

As per the procedures stipulated in Rule 17 of the Disciplinary Code for Students at Stellenbosch University, and specifically 17.2, the Deputy Vice-Chancellor (Learning and Teaching) hereby approves the amended residence rules.

**Signed on 7 March 2022.**

A handwritten signature in black ink, appearing to read 'D. Ramjugernath', is enclosed within a thin black rectangular border.

**Prof Deresh Ramjugernath**

**Deputy Vice-Chancellor  
(Learning & Teaching)**

**The signed copy will be kept in the office for student discipline\*.**

**\*Note: The English version of the residence rules is the signed copy and where there is a difference between the English and Afrikaans version, the English version should be taken as correct.**

**These rules are only in effect until the new rules are finalized and implemented in 2022.**

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## 1. INTRODUCTION

PLEASE NOTE: Rules that supersede the residence rules for a period of time, such as a National Disaster or National Emergency, may be applicable from time to time. Consult section 11 for specific rules.

PLEASE NOTE: Life in residences is subject to the residence's rules as well as the Accommodation Rules. For Accommodation Rules, see [Accommodation Offering and Rules](#).

Residences, private student organisations (PSOs) and clusters house student communities, and it is these student communities that constitute the organising unit at which these rules are aimed.

These residence rules also apply to PSOs and clusters, where applicable, and for that purpose the word "residence" includes PSOs wards and student accommodation in student houses.

Every student community (residence or PSO) also belongs to a student community in a cluster. A cluster consists of a group of residences and PSOs normally organised geographically. The residence or PSO is the primary student community to which a student belongs, and the cluster represents the secondary community to which a student belongs.

The cluster aims to be an organising principle for student life, academic life and service delivery.

### 1.1. THE ROLE AND OBJECTIVES OF CLUSTERS, RESIDENCES AND PSOs

Clusters, residences and PSOs play a prominent role in the realisation of the mission of Stellenbosch University (SU) by offering opportunities for the academic, personal and social development of students.

Clusters, residences and PSOs aim to:

- 1.1.1. establish an ecosystem that acts as a secondary educational opportunity where students learn about the aspects of community life that are focused on enhancing student success for the students that belong to it;
- 1.1.2. provide a student-friendly "listening, living and learning" environment that promotes the academic objectives of the University;
- 1.1.3. provide support to students, particularly regarding their entry into SU, in order to satisfy the demands of university studies;
- 1.1.4. create a community of students from diverse backgrounds with a high degree of understanding of communal endeavours and mutual respect for differences in gender, opinion, culture, religion, heritage, life experiences, sexual orientation and viewpoints;
- 1.1.5. stimulate thinking and broaden students' outlook on life through informal learning experiences and exposure to a diversity of innovative ideas and experiences;
- 1.1.6. ensure the development of leadership and management skills, as well as of personal and social responsibility;
- 1.1.7. provide a framework for participation in social, cultural, sport and other recreational

activities;

- 1.1.8. ensure continuous renewal within the context of the Strategic Framework and Vision of the University;
- 1.1.9. provide accessible and well-equipped, affordable, and safe accommodation in the residence environment; and
- 1.1.10. use peer accountability amongst student communities to collectively enable the aims articulated above.

## **1.2 AIM OF THESE RESIDENCE RULES**

The residence rules create the organisational structure that enables the fulfilment of the role and objectives as articulated above within a values-driven management framework for student communities.

The student communities to which SU students belong are special. They make a considerable contribution to the shaping and memories of SU students. SU depends on positive cooperation from and the extension of this proud tradition by all residence occupants.

- 1.2.1. These rules are applicable to all residents in student accommodation (residences and student houses and, where applicable, PSOs) at Stellenbosch University and, as such, form part of the Disciplinary Code for Students at SU.
- 1.2.2. Every residence develops further internal rules and stipulations applicable to the specific residence (house rules). Such rules constitute the house rules as defined in the Disciplinary Code for Students at SU and include the documents often referred to as the constitution of the residence or student community. House rules remain subordinate to the residence rules in this document. Any house rule that is incompatible with the residence rules are without any effect. Every residence maintains its own house rules and must furnish the Centre for Student Communities (CSC) with them on request.
- 1.2.3. These rules for residences may only be amended by the Deputy Vice-Chancellor (Learning and Teaching) on the recommendation of the CSC.
- 1.2.4. The residence head (RH) and house committee (HC) are responsible for the implementation and application of residence rules and the house rules. All residence students have a collective responsibility to implement and apply the rules.
- 1.2.5. Deviation from or non-compliance with these rules could lead to disciplinary action against the residence or against individual occupants of the residence. A process of restorative justice in line with a values-driven management approach is also regarded as disciplinary action for the purposes of this rule.
- 1.2.6. Disciplinary action, disciplinary power and the composition of Disciplinary Committees in the residences are subject to the provisions of the Disciplinary Code for Students at SU.

## **2. ELECTION, APPOINTMENT AND TERMINATION OF OFFICE OF RESIDENCE MANAGEMENT**

### **2.1. MEMBERS OF THE HOUSE COMMITTEE**

- 2.1.1. Only candidates who qualify for readmission to the residences and who have been selected academically by the CSC may make themselves available for HC election. HC members include the leadership positions of Primarius/Primaria (Prim) and Vice-Prim. The CSC sets the academic criteria to qualify for student leadership in student communities.
- 2.1.2. The candidates should have resided in the residence for at least three semesters. A deviation from this rule may be granted by the CSC upon request of the RH. Such permission shall not be for more than two persons.
- 2.1.3. Every nominated HC member must sign an undertaking form indicating that they accept their duties as members of the HC and that they will maintain the University's rules in the residence. Such acceptance will in no way constitute an employment relationship between the University and the HC member.
- 2.1.4. An outgoing HC member will report in writing on their activities at the end of their term, no later than the last day of September. Only then will the last term's remuneration be paid. Extension for the submission of the report must be obtained in writing from the RH, where such an extension cannot be later than the end of October.

### **2.2. THE RESIDENCE HEAD**

The RH is accountable to the Director: CSC or their delegates, and via them to the University Management, for the general management of the residence.

#### **2.2.1. General**

The section below has relevance for the RH in relation to the residence rules. It does not constitute a complete description of the duties, or the powers of the RH, as relevant duties and powers might be described in other documents. One such document is the Disciplinary Code for Students at SU.

#### **The RH, among other things:**

- i. **is the chief executive officer of SU in the residence and ensures that the HC and mentors perform their responsibilities.**
- ii. is an adviser to students in the case of physical, emotional, academic, and other needs and, together with the HC and the mentors, offers support to students and refers students to support structures, particularly when they enter SU, to meet the academic demands.
- iii. ensures, together with the HC, that the academic and social needs and interests of students are served in the best possible way while they are in the residence and ensures a student-friendly "listening, living and learning" environment that promotes the academic objectives of SU and acts as a second educational opportunity where students learn how to lead, to live and to manage a student

community.

- iv. is, in cooperation with the Prim, responsible for the application of the residence rules and house rules, both directly and via delegation to the HC.
- v. ensures, together with the HC, that the interests of the University are served while the students are in the residence.
- vi. creates, together with the HC, a community of students from diverse backgrounds with a high degree of understanding for communal endeavours and mutual respect for differences in gender, opinion, culture, religion, heritage, life experiences, sexual orientation and outlook on life.
- vii. determines, after students have been placed in the relevant residence by the Residence Placement Office, room allocation of first- and second-year students in particular and is also directly involved in the room allocation of older, current students of the residence.
- viii. provides an element of continuity in the residence management and plays an important role in ensuring that the management of the residence runs smoothly.

#### 2.2.2. Lodging matters

##### **The RH, among other things:**

- i. determines room allocation of first-year students;
- ii. determines room allocation of second-year students after consultation with the HC.
- iii. handles the room allocation of senior students beyond their second year in consultation with the HC.

#### 2.2.3. Student matters

##### **The RH, among other things:**

- i. provides information to parents and prospective residents when necessary.
- ii. supervises the execution of the welcoming programme, and immediately reports any irregularities to the CSC.
- iii. appoints mentors and manages the mentor system in the residence.
- iv. liaises with all relevant student and academic support areas and other support services (e.g. Centre for Student Counselling and Development, Campus Health Services, Centre for Undergraduate Bursaries and Loans, academic departments) with a view to referring students for the necessary assistance.
- v. attends the HC meetings.
- vi. attends and chair the Disciplinary Committee meetings.
- vii. controls the procedure for the election of the HC, as prescribed by the University and the relevant residence constitution and rules, before, during and after the election.
- viii. reports, in consultation with the HC, the needs of students about equipment, improvements and facilities to the relevant University divisions.

- ix. controls the financial management of the House Fund and reports on the financial management of the House Fund to the Director: CSC as requested, or when necessary.
- x. is responsible and accountable for the implementation and management of the SU alcohol policy, as applicable to the specific residence.
- xi. is ultimately responsible and accountable for the implementation and management of the Firearms Policy of SU, as applicable to their specific environment.

#### 2.2.4. Administrative matters

##### **The RH, among other things:**

- i. controls, in cooperation with the Prim, the tasks of the HC members as well as the execution of their responsibilities.
- ii. must, in cooperation with the Prim, ensure that sufficient HC members are available daily, after hours and on weekends for general supervision and other services.
- iii. checks room inventories annually in cooperation with the Residence Services Coordinator, also with a view to recovering breakages related to the repair or replacement of University property.
- iv. liaises with the Manager: Residence Services and Manager: Food Services and Compliance on needs, requests, and problems with regard to food and/or cleaning services.

#### 2.2.5. Discipline

##### **The RH, among other things:**

- i. promotes a positive disposition to discipline among the students.
- ii. manages internal disciplinary cases in terms of the University and residence rules and ensures that a written report is kept on disciplinary hearings.
- iii. reports contraventions relating to residence matters or contraventions within the residence that may not be dealt with by the disciplinary committee of the residence.

#### 2.2.6. Risk management

##### **The RH, among other things:**

- i. applies the provisions and stipulations of the relevant legislation and the Rector's policy on risk management in the residence.
- ii. checks the prescribed functions of the HC members with regard to risk management.
- iii. ensures, in cooperation with the Prim and the HC, compliance with safety rules in the residence.
- iv. is the chair of the residence's safety committee.



## **2.3. THE PRIMARIUS/PRIMARIA**

- 2.3.1. manages the affairs of the students in the residence and serves as coordinating link between the House and the RH and services that are provided to the students. In this capacity, the primarius/primaria (Prim) will under no circumstances qualify to be viewed as an employee of the University.
- 2.3.2. as the student leader of the student community in the residence, is responsible for the management of the students in a specific residence in terms of the residence rules, Disciplinary Code for Students at SU and applicable house rules, in support of the role of the RH.
- 2.3.3. must, in cooperation with the RH, ensure that the HC members execute their duties and that a sufficient number of HC members are available after hours and on weekends for general supervision and other services, as prescribed by the RH, general residence rules and/or the particular house rules.
- 2.3.4. is chairperson of the HC- and the House meeting; is a member of the residence's Disciplinary Committee and represents the House on the Prim Committee (PC).
- 2.3.5. must ensure that complete and proper minutes are taken at HC- and House meetings.
- 2.3.6. coordinates public relations with other student communities in the cluster and beyond, with the Students' Representative Council (SRC), and during other student events.
- 2.3.7. ensures that all official University information is communicated to the House.
- 2.3.8. together with the HC, is responsible for the formulation and execution of the welcoming programme for new students at the start of the year. The Prim gives leadership in executing a welcoming programme that, in spirit and execution, abides by the residence rules on welcoming.
- 2.3.9. compiles at the end of the term of office an annual report and accepts responsibility for ensuring the compilation of a financial report by the treasurer. The reports are submitted to the House during a House meeting and presented to the RH. At the end of the term of the HC, the Prim collects the written reports of all the HC members (before the end of September).
- 2.3.10. assists with room placements of seniors in the residence in consultation with the RH.
- 2.3.11. remains responsible for the execution of duties until the start of the fourth term.
- 2.3.12. is overall and personally liable for ensuring that the University's Risk Management policy is applied strictly and that safety measures are enforced.
- 2.3.13. is responsible for the proper management of parking at their residence by ensuring that all vehicles that park in the parking bays allocated to the residence are registered at Transport Services.
- 2.3.14. in cooperation with the RH, ultimately is co-responsible and co-accountable for the implementation and management of the Alcohol Rules and SU Alcohol Policy.

## **2.4. THE VICE-PRIMARIUS/VICE-PRIMARIA**

- 2.4.1. is responsible for the management of the residence in the absence of the Prim and, in this capacity, also under no circumstances qualifies to be viewed as an employee of the University.
- 2.4.2. handles portfolios as allocated.
- 2.4.3. coordinates the residence's Risk Management programme by doing the following:
  - a acting as secretary of the residence's Risk Management/Health and Safety Committee.
  - b administering the programme according to the guidelines determined by the Risk Management Division.
  - c acting as the Emergency Plan coordinator and manages the residence's emergency evacuation plan.
  - d update and submit the annual Residence Emergency Plan
- 2.4.4. is a member of the residence's Disciplinary Committee.
- 2.4.5. carries out the duties and responsibilities applicable to HC members, as well as special tasks assigned to them.
- 2.4.6. remains responsible for the execution of duties until the start of the fourth term.
- 2.4.7. is, in cooperation with the RH and Prim, co-responsible and co-accountable for the implementation and management of the Alcohol Rules.

## **2.5. THE HOUSE COMMITTEE MEMBER**

- 2.5.1. is responsible for the implementation of the residence rules and house rules in general, and among the specific group of students and/or section allocated to them in particular. In this capacity, HC members will under no circumstances qualify to be regarded as employees of the University.
- 2.5.2. carries out tasks and duties in accordance with the residence rules, house rules, as well as tasks assigned to them.
- 2.5.3. serves as link between a section and/or group of students allocated to them, and the Prim as well as the RH.
- 2.5.4. manages portfolios as allocated by the Prim.
- 2.5.5. deals with administrative duties as determined by the University.
- 2.5.6. at the start of a period of service, compiles a budget for the portfolios allocated to them for submission to the HC.
- 2.5.7. at the end of the term of office, compiles a report on the functioning of each portfolio for submission to the Prim.
- 2.5.8. immediately hands over to the Treasurer any monies that have been collected for safekeeping and depositing.
- 2.5.9. completes inventory forms about every residence room allocated to them within

the first week of the academic year.

- 2.5.10. reports any complaints, damages and repairs to the relevant body or persons.
- 2.5.11. manages public relations about a specific section/group via liaison with the Prim and HC.
- 2.5.12. immediately reports the illness or hospitalisation of students to the Prim and RH.
- 2.5.13. reports cases where a summary fine has been imposed upon a student to the HC.
- 2.5.14. is available daily, after hours and on weekends for general supervision and other services, as prescribed by the RH, Prim, general residence rules and/or the particular residence's house rules.
- 2.5.15. informs the Prim and RH of their absence of a day or longer in the week or on weekends during their term of service.
- 2.5.16. performs service as HC member until the start of the fourth term.
- 2.5.17. is personally responsible for ensuring that the University's Risk Management policy is applied strictly and that safety measures are enforced in that section of the residence that has been identified as their sphere of responsibility.
- 2.5.18. in cooperation with the RH, Prim and Vice-Prim, ultimately is co-responsible and co-accountable for ensuring the implementation and management of the Alcohol Rules.

## **2.6. THE TREASURER**

- 2.6.1. administers all funds and transactions of the residence in terms of the regulations of the residence rules, the constitution of the residence and the regulations of the Financial policy, and in consultation with the Finance Division.
- 2.6.2. must, at the start of their term of office and in consultation with the HC, annually compile a financial budget for the following year.
- 2.6.3. is responsible for the receipt and safekeeping of all monies collected on behalf of the HC from individuals and/or groups of residents of the residence for functions, outfits, fines, damages and other residence-related activities.

All monies received must be paid in at the particular residence's cost point. No monies received may be used to pay expenses directly. If this rule is disregarded, disciplinary action may be taken against the treasurer and/or other students or persons who are party to it. Any student or person who is party to the infringement will be reported to the South African Revenue Service (SARS), and such student or person will be liable for all taxes and fines that may arise from the matter.

- 2.6.4. controls and administers the petty cash account in accordance with the stipulations of the University and the HC.
- 2.6.5. is responsible for regular reporting (at least once a month) on all expenses undertaken and income received, such as the payment of accounts and petty cash expenses, to the HC and the RH.

- 2.6.6. must, at the end of their term of office, provide the HC with a complete financial report with a view to submitting it to and receiving approval from the general House Meeting.
- 2.6.7. must attend the training session presented by the Finance Division, which is compulsory for all residence treasurers. The Finance Division will provide early notification of the date, time and venue of such training.
- 2.6.8. is compelled to use the guidelines contained in the Financial Quick Reference Guide for requesting and obtaining financial information and statements.
- 2.6.9. may not enter and has no authority to enter into any contract with an outside party for and on behalf of SU or any subdivision of SU for the provision of any service or product. This is because no student or member of staff who is not specifically authorised thereto have such authorisation. Only a few officials of the Finance and services Divisions may sign such contracts.
- 2.6.10. may not place an order for any service or goods unless a purchase order number has been allocated by means of the University's admin system. No invoice will be paid without such a purchase order number.
- 2.6.11. must ensure that all requisitions are loaded via the University's admin system.
- 2.6.12. must ensure that all cheque requisitions are completed correctly before they will be considered.
- 2.6.13. must ensure that at least two persons with signing rights are identified within each environment. The details of these persons must be given in writing to the Finance Division before any transactions will be considered.
- 2.6.14. must ensure that every function, project and/or activity of the residence (e.g. house dances, tours, purchase of equipment) is planned according to a separate budget and that the persons responsible manage the function, project or activity within the budget.
- 2.6.15. links the details of the transaction according to the preceding project budgets within the particular cost point to the relevant accounts and projects. (This procedure ensures efficient control of all expenditure on the University's admin system.)

## **2.7. ELECTIONS IN THE EVENT OF EXTRAORDINARY CIRCUMSTANCES**

### **2.7.1 Introduction**

The continuation of healthy student communities is at the core of what we do. It therefore is important to establish guidelines that can assist with the continued existence of communities during extraordinary circumstances.

### **2.7.2 General**

All provisions in this section should be interpreted in the light of Stellenbosch University's:

- i. pursuit to establish values-driven student communities;

- ii. expectation that elections are held openly and democratically; and
- iii. that students' basic rights should be respected and not infringed upon.

### 2.7.3 Application

The provisions in this section apply to student leadership elections in the student communities during a state of national disaster and/or extraordinary circumstances.

### 2.7.4 Extraordinary circumstances

Extraordinary circumstances are any circumstances over which Stellenbosch University does not have control. These circumstances include natural disasters, pandemics, or any situation that can be proven to be extraordinary.

In the event of any extraordinary circumstances, the following will be applicable during elections:

- i. All residences and PSOs are authorised to hold elections electronically (online).
- ii. It is the responsibility of the RH/PSO Coordinator to guide the respective communities through the process of finding a procedure that is acceptable to the community and the CSC.
- iii. In all circumstances, the continuation of the student community is the main concern.
- iv. The RH, in consultation with the CSC and the election committee, can implement all necessary steps to ensure that a fair election takes place.

## **3. RESIDENCE FINANCES**

### **3.1. HOUSE FEES**

- 3.1.1. The amount for the house fees is charged to the students' accounts by Student Fees Section and an amount is paid to the particular residence's House Fund.
- 3.1.2. NO additional levies over and above the approved house fees may be demanded or expected from first-year students or other students. House fees do not include any fines related to disciplinary action.
- 3.1.3. The treasurer of a specific residence administers the residence's funds (refer to the duties of the treasurer) in accordance with the regulations of the residence rules, the house rules of the residence, the guidelines of the Financial Quick Reference Guide, and in accordance with the instructions from the Finance Division.
- 3.1.4. Expenses that are planned but do not form part of the budget that has been approved are approved by the HC.
- 3.1.5. At each House meeting, the treasurer reports on the finances and, at the end of the term of office of the HC, submits a complete report.
- 3.1.6. Approval for the payment of the remuneration of the HC for the final term of its term of office may be withheld by the RH until the financial report has been

finalised to their approval.

- 3.1.7. Any dispute regarding the financial report of a residence is referred for final approval to the Finance Division, whose decision in this regard will be final and binding.

### **3.2. MANAGEMENT OF RESIDENCE PROJECTS**

- 3.2.1. All monies received must be paid in against the cost point of the particular House Fund. No monies received may be used to pay expenses directly. If this rule is disregarded, disciplinary action may be taken against the treasurer and/or other students or persons who are party to it. Any student or person who is party to the infringement will be reported to the South African Revenue Service (SARS), and such student or person will be liable for all taxes and fines that may arise from the matter.
- 3.2.2. Advances will only be considered by the Finance Division after the submission of a budget setting out the nature and extent of the requirements. Source documents, invoices and/or receipts related to the awarded advance must be submitted to the Finance Division within a reasonable period, as agreed, before any further advances or payments will be considered.
- 3.2.3. No person may request the payment of monies or a cheque in their own name.

## **4. RESIDENCE FUNCTIONS AND ACTIVITIES**

### **4.1. GENERAL**

- 4.1.1. For these purposes, a residence function is defined as an occasion that is arranged on the residence premises for the residents of the residence concerned and invited guests.
- 4.1.2. Residence functions may only be presented in the residence concerned if the facilities of the residence are sufficient and control over those involved is possible.
- 4.1.3. The RH must give prior permission for such a function.
- 4.1.4. A residence is entitled to hold a residence function during the week once per term, as long as the function does not end later than 24:00.
- 4.1.5. No residence function may be held during the two weeks preceding the June examinations and the two weeks preceding the November examinations.

### **4.2. DANCES**

- 4.2.1. University residences that have suitable venues are permitted to hold residence dances in the residence with the approval of the RH. If these are held during the week, they are regarded as a residence function.
- 4.2.2. Dances must end at 24:00.

### **4.3. AWARD DINNERS**

- 4.3.1. Award dinners (“Hane- en Hennedinees”) are formal functions during which the

achievements of the residents of the residence are acknowledged.

4.3.2. Each residence that wishes to present an award dinner must apply to the CSC for a suitable date. Award dinners may only be held on an approved date.

4.3.3. Any misbehaviour by students during a dinner or deviation from the approved date could lead to the residence not being permitted to present such a dinner for an undetermined period.

#### **4.4. OPEN RESIDENCE FUNCTION**

4.4.1. An open residence function differs from other residence functions in that it is attended by uninvited persons, the public or any person who reacts to publicity for the function.

4.4.2. Any residence that wishes to present such a function must obtain approval in writing from the CSC at least six weeks before the function. The function must comply with the relevant legislation regarding functions. The complete programme for the function must be submitted for approval.

4.4.3. No arrangements or bookings may be made before the programme has been approved in accordance with 4.4.2.

4.4.4. The HC is responsible for making the necessary arrangements with the Events and Risk Management Office and other parties concerned.

4.4.5. Open functions may not be presented during academic times.

4.4.6. Any misbehaviour by students during a function or deviation from the approved date could lead to the residence not being permitted to present such a function for an undetermined period of time.

#### **4.5. SERENADES**

4.5.1. Serenades may take place on weeknights until 01:00.

4.5.2. No serenades may take place during the two weeks preceding the mid-year examinations or the two weeks preceding the end-of-year examinations.

4.5.3. An HC member from the residence concerned must accompany the serenading group.

4.5.4. The organiser is responsible for the orderly course of the serenade.

#### **4.6. CHAMPAGNE BREAKFASTS**

Champagne breakfasts may only be held on weekend mornings and on public holidays.

#### **4.7. RESIDENCE REUNIONS**

4.7.1. Before a residence may finalise any arrangements for a reunion, the full programme of activities must be submitted to the Division of Development and Alumni Relations (DAR) at least six (6) months in advance. Approval for the reunion will be provided by the joint committee on Alumni Activities in Communities (CSC and DAR).

4.7.2. Reunions may only be held on the achievement of special milestones. This includes

birthday reunions and first-year reunions. Examples: Dagbreek 100, Eendrag 65, Metanoia 15.

- 4.7.3. Residence reunions may only be held during the annual Alumni Homecoming weekend, or on a date approved by the joint committee on Alumni Activities in Communities.
- 4.7.4. If the residence is to be used for the accommodation of former residents, the necessary arrangements must be made timeously with SunCom.

## **5. ALCOHOLIC BEVERAGES IN STUDENT ACCOMMODATION**

- 5.1. Alcohol is not allowed to be stored or consumed in residences (student accommodation) and the display of empty bottles or tins that is recognisable as alcoholic beverages is not allowed.
- 5.2. When alcohol is found in student accommodation it will be confiscated and destroyed.
- 5.3. The storing and consuming of alcohol in student accommodation will be dealt with as a residence matter and repeated offences become a disciplinary matter.
- 5.4. The rules in 5.1 – 5.3 above are the default rules and is applicable to all student accommodation from the beginning of each calendar year until house rules applicable for a specific residence for a specific calendar year take effect.
  - 5.4.1. Such house rules must aim to have the positive impact of promoting a culture in the student community of the residence where drinking limits consumers' Blood Alcohol Content (BAC) to 0,08%.<sup>1</sup>
  - 5.4.2. House rules concerning the use of alcohol in the specific student accommodation will only be effective from the second week of the academic year for undergraduate students or the date that the house rules concerning alcohol for that year is properly adopted whichever date is the later.
  - 5.4.3. The CSC may in extra-ordinary circumstances (such as a national state of disaster) suspend all house rules which allow the use of alcohol in student accommodation.
- 5.5. ***The adoption of house rules concerning the use of alcohol.***
  - 5.5.1. The house rules on the use of alcohol must state the objectives of the rules and how it relates to a vibrant student community and a culture that prevents binge drinking.
  - 5.5.2. The house rules for each year must be negotiated with the CSC before it can be adopted. The RH, visiting head or co-ordinator, of the student community first approves the suggested house rules for the use of alcohol and, thereafter, the residence head must obtain the approval of CSC before the rules can come into effect.
  - 5.5.3. The house rules must be accepted at a house meeting.
  - 5.5.4. The house rules must limit the use of alcohol to certain spaces in the student accommodation and alcohol is not to be consumed in the individual rooms of residents.

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<sup>1</sup> Using BAC 0,08% is recognised as an impairment of judgement, where one "...will lose more coordination, so your balance, speech, reaction times, and even hearing will get worse." (<https://www.alcohol.org/effects/blood-alcohol-concentration/>)



- 5.5.5. The house rules must limit the times to when alcohol can be used, and the times must not be before 10:00 and not after 23:00 at night. Thus, no alcohol consumption allowed between 23:00 and 10:00.
- 5.5.6. The house rules on the use of alcohol should be limited according to the academic calendar of the year and should take cognisance of times such as examinations.
- 5.5.7. The rules should provide for guidelines to curb binge drinking at social events of the student community (such as house dances) to be drafted and agreed to by the residence head, visiting head or co-ordinator before permission for the social event can take effect.
- 5.5.8. The rules should provide for measures to curb the marketing of a binge drinking culture such as displaying empty bottles, using cheap alcohol as a draw card, incorporating drinking games in social events and promoting excessive drinking as a norm.
- 5.5.9. Binge drinking is defined as five units of alcohol in a four-hour period for men and four units of alcohol in a four-hour period of women. The responsible use of alcohol is defined as drinking where the Blood Alcohol Content stays at 0,08% or below.
- 5.5.10. For special functions such as residence functions the RH, visiting head or co-ordinator may apply for an exception to rule 5.5.5.

## **6. VISITORS IN RESIDENCES (Please note that these rules are subject to changes because of rules to curb the spread of COVID-19)**

The rules with regard to visitors in residences are instituted to regulate visitors to the residence, to protect the rights of all paying residents, to prevent squatting, subletting and occupation without payment, and to promote safety in the residence.

Residences may set their own rules in terms of visiting hours and places where visitors are allowed at certain times that are more restrictive than what these rules below allow.

### **6.1 Rules for visitors in women's residences**

- 6.1.1 All residences can, through a majority at a house meeting (or at a HC meeting), place greater restrictions on any rules in terms of time and place provided in the rest of clause 6.
- 6.1.2 Visiting hours
  - 6.1.2.1 Residents are allowed a maximum of two visitors per room in residences during the following times:  
 Sunday – Thursday: 09:00 – 24:00  
 Friday – Saturday: 09:00 – 01:00
  - 6.1.2.2 The student community in a residence has the right to further restrict the times indicated above.
- 6.1.3 Individuals must ensure that roommates and other directly affected parties are informed and accommodated in the event of visitors to a room.
- 6.1.4 A visitor's logbook or similar tracking system must be kept accessible to keep record of visitors after 17:00. Information should include:
  - (a) Name and surname of the visitor

- (b) Name and room number of the resident being visited
  - (c) Indication that a student card or ID document was handed in
  - (d) Indication of time when visitor left the residence
  - (e) Acknowledgement by the visitor's signature that they received the student card or ID document
- 6.1.5 A resident is co-responsible for the actions of their guest throughout the guest's interaction within the residence, including damages and other related disturbances.
- 6.1.6 For safety reasons, no unaccompanied guests are allowed in the residence. All guests must therefore be always accompanied by a resident.
- 6.1.7 Visitors should make use of the appropriate ablution facilities available.
- 6.1.8 If any person acts outside of the stipulated rules of this policy or the respective residence's house rules, the usual disciplinary steps of the residence must be followed.
- 6.2. RULES FOR VISITORS TO RESIDENCES WITH MALE ONLY OCCUPANTS AND RESIDENCES WITH MALE AND FEMALE OCCUPANTS**

The rules about visitors in residences are instituted to regulate visitors to the residence, to protect the rights of all paying residents, to prevent possible squatting, subletting and occupation without payment and to promote safety in the residence.

- 6.2.1. Students may receive a maximum of two visitors in their rooms only during the following times:
- Monday to Thursday and Sunday: 07:30 – 01:00
- Friday and Saturday: 07:30 – 02:00
- 6.2.2. Individual residences are free to further limit the visiting times of visitors within the boundaries mentioned in par. 6.2.1.
- 6.2.3. Visitors who have not left the residence by the predetermined times will be viewed as having stayed over and the student who received the visitor will pay a visitor's fee.
- 6.2.4. The management of the residence, specifically the members of the HC, must ensure that the rules are obeyed and that the necessary procedures are instituted to manage the process.
- 6.2.5. A repeated pattern of visitors who stay over or who are viewed as having stayed over will lead to steps being taken against the resident who received the visitors, and this could lead to that resident forfeiting their place in the residence.
- 6.2.6. Should the HC of a men's residence fail to properly apply the specific rules, disciplinary steps may be instituted against the relevant residence at the Central Disciplinary Committee.
- 6.2.7. An occupant of a residence who receives visitors is co-responsible for the behaviour of their visitors and all damage that is caused by their visitors.
- 6.2.8. In the case of a function, a member of the HC may sign in a group of visitors after obtaining the necessary permission.

## **7. BEHAVIOURAL MATTERS**

### **7.1. RAIDS AND ATTACKS BETWEEN RESIDENCES**

- 7.1.1. Raids, attacks and incitement to raids and attacks by students on any residence are prohibited.
- 7.1.2. If the premises of a residence are entered in the course of a raid or attack by non-residents of that residence, the matter must be reported directly to Campus Security and the CSC.
- 7.1.3. The damage caused during a raid may be recovered in full from the residence and the students who carried out the raid.
- 7.1.4. Challenges, taunting or the shouting of indecencies, insults or crude language or any other action against students or residences that could provoke negative counter-reaction or some form of reprisal are prohibited.
- 7.1.5. No object of any nature may be flung, thrown or shot at any residence or occupants with the purpose of causing damage, drawing attention or inciting a feud or reprising it.

### **7.2. QUIET TIMES**

- 7.2.1. Students should at all times act in such a manner that it will be possible for the occupants of a residence to study unhindered in an academic atmosphere.
- 7.2.2. Students and residences should at all times act in such a manner that no discomfort or disturbance of peace is caused to the occupants or other residences in the area.
- 7.2.3. Quiet times must be maintained at least during the following times:
  - Monday – Thursday:  
08:00 until 12:30, 14:00 until 16:30, 19:00 until 21:00 and 21:30 until 08:00 the following morning.
  - Friday:  
08:00 until 12:30, 14:00 until 16:30, 23:30 until 08:00 the following morning.
- 7.2.4. The management of a residence may make arrangements with regard to quiet times that lay down stricter requirements than those set out above and must make residence-specific arrangements with regard to Saturdays and Sundays.
- 7.2.5. It is the duty of every occupant to cooperate to ensure that academic quiet times are possible in a residence.
- 7.2.6. It is the duty of the HC to maintain quiet times in a residence and to act strictly in the case of any deviation from the quiet times.

## **8. WELCOMING OF NEWCOMER FIRST-YEAR STUDENTS IN STUDENT COMMUNITIES AND GENERAL GROUP ACTIVITIES OF ALL STUDENTS (INCLUDING SPORT TEAMS, SOCIETIES, CULTURAL GROUPS, ETC.)**

## 8.1 Introduction

At Stellenbosch University, students are welcomed in a friendly, hospitable and dignified manner into any student community (including sport teams). These values, which guide all our welcoming processes, are reinforced by our institutional values of respect, excellence, equity, compassion and accountability.

**An unacceptable welcoming practice is any attitude, action, rule or practice that is typical of a hierarchical power system and that does not promote a value-driven system.** An example of such a practice is where newcomer students are expected to subject themselves to power being exercised, whether or not such action is aligned with the values set out above.

## 8.2 General

8.2.1 All provisions in this section should be interpreted in the light of the University's:

- endeavour to establish values-driven student communities;
- endeavour to do away with any action that organises a student community as a power hierarchy (whether temporary, momentary or for a longer period);
- Vision 2040;
- intention and endeavour to be welcoming and inclusive; and
- expectation that students' basic rights should be respected and not infringed upon.

8.2.2 All students or groups of students are subject to the specific rules that apply to the welcoming of newcomers. The same principles and rules apply equally to the welcoming, integration and orientation of any other student by fellow students at the University. (Also see 8.2.5 for the scope of this provision.)

8.2.3 No student may voluntarily, whether in writing, verbally or through their actions or in any other way, cede any right that applies in terms of these rules or that may be granted in terms of the Bill of Rights, as contained in the Constitution of South Africa (1996).

8.2.4 No student who participates in organising, executing or undertaking any activity in which any other student or groups of students are involved, and which is inconsistent with the rules of the University in terms of welcoming, shall be able to rely on the participating parties' voluntary agreement to take part in the activity/activities at their own risk.

8.2.5 Any attitude, action, rule or practice that affects newcomers and is inconsistent with a values-driven system (and, therefore, shows signs of a hierarchical power system) is an unacceptable welcoming practice and is prohibited. This means that practices known as "initiation" or "induction" (or "doop", as it is called in Afrikaans) of newcomer and other students, or any other related activity, are strictly prohibited at the University. The prohibition applies to the treatment of newcomers in a residence, PSO, house or cluster, or even a section of a residence, as well as similar activities or practices during the celebration of birthdays, the election of HC members, engagements or in recognition or celebration of any achievement, event or milestone.

8.2.5.1 Although not closed/exhaustive, the following list contains examples of transgressions (as envisaged in paragraph 8.2.5) that are regarded as ***inconceivable*** conduct,

practices, attitudes or actions in a values-driven community or team, and are thus strictly prohibited:

- a) Any form of physical assault
- b) Any form of physical contact or discomfort, such as sweating sessions, wearing jackets or ties, or being forced to walk backwards
- c) Pulling pillowcases, bags or something similar over students' heads
- d) Any form of mud bath or something similar
- e) Giving or administering alcohol, food or any other substance, including water
- f) Applying any substance to students' bodies
- g) Any form of mental/emotional harm or humiliation, such as wearing absurd clothing, intimidation, abusive remarks or shouting at newcomers
- h) Deliberately depriving newcomers of food
- i) Depriving students of any privileges to which they would normally be entitled, such as using items or facilities such as telephones, cell phones, make-up, laundry machines or time to bathe or shower
- j) Forbidding newcomers to speak, or creating an expectation that newcomers may or should not speak in certain contexts
- k) Denying newcomers contact with their parents during welcoming
- l) Forced participation in activities, including group activities
- m) Any form of personal service to senior students, whether individually or as a group
- n) Issuing instructions and prescripts to newcomers (such as regarding clothing and having to serve seniors)
- o) Taking any oath of secrecy or giving rise to any understanding in respect of secrecy with regard to welcoming, no matter how indirect this may be. This specifically applies to welcoming or any type of initiation in a more intimate context than the house, such as a team, section floor or any other, similar subdivision.
- p) Providing newcomers with information to memorise, and embarrassing, ridiculing, insulting or humiliating them when they are "tested" on it (in whatever form)
- q) Giving newcomers tasks to perform in front of others (normally senior students) and then ridiculing and/or humiliating them during their attempts
- r) Expecting or encouraging newcomers to steal private property for whatever purpose, and particularly as a so-called expression of loyalty towards or as a "customary action"/tradition of the house or a part thereof, or even where such a possibility exists and newcomers are not actively discouraged from stealing something
- s) Expecting newcomers to stay in the residence over a weekend without expecting the same from other students (seniors)
- t) Senior students under the influence, or apparently or presumably under the influence, of alcohol "looking up" newcomers for conversations or issuing any instructions to newcomers in this state
- u) Calling newcomers by strange names or humiliating nicknames
- v) Disturbing students' sleep between 23:00 and 06:00
- w) Embarking on any trip or excursion with newcomers at day or night without it being for an official University event
- x) The Prim and/or their deputy being absent from campus during the welcoming period without the express permission of the relevant RH or PSO coordinator

- 8.2.5.2 Although not closed/exhaustive, the following list contains examples of transgressions (as envisaged in paragraph 8.2.5) that are regarded as **unacceptable** conduct, practices, attitudes or actions in a values-driven student community, and are thus strictly prohibited:
- a) Any conduct, action, attitude or practice where a newcomer is not regarded as a fully-fledged member of that student community (or subsection thereof) from the moment when the newcomer reports to the student community. Examples include the following:
    - i) Expecting newcomers to first climb a mountain on their own before they are regarded as part of the group
    - ii) Barring newcomers from walking over a particular piece of lawn or using certain staircases, elevators, corridors, entrances or walkways or something similar for a period, and then lifting such ban at a later stage
    - iii) Failure by senior students who are aware of a practice or expectation mentioned in (a) above to immediately rectify it, or report it for rectification
    - iv) Expecting newcomers to wear the same clothing (house shirt or something similar) for a period after classes have already commenced
    - v) Denying newcomers the same right to vote as other house members at a house meeting
    - vi) Referring to newcomers as a group and as individuals, not by the newcomer's name or the collective name of the house, but by a name that outsiders may interpret as an abusive or humiliating name, such as "blougat", "saad", "jar", etc.
  - b) Any conduct, action, attitude or practice that restricts newcomers' freedom of movement as individuals or as part of a group. Examples include the following:
    - i) Leading newcomers to believe that they are not allowed to visit certain parts of town
    - ii) Leading newcomers to believe that, for a period, they are not allowed to visit certain places such as clubs or other meeting places, the Neelsie, the Library or the Study Centre, or to remain there for long
  - c) Conducting a house meeting in such a way to hamper newcomers' integration into the University or exploit their lack of knowledge of the environment. Examples include the following:
    - i) Having excessively long house meetings (lasting more than 120 minutes)
    - ii) Taking decisions (also in jest) that impose certain duties on newcomers, such as guarding the house at night, where some newcomers may be under the impression that the decisions were meant seriously (particularly considering that not all students are proficient in all languages used at the house meetings)
    - iii) Having mostly newcomers sit on the floor or objects other than chairs, while other students may sit on chairs
    - iv) Making personal remarks about newcomers without decisive intervention by the person presiding over the meeting
    - v) Seniors tabling false motions aimed at humiliating, misleading, making fun of, ridiculing, or making a laughingstock of newcomers
  - d) Using forms of address such as "lady", "juffrou", "meneer" or something similar during

the welcoming period, where these could easily be replaced by calling the student (senior or newcomer) by their name, or where there is no expectation that this form of address will be used in that student community for the rest of the year

- e) Where use as well as enjoyment of certain amenities is restricted in respect of newcomers, but not with regard to other house members. Examples include the following:
  - i) Reserving certain bathrooms or sections thereof for seniors only. This includes reserving certain showers or baths for seniors.
  - ii) Instructing newcomers not to use hot water, or discouraging or structurally discouraging it (by removing the heads of hot water taps)
  - iii) Failure by senior students who are or should be aware of (e) above to rectify it, or report it for immediate rectification
- f) Compulsory study times for newcomers
- g) Misleading newcomers about matters directly affecting them for the entertainment of seniors, or for what outsiders could interpret as the entertainment of seniors. An example is where newcomers are told that the names of those who need to transfer to another house will be announced shortly in order to increase or test newcomers' loyalty.
- h) Having newcomers walk in rows of two from one destination to another, or lining up ("standing squad") wherever they need to report upon their arrival or prior to leaving for their next destination

8.2.5.3 Although not closed/exhaustive, the following list contains examples of conduct, practices, attitudes or actions that are regarded as **undesirable** in a values-driven student community or team. (Repeated undesirable conduct, practices, attitudes or actions, or combinations thereof, constitute a transgression as envisaged in paragraph 8.2.5):

- a) Making newcomers wear name tags on campus without expecting seniors from the house to do the same
- b) Campus competitions making demands particularly on newcomers' time, thereby consuming a considerable share of their time (at the expense of their academic work)
- c) Senior students (including HC members) striking a stern attitude under the guise of professionalism, which outsiders may interpret as an unfriendly and unwelcoming attitude towards newcomers
- d) Wearing HC jackets and/or high-heeled shoes in order to create the impression of a hierarchy of power
- e) Screaming to make themselves heard in a large group
- f) HC members growing beards for the welcoming period, even though they do not normally wear beards

### **8.3 The welcoming of newcomer students in the context of the house**

- 8.3.1 Welcoming of newcomers is the responsibility of the ResEd coordinator of the cluster of which the residence or PSO forms part, the management structures of the cluster, the relevant residence head, and the HC of the particular house.
- 8.3.2 On a date in the year preceding the welcoming of newcomer students and as determined by the CSC, the residence head, Prim and HC of each house will: (i) have prepared a full welcoming programme agreed upon with the ResEd coordinator and cluster management and signed by the residence head, Prim and at least half of the HC, and (ii) submit this to the CSC.
- 8.3.3 When drafting a welcoming programme, it is important to ensure that the programme would welcome newcomer students in a friendly, hospitable and dignified manner and inform them of the following:
- a) The nature and essence of the welcoming programme
  - b) Cluster, residence, PSO and university life in general
  - c) Supporting infrastructure that promotes academic activities
  - d) Positive and constructive activities, traditions and customs of the environment consistent with a value-driven system
  - e) Opportunities for developing individualism and independent thought
  - f) The nature and essence of the values, ethos, mission and objectives of Stellenbosch University
- 8.3.4 For the sake of good order in a house, rules and customs must be conveyed clearly, emphasising the official purpose of welcoming, including the ethos and values of the particular house and the University in general.
- 8.3.5 The welcoming programme activities must be properly described for someone who reads the programme to form a fair idea of what is envisaged with a specific activity. It will be regarded as a transgression to describe an activity in a misleading way, or to conceal the true nature of an activity to such an extent that one can only conclude that the intention was to mislead.
- 8.3.6 No activities may be conducted outside the boundaries of Stellenbosch. All requests to conduct activities outside town boundaries during welcoming week shall be considered on an ad hoc basis by the ResEd coordinator. Such requests as part of the welcoming programme must be accompanied by a full motivation and a specific indication of the measures taken to ensure students' safety.
- 8.3.7 Activities on Tygerberg campus are confined to the boundaries of Tygerberg campus, except for those events that may also occur in Stellenbosch in accordance with the official Welcoming Programme. All requests from residences and PSOs who wish to conduct activities outside the boundaries of Tygerberg campus during welcoming week shall be considered on an ad hoc basis by the ResEd coordinator. Such requests must be accompanied by a full motivation and a specific indication of the measures taken to ensure students' safety.



- 8.3.8 Welcoming programmes are compiled for the period starting on the day when newcomers arrive, until 17:00 on the day prior to the first day of class. No welcoming programmes or activities may be conducted or arranged after this period. In addition, the house management is responsible for making the necessary arrangements (both proactively and reactively) to prevent any unacceptable welcoming practices by senior students. Where these arrangements fail to prevent such behaviour, the house management remains responsible to rectify it along with the relevant university structures.
- 8.3.9 Welcoming activities in houses may not clash with activities that are aimed at the academic (faculty programmes) or administrative (e.g. registration) integration and welcoming of newcomers as it appear in the University's Welcoming Programme, and may only be planned for the time slots provided for this purpose in the latter programme.
- 8.3.10 Transgressions of the provisions and prescripts in respect to the welcoming of newcomers must be reported immediately to the residence head, the ResEd coordinator and thereafter, to the CSC for further action.

#### **8.4 Integration initiatives and other group activities for students**

- 8.4.1 Every house must ensure that all traditions and customs within their environments adhere to these rules.
- 8.4.2 No group activities as envisaged above may occur outside the Stellenbosch town area, or the Tygerberg campus, without the written permission of the residence head or visiting head.
- 8.4.3 Potential transgressions or deviations in this regard must be reported immediately to the residence/visiting head, the ResEd coordinator and, thereafter, the CSC.

#### **8.5 Examples of transgressions**

- 8.5.1 The following list contains examples of the practical application of the principles described in 8.2.5 above for illustrative purposes. The list draws on the **experience on various university campuses**.
- a) Senior students contact newcomers any time of the day or night and order them about with various tasks to perform on the seniors' behalf.
  - b) Seniors force newcomers to perform various tasks, such as to clean the room or apartment of seniors' friends.
  - c) Newcomers are expected to wash a groups' dishes/take turns to wash dishes according to a schedule containing only newcomers.
  - d) Newcomers are expected to go shopping in town for seniors.
  - e) Seniors expect newcomers to eat only certain foods for a week (e.g. peanut butter sandwiches).
  - f) Seniors expect newcomers to stand in the dark and listen to the same music (song) repeatedly.
  - g) Seniors disturb newcomers' sleep by waking them every now and then, or by instructing them to do menial tasks every now and then, or by ordering them to do physical exercises at night.

- h) Seniors blindfold newcomers, drop them off several kilometres off campus, and then instruct them to find their way back on their own.
- i) Newcomers are ordered to dress like prostitutes or the homeless and walk around town dressed like that.
- j) Seniors put pressure on newcomers to pretend that they are making out or to simulate sexual acts.
- k) Seniors expect newcomers to do exercises, sometimes to the point of complete exhaustion.
- l) Seniors order newcomers to bring bathing costumes and felt-tipped pens to an event, where they are led to believe that seniors will be circling (marking) their body fat with the pens.
- m) Seniors expect newcomers to live together in a house without being allowed to communicate with the seniors or each other, and to wear multiple layers of additional clothing to class.
- n) Seniors transport newcomers to another institution, where the students of the other campus force them to do exercises.
- o) Newcomers are stripped of their clothes, tied to trees or lampposts with adhesive tape, and then hosed down with a garden hose.
- p) Seniors spill water and beer on a tiled floor and then drag newcomers through the spillage on their knees, calling them human sponges.
- q) Seniors display openly aggressive and disapproving behaviour towards newcomers for no other reason but for being newcomers.
- r) Seniors do not return newcomers' greetings, make it clear that they do not speak with newcomers (or "djarre", as they prefer to call them) or use abusive language or forms of address for newcomers.
- s) The impression is created that certain areas in town and on campus may not be used by newcomers.

8.5.2 The following table contains examples of where the Central Disciplinary Committee (CDC) already considered action regarding behaviour during welcoming, and the punishments/sanctions imposed in each case:

<b>Incident</b>	<b>Adjudicating forum</b>	<b>Sanction</b>
1. First-years painted statue on Rooiplein red. First-years were led to believe that this was expected of them, having heard the same from previous years' seniors.	Summarily sanctioned	Community service hours imposed for each of the first-years concerned.
2. Prim neglected duty. First-years got involved in a street fight with another residence. Eendrag screamed "bekfluitjie", upon which Wilgenhof first-years started a fight. The various first-	CDC	Dismissed as Prim. Sanction suspended on condition of not being found guilty of a similar transgression in the future. 100 hours' community service. Made public.

years even sent SMSs to inform Wilgenhof of their approach.		
3. HK for Welcoming permitted practices that were neither part of the programme nor authorised. HK members knew that some seniors were not happy with the friendly welcoming of first-years. They also knew that a number of seniors gathered the first-years in the hall after everyone else had gone to bed and exposed them to abusive language so that they would know their place.	CDC	Expelled from residence. Sanction suspended on condition of not being found guilty of a similar transgression in the future. Made public.
4. Senior disturbed first-year's sleep.	Summary sanction	Student warned and incident placed on record.
5. HC used coarse language in front of first-years.	Summary sanction	Student warned and incident placed on record.
6. Prim neglected duty and permitted HC to deviate from welcoming programme. After 23:00, first-years were lured out of the residence with a fire drill not indicated on the programme and were then interrogated by seniors on information they had been instructed to learn beforehand.	CDC	Dismissed as Prim. Expelled from residence. Expulsion suspended on condition of not being found guilty of a similar transgression in the future. Made public.
7. HC for first-years neglected duty and allowed HC to deviate from welcoming programme.	CDC	Dismissed as HC member. Expelled from residence. Expulsion suspended on condition of not being found guilty of a similar transgression in the future. Made public.
8. Senior disturbed first-years' sleep.	Summary sanction	Community service summarily imposed.
9. First-years were given tasks by seniors.	Summary sanction	Community service imposed on seniors.
10. Deviation from welcoming programme by telling first-years about the "George" ghost incident.	Dept	Director: CSC and residence head undertook to discuss matter with HC and ensure that next welcoming programme would not allow for a recurrence.

11. HC member allowed first-years to be “introduced” in an unauthorised fashion. First-years in a section were told to get onto a table and introduce themselves.	CDC	Dismissed as HC member and expelled from residence. Expulsion suspended on condition of not being found guilty of a similar transgression in the future. 100 hours’ community service, letter of apology to section.
12. Two HC members allowed first-years of a section in a men’s residence to be showered as part of their section initiation.	CDC	Evicted from residence. Sanction suspended on condition of not being found guilty of a similar transgression in the future. Dismissed as HC member. 150 hours’ community service, suspended for 75 hours. Letters of apology.
13. Former HC member helped arrange for first-years of section of men’s residence to be showered as part of section initiation.	CDC	Prohibited from attending any residence function up until the end of 2014. 100 hours’ community service, suspended for 50 hours. Letters of apology.
14. Two men showered first-year from ladies’ residence and humiliated her.	CDC	Evicted from SU. Sanction suspended for the duration of their studies on condition of (i) no similar transgressions, (ii) letters of apology, and (iii) 120 hours’ community service.

## 9. ORGANISATIONAL ASPECTS

- 9.1.** The Prim Committee (PC) is a student representational body that advocates, inter alia, for the needs of student communities and plays a leadership role in student communities.
- 9.2.** The PC may form an accountability commission (AC) that gives effect to the need for peer accountability amongst student communities as it strives to ensure that these communities conduct themselves within the framework of the strategic vision of the institution and strive to maintain high ethical standards of conduct within a values-driven framework.
- 9.3.** The PC, through a subcommittee, drafts the regulations governing the AC and agrees on these with the CSC, whereafter the regulations take effect.
- 9.4.** The regulations, structures and suitability of the AC has to be reviewed every two years, and lapses if no review is finished within three years of the previous review.

## **10. RESIDENCE OPERATIONAL ASPECTS**

For further aspects relating to the accommodation of students, see the [Accommodation Offering and Rules](#) which deal with:

- a) maintaining order;
- b) the accommodation offering, including terms of stay, damage to property, equipment allowed in rooms, treatment of furniture, weapons, loss of property, and animals in residence;
- c) accommodation during vacations;
- d) laundry and bedding;
- e) meals;
- f) conduct; and
- g) construction and maintenance.

## **11. PROTOCOL FOR STUDENTS USING SU RESIDENCES DURING THE COVID-19 PANDEMIC**

The residence rules pertaining to the National Lockdown that came into effect in March of 2020 are hereby revoked and replaced with these rules.

South Africa is currently under a National State of Disaster to deal with COVID-19.

Our government has issued regulations under the Disaster Management Act, 2002 with which SU must comply. SU is accordingly issuing this Protocol to ensure compliance with the National Regulations as well as SU rules. The overriding objective is to protect our staff and students.

In addition to the National Regulations, this protocol is informed by advice from the World Health Organization, specifically that:

- Social distancing measures and mask wearing can help to reduce transmission and enable health systems to cope; and
- Handwashing and coughing into your elbow can reduce the risk to yourself and to others.

Responsibility to implement and adhere to the residence rules rests firstly with the relevant residence head of a residence or student house and the leadership structure as implemented in each residence, and the students must assist these office bearers.

The following additional rules will apply to students in SU residences and any other SU accommodation until further notice, and any other residence rules that are inconsistent with these rules are superseded by these rules:

### **11.1 NO VISITORS IN RESIDENCES**

Students are not allowed to have visitors in SU student accommodation or allow visitors into SU student accommodation except under the circumstances set out herein.

- a) No visitors are allowed in a SU student accommodation until the specific residence's plan to allow for visits and visitors (plan) is approved by the CSC.

- b) The plan must adhere to the following framework.
  - i. The plan must take the specific infrastructure of the SU student accommodation, what is known about the spread of the virus and all COVID related measures into consideration. This includes, but is not limited to, the risk of spreading the virus which is considerably less outdoors and in well ventilated places and a limit on the number of people allowed in a venue/room.
  - ii. A limit on the number of visitors per residence and a limitation on the number of visitors per residence should be set.
  - iii. A booking system should be in place where the visits are booked in advance and the plan should describe how this will be managed.
  - iv. Visiting hours and the areas where visitors are allowed should be restricted and normally cannot start before 09:00. (The rules never supersede curfews that are in place.)
  - v. As the risk of transmission increases in smaller indoor spaces, a restriction on visits in bedrooms should be set.
- c) The no visitors rule will supersede the approved plan to allow for visitors in residences under the following circumstances:
  - i. When Campus Health in consultation with the CSC determines that the risk of spreading COVID-19 in a specific SU student accommodation should be managed due to an increase in the number of positive cases in a specific SU student accommodation. This measure may be introduced for a limited time to allow for containment and risk of spreading the virus.
  - ii. When the adherence to social distancing and mask wearing, over-crowding or other measures pertaining to visitors in a residence are not followed, the residence head or the CSC may instruct so.
  - iii. When an uptick is registered in the Stellenbosch region on the SACMC Epidemic Explorer (<https://sacmcepidemicexplorer.co.za/>) the no visitors rule will apply for as long as Campus Health in consultation with the CSC determine. (In the event of Tygerberg residences the applicable data is for the Tygerberg Health Sub district.)

The measures below support the implementation of the plan:

- a) The resident's student card will have a 24/7 no pass-back of 3 minutes. This means once you enter through a turnstile/door you will not be able to use that card for a second entry within 3 minutes. You will however be able to leave on the exit side within the 3 minutes.
- b) This measure is only effective where there is a turnstile or sliding door entrance. In other instances, we ask the students in the SU student accommodation to make the necessary arrangements to support the no visitors rule.
- c) Please report a transgression of the no visitors rule or the plan as soon as you observe it to your student accommodation management.

## **11.2 PRACTICING A SANATISING ROUTINE**

- a) When you enter the student accommodation regardless of where you have been, your first action must be to wash your hands thoroughly or use hand sanitiser.
- b) Wash your hands regularly and clean surfaces with a good household bleach.

- c) Wear a mask in the public areas of the residence. (Each residence to define the public areas.)
- d) Maintain a safe physical distance of 1,5 m from each other in the SU student accommodation.
- e) Ensure maximum ventilation in the venues where students meet.

### **11.3 COMMUNICATION**

Join and stay on a WhatsApp group for quick and easy communication during your stay in the residence.

### **11.4 VIGILANCE**

Be aware of the COVID-19 symptoms of a fever, a dry cough and in certain cases a sore throat. If you experience any of these symptoms, please avoid contact with other students and staff insofar as it is possible and immediately report it to Campus Health at 021 808 3494/6 and to your residence leadership (including your RH) for guidance on what to do.

Complete the HigherHealth tool daily and share the results of your test when requested to do so.

### **11.5 SELF-ISOLATION**

Follow the self-isolation protocol when a) you tested positive for COVID-19, b) you show symptoms of COVID-19, c) your HigherHealth tool indicates that you are at risk, d) you have had a close contact with a person with a confirmed case of COVID-19, and e) Campus Health advises self-isolation.

### **11.6 SOCIAL GATHERINGS IN SU ACCOMMODATION**

It is important to take heed of the measures to limit the spread of the COVID-19 virus. The measures are in order of importance: a) meet outdoors, b) ensure good ventilation, c) limit the number of people at a gathering, d) keep a physical distance of 1,5 m between each other, e) wear masks and sanitise hands and surfaces. Please visit the [SU COVID-19 webpage](#) for the latest on booking of venues, hosting events and face-to-face meetings as you must comply with the measures as recorded there.

In order to facilitate the adherence of the measures to limit the spread of the COVID-19 virus, no alcohol is allowed to be consumed or kept in residences or SU student accommodation.

- a) Gatherings with students from a different student community are not allowed in a residence or SU student accommodation without the required approval.
- b) When students of a student community gather, such gatherings should take place **outside** buildings and **outside** confined spaces (in the open air). Gatherings in the open air should adhere to the measures to limit the spread of the COVID-19 virus.
- c) When a gathering must take place indoors, the number of people in a room or venue is limited to 50% of the capacity of the room and participants must be able to have 1.5 m spacing between each other. This may limit the capacity to less than 50%. (Student communities in SU student accommodation must state the number of people allowed in a venue at the entrance to the venue.) The attendees should strive for maximum ventilation in the venue and adhere to all other measures to limit the spread of the COVID-19 virus.

### **11.7 MOVING ROOMS**

Students may be required by their SU accommodation management to stay in a room/venue other than the room they were allocated at the beginning of the year in order to manage situations of

self-isolation or other practical steps in managing COVID-19. A student might be required to move multiple times during a year.

### **11.8 SOCIAL ACTION**

Please be aware that fake news and untruths about COVID-19 can spread via social media and cause fear and panic. Ensure that you verify news and access reliable sources such as SU's [COVID-19 website](#).

These rules will be enforced for the duration of the National Lockdown. It may be amended or extended as the circumstances dictate.