 1B: GENERAL RESIDENTIAL AND STUDENT AFFAIRS

Statement:
Open communication channels ensure speedy problem solving. The policy on the handling of residence complaints is based on the fair treatment of all residents with complaints of a similar kind. The Department of Student Affairs shall not act upon petitions or anonymous letters/complaints.

1. PROCEDURE ON PROBLEMS WITHIN THE RESIDENCE
   Step 1: Report the problem orally to a House Committee member
   Step 2: Report the problem orally to the Primarius
   Step 3: Report the problem in writing to the House Parent
   Step 4: If, after following the above procedure, no response has been received, report the problem in writing for the attention of the Director Student Affairs.

2. PROCEDURE ON EXTERNAL PROBLEMS (NOT INTERNAL RESIDENCE PROBLEMS)
   Step 1: Report the problem orally to a House Committee member
   Step 2: Report the problem orally to the Primarius
   Step 3: Primarius must then report the matter to the CSRC Residence Officer and Management. House Parent to be informed on any reported incidents.
SECTION 2B: MAINTENANCE

1. PROCEDURE ON MAINTENANCE PROBLEMS
   Step 1: *During office hours*
   Report the problem to a staff member of the Department of Residences and Catering Services, orally or in the report book.
   Step 2: *After hours*
   Report emergency problems to the House Committee member on duty or the Primarius to be directed to the House Parent.

SECTION 3B: GENERAL

1. PROCEDURE REGARDING PROBLEMS CONCERNING SECURITY
   Step 1: Report the problem in writing to the House Committee member
   Step 2: Report the problem in writing to the House Parent

SECTION C: HOUSE COMMITTEES – ELECTIONS, STRUCTURE, DUTIES AND POLICY

SECTION 1C: HOUSE COMMITTEE STRUCTURE

**Definition:**
‘House Committee’ or ‘HC’ means the student governing committee of a particular house or residence, as elected by the house members or residents of that house or residence.

**Statement:**
Each residence of the NWU has a House Committee (HC), which is the representative body of that residence and which coordinates joint student activities and exercises discipline. House Committees shall fit in with the structures of the NWU.

1. HOUSE COMMITTEE

**DUTIES OF HOUSE COMMITTEE**
   a) Upholds discipline and arranges joint student activities, in conjunction with the management.
   b) List of responsibilities:
- Discipline
- Visitation
- Communication channels
- Grievances
- Passage/house activities
- Peer helpers
- Facilities: laundry, recreation halls, clubhouses, lapas, bathrooms, etc.
- Orientation matters
- Additional responsibilities: academic affairs, religion, marketing, security, catering, etc.

**DUTIES OF ALL RESIDENCE COUNCIL**

The following is expected from the All Residence Council (ARC):

- Total commitment towards job as Primarius during reigning period
- Loyalty towards the institution, the residence and the ARC
- Honesty
- Enthusiasm in everything to be done
- Attendance of meetings and activities as specified
- Support towards each other with the presentation of functions and activities
- Pride for residence and institution
- Professional and responsible behaviour at all times

The ARC shall:

a) Be the only student body that will be representing all residents on all residence-related challenges and activities.

b) Be the liaison body between the residents and management.

c) Attend all meetings as scheduled for ARC members.

d) Ensure that feedback is properly and duly given to House Parent and residents.

e) Shall coordinate all residence-oriented activities.

f) Shall table all challenges to the scheduled meetings for discussion and to seek possible solutions.

g) Shall at all times introduce in collaboration with the House Parent, projects that will ensure that all residence are informed of all residence oriented developments, and also to expose all residents to issues of residence importance.

h) Shall always advocate the interest of all residents without discrimination and at the same time contribute to the well-being and sustainability of all residences.
i) Conduct awareness campaigns through which residence related activities would be communicated.

SUBCOMMITTEES

The House Committee may, in consultation with the House Parent and with the full knowledge of the house members, appoint subcommittees from its own ranks, for instance, a recreation committee or sports committee, or co-opt house members for special assignments or to promote the interests of the residence.

SECTION 2C: ELECTION OF HOUSE COMMITTEES

1. ELECTIONS

Definitions:

‘nominee’ means any resident (house member) who makes himself or herself available for election to an office.

‘candidate’ means a nominee who has been screened successfully.

‘Electoral committee’ means a committee consisting of the House Parent, who shall act as the chief electoral officer, the outgoing HC members and/or two seniors appointed by the House Parent.

a) The election of House Committee members for a term of twelve (12) months (September to August) shall take place annually at the scheduled time immediately after completion of the process for the election of the Campus Student Representative Council.

b) Notice of such elections shall be announced or posted up on the official notice board at least seven (7) days before the elections.

2. NOMINATIONS, INTERVIEWS AND SELECTION

All nominees shall be seconded by twenty (20) other house members. Nominations for the House Committee shall be made as follows:

a) Nomination by the person himself/herself.

b) Nominations by other house members or the Residence Committee.
c) Nominations shall be submitted in writing to the chairperson of the Electoral Committee (chief electoral officer).

d) Nomination forms shall be accompanied by a declaration of policy, the curriculum vitae of the nominee (regarding his or her association with the residence), an ID photo or copy of his or her student card, and a copy of his or her academic results in the previous semester.

e) Nominations shall be submitted to the Electoral Committee, for approval. The House Parent shall, in consultation with the Electoral Committee, draw up the final list of nominations. The Electoral Committee shall have a veto right in respect of the nominees, but if it exercises its veto, it will have to justify it, and such a veto shall be valid only if ratified by the House Parent. A veto right should be exercised with the utmost discretion and responsibility.

3. INTERVIEWS AND SELECTION

a) The Electoral Committee shall hold interviews with nominees for the HC as part of the selection process.

b) A list of candidates (short list) shall be posted up on the official notice board at least seven (7) days before the elections.

4. CRITERIA FOR HC NOMINEES

a) No house member may stand for election to the HC if he or she is holding or intends to hold an office in any other structure of the institution, such as the SRC, a Faculty Committee, or any other committee with a full schedule of activities.

b) No house member who has been found guilty of misconduct may stand for election.

c) House members intending to stand for election may not have a part-time job, although such house members may, in exceptional circumstances, be eligible for election (permission to be given by the House Parent).

d) HC members are strictly forbidden to accept any additional nomination or responsibility that may affect their performance in the residence.

e) House members who would be having a spell of experiential learning in the intended year of office may be considered for nomination only after obtaining the written consent of the House Parent.

f) House members who are eligible for election are only those who have obtained an average mark of at least 60 % in their June examination or latest progress reports, and who show academic progress.

g) Only house members who have completed the official orientation program are eligible for election to the House Committee.
h) House members who have resided in the residence concerned for at least six (6) months are eligible for election.

i) If a house member has already served on the HC for one term, he or she may stand for election again only if he or she has passed his or her previous year of study.

j) No house member may be nominated if he or she has already been an HC member for the maximum term of three (3) years or has been a Primarius for two (2) years.

k) Serving on a subcommittee will be to the advantage of the nominee.

5. HOUSE MEMBERS ELIGIBLE TO VOTE

a) Registered students who are full-time students and who have been in residence for more than three (3) months may vote.

b) House members who, within the last three (3) months, have moved to the house concerned from another house may not vote.

6. ELECTION EVENING

a) The House Parent shall act as chief electoral officer. As many outgoing HC members as may deemed necessary, and/or two (2) other house members shall act as electoral officers.

b) The names of all the candidates shall appear on a ballot paper in an unprejudiced manner, with space provided after each name for a cross to be drawn. The maximum number of votes a house member is entitled to cast shall be determined by the number of HC members to be elected (for instance, ten members = ten votes), but each house member shall have at least one (1) vote.

c) The votes shall be counted by the electoral officers directly after the elections. The House Parent shall supervise the counting. The results shall be announced to the house members at the most suitable time, as determined by the House Parent directly after the counting is over. However, such announcement should be made within seven (7) days after the elections.

7. ELECTION OF PRIMARIUS

a) Only house members who have served on the House Committee can be nominated for primaries position

b) Selection interviews may be held with the most promising nominees to put up candidates for the office of Primarius.

c) The electoral committee shall select the most promising nominees for the candidature.

d) The Primarius shall be elected by ballot by the newly elected House Committee and the House Parent. Each new HC member shall have one (1) vote only.
8. **GENERAL**
   a) The official in-service training of newly elected HC members shall commence after the elections.
   b) The House Committee shall officially commence its duties in September after the elections.
   c) The office (portfolio) of any HC member who does not pass his or her year of study shall become vacant, with immediate effect.
   d) Any vacancy that may arise in the HC shall be filled within twenty-one (21) days by means of nomination and election OR by appointing the first candidate who was ousted in the HC elections.

**SECTION 3C: GENERAL RESIDENCE COMMITTEE RULES**

a) All instructions and rules about joint house activities shall be strictly adhered to.
   b) Activities that are intended for a particular residence, only, may not coincide with the official house activities.
   c) Internal house functions must be approved by the House Parent.
   d) Regular HC meetings shall be held, chaired by the Primarius.
   e) Two-thirds of the HC members shall constitute a quorum.
   f) All resolutions made at HC meetings shall be submitted to the House Parent within 24 hours after the meeting. The House Parent may veto any resolution but shall inform the Primarius accordingly without delay, whereupon the House Committee may lodge an appeal against the veto of the House Parent with the Director Student Affairs.
   g) It is compulsory for HC members to attend the meetings of the sub-council, House Committee, floor or house.
   h) Each HC member shall function in accordance with his or her allotted portfolio tasks.
   i) Any dispute or disagreement between the House Parent and the House Committee may be referred to the Director Student Affairs for mediation.
   j) The maximum term of office of HC members is three (3) years, and during such a three-year term, no HC member may serve for longer than two (2) years as a Primarius.
   k) HC members shall be evaluated at the end of March and at the end of September for leadership bursaries.
   l) The evaluation procedure should be consistent with the policy and with what is expected of the HC member concerned, according to his or her duties.
SECTION 4C: SPECIFIC RESIDENCE COMMITTEE RULES

a) The House Committee shall assist the House Parent in maintaining good order and in ensuring that the house members obey these rules.

b) The House Committee shall promote the ideals and goals of the institution, as well as the religious-, social- and cultural life of the house members.

c) The House Committee shall, in consultation with the House Parent, arrange in-house matters to fit into the framework of organized residence life, and make sure that such arrangements are carried out.

d) The House Committee shall deal with the group interests of the house members, both inside and outside the residence.

e) The House Committee shall, within the scope of its authority, take disciplinary steps against house members who break the rules.

f) The House Committee shall see to it that a study atmosphere is maintained.

g) The House Committee shall bring any problem that concerns operational aspects to the attention of the Manager Residences and Catering. If there is no feedback, the problem should be reported to the House Parent.

h) The House Committee shall see to it that no discrimination of any nature whatsoever takes place in the residence.

i) The House Committee shall make arrangements, in committee, to ensure that at least one HC member is on duty every evening and during every weekend.

j) The House Committee shall assist the House Parent with administrative tasks, eg. to draw up and update house lists or passage lists.

k) Should a HC-member be expelled/suspended, he/she shall forfeit remuneration and any other privileges.

SECTION 5C: MEETINGS

No unauthorized meetings may be held in the residence or passages.

1. FORMAL HOUSE MEETINGS

a) Resolutions shall be ratified through a majority of votes.

b) At least one (1) formal house meeting a month shall be held, which meeting shall be chaired by the Chairperson.

c) Written notice of such meeting shall be posted up on the official notice board at least 24 hours before the meeting.

d) Attendance of such meeting shall be compulsory for all house members.
e) One half of the house members who are entitled to vote shall constitute a quorum.
f) Written apologies for absence shall be submitted to the Primarius (or his or her delegate).
g) The dress code at formal meetings shall be that chosen by the house members.
h) The standard meeting procedure shall be followed.
i) Should a resident not attend a meeting, it is his/her responsibility to obtain information distributed and discussed at such meeting and will not be used as an excuse for any contraventions.
j) No pajamas and slippers or costumes and towels will be allowed at a formal house meeting.

2. EMERGENCY MEETINGS
a) Emergency meetings may be held immediately. No written notice shall be required.
b) An emergency meeting may be held on the instruction of the House Parent or Primarius.
c) All resolutions made at an emergency meeting shall be ratified at an ordinary or special house meeting.
d) The meeting shall be minuted, and copies of the minutes shall be submitted to the House Parent.

SECTION D: DISCIPLINARY POWERS

SECTION 1D: DISCIPLINE AND DISCIPLINARY MEASURES

Statement:
Discipline is a characteristic of an orderly society. One of the more important tasks of Residence Management is the exercising of discipline and the taking of appropriate disciplinary measures.

1. PRINCIPLES
a) Disciplinary measures should be applied and managed in a consistent manner.
b) Discipline in a residence environment is not negotiable. The principle of ‘balance of probability’ applies.
c) Residence Disciplinary Committees have certain disciplinary powers, and each resident falls under the authority of his or her Residence Disciplinary Committee. If a resident should refuse to be subjected to the authority of his or her Residence Disciplinary Committee, he or she would be guilty of misconduct.
d) Any refusal by a resident to subject himself/herself to the Rules and Regulations of Residences, shall be regarded as misconduct.

2. RIGHTS OF THE STUDENT

A student has the right to:

- Be informed of the nature of a contravention;
- Be heard within a reasonable period of time;
- Be given sufficient notice to enable him or her to prepare for a disciplinary hearing;
- State his or her case and defend himself or herself;
- Call witnesses;
- Cross-examine any witness;
- Use an interpreter, if needed or desired;
- Be notified of the outcome of a hearing;
- Be notified of the disciplinary measure imposed;
- Appeal to the appropriate higher authority;
- Be assisted by a fellow student or an employee of his/her choice.

SECTION 2D: DISCIPLINARY STRUCTURES AND POWERS

<table>
<thead>
<tr>
<th>Level 1: RESIDENCE DISCIPLINARY COMMITTEE (RDC)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Composition:</strong></td>
</tr>
<tr>
<td>• Chairperson: House Parent (House Parent from other residence may chair the meeting)</td>
</tr>
<tr>
<td>• Prosecutor: Primarius of Residence Committee</td>
</tr>
<tr>
<td>• HC members as appointed by House Parent</td>
</tr>
<tr>
<td><strong>Functions:</strong></td>
</tr>
<tr>
<td>• Hears all cases relating to the operation and management of the residence</td>
</tr>
<tr>
<td>• Hears cases concerning Level 1, 2, 3 and 4 contraventions</td>
</tr>
</tbody>
</table>
**Level 2: RESIDENCE AFFAIRS DISCIPLINARY COMMITTEE (RADC)**

**Composition:**
- Chairperson: Director Student Affairs or designate
- 2 members of the House Committee as designated by the Residence Committee
- CSRC member for Residences

**Functions:**
- Hears all appeal cases
- Hears all cases that could not be concluded in the Residence Disciplinary Committee

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**Level 3: STUDENT AFFAIRS DISCIPLINARY COMMITTEE (SADC)**

**Composition:**
- A chairperson designated by the Vice-Chancellor.
- An employee designated by the Registrar.
- A representative of the SRC concerned, as designated by the SRC
- An employee designated by the Director of Student Affairs.

**Functions:**
- To hear all appeal cases regarding expulsions from the Residential Affairs Disciplinary Committee
- To hear all cases concerning Level 5 contraventions
### SECTION 3D: CONTRAVENTION OF RULES

#### CONTRAVENTION LEVELS

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>CONTRAVENTION</th>
<th>PENALTY</th>
</tr>
</thead>
</table>
| 1     | 1. Contravention of internal Residence Rules  
2. Contravention of First Years’ Rules | 1 – 10 points; or R1 – R10 spot fine |
| 2     | 1. Repeated contravention of internal Residence Rules  
2. Contravention of Rules & Regulations for Residences  
   - Smoking in non-smoking areas  
   - Abuse of laundry facilities  
   - Pets and animals  
   - Abuse of residence microwave ovens  
   - Tampering with building wiring and equipment  
   - Unauthorized electrical equipment | 11 – 20 points or appropriate, rectifying action |
| 3     | 1. 2\textsuperscript{nd} Repeat of contravention of Rules & Regulations for Residences  
2. Vandalism (no permanent damage – repair cost to the account of the student)  
3. Misconduct (instigation, refusal of instructions, damage to the image of the institution, unauthorized activities)  
4. Alcohol abuse (possession of alcohol, minor effects of abuse)  
5. Failing to report a case of misconduct  
6. Making false statements  
7. Withdrawing of witness  
8. Undermining of imposed authority  
9. Intimidation | 21 – 50 points |
<table>
<thead>
<tr>
<th>10. Disturbance of peace</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
</tr>
<tr>
<td>1. Squatting</td>
</tr>
<tr>
<td>2. Misconduct (indecent behaviour, threatening behaviour, deviation from orientation program, violation of human rights)</td>
</tr>
<tr>
<td>3. Selling and abuse of alcohol</td>
</tr>
<tr>
<td>4. Using fireworks</td>
</tr>
<tr>
<td>5. Receiving visitors/visiting outside visiting hours</td>
</tr>
<tr>
<td>6. Exposure of nudity &amp; child pornography</td>
</tr>
<tr>
<td>51 – 80 points</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Referral to the institution’s Central Disciplinary Committee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Theft/unauthorized removal of items</td>
</tr>
<tr>
<td>2. Possession of drugs or illegal habit-forming substances</td>
</tr>
<tr>
<td>3. Alcohol abuse (destructive)</td>
</tr>
<tr>
<td>4. Illegal possession and handling of fire-arms or weapons</td>
</tr>
<tr>
<td>5. Keeping a fire-arm in residence without permission</td>
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<tr>
<td>6. Assault</td>
</tr>
<tr>
<td>7. Contravention of terms and conditions of contract</td>
</tr>
<tr>
<td>8. Vandalism (destructive)</td>
</tr>
<tr>
<td>9. Serious misconduct</td>
</tr>
<tr>
<td>10. Harassment (sexual, tribal, racial, cultural, religious)</td>
</tr>
<tr>
<td>Subject to SADC penalty that can lead to expulsion</td>
</tr>
</tbody>
</table>
1. RULES PERTAINING TO CONTRAVENTION LEVELS

a) If a resident's total number of penalty points exceeds 100 points, his or her accommodation agreement will be cancelled.

b) When a student reaches 50 points, the parents/guardian of the student shall be informed. The House Parent has the right to inform the parents at any given time on the disciplinary record of a student.

c) In case of a Level 1 contravention, the resident shall have one of two options:
   - Pay the fine to the Treasurer (no penalty points will be recorded)
   - Accept a number of penalty points that is equivalent of the fine.

d) In cases of a Level 2, 3 or 4 contravention, the following will apply:
   - A number of penalty points shall be recorded.
   - The House Parent may, in the performance of his or her duties as educator, apply an alternative punishment of his or her discretion.

e) The penalty points for Level 2, 3 and 4 contraventions shall be carried over to the next study year, and they shall remain on record for the duration of the resident's study years. Penalty points on level 1 shall be cancelled from year to year.

f) If a resident moves to another residence, his or her record shall be transferred to the new residence.

g) Points will be allotted only after the correct disciplinary procedure has been followed.

h) An appeal against a finding of a disciplinary hearing of the Residence Disciplinary Committee may be lodged with the Residence Affairs Disciplinary Committee.

i) If a resident is fined or is otherwise obliged to pay a certain sum, such sum shall be paid to the Treasurer (who will issue a receipt) and deposited in the Residence Fund within 24 hours or within such period of time as may be determined. If this obligation is not fulfilled, the matter shall be referred to the House Parent, so that formal disciplinary measures may be instituted against the resident concerned.

j) Penalty points may be reversed by means of specific projects or activities. The following shall apply:
   - The student should have accumulated more than 50 points at Level 1 or 2.
   - Accumulated points may be worked back within three (3) months after their allotment.
   - Extenuating and aggravating circumstances may be taken into consideration.
   - The House Parent has the right to handle each case on merit.
SECTION 4D: DISCIPLINARY HEARING

Statement:
The Residence Disciplinary Committees and the Residence Disciplinary Subcommittees of the various residences shall hear all cases where resident students broke the rules.

1. INVESTIGATION AND ARRANGEMENT OF HEARING

PRELIMINARY EXAMINATION/INVESTIGATION

- The Primarius or his or her proxy (the prosecutor) shall hold a preliminary examination/investigation or arrange for it to be held to ascertain whether the House Committee has a case against the resident. He or she should determine under what circumstances the incident took place and whether there is enough evidence and/or witnesses. He or she should take down statements from witnesses and put the information he or she has gathered in writing.
- The Primarius shall act as the prosecutor.
- The prosecutor investigates the complaint of alleged misconduct and frames the charge as disclosed by the evidence in the course of his or her investigation.
- When, at the close of the investigation, the prosecutor is of the opinion that a case cannot be made out, he or she declines to proceed.

ARRANGING A HEARING

If a hearing should take place, the Primarius arranges a suitable date and venue for the hearing. The Secretary shall take down the minutes of the hearing.

WRITTEN NOTICE OF HEARING

a) The Secretary gives the resident, who allegedly broke the rule, notice of the hearing, in writing.

b) The Chairperson of the hearing (House Parent) signs the notice, which shall contain the following:
   - The alleged offence or charge: What the contravention is in terms of the Rules and Regulations for Residences.
   - The specific incident connected to the charge: when, where and how it happened.
   - The time, date and venue of the hearing.

c) The time for preparation is usually set for 24 hours, but, in exceptional cases of more serious contraventions, the accused may ask the Chairperson for more time to prepare.
d) If a student refuses to acknowledge receipt of a notice of misconduct or an alleged contravention of rules, the date, time and place of serving the notice should be recorded. Two witnesses should sign to that effect and may be called to testify in the case where the student may deny having refused.
e) If the accused fails to appear, the hearing can be held in absentia (in his or her absence).

2. THE HEARING

PRELIMINARIES
a) The Chairperson welcomes and introduces all who are present.
b) He asks what the accused’s language preference is in terms of the institution’s language policy (Will an interpreter be required?)
c) He determines whether all parties are present.
d) He sets the ground rules and the roles of all parties involved.
e) He outlines the procedure to be followed.
f) He obtains the accused’s affirmation that he or she has received notice of the hearing.
g) He checks for questions and answers them.

PLEA
a) The Chairperson reads the charge out loud.
b) He states the purpose of the hearing.
c) He ascertains whether the accused understands the charge.
d) He asks the accused to respond to the charge and asks the accused how he or she pleas.

IF ACCUSED PLEADS ‘NOT GUILTY’, THE FACTS ARE DETERMINED (WITNESSES ARE CALLED)
a) The prosecutor reads the statements of witnesses and/or calls witnesses.
b) The Chairperson gives the accused an opportunity to cross-examine each witness.
c) Members of the Committee ask each witness questions, if necessary.
d) Each witness leaves the room after being questioned.

THE ACCUSED PUTS HIS OR HER CASE
a) After all witnesses have testified, the accused puts his or her case.
b) Members of the Committee ask the accused questions, if necessary.
c) The accused calls his or her own witnesses, if any.
d) Members of the Committee ask each witness questions, if necessary.
e) Each witness leaves the room after being questioned.

**PRESENTING OF ARGUMENTS**

a) The Primarius as *pro forma* prosecutor first present argument on why the accused resident must be found guilty
b) The accused addressed the Committee on why he or she should not be found guilty.

**FINDING**

a) The accused leaves the room to allow the Committee to make a decision.
b) The Committee weighs all the evidence and decides whether the accused is guilty or not guilty.
c) In an unanimous decision is not reached, the Committee votes.
d) In case of a tie vote, the Chairperson casts a vote.
e) The Committee calls the accused back and the Chairperson informs him or her about the finding.
f) He gives the reason for the finding.
g) If the accused has been found guilty, the Committee hears extenuating and aggravating circumstances.
h) The accused leaves the room to allow the Committee to make a decision.

**EXTENUATING (MITIGATING) AND AGGRAVATING CIRCUMSTANCES**

*Definitions:*

Extenuate/mitigate  =  lessen
Aggravate  =  worsen

The Committee shall take the following aspects into consideration, for the sake of consistency and a fair penalty:

- The gravity of the contravention;
- The circumstances under which the incident occurred,
- Decisions made at previous disciplinary hearings about similar contraventions;
- The maximum penalty in terms of the Rules and Regulations of Residences;
- Any aggravating or extenuating circumstances, and
- The accused’s disciplinary record.

**DECISION ON PENALTY**

a) The Committee takes extenuating or aggravating factors into account.
b) It looks at any precedents (that is, action taken in previous cases of similar nature).
c) If the penalty is to be a written warning, it gives a warning in writing to the accused, who has to sign it.

d) If the penalty is a recommendation for an expulsion or suspension, it informs the accused that its decision has to be ratified by the Residence Affairs Disciplinary Committee.

e) The Committee calls the accused in and the Chairperson informs him or her about the penalty.

f) The Chairperson gives the reason for the penalty.

g) He informs the accused of the disciplinary measures to be taken against him or her.

**Appeal**

a) The Chairperson advises the accused of his or her right to appeal.

b) He advises the accused within which period he or she could lodge an appeal.

c) He advises the accused how he or she should lodge an appeal, if he or she so desires.

d) The accused lodges an appeal within five (5) working days, if he or she so desires.

**SECTION 5D: DISCIPLINARY MEASURES, PENALTIES, SUSPENSION AND EXPULSION**

1. **Disciplinary Measures**

a) Disciplinary measures shall not include personal favours undertaken for fellow residents.

b) The Residence Disciplinary Committee and/or Residence Affairs Disciplinary Committee may impose one or a combination of the following disciplinary measures:

1. Allots penalty points in terms of the Rules and Regulations for Residences.

2. Should there be limited space available in residence, preference will be given to students with clean disciplinary record.

3. Reprimands or warns a resident.

4. Forces a resident to pay compensation for damage caused by his or her misconduct.

5. If necessary, refers a case of misconduct to the Department of Student Development for remedial measures.

6. Expect a resident to apologize in person or in writing to a specific person or body.

7. Imposes any appropriate community service, educational or justifiable punishment.

8. Recommends to the Residence Affairs Disciplinary Committee that a resident be suspended or expelled.
9. Excludes the student from any or all residence activities.
10. Strips the student of any office or capacity in which he or she was appointed or to which he or she was elected.
11. Positive recommendation for bursary application may be withheld.
12. Divests the student of any right or privilege he or she is entitled to as a resident.
13. Sends a letter confirming the finding of the relevant disciplinary committee and the disciplinary measures imposed to the parent or guardian of the student concerned.
14. Student may be referred to professional organization/institution for assistance or rehabilitation.

2. **EXCESS OF 100 PENALTY POINTS**
   
a) If a resident has accumulated more than a hundred penalty points and his or her status in the residence is at stake, the following procedure shall apply:
   
1. The Residence Disciplinary Committee submits a written recommendation to the Residence Affairs Disciplinary Committee via the House Parent.
2. Complete records, including minutes and declarations, accompany the recommendation.
3. The accused resident retains his or her status as a resident until the Student Affairs Disciplinary Committee has approved, amended or set aside the recommendation in writing.
4. The student appeals to the Director of Student Affairs within five (5) working days, if he or she so desires.
5. If the appeal fails, the student appeals to the Student Affairs Disciplinary Committee within five (5) days of receiving the response of the Director Student Affairs he or she so desires.

3. **TEMPORARY SUSPENSION**

a) The House Parent has the right to ask any resident to account for his or her behaviour without his or her interfering with the duties of the Residence Disciplinary Committee. The House Parents are appointed proxies of the Vice-Chancellor.

b) The House Parent has the power to suspend residents temporarily, under the following conditions:

1. The power of temporarily suspending a resident may be exercised only in a case of serious misconduct that would, in the opinion of the House Parent, justify temporary suspension of a resident from a residence of the institution, and in cases where a resident’s conduct may have a detrimental effect on other residents.
2. Arrangements will be made with the accused to leave the residence immediately and he or she may not enter the premises again until his or her case has been heard by the Residence Affairs Disciplinary Committee. However, the Director Student Affairs or his or her proxy has to be informed when this rule is applied.

3. The House Parent shall, within 24 hours, submit a full report on a case of this nature to the Director Student Affairs, his or her proxy.

4. A student shall be suspended until the final outcome of the case (e.g., until appeal of hearing was held).

5. A student that is suspended, will be liable for his/her account for the time suspended.

6. The student may appeal to the Director Student Affairs within five (5) working days.

4. **EXPULSION**
   
a) The House Parent has the right to ask any resident to account for his or her behaviour without his or her interfering with the duties of the Residence Disciplinary Committee. The House Parent are appointed proxies of the Vice-Chancellor.

b) The accused resident shall leave the residence within 48 hours or as determined by the Residence Disciplinary Committee and he or she may not enter the premises again until his or her case has been heard by the Residence Affairs Disciplinary Committee.

c) The Residence Manager shall, within 24 hours, submit a full report on a case of this nature to the Residence Affairs Disciplinary Committee.

d) The student may appeal to the Director Student Affairs within five (5) working days.

e) Should a student be expelled from a residence, he or she shall not be allowed to reside in any other residence of the institution for the duration of his or her studies at the institution.

f) If a student is expelled, he or she must evacuate his or her room at specified time as agreed upon with the House Parent. Should the student not adhere to this arrangement, his or her belongings will be removed and no responsibility will be taken by Residence Management thereafter.
SECTION E: INTERNAL RULES AND REGULATIONS

SECTION 1E: NEW RESIDENTS IN THE RESIDENCE

Definition:
Persons who are residents of a specific residence for the first time shall be classified as newcomer residents’ or ‘first year’.

1. All new students shall attend a compulsory residence orientation program organized by the Department of Student Affairs in collaboration with the Department of Student Development.
2. Passage/house orientation, or any physical welcoming program shall under no circumstances be allowed.
3. It will be expected from first years to perform certain first year duties as stipulated. These duties should be fair and according to the human rights. First years will not be allowed to perform personal favours for other students.

RULES OF OCCUPATION OF A ROOM IN A RESIDENCE
The North-West University is a responsible corporate citizen. As part of its corporate responsibility, The NWU expects all stakeholders, including the students, to act with responsibility towards the environment. Therefore, all students in the residences are expected to use water and electricity sparingly and with responsibility.

SECTION 2E: MISCONDUCT

Statement:
If any resident is found guilty of any of the below stated misconduct contraventions, he/she will face disciplinary action.

1. The contravention of any rule, regulation, direction, or Act of Parliament, or any attempt to do so.
2. Any instigation to contravene or complicity in contravening any rule, regulation, direction, or Act of Parliament, or any attempt to do so.
3. Refusal to head any fair and reasonable instruction or request of any formal body or official of the institution, or any action contrary to such instruction request, including instructions
regarding the wearing of identification cards and instructions falling within the framework of any legislation pertaining to the institution.

4. Any wrongful and/or deliberate damage to or appropriation, destruction, alienation or possession of the institution’s property or the property of any person associated with the institution, including that of another student or of a visitor to the institution, or any attempt to do so.

5. Any improper or indecent behaviour or deed on any premises of the institution or at any other place where such conduct will or can link the person concerned to activities of the institution.

6. Any insulting, threatening or indecent behaviour or attitude towards any lecturer, student or official of the institution.

7. Making a false statement to any official, official body, committee, subcommittee, student council or student who is an elected leader of the institution.

8. Any deed which may cause damage to or endanger the image of the institution, or which may injure or endanger the upholding of discipline, or which may injure or possibly injure the performance of good and efficient teaching and research at the institution.

9. The use of violence or threats against any person on any premises of the institution or any premises controlled by the institution, or during participation in any activity of the institution.

10. Deliberately furnishing essentially false information about the institution to any person or body.

11. Participation in and/or the organizing of unauthorized student actions that encroach upon the academic activities of students and/or the functioning of a residence and/or the institution.

12. Any deviation from the approved orientation programme for first-year students, and any form of initiation of newcomers at the institution or any of the institution’s residences.

13. All activities that will violate human rights and dignity as well as activities in practice in conflict with the values and principles imbedded in the Human Rights constitution are banned.

14. Any form of forgery and fraud committed on any premises of the institution.

15. Helping or encouraging any student to contravene any rules and regulations as stated in the Rules and Regulations as well as the policy of the institution.

16. Failure to report any misconduct that the student is aware of being committed by any other student, or which he/she has witnessed.

17. Found guilty of a serious offence by criminal court.

18. Using a student card, meal card or disc of any other student and/or allowing any other student or person to use his/her student card, meal card or disc to gain access to any room and/or premises of the institution, and/or performing any action or rendering any service that can be performed or rendered with such card or disc.
19. No slogan, logo or brand name may be printed/worn with the residence or institution’s logo except in the case of sponsors and then according to the Corporate Identity Policy of the institution.

20. Sexual activities, intercourse, etc. in the rooms or the premises are not allowed.

SECTION 3E: COMPULSORY QUIET TIMES

**Definition:**
Quiet time is an atmosphere conducive to study and rest anytime of the day or night.

**Statement:**
The onus shall be on the residents, jointly and individually, to maintain an atmosphere conducive to study and rest. Resident’s behaviour shall at all times be such that it does not infringe on the right of others to enjoy the privacy and quietness. Each resident shall pursue his studies without causing a disturbance of any kind.

1. Television sets may be put in the central sitting rooms or recreation halls only, and must be used with discretion. The study atmosphere may not be disturbed.

2. Radio and sound equipment may not disturb the study atmosphere. No sound speaker(s) shall be displayed through and/or outside windows and doors of rooms in the corridors of the residences.

3. Any equipment with which a resident continues to disturb the study atmosphere may be confiscated or disciplinary measures can be taken. If confiscated, it will be returned to the resident concerned only at the end of the semester of when leaving for home during a weekend.

4. A 24-hour compulsory quiet time will be maintained. Zero tolerance will be enforced during exam times.

5. Disciplinary proceedings shall be done by the Residence Disciplinary Committee in line with the disciplinary code of conduct and its provisions in terms of penalties.

SECTION 4E: VISITORS

**Definition:**
- Any person(s) not registered to stay in the specific residence
- Any student from a mixed residence found in the block/floor/passage from the opposite gender outside visiting hours.
Visitors shall be managed per residence according to the logistics and facilities.

1. Visitors are not allowed to stay overnight at any of the residences.
2. Residents shall be responsible for their visitors, and shall be expected to inform their visitors about all the rules, including parking of vehicles.
3. The residents shall be held responsible for the behaviour of their visitors in case of any misconduct or interference with any activity of the residence by a visitor, or where breakage or vandalism has been caused by a visitor.
4. The concession for visitors may be withdrawn by the House Committee or House Parent if any rule is broken.
5. The House Committee must see to it that all the visitors leave the residence by closing time for visitors. All visitors shall be monitored to ensure that they remain visitors and not squatters.
6. No dependant, family or spouse of any resident will be accommodated in the residence.
7. Residence closing time for visitors during weekday and weekends:
   - External visitors (non-residents) 22:00 – 10:00
   - Internal visitors (residents) 24:00 – 10:00 (Except with prior arrangements with House Parent)
8. Only residents of that specific residence may be in the residence within the closing times.
9. No student from a mixed residence will be allowed in the block/floor/passage from the opposite gender within closing times.
10. Visitors visiting the opposite gender shall be treated as follows:
    a) They shall be allowed to be in the visiting areas as determined by Residence Management.
    b) The right of the roommate shall always be respected.
    c) The right to grant permission for a visitor to visit residences of the institution shall rest with the designated officials of the residence. Permission will only be granted within office hours.
    d) All visitors shall wear the visitors’ identification cards for as long as they are still within the premises of the institution.
    e) Whoever shall be found lingering not being a registered student and/or a registered visitor, shall be regarded as having trespassed the premises of the institution and appropriate action shall be taken against such a person.
    f) Unauthorized visitors shall be ordered to leave the residence by the members of the House Committee.
    g) Where necessary, Campus Control or Safety shall be called to intervene.
SECTION 5E: SUBLETTING/SQUATTING

Definition:
‘Squatting’ means when a visitor stays overnight, occupy space, is accommodated in a residence or making use of residence facilities without the written consent of the House Parent, or in his/her absence the Primarius.

Statement:
Any visitor found in the residence/room after visiting hours, without permission from the House Parent, will be regarded as a squatter.

1. No form of subletting shall be permitted, and no visitor shall be permitted to reside, squat or use the facilities of a residence even if he/she is a registered student at the institution.
2. A resident will be regarded as a squatter if permission was given to a non-resident to reside in his/her room with or without the resident being present.
3. A visitor of another residence of the institution found in a residence/room outside visiting hours as well as the host of the visitor, will face the same charges of squatting.

SECTION 6E: ALCOHOLIC DRINKS, DRUGS AND ANY RELATED SUBSTANCES

1. ALCOHOL

Statement:
The institution affirms and maintains community wide norms that support abstinence and encourage low risk choices regarding alcohol, choices that don’t compromise positive living and learning experiences of the institution’s community.

a) Residents may not be under the influence or bring any intoxicating liquor onto any premises of the institution or to any official function, excursion or tour, or be in the possession or use it on such premises or at such function, tour or excursion.

b) It is strictly prohibited for any student to sell alcohol in his room or in the vicinity of the residences.

c) Residents may not be under the influence of intoxicating liquor on the campus or any other premises of the institution, or wherever, or being under such influence while taking part in activities of the institution, or in circumstances where the person concerned can be linked to activities of the institution.
d) Residents may not be under the influence of alcohol on residence premises, and residents who are guilty of any form of alcohol abuse shall be subject to the disciplinary measures of the institution.

e) Any residence and/or room may be inspected at any time. An inspection committee, as appointed by the Director Student Affairs may enter the residence at any time for inspection purposes.

f) Visitors shall be the responsibility of the resident and visitors must also obey all the rules laid down concerning alcoholic drinks. Alcoholic beverages may only be consumed or sold in specified areas of the residence that are consistent with the liquor License.

g) A liquor license must be obtained from the Liquor Board to serve liquor at an organized activity.

h) No liquor may be served before 16:00 unless otherwise arranged.

i) Liquor must not be served after 24:00. Serving or selling of liquor must finish at 24:00. Thereafter students must clean up and activities must be completed at 00:30.

j) Security staff is empowered to handle misbehaviour due to alcohol abuse.

k) No liquor is allowed in the residences except for the areas as identified by the Residence Management. These areas must be covered by the liquor license as well.

l) Students must adhere to rules laid down by Residence Management for alcohol use at the designated areas.

m) Liquor licenses must be obtained from Liquor Board for selling of liquor at any organized activities on the residence premises.

n) Ordinarily consumption of liquor during the week shall not be permitted unless special approval is sought from the House Parent.

2. DRUGS AND INTOXICATING SUBSTANCES

a) No resident may use, trade, distribute, posses, plant or be under the influence of any illegal drugs, intoxicating or habit forming substances on the premises of the institution.

b) Any residence and/or room may be inspected at any time. No drugs and/or intoxicating substances shall be allowed in rooms. An inspection committee, as appointed by the Chief Director of Accommodation, Residence Life & Catering, may enter the residence at any time for inspection purposes.
SECTION 7E: HARASSMENT

**Definition:**
Impairment of the dignity of the body of a staff member or student of the institution, or any psychological injury or humiliation or discrimination to such person or persons.

1. RACIAL HARRASMENT & TRIBALISM

**Definition:**
Racial harassment and tribalism is behaviour that is intended to coerce, manipulate, intimidate or take advantage of persons on account of their race and/or ethnic group.

**Statement:**
Racism and tribalism are forms of abuse that are not tolerated by the North-West University. On the other hand, if a resident believes he/she is being discriminated against on the basis of race, creed or religion, he/she can get help.

a) If any resident is found guilty of any of the above definitions or statements concerning harassment, he/she will face disciplinary action.

2. SEXUAL HARASSMENT

**Definition:**
The university defines sexual harassment as requests for sexual favours, or unwelcome or repeated sexual advances, or demeaning verbal or other expressive behaviour of a sexual nature, when this interferes with another person’s rights or creates an intimidating, hostile or offensive environment.

**Statement:**
Sexual harassment is a form of abuse that will not be tolerated by the university.

a) If any resident is found guilty of any of the above definitions or statements concerning harassment, he/she will face disciplinary action.
SECTION 8E: VANDALISM AND LOSS OF PROPERTY

Definition:
Any wrongful and/or deliberate damage to or appropriation, destruction, alienation or possession of residence property or the property of any person associated with the institution, including that of another student or of a visitor to the institution, or any attempt to do so.

Statement:
Damage to the residence’s property is a serious offence and all such cases must immediately be reported to the House Parent. The person(s) concerned shall be held responsible for all reasonable repair or replacement costs as well as disciplinary measures will be taken.

1. No student may damage or vandalize any property of the institution or individual.
2. Any resident who is guilty of vandalism, and who leaves the institution before his/her case is dealt with internally, shall be subject to prosecution. The resident’s examination credits or qualification may be refused completely. Damages, as determined by the Disciplinary Committee, may be debited against the resident’s account.
3. Fire hoses and fire extinguishers may not be handled except in case of fire. Any other instance of such equipment being handled shall be considered to be vandalism, and the guilty person will pay for damages and might forfeit his/her right of accommodation.
4. Being under the influence of alcohol/drugs may not be used as an excuse for vandalism.

SECTION 9E: FIREARMS AND FIRE WORKS

1. No firearms are allowed in the residences. Residents possessing firearms must make proper arrangements with the nearest police station.
2. Under no circumstance shall a firearm be carried on the person, be displayed or fired or stored in the residence.
3. Students are not allowed to possess or handle any dangerous weapon, explosive or fuel on any premises of the institution. Threats of or pretending that any firearm or any other dangerous weapon, explosive or fuel is being used, is prohibited.
4. No fire works or any explosive devices shall be kept on or detonated on any premises of the institution or in any of its residences.
SECTION 10E: SMOKING

1. No smoking shall take place in declared non-smoking areas. These include areas such as floors, TV rooms, bathrooms, recreation halls, dining halls, lifts, storerooms and public foyers.

2. No open fires, including candles will be allowed in the buildings. Fires and braai's will only be allowed in designated areas.

SECTION 11E: ILLNESS AND MEDICAL CONDITIONS

1. Any illness, physical condition or disability that may effect his/her participation in residence activities, must be reported to the House Parent.

2. A medical certificate to confirm the above-mentioned condition and to specify prohibited activities, must be submitted to the House Parent.

3. Students must inform the House Parent when he/she is confined to bed because of illness.

4. Obtaining and taking chronic or other medication is the student's own responsibility.

5. Medical services are available on campus within specified hours, but obtaining of other medical treatment is the student's own responsibility.

6. The following communicable diseases must be reported to the House Parent: Chicken pox, Cholera, Diphtheria, Epidemic typhus, German measles, Hemorrhagic fever disease of Africa, Hemorrhagic virus conjunctivitis, Hepatitis A, Leprosy, Louse infestation, Measles, Meningococcemia, Mumps, Plague, Poliomyelitis, Scabies, Tuberculosis of the lungs, Typhoid fever, Whooping cough, Pink eyes or any other communicable diseases. Resident must leave the residence immediately after being diagnosed, up until such a time he/she is medically specified as recovered.

SECTION 12E: PREGNANCY

Statement:
The residence doesn’t have the necessary facilities at its disposal and therefore it is not recommended that pregnant residents remain in the residence.

1. If a resident falls pregnant, she must apply to the House Parent and Director Student Affairs to remain in the residence, at her own risk.

2. Depending on the medical certification, a resident may reside in the residence only until the end of her sixth month of pregnancy.
3. The university will not be liable or responsible for any injuries or complications while residing in the residence.

SECTION 13E: POLITICS

**Definition:**
Any form of gatherings sanctioned by a political organization, will be regarded as a political activity/meeting.

**Statement:**
Although residents may each hold different opinions, which might lead to arguments amongst themselves, each resident is expected to treat all other residents and their viewpoints with respect.

1. External political organizations/activities will not be allowed in the residences.
2. Internal registered organizations of the institution will only be allowed with prior permission and arrangement with the House Parent.
3. External political speakers or meetings will not be allowed on the residence premises.
4. Posters for the official SRC Election must be approved by the Residence Management and will be put on the official notice boards in residences. No pamphlets will be distributed in residences.

SECTION 14E: TRADING

1. There shall be no form of trading in any residence without the permission of the Chief Director of Finance and Facilities.
2. No charge that exceeds the approved profit may be made on the sale of any article. Such profits shall be paid into the residence fund.

SECTION 15E: PROJECTS

1. Permission shall be obtained from the House Parent before fundraising-, community- and residence projects are initiated.
SECTION 16E: TRANSPORT

1. No official transport shall be provided to any resident for personal or private purposes.
2. The official transport supplied for residents of the off-campus residences, may only be used by residents of that residence.
3. No student may make arrangements for the provision of transport or make any change to the scheduled bus times.

SECTION 17E: PART-TIME JOBS, EXPERIENTIAL TRAINING

1. Students doing experiential training or having a part-time job, must have the consent of the House Parent.

SECTION 18E: SPEAKERS FROM OUTSIDE

1. When any speaker from outside, an organization or the SRC wishes to address a meeting at a residence, whether by invitation or of his/her own volition, the written consent of the House Parent should be obtained beforehand.

SECTION 19E: BREAKAGE

1. Residents must report breakages to the responsible RCS as soon as possible.
2. The person responsible for the breakage must be identified and the staff of RCS will ascertain the repairs or replacement cost and informs the student of the cost thereof. The staff of the department of RCS has authority to have the student’s student account debited with the repair cost.
3. If Technical Services should undertake the repairs, a fully specified account for the repairs must be submitted to Residence Management.
4. If the repayment of breakages is not settled within 30 days, the matter can lead to disciplinary actions.
5. In cases where the offender can’t be traced the whole house/corridor will be held jointly responsible for the settlement of all costs/accounts in respect of repairs.
6. Unless otherwise proven beyond reasonable doubt that the damage caused in the room was caused by natural factors, every resident will be accountable for all damages caused in the room allocated to him/her for the period stayed in that room.
7. A resident and/or his/her parent or a company may not attempt to repair or paint property of university residences. All the repairs will be done through Technical Services.

SECTION 20E: ROOMS

Statement:
All residents shall be jointly and individually responsible for keeping the residence premises clean and neat, and the Residence Management shall ensure that this is done.

Manager Residences and Catering shall be responsible for the placement of students in a residence. The House Parent shall handle placements in rooms, in consultation with the House Committee.

1. Each student shall be responsible for the neatness of his/her own room. Rooms may not become a health risk to fellow students.
2. No uncleaned eating or cooking utensils may be kept in a room.
3. The walls should not be damaged when pictures, portraits or paintings are put up on the walls of the recreation halls, sitting rooms and bedrooms. No nails, hooks or two-sided tape is allowed. Therefore only prestic may be used.
4. No fixed features, eg. bookshelf and desks, mirrors, etc. may be dismantled or relocated.
5. Each resident is responsible for his/her own room and the room should be in the same condition on evacuation as the way it was received. No unauthorized student may enter the room of another student unless the resident student is in the room.
6. Rooms may be exchanged during the year only with the approval of the House Parent in consultation with the House Committee.
7. When a resident move into a room, he/she must notify the Residence Manager immediately if anything in the room is not in a good condition. If the problem is not reported it will be assumed that he/she has found the facility in a good condition and with no defects. Thereafter, any breakage or damage shall be deemed to have been caused by the occupant. An inventory of the contents of the room and of any defects must be signed by the student when he/she occupies the room.
8. If a student moves out of a residence or relocate to a new room during the year or semester, he/she must check the state of the room in the presence of the Residence Manager. Students who don’t follow this procedure might be held liable for any damage found afterwards.
9. No vehicle spare parts, motorbikes and bicycles may be taken into the residence building, but they may be taken to places specifically intended for such vehicles or spare parts.
10. No student may tamper with electricity or telephones or any electrical appliances.
11. The NWU furniture, mattresses, cushions or equipment may not be removed from any room, house recreation hall or any other recreation area.
12. Under no circumstances may walls or doors be written on. No form of ‘graffiti’ will be allowed in or at any residence.
13. No private parties or functions shall be allowed in the rooms, lounge, corridor or around the residence without permission from the House Parent. Parties may only be held in designated areas.
14. The NWU staff responsible for the management of student life and RCS have the right of access to any room in the residence at all times and rooms may be spot checked at any time with a specific purpose and with the permission of the House Parent. The right to inspection includes that a student may be requested to open his/her cupboard, bags or suitcases.
15. Rooms shall be inspected regularly to identify and attend to deficiencies, repairs and general maintenance.
16. Residents shall under no circumstances hang their washing/clothes on and outside the residence windows.
17. Littering through residence windows, on balconies, in passages, in open spaces, communal areas, kitchens or washing rooms and on residence grounds is forbidden.
18. A medical certificate shall be submitted to obtain special permission from Residence Manager to bring an own mattress into the room.
19. No empty alcoholic bottles are allowed to be displayed in room for decoration purposes.

SECTION 21E: ELECTRICAL WIRING AND EQUIPMENT

1. Only the following apparatus may be used in residence rooms:
   - Only one oil or fan heater per room. No bar heaters are permitted in the residence
   - One standing fan per room
   - One bar refrigerator per room (maximum of 60 liters and 220V). An amount of R100 per year will be charged for keeping of fridge in the room.
   - Hair dryer and curling tongs
   - Reading lamp
   - Radio (no excessive sound or music system and speakers shall be allowed)
   - Kettle (no submersible elements is allowed)
   - Iron
- Computer equipment
- Microwave (with permission of the Residence Manager)
- Television (provide own tv license)
- An amount of R250-00 fine will be charged to replace the lost key.

2. The room and passages doesn’t lend themselves to the preparation of food, because good hygiene and the suitable disposal of waste are absolutely necessary. No student can to prepare food in any manner whatsoever in his/her room or in the passage. The following equipment may be kept in the room but may only be used in the kitchen:
   - Toasters
   - Snackwicher
   - Frying pans
   - Stoves
   - TV braai
   - Waffle pans
   - Gas braai
   - Primus stove

3. Microwave ovens may only be used for reheating food and not for cooking.

4. Only residents in a residence equipped with a kitchen area and a suitable sink and worktop shall have the right to prepare food in the kitchen area (self-catering units). Students should, however, take note that the conditions of use for kitchen equipment must be strictly adhered to, and that there should under no circumstances be any electrical overload. It is the responsibility of the students to leave the kitchen in a neat and tidy manner.

5. No open-element equipment shall be allowed.

6. Each student must see to it that all electrical appliances are switched off and disconnected and that the area is clean when he/she leaves the room/kitchen.

7. When a television set that is not the property of the institution is used or hired, the owner or lessee shall obtain the necessary television license and pay for it.

8. Residents will use all appliances, washing machines, tumble driers, microwave ovens, etc. at their own risk. Residence Management shall not be held responsible for damage to personal property or injuries. Residents must familiarize themselves with the operation usage of appliances.

9. All furniture and equipment provided by the institution shall not be removed from any part of the residence.

10. No student shall tamper with electrical wiring or fittings (including television fittings).

11. Residents are strictly prohibited from making any alterations to or affecting any work on the electrical equipment or telephone equipment of the residence.
12. Equipment brought into the residence that poses any risk or potential risk, as described in the Occupational Health and Safety Act, can be attached by the Residence Manager.

13. Permission to use televisions, microwaves and/or freezers in the rooms must be obtained from the House Parent.

SECTION 22E: RESIDENCE MICROWAVE OVENS

Fault procedure:
During breakages, do not attempt to repair equipment. These appliances use a lot of radiation, which may be dangerous. Report all faults to the primaries and the House Parent.

1. Microwave ovens may only be used for reheating food and not for cooking.
2. No stainless metal, steel, tin foil, foil or any other damaging materials may be used in the ovens as well as no ceramic utensils with metal lines, floral decorations or designs may be used in the ovens.
3. Food to be heated must be covered.
4. Close the oven’s door carefully – don’t slam it.
5. Do not use more time for warming food than the time really needed.
6. Switch the oven off after use.
7. Clean the oven after use.
8. While microwave ovens are in use, the user-student must always be present.
9. Residences are under no obligation to provide microwave ovens and in cases where the microwave ovens are misused, they will be confiscated.

SECTION 23E: WASHING MACHINES AND TUMBLE DRYERS

The use of the washing areas, washing machines and tumble dryers are subject to the following conditions:

Laundry facilities are only available for the use by registered residents of the specific residence. No visitors or previous residents of the residence will be allowed to make use of the facilities. A resident who assist or allows a non-resident person to use the washing facilities, or who washes the clothes of a non-resident person in the washing rooms, exposes himself/herself to disciplinary action.

1. Only washing powder for automatic machines may be used. No other washing powder is allowed.
2. The machine must be programmed according to the size of the load.
3. Do not interrupt the washing cycles of machines or tumble dryers.
4. Soaking wet clothes may under no circumstances be placed in the tumble dryers. The clothes must first be spin-dried.
5. Washing may under no circumstances hang out of windows/balconies but all washing must be hung on the designated washing lines.
6. Students are not allowed to wash the following in the washing machines: shoes, tekkies, carpets, blankets or any other non-clothing items.

**Fault procedure**
If a washing machine or tumble dryer stops during operation, no student may attempt to repair the machine. The faulty machine must be reported according to the prescribed procedure for the reporting of faults.

**SECTION 24E: PRIVATE PROPERTY**

1. It is the responsibility of the students to keep their personal possessions safe and their rooms and cupboards locked at all times. This also applies to property for which students have permission to leave at residences during vacations.

**SECTION 25E: NOTICE BOARDS**

1. Notice boards may be used by the Residence Committee, Residence Manager and the Housemother only. If a resident wishes to use a notice board, he/she must first obtain permission from a member of the Residence Committee. Notices may not be posted up at any place other than the notice boards provided for this purpose.
2. Notices of the SRC and officially registered organizations of the institution, will be put up by the Residence Management.

**SECTION 26E: PUBLIC TELEPHONES**

**Fault procedure:**
Report to the House Parent.
1. Students who use public and other telephones in any unauthorized manner at any residence to avoid paying for their calls are guilty of a punishable offence, and persons who are caught shall face a civil suit and shall also appear before the Disciplinary Committee of the institution.

SECTION 27E: PETS AND ANIMALS

1. Residents are not allowed to keep pets or animals (any living creature) inside or on residence premises.

SECTION 28E: WASTING WATER AND FIRE EXTINGUISHER

1. No wasting of water shall be permitted in and around the residence. Fire hoses and fire extinguishers may be used only in case of fire.
2. Tampering with fire hoses and fire extinguishers will be deemed to be vandalism.