



**STUDENT ACCOMMODATION AND RESIDENCE LIFE
RULES AND REGULATIONS**

Document number	14G14.1
Custodian	Executive Director: Student Affairs
Responsible Division	Student Accommodation and Residence Life
Status	Approved
Approved by	Management Executive Committee
Date of approval	16 March 2010
Amendments	
Dates of amendments	
Review date	2014
Related documents	
<p align="center">UJ documents</p> <p>(e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> • UJ Vision, Mission and Values; • Assessment Policy; • Academic Regulations; • Student Regulations. 	<p align="center">Other</p> <p>(e.g. Legislation, DoE and HEQC directives and guidelines)</p> <ul style="list-style-type: none"> • Regulations for the House Committees; • Disciplinary procedures; • Vacation Policy; • Visitation Rules; • Pregnancy Policy;
<p>Stakeholders affected by this document (units and divisions who should be familiar with it).</p>	<ul style="list-style-type: none"> • All Students registered at UJ; • All Students organisations/societies/clubs; • Executive Deans/Vice Deans; • Executive Directors; • Division: Student Affairs; • Campus Directors; • Head: Protection Services; • Campus Health Staff; • Support Units; • House Parents / Residence Managers.
Website address of this document	INTRANET / Student Portal

CONTENTS

1. **DEFINITION OF TERMS**
2. **IMPLEMENTATION OF THE STUDENT ACCOMMODATION AND RESIDENCE LIFE RULES AND REGULATIONS**
3. **APPLICATIONS AND ADMISSION**
4. **CODE OF CONDUCT FOR RESIDENCE AND DAY HOUSE STUDENTS**
5. **KEYS**
6. **MISCONDUCT**
7. **GENERAL RULES AND REGULATIONS FOR RESIDENCE AND DAY HOUSE STUDENTS**
8. **FEEES**
9. **AD-HOC BOARDING**
10. **ACCOMMODATION DURING RECESS**
11. **ACCOMMODATION FOR OUTSIDE GROUPS**
12. **JOURNEYS, TOURS AND CAMPS**
13. **DISCIPLINARY PROCEDURES**
14. **MANAGEMENT OF RESIDENCES**
15. **CARE OF USE OF BUILDINGS, GROUNDS AND FURNITURE**
16. **RESIDENCE PARKING**
17. **SOUND EQUIPMENT**
18. **POSSESSION OF FIREARM**
19. **USE OF ALCOHOL**
20. **PROVISION OF INFORMATION**
21. **PREGNANCY**
22. **TRANSPORT**
23. **VISITATION RULES FOR RESIDENCE**
24. **PROMOTION OF ACADEMIC CULTURE**

STUDENT ACCOMMODATION AND RESIDENCE LIFE RULES AND REGULATIONS

1. DEFINITION OF TERMS

- 1.1 **Residence** is any building that is owned by the University of Johannesburg for the purpose of housing students, or a building that is occupied by registered students of the University of Johannesburg and whose occupancy of the building is managed by the University of Johannesburg.
- 1.2 **UJ** is the University of Johannesburg.
- 1.3 **First year student** is a student who is registered at the University of Johannesburg for the first time for the first year of a full time formal academic programme.
- 1.4 **Senior student** is a student who is not a first year in terms of 1.3 above.
- 1.5 **Open time** is the visiting arrangements for persons who are not members of the residence made by a residence in consultation with the Executive Director of Student Affairs, in accordance with the provisions of the Visitation Policy.
- 1.6 **House committee** is a committee of students who are members of a UJ residence or day house elected by the members of that residence or day house to exercise the responsibilities and obligations stated herein.
- 1.7 **Residence Management** is the Director: Student Accommodation and Residence Life and members of staff to whom he/she has delegated responsibilities for the management and care of residence life.
- 1.8 **House regulations** are a set of internal regulations approved by a majority of residence or day house members with voting rights at a duly constituted meeting of the residence or day house, and by the Executive Director: Student Affairs. House regulations, among others, provide for the following:
- Rules with regard to good conduct, safety and hygienic living conditions in the house.
 - The portfolios for each of the house committee members of the respective residences and day houses and the minimum requirements to be met by the portfolio holders.
 - A schedule of transgressions and standard penalties.
- 1.9 **Residence Management Team** is the Residence Management (as defined in 1.7 above and the House Committee of a residence or day house).
- 1.10 **House Disciplinary Committee** is a sub-committee of the House Committee and is responsible for discipline in the specific residence, as delegated to it by the House Committee

- 1.11 **House Warden** is a staff member who has been appointed in terms of the House Wardens Policy and exercises the functions and responsibilities as provided for in the House Wardens Policy.
- 1.12 **Day House** is a facility where students who do not reside in residences meet and participate in organised activities and programmes.
- 1.13 **Residence Manager** is responsible to manage day-to-day operational activities in university accommodation and liaises with the placement officers in allocating rooms to students placed within the residence.

2. IMPLEMENTATION OF THE STUDENT ACCOMMODATION AND RESIDENCE LIFE RULES AND REGULATIONS

- 2.1 Upon registration in a residence, students shall be provided with a copy of these Rules and Regulations and shall acknowledge receipt of such Rules and Regulations by signing a form provided to them for this purpose.
- 2.2 The Student Accommodation and Residence Life (“SARL”) Rules and Regulations apply to all students accommodated in residences and to students who are members of day houses.
- 2.3 Ignorance of the rules, regulations, disciplinary measures or directives contained herein will not be accepted as an excuse for failing to abide by them. It is the duty of the Residence Managers, House Wardens, Chairpersons and members of House Committees to ensure that all students adhere to the residence rules and regulations.
- 2.4 Jurisdiction over residence students in the application of the Rules and Regulations rests with the Residence Management and with the House Committees.
- 2.5 The Residence Management may rule that a first year student may be treated as a senior student in the residence, in view of his/her age, experience or study at another institution.

3. APPLICATION AND ADMISSIONS

- 3.1 Applications for, and admissions to residences take place according to the policy document *Guiding Principles for the Admission and Placement of Students in University Residences*.
- 3.2 Students who are employed part-time qualify for admission into University of Johannesburg (“UJ”) residences.
- 3.3 Students who are employed by the University as full-time staff or as part-time lecturers may not reside in the UJ residences.

4. CODE OF CONDUCT FOR RESIDENCE AND DAY HOUSE STUDENTS

Residence and day house students:

- 4.1 Must abide by all the rules and regulations for UJ residences as stipulated herein;
- 4.2 Must at all times be respectful towards staff members and visitors;
- 4.3 Should conduct themselves at all times with dignity and with consideration towards their fellow students and should aspire to live the UJ values at all times;
- 4.4 May not contravene or undermine or attempt to undermine any rules, regulations or directives of UJ residences;
- 4.5 Must respect the property in which they are staying, maintain high levels of hygiene and cultivate a sense of pride in their residences;
- 4.6 May not physically or verbally abuse any person;
- 4.7 No student may engage in any activity towards any other student that is demeaning or degrading to that student or that impairs the dignity of such student.

5. KEYS

- 5.1 Room keys are the sole responsibility of each residence student.
- 5.2 Room keys are the property of the UJ and may not be handed to any other persons for purposes of gaining access to a residence room.
- 5.3 Residence students must submit their keys to the Residence Management at the end of each semester.
- 5.4 The cost of unreturned keys will be debited against the accounts of defaulting students.

6. MISCONDUCT

- 6.1 If a residence or day house student commits any of the following acts or omissions, she/he commits a transgression and shall be subject to a disciplinary procedure:
 - 6.1.1 Contravenes or fails to abide by any rule or regulation contained herein, or refuse to comply with any instruction given by either Vice-Chancellor or the Executive Director: Student Affairs that is within their power to give;
 - 6.1.2 Provides false or misleading information about a residence or day house to the press or make a public statement to any person or organization without the permission of the Executive Director: Student Affairs;
 - 6.1.3 Transgresses an internal residence rule that has been approved by the House Committee;

- 6.1.4 Commits an act that is demeaning or degrading to a fellow student, or that impairs the dignity of such student;
- 6.1.5 Is involved in or participates in any activity that causes a nuisance to fellow students, having due regard to the exigencies of residence life;
- 6.1.6 Disobeys a lawful instruction of any duly authorised person;
- 6.1.7 By wilful act or negligence destroys or damages any property of the UJ, or removes such property without permission from a duly authorised person;
- 6.1.8 Uses violence or threatens any person with violence on UJ premises or during participation in any UJ activity;
- 6.1.9 Commits an act of indecency or dishonesty:
- On UJ premises,
 - At UJ residences,
- 6.1.10 Aids or encourages a fellow student in committing an act of misconduct or breach of discipline.

6.2 In the event that a transgression listed in 6.1.1-6.1.10 above coincides materially with a transgression as provided for in the *UJ Student Regulations*, a decision as to which disciplinary body shall exercise discipline in respect of such a transgression shall be taken in accordance with the provisions of Appendix C: "Guidelines for the Referral of Cases" of the *Regulations for Student Discipline*. In cases of doubt the Executive Director: Student Affairs shall make a final determination as to which disciplinary body will conduct the disciplinary procedure.

7. GENERAL RULES AND REGULATIONS FOR RESIDENCE AND DAY HOUSE STUDENTS

- 7.1 No large-scale social gatherings that involve the use of alcohol and/or music shall be held in residences without the approval of the Residence Management.
- 7.2 Students must report all defects and damages to the Residence Management or the House Committee.
- 7.3 Students are liable for any damage that they cause to UJ property, including damages discovered in their rooms after they have left the residence, and all damages will be debited to their student accounts.
- 7.4 Students must keep their rooms neat and hygienic according to the Health and Safety Standards considered acceptable by the Residence Management.
- 7.5 Students may not remove any furniture from any part of a residence (such as rooms, recreation areas, dining rooms, lounges or study centres) or from UJ premises.

- 7.6 No pets are allowed in residences, unless this is a requirement for a person with a disability, such as a guide dog.
- 7.7 The University does not accept responsibility or liability for the loss of any personal property.
- 7.8 The Residence Management will not take messages for students except in the case of an emergency.
- 7.9 No cooking is allowed in students' rooms, except in residences where cooking facilities in rooms are provided.
- 7.10 Students may not allow any other persons to occupy their residence rooms, unless Residence Management approves in writing that an overnight visitor be accommodated in a room.
- 7.11 May not provide their student cards to any other persons in order for such persons to gain access to UJ property.
- 7.12 May not engage in any trade on UJ premises, with the exception of academic-related purposes, such as second-hand textbooks;
- 7.13 Students may be allowed to stay in a Residence after writing their last examination, provided that written permission to do so was granted by Residence Management.
- 7.14 Caregivers in the case of students living with a disability may be allowed in residences on condition that space is available and the student who brings a caregiver bears full responsibility for the cost of the caregiver.
- 7.15 Students are responsible for their own medical expenses.
- 7.16 Parking or driving any motor vehicle or motorcycle on restricted areas of the UJ's residences, such as lawns, is prohibited.

8. FEES

- 8.1 A student must pay his/her accommodation fees during the year on the dates determined by the University financial policy.
- 8.2 Application for admission to a residence must be accompanied by a deposit, as determined by the University Council. The deposit does not form part of the accommodation fees and is refundable when the student leaves the residence and has complied with all requirements stated in the regulations for residences.
- 8.3 The deposit is forfeited if applicants withdraw their applications after a date specified by the Residence Management.
- 8.4 If a student is still liable for loss of, or damage to university property, or if any other fees are owed to the university at the time of his/her departure from the residence, the amount owed will be deducted from the deposit.

- 8.5 If a student leaves the residence during the course of his studies, he/she must inform the relevant authorities and will be liable for the fees for the duration of his/her stay at the residence.
- 8.6 The payment and forfeiture of residence fees are in accordance with the annual Fees Booklet of the University and with the Admission and Placement of Students in University Residences.

9. AD HOC BOARDING

After having paid the prescribed fees, the following categories of students may obtain temporary admission to a residence for the dates determined by the residence authorities:

- 9.1 Students who are required to write final summative assessments at the beginning of an academic year, prior to registration;
- 9.2 House Committee members and other student leaders as approved by the Director of Student Accommodation and Residence Life.

10. ACCOMMODATION DURING RECESS

- 10.1 During the winter recess residents need not remove their possessions from their room when vacating, unless told to do so by Residence Management for the purposes of renovations and cleaning. The university will not accept responsibility for items stolen or damaged during a recess.
- 10.2 Students who stay in the residences during a recess must subject themselves to any special arrangements that may be made for those times.
- 10.3 SARL will provide secure storage for students' possessions during the winter recess, but will not take responsibility for any loss or damage to such possessions.

11. ACCOMMODATION FOR PERSONS EXTERNAL TO THE UNIVERSITY

- 11.1 Persons external to the university may not reside in the university residences during the autumn and spring recesses.
- 11.2 In exceptional circumstances, persons external to the University may, during the winter recess, reside in the residences for a fee, subject to approval being granted by the Executive Director: Student Affairs.
- 11.3 The amount received from housing such external persons shall be for the benefit of the hosting residence.
- 11.4 During the December recess, residence rooms must be fully vacated by students. During this recess, the university may accommodate persons external to the University in the residence at its discretion. The nett proceeds of the remuneration

charged by the University may, at the discretion of the Executive Director: Student Affairs, be for the benefit of the residence.

12. JOURNEYS, TOURS AND CAMPS

Journeys, tours and camps undertaken in the name of a residence or day-house may be organized only with the written permission of the Director of Student Accommodation and Residence Life. The nomination of the camp manager or tour manager must be approved beforehand by the Director of Student Accommodation and Residence Life.

13. DISCIPLINARY PROCEDURES

In the event that a contravention of the rules and regulations contained herein by a residence or day house student is alleged, a disciplinary procedure commences as provided for in the *Procedures for the Residence Disciplinary Committee*, subject to the provisions of 6.2 above.

14. MANAGEMENT OF RESIDENCES

14.1 Subject to the authority of the Vice Chancellor and the Executive Director: Student Affairs, the care and management of residences rests with the House Warden/Residence Manager and the House Committee involved;

14.2 Powers not specifically delegated to the Residence Management and the House Committee are vested in the Vice-Chancellor.

14.3 The ultimate responsibility for the physical maintenance of accommodation rests with the Director Student Accommodation and Residence Life, Campus Director, and Executive Director: Operations Division.

14.4 Matters concerning the behaviour and discipline of students rest with the House Warden/ Residence Manager and the House Committee.

15. CARE AND USE OF BUILDINGS, GROUNDS AND FURNITURE

15.1 It is the responsibility of all residents to keep residence grounds and buildings clean and neat.

15.2 All notices must be placed on notice boards. No posters, notices or any other objects may be attached to the walls of buildings. No objects may be knocked into the walls.

15.3 As soon as a student occupies a room, he/she must immediately report to the House Committee, in writing, if anything in the room is not in order.

15.4 If a student leaves the residence permanently at the end of the year, he/she must check the condition of the room and the equipment, together with the residence

assistant. If this is not done, residents may be liable for damage that is discovered later.

- 15.5 A student who dirties or damages his/her room or the building will be liable to the University for the cost of cleaning or repairing the room or building.
- 15.6 Breakage or damage to buildings or furniture must be reported to the Residence Management immediately. The person responsible for the breakage or damage must pay within 14 days.
- 15.7 No structural changes/partitioning may be made to residences or grounds without the written permission of the Campus Director.
- 15.8 If an account for the damages is not paid within 14 days, the person concerned will have his/her university account debited with the amount and examinations results may be withheld until the account has been paid in full.
- 15.9 No change to the electrical wiring or additional wiring may be made by students.
- 15.10 Unauthorised handling of fire-hoses and other fire-fighting equipment in residences is forbidden.
- 15.11 No bicycles or other vehicles or parts thereof are allowed in the rooms or elsewhere in the residence, unless the Residence Management has granted permission.
- 15.12 Globes are held in stock by the residence assistant and will be exchanged for fused globes handed in.
- 15.13 Duplicates of lost room or cupboard keys are obtainable from the residence assistant on payment of a predetermined fee.
- 15.14 No furniture, bedding or equipment that is the property of the university may be removed from bedrooms, recreation halls, lounges or other rooms, except with the permission of the Director: Student Accommodation and Residence Life.
- 15.15 No resident may sell or trade in University property.

16. RESIDENCE PARKING

- 16.1 Each residence has limited parking bays. The House Committee allocates parking slots to residents according to the criteria set by them.
- 16.2 Only residents who have been authorized by the House Committee and whose central university cards have been activated are allowed access to the residence parking grounds.

16.3 Parents of residents may, according to the rules of Protections Services, be allowed into the residence parking grounds. Other visitors of residents must park in the visitors' parking area outside the residence parking area.

16.4 Students are subject to the traffic and parking rules set by the University of Johannesburg.

17. SOUND EQUIPMENT

Students may use their television or sound equipment in a residence as long as they do not disturb other students or the good order in the residence. They must abide by the rules set by the residence and may be requested by the House Committee to remove the television or sound equipment from the residence.

18. POSSESSION OF FIREARM

18.1 Students may not, subject to the provisions of the *UJ Firearms Policy*, have a firearm in their possession while on the University premises.

18.2 Day students who wish to bring their firearms with them on campus must leave them with Protection Services for safe keeping.

18.3 Residence students may store their firearms in a safe in the residence or with Protection Services.

19. USE OF ALCOHOL

A residence student may only use alcohol on University premises in accordance with the provisions of the *UJ Alcohol Policy*

20. PROVISION OF INFORMATION

No student may provide a name list or personal details of the members of a residence or day-house to any institution or individual. Such information may be provided only after a request has been submitted to the Executive Director: Student Affairs and permission has been granted in accordance with the UJ policy on the provision of access to information.

21. PREGNANCY

In the event that a residence student is pregnant, the provisions of the *Pregnancy Policy* apply.

22. TRANSPORT

22.1 A House Committee can apply for use of an official UJ pool vehicle in the duly authorized manner. The application must be signed by the chairperson of the House Committee, after consultation with the House Committee.

- 22.2 A pool vehicle can only be driven by a registered UJ student with a driver's license that is valid for at least one year, from the campus where the residence is based.
- 22.3 Transport should be booked one week in advance prior the event/function/project. In a case of urgency Residence Management may, in their discretion, authorize the use of the vehicle even if not booked one week in advance.
- 22.4 Students should provide a detailed written motivation for the usage of the vehicle.
- 22.5 The driver of the vehicle will be penalized if he/she deviates from the agreed route.
- 22.6 The rights and responsibilities of students using official UJ pool vehicles, as provided for in the UJ *Transport Policy*, is recognized.

23. VISITATION RULES FOR RESIDENCES

- 23.1 Subject to the provisions of paragraph 24 below, visitors are allowed in residences from 10:00 to 22:00 Sunday to Thursday.
- 23.2 Visitors are allowed in residences from 10:00 to 24:00 Friday to Saturday.
- 23.3 Visitors must produce one of the following identification documents:
- The University of Johannesburg Student Card (No other institution cards will be accepted).
 - South African Identification Document (ID).
 - South African Drivers License.
 - Passport (where a visitor is a foreigner and not a student at UJ).
- 23.4 The person accepting the visitor must at all times be with the visitor and shall take responsibility of the visitor.
- 23.5 The person who has received a visitor must be present at the reception when the visitor leaves the building.
- 23.6 A maximum of three (3) visitors shall be allowed per person.
- 23.7 Visitation shall be suspended during official University events including the following:
- SRC organised events
 - House Committee organised events, etc.
 - One hour prior to a meeting organised by the HC, SRC and Residence management
 - Visitation will generally be suspended one hour before an event.
- 23.8 Visitors must start leaving the building fifteen (15) minutes before the closing time.

- 23.9 Failure to abide by the afore-mentioned Rules and Regulations for residence students of the University of Johannesburg residences will result in disciplinary action against such students.
- 23.10 Should a transgression of rules re-occur the visitor shall be banned from the residence.
- 23.11 The University of Johannesburg reserves the right to deny anyone access to its residences without prior explanation.

24. PROMOTION OF ACADEMIC CULTURE

- 24.1 In support of the promotion of an academic culture in UJ residences, all residents of UJ residences must observe quiet time from 20:00-22:00 from Monday to Thursday. This time is intended for study.
- 24.2 No student may disturb another student who is engaged in study during quiet time.
- 24.3 No first-time entering first year student is allowed to receive visitors in his/her room during quiet time.
- 24.4 No organized residence activity is allowed during quiet time, provided that the House Warden/Residence Manager may from time to time allow such organized residence activity to take place, if:
- 24.2.1 he/she is requested to do so by the House Committee; and
- 24.2.2 he/she deems the exception to be in the interest of the residence; and
- 24.2.3 in his/her view, the activity does not undermine the pursuit of an academic culture in the residence.