

CONTENTS

	PAGE
1 GENERAL RESIDENCE MATTERS.....	5
1.1 Character of the University	5
1.2 Inter-university residence socialisation and local inter-residence socialisation	5
1.3 Keeping and using motor vehicles on the Potchefstroom Campus	5
1.4 Occupational safety and readiness	6
1.5 Dining halls en meals	6
1.6 Student Card (University card).....	7
1.7 Reception and Introduction Programme	7
2 CAMPUS RESIDENCES.....	7
2.1 Study and silence periods	7
2.2 Study supervision, study and personal problems	7
2.3 Religion.....	7
2.4 Reception of persons of the opposite sex in residence rooms	8
2.4.1 Broad framework for visiting periods.....	8
2.5 Residence terrain, buildings and rooms	8
2.6 Holiday arrangements in residences	10
2.7 Visiting students from other Universities.....	10
2.8 Liquor.....	11
2.9 Breakage	11
2.10 Electric appliances.....	11
2.11 Pounding of unauthorised items.....	12
2.12 Illness or injuries.....	12
2.13 Relationship with residence staff: (Residence Official and service employees).....	13
2.14 Special services.....	13
2.15 Weapons, ammunition and other dangerous materials.....	13
2.16 Indemnity from liability	14
2.17 Rules regarding admission & cancellation of residence accommodation.....	14
2.17.1 Admission.....	14

2.17.2 Accommodation deposit payable	15
2.17.3 Residence cancellation.....	16
2.17.4 Accommodation fees payable	16
2.18 Rules for recruiting new students in residences	17
2.18.1 Aim.....	17
2.18.2 Role clarification	17
2.18.3 General rules.....	17
2.18.4 Recruitment by Campus residences	18
2.18.5 Recruitment by Town residences	18
2.19 Placement.....	18
2.19.1 Aim.....	18
2.19.2 General rules.....	19
2.20 Rules for selection and placement of first-year students for accommodation in campus residences.....	19
2.20.1 Aim	19
2.20.2 Selection of first-year students.....	19
2.20.3 Placement of first-year students.....	19
2.21 Arrangements for the selection and placement of senior students for accommodation in <u>campus</u> residences	21
2.21.1 Aim.....	21
2.21.2 Role clarification.....	20
2.21.3 Criteria for the selection of senior students	21
2.21.4 Procedure for the selection of senior students	22
2.21.5 Procedure for the placement of senior students	23
2.21.6 Room placements.....	24
2.22 Attire and appearance	24
2.23 Movement freedom and access to residences.....	24
2.24 Provisions concerning recreation venues (Clubhouses) and tuck shops in residences	25
2.25 Non-compliance with Rule	25
3 TOWN RESIDENCES	25
3.1 The concept "students"	25
3.1.1 Registration.....	25
3.1.2 Cancellation or change of address	25
3.1.3 Participation in competition activities.....	25

3.1.4	Private boarding and accommodation.....	25
3.1.5	Disciplining of and supervision over registered residents.....	26
3.1.6	Attire and appearance	26
4	RESIDENCE MANAGEMENT.....	26
4.1	Compilation of Residence Management	26
4.2	Task description of Residence Management.....	26
4.2.1	Management principles.....	26
4.2.2	Dealing with disputes	27
4.2.3	Management matters.....	27
4.3	Election and nomination of the Residence Management.....	29
4.3.1	Nomination of a House Master / Mistress.....	29
4.3.2	Election and nomination of House Committee members.....	29
4.3.3	Assigning functionaries and allotting portfolios	31
4.3.4	Vacancies	31
4.4	Handing-over procedure.....	31
4.4.1	General	32
4.4.2	Portfolio matters.....	33
4.4.3	Management training	33
4.5	Residence cash funds.....	33
4.5.1	Introduction.....	33
4.5.2	The basic rules	34
4.5.3	Further procedure.....	34
4.5.4	Acquisitions per order form.....	34
4.5.5	Cash acquisitions	34
4.5.6	Dealing with the Petty Cash.....	35
4.5.7	Duties of House Master / Mistress and Primarius/ Primaria concerning residence cash funds.....	35
4.5.8	Campus residences: acquisition of equipment from residence cash funds.....	35
4.6	Core tasks of Residence Management.....	36
4.7	Further provisions concerning House Committee Members.....	38
4.7.1	Campus residences.....	38
4.7.2	Evaluation.....	38
4.7.3	Merit bursaries	38

4.7.4	House Committees' actions.....	39
4.7.5	Term of office.....	39
4.7.6	Requirements for HC members in office.....	39
4.7.7	Specific responsibilities.....	40
4.7.8	Leave.....	40
4.8	Sub-Committees.....	40
4.9	Form for assumption of duty.....	40
5	GUIDELINES FOR RESIDENCE ARCHIVES AND MUSEUMS.....	410
6	ADDENDUMS	
	Addendum 1: Using the Student card (University card).....	41
	Addendum 2: Student appearance regulations of the NWU-PUK.....	42
	Addendum 3: Tuck shops.....	43
	Addendum 4: Potchefstroom Amendment Scheme 299.....	45
	Addendum 5: Rules: Residence Clubhouses.....	47
	Addendum 6: Nomination form for student members of Residence Managements.....	53
	Addendum 7: Assumption of duty of House Committee Members.....	55
	Addendum 8: Acceptance of Rules for Residences.....	56
	Addendum 9: Calculation of Participation points.....	57
	Addendum 10: Acknowledgement by student concerning pregnancy.....	65
	Addendum 11: Disciplinary Rules and Regulations for Residences.....	66

1 GENERAL RESIDENCE MATTERS

1.1 Character of the University

Residents of both campus and town residences (ad hoc members of campus residences included) undertake to behave such at all times that the name of the University or maintaining order and discipline is not harmed, or that it can be harmed, and to subject themselves to the authority of Residence Management and Student Council.

1.2 Inter-university residence socialisation and local inter-residence socialisation

1.2.1 The SC: Liaison is officially responsible for organising and presenting student "sokkies" on the University terrain (residences excluded). Actions between two residences can be arranged by the residences involved themselves. At such an event the action has to be held in one of the recreation halls of the residence involved or in another approved hall.

1.2.2 Organised inter-residence actions should be approved by Residence Management at least seven day prior to the planned action and the necessary forms filled in, provided no residence actions take place within 2 weeks prior to examinations. Also, no actions may take place during examinations, test weeks or dates, as determined by the SC or Campus Management.

1.2.3 At least one Residence Management member should be present at any such actions.

1.2.4 Inter-university residence socialisation may only take place if the House Master/Mistress' approval has been obtained. If it is a sports action, the sports bureaus of both universities need to be informed about it in advance. The sports bureau of the hosting university will make available the necessary facilities, but is not responsible for the sport arrangements of the specific day.

1.2.5 No official residence actions may take place on weekday evenings during silence periods, unless Residence Management arranges otherwise, taken into account 1.2.2.

1.2.6 No liquor may be taken during actions, unless the House Master(s)/Mistress(es) have given permission to do so.

1.2.7 Residence dinners may be held away from the University Campus with the permission of Residence Management and subject to provisions approved from time to time by the Dean of Students.

1.2.8 The utilisation of residence clubhouses is subject to the rule for clubhouses.

1.3 Keeping and using motor vehicles on the Potchefstroom Campus

1.3.1 A student of the NWU PUK who, at any time, wishes to make use of the parking areas or streets of the University for his/her motor vehicle/motor cycle (as defined in section 2 of the Traffic Rules of the NWU PUK - regardless of the period of time), must have the specific vehicle registered at the Department of Security Services. Following

the registration of such a vehicle, a parking disc is issued that will be valid for the student's term of study.

1.3.2 Such a distinguishing sign authorises the driver of the vehicle involved to make use of the streets and parking areas of the NWU PUK, as specified on the distinguishing sign.

1.3.3 All arrangement signage, danger-warning signage, information-signage, roadway stripes and marks that can be displayed in the Republic of South Africa by virtue of the Uniform Road Traffic ordinance, remain in force on the terrain of the University, providing the NWU can prescribe its own measurements, distances and heights regarding traffic signs and the marking off of roadway stripes.

1.3.4 Any such person mentioned above that transgresses any of the regulations of the Traffic Rules of the NWU PUK, or does not comply with it, can be fined word for such transgression or non-compliance and/or is subject to disciplinary steps that can be instituted against him/her.

1.3.5 The University's streets and parking areas are private property and entering it is on own risk. Hence the University accepts no responsibility for any damage or loss to a vehicle suffered on the University terrain.

1.4 Occupational safety and readiness

With regard to University property, all students are compelled to adhere to the emergency plans as laid down by the University buildings involved. Students must see to it that all regulations regarding career safety are complied with.

1.5 Dining halls en meals

1.5.1 Mealtimes are fixed and may only be changed on request and with the approval of the Director: Department of Residence and Catering Services, and then only for special events.

1.5.2 Students have no access to the kitchens.

1.5.3 Any complaints regarding the quality, amount and serving of food can be taken up with the Head: Catering Services, Department of Residence and Catering Services.

1.5.4 Any complaint regarding conduct of students that disrupts the good course of events in a dining hall is reported to the Residence Management involved to further cope with the matter. Complaints regarding students residing in the residences are reported to the Dean of Students.

1.5.5 No special diets are provided for students.

1.5.6 Students have to identify themselves at the meal cash points with their personal student card and may only conclude transactions with their personal student card.

1.6 Student card (University card)

1.6.1 All students must produce student cards as and when the University requires so for identification and access control purposes.

1.6.2 If a student drops out of university, his/her student card is deactivated by means of an automatic procedure.

(Also compare Addendum 1 for using the student card (university card.)

1.7 Reception and Introduction Programme

The Office of the Dean of Students, in collaboration with SC: Vice, compiles a binding Reception and Introduction Programme annually and passes it on to Residence Management. Residence Management has to strictly keep to the programme - deviations can lead to disciplinary steps.

2 CAMPUS RESIDENCES

2.1 Study and silence periods

2.1.1 Study and silence periods are arranged apart from regulations laid down by Residence Management in the specific residence's Household Rules.

2.1.2 Silence and study periods are understood to mean fixed periods during which conditions for optimal academic activities are created.

2.1.3 Students outside or in their rooms must act silently.

2.1.4 No disturbing private or residence recreation facilities may be used.

2.1.5 Silence periods must be determined by the Student Council or Residence Managers and be enforced with a minimum of four (4) hours per week evening. Deviations from the silence periods due to actions and other activities have to be checked out in advance with the Student Council or Residence Management.

2.2 Study supervision, study and personal problems

2.2.1 First-year students study under the supervision and guidance of an Academic Advisor appointed by the University, and the first-year student must make available, to the Academic Advisor that has been appointed for him/her, all his/her test and examination marks.

2.2.2 All study and personal problems can be discussed with the House Committee and Academic Advisors in residences where applicable, who, where necessary, refers the student to the services the University makes available in this respect.

2.3 Religion

2.3.1 The University expects residents to honour the times set aside by Residence Management for religion. This private worship should be respected in accordance with

each individual's right to freedom of religion or convictions, as contained in the Constitution of the RSA, 1996. Periods can consequently be scheduled, but practised freely.

2.3.2 No organised sport is allowed on Sundays.

2.4 Reception of persons in residence rooms

2.4.1 Broad framework for visiting periods:

Monday - Sunday 10:00 - 24:00

- Above-mentioned visiting periods apply to residences that are adapted accordingly and have available the necessary facilities for accommodating such visits.
- Residences are allowed to arrange periods within this framework that best suit that residence's circumstances.
- It is the Residence Management's responsibility to add the periods decided on to the household rules and must apply it with great responsibility.

2.4.2 Firstly, Residence Management takes full responsibility for the reception of guests in the residence. This entails that at least one House Committee member has to be on duty during each visiting period and specifically take responsibility.

2.4.3 A maximum of two guests per resident is allowed. The residence's lounges must be used for receiving more than two guests,

2.4.4 Residence Management is responsible for seeing to it that all guests have left the residence by closing time.

2.4.5 Guests under the influence of alcohol are not allowed in the residence. If such guests are found, the resident responsible for the guest(s) will expose him or herself to disciplinary steps and will be punished in the same way as when they themselves have transgressed this rule.

2.4.6 Room doors may not be locked.

2.5 Residence terrain, buildings and rooms

2.5.1 All residence residents are individually and jointly responsible for keeping the residence terrain and buildings clean and tidy.

2.5.2 If pictures, portraits or paintings are fixed to the walls, it must be done in such a manner to not damage the walls. If the walls are indeed damaged, it is dealt with as breakage. Where Prestik, two-way tape, any nails or form of agglutinant is used and it damages the wall or paint when the object is removed, the student is held responsible for the damage.

2.5.3 Each residence resident is fully responsible for his/her room and must, when leaving the residence, leave it in the same condition in which it was received. In default of this, the University can recover the costs associated with cleaning and/or repair from the student.

2.5.4 Room placing is done by the Residence Committee and House Master/Mistress and is checked by the Residence Official.

2.5.5 Exchanging rooms in a residence during the year may only take place with the approval of Residence Management and the Residence Official.

2.5.6 The moment the residence resident moves into a room, he/she has to immediately report it to the Residence Official if anything in the room is not in a good condition. An Inventory of the contents of the room must be signed at receipt of the room.

2.5.7 If a residence resident leaves the residence during or at the end of the year, he/she must check the condition of the room and the equipment in the presence of the Residence Official. Residence residents that neglect to follow this procedure, expose themselves to liability for any damage discovered later on.

2.5.8 Bicycles and motorcycles may be stored in bicycle sheds during university holidays on the owner's own risk, but on condition that it is clearly marked by the owner with full name and student number (university number).

2.5.9 Any vehicles (bicycles, boats, motorcycles, motor vehicles etc.) or parts thereof left in the residence illegally, also during holidays, will be pounded immediately. Storing fees can be levied. If it is not claimed within three months of the date of confiscation, it will be dealt with at the discretion of the Director: Department of Security Services. Hiring sheltered parking, where available, must be arranged with the Department of Security Services. The period for hiring is 12 months of the year.

2.5.10 Residence residents themselves are responsible for the tidiness of their rooms. All rubbish must be placed in rubbish bins, provided for this purpose, by the students themselves.

2.5.11 No furniture or equipment may be removed from the rooms, recreation halls or lounges. With residence functions and meetings in mind, no exceptions will be made.

2.5.12 Own furniture, for instance larger items such as a bookshelf, cupboard, drawer, bed, mattress and desk, may only be used where the permission of the Residence Official has been obtained in advance, with submission of medical or other well-founded reasons why existing equipment cannot be used. No use of own lounge furniture in recreation halls, lounges or passages are allowed.

2.5.13 The University takes no responsibility for theft or damage to students' property.

2.5.14 Access to roofs is controlled in terms of career safety regulations. This means that certain residences' roofs are by no means accessible.

2.5.15 Pets, with the exception of fish, may under no circumstances be kept in the residence or be lured to the dining halls and residences. Such animals will be pounded.

2.5.16 Where applicable, a student receives a room key on request from the Residence Official at arrival at a room. When vacating his/her room, the key has to be returned. If he/she fails to return it, the amount will be levied as determined from time to time by the Director: Department of Residence and Catering Services.

2.5.17 Room inspection

A Residence master/mistress, Manager, Residence Official and/or any House Committee member is entitled to access a student's room at all reasonable hours with a view to, amongst others, inspect fittings and equipment belonging to the University that might be in the room, to do maintenance and also to maintain good order and discipline in the residence. Although not necessarily, an attempt will be made to notify the student of such room visits in advance, wherever practically possible. Furthermore, the mentioned persons will be entitled to take along an independent witness during room visits. Four official inspections per annum will be arranged with Residence Management.

2.6 Holiday arrangements in residences

Rooms are let to students for twelve (12) months per annum, provided:

2.6.1 A room is made available uninterruptedly to a residence resident with the exception of the December/January reses. However, letting residence only takes place in accordance with the academic days as indicated in the academic date timetable without the room having to be vacated during the remaining reses periods in respect of personal equipment/items, taking into consideration clause 2.5.13. December/January reses is reserved for more intensive maintenance work so that students are less inconvenienced during the academic year.

2.6.2 Any accommodation required during the reses period, excluding the December/January reses, must be applied for in the following manner:

2.6.2.1 The student must apply to Residence Management in writing for holiday accommodation, 2 weeks prior to the reses, with a complete motivation therefore. If the application is approved by Residence Management, the agreed arrangements regarding residents and supervision are given to the Department of Residence and Catering Services, in writing.

2.6.2.2 If the University should need residence space for strategic reasons during other official reses periods, negotiations can take place with the Residence Managements and residence students involved for the vacation of rooms by these students for such periods and on such conditions as may be agreed upon, which conditions will include remuneration to such students.

2.7 Visiting students from other Universities

Residence Management takes full responsibility for the reception and accommodation of visiting groups from other Universities. Visiting groups include Mini Inter-varsities, liaison actions, sports tours etc. Above-mentioned requests must be forwarded to the Director: Residence and Catering Services (RCS) for dealing with accommodation practically, which amongst others includes the payment of fees.

When the guests move into the residences, each guest has to sign an indemnity form. The students of the other University sleep in the recreation halls of our residences.

The University takes no responsibility for any loss or damage to a resident's personal belongings, or for any personal injuries incurred during the accommodation period.

It is Residence Management's responsibility to at all times obtain the correct application process and approval from RCS, so that the facilities can be protected.

2.8 Liquor

See Policy Residence Clubhouse (Addendum 5)

2.9 Breakage

2.9.1 Maintenance of or damage to the residence or any residence property must be reported to Residence Management and the Residence Official. In a case of breakage, the University itself will repair the damage and the student/s can be held liable for the payment of the costs thereof. When intent or neglect is established, a fine can also be levied. Loss of residence stock, which Residence Management takes responsibility for in writing, is dealt with as breakage.

2.9.2 No wasting of, or with, water is allowed in and around the residence and fire sprays and fire extinguishers may only be handled in case of a fire. A fine is payable when used illegally.

2.9.3 If a light bulb breaks or burns out, the broken bulb must be replaced by the residence resident for a new one, at the Residence Official.

2.9.4 Staff members, students and visitors to the campus are reminded of the provisions of the Tobacco Products Control Act, no. 83 of 1993 (as amended) ("the Act"). This category of persons is expected to comply with the requirements of the Act and not to smoke any tobacco products (including the so-called "Hubblies"/water pipes) on any premises or in any building of the campus, as this violates the provisions of the Act. Residence managements are responsible for enforcing the Act in the residences.

2.10 Electric appliances

2.10.1 No alterations may be made to the electrical wiring. Except in double rooms that have only one wall plug, not more than three electrical apparatuses may be connected to a single wall plug. Alterations or reparations to electrical wiring and/or equipment may only be done, on request by the Residence Official, of by qualified electricians in the employ of the University. An exceptionally serious view will be taken of a transgression of this regulation.

2.10.2 All appliances must be removed from the room for holidays when that room has to be vacated, taking into consideration 2.6.

2.10.3 The use of heaters with a maximum power use of 1,5 kW. (one per room where the University has not yet provided a heater), hair driers, curling apparatus, radios, disk players, electrical fans, bed lamps, computers, televisions and microwave ovens are allowed. If such sound apparatus disturbs other residence residents or members of staff, the privilege can be forfeited.

2.10.4 Appliances listed below are not allowed:

- all heaters with open elements or that otherwise create a fire hazard;
- any electrical roasting or grilling appliance (except in residence kitchens);
- all gas appliances;
- all air conditioners;
- hotplates or stoves (except in residence kitchens);
- all other electrical appliances that are not allowed according to the description in paragraph 2.9.3.

2.10.5 Electrical supply

The University is not liable for the consequences for the user or for any other person regarding any of the following events: discontinuation, failure, variance, impulsion or other lack of electricity, be it caused by the neglect or otherwise of the University or any of its employees or mandatories, with the understanding that the principle of justice will be taken into consideration throughout when deciding whether or not the University accepts liability for any such damage in the light of the specific circumstances. Furthermore, any person who connects personal equipment to an electrical installation of the University is him/herself responsible for protecting and safeguarding it against any discontinuation, failure, variance, impulsion or other lacking, and damage caused by such appliance will be recovered from the student involved.

2.10.6 Allocated sockets

Allocated sockets (the red sockets) may only be used for power supply to computers. The sockets are not connected to an earth leak and can be dangerous if used for any other purpose than plugging in computers.

2.11 Pounding of unauthorised items

2.11.1 The University has the right to pound all unauthorised items, without prior notice.

2.11.2 The student has the right to claim back items within three months after it has been pounded, by means of a written request and after having paid the handling fee as determined from time to time by the Director: Department of Security Services.

2.11.3 The property right of all unclaimed pounded items is transferred to the University three months after publication in the *Wapad* and in *Kampusnuus* and by means of administrative notice, and will be sold for the account of the University.

2.12 Illness or injuries

All cases of illness and injuries must be reported without delay to the House Committee and Residence Official. The House Master/Mistress must be informed about it immediately.

2.13 Relationship with residence staff: (Residence Official and service employees)

2.13.1 The residence staff works under direct authority of the Director: Department of Residence and Catering Services. The Residence Official is the department's manager in the residence and any complaints concerning other residence staff must be referred to him/her for attention. Problems that cannot be resolved satisfactorily in this manner, as well as complaints regarding the Residence Official, must be reported to the Head: Residence (Residences) Staff.

2.13.2 Polite and considerate conduct towards all members of staff is required.

2.13.3 Residence residents may in no way interfere with the activities of the residence staff.

2.13.4 The services of no members of staff may be used by the residence residents during their working hours to clean their rooms, vehicles, clothing etc.

2.13.5 Residence Managements may hire someone from outside for washing the students' clothing. It is Residence Management's responsibility to see to it that the staff on the campus is legal, by obtaining the diverse card from Security Services and so manage his/her matters themselves.

2.14 Special services

2.14.1 Residence residents are responsible for such telephone, lights, mail, recreation hall and front-door services as required by Residence Management.

2.14.2 Duty lists will be put up on notice boards by Residence Management from time to time, or be communicated in other ways.

2.15 Weapons, ammunition and other dangerous materials

"It is expected of staff and students not to make themselves guilty of bringing, owning, storing in another place or handling a firearm, any other dangerous weapon, explosives or fuel (except fuel which is reasonably necessary for powering a vehicle for which permission for use has been obtained) on a terrain or in a building of the University contrary to applicable legislation, with the understanding that Management, according to circumstances or on occasion, reserves the right to prohibit the bringing, owning, storing, assigning or handling of such arms, explosives or fuel."
(Clause 3.7 Policy Document Department of Security Services)

2.16 Indemnity from liability

The University accepts no liability for damages to or losses of students' **pounded** property, regardless of whether it was caused by the negligence of or in another way by the University, its employees or mandatories.

2.17 Rules regarding admission to residences and cancellation of residence accommodation

2.17.1 Admission

2.17.1.1 Only persons who have applied for accommodation in the prescribed manner and have been officially informed by the University regarding their placement may live in residences.

2.17.1.2 No guests are allowed to live in residences with students, but for exceptions as approved by the House Master/Mistress in collaboration with the House Committee and Department Residence and Catering Services.

2.17.1.3 Each residence resident personally compiles an inventory of the contents of his/her room and reports any shortcomings or defects to the Residence Official. At departure (date determined by Residence and Catering Services), the room must be left in the same condition.

2.17.1.4 A residence registration form has to be signed annually by the Residence Official before the room can be moved into. This also applies to senior students.

2.17.1.5 Residence Management selects seniors' applications for accommodation for the following year. Senior placements take place in mid-September of each year.

2.17.1.6 Students admitted for residence accommodation have to personally fill in a residence application form at the House Master/Mistress and see to it that the House Master/Mistress signs it.

2.17.1.7 Exchanging of campus in the course of the year only takes place with the permission of the House Master/Mistress involved. A residence transfer form has to be signed by the current House Master/Mistress and the Residence Official, after which the residence resident submits it to the Residence Section of the Department of Residence and Catering Services.

2.17.1.8 Married students or students with children are not allowed as residents in residences for unattached students, but can be admitted as residents by the University to specifically indicated residential facilities of the University for such students.

2.17.1.9 Children who visit residences as guests must at all times be accompanied by an adult, who, along with the resident whose guest they are, will be responsible for them.

2.17.1.10 The following rules are applicable in the case of a student becoming pregnant:

- The pregnancy should be ascertained by a professional nurse at the Campus Health Care Centre (unless proved otherwise by a medical practitioner, nurse and/or blood tests at the students own costs), where after in the interest of her own health and that of her unborn child, the student will need to leave the campus residence at 24 weeks.
- Students who are pregnant and need counselling or assistance with prenatal care can, depending on the available campus resources, get assistance from the Campus

Health Care Centres (on all the NWU campuses) and/or Student counselling facilities.

- Students who make use of campus residence or NWU housing (on all the NWU campuses) should inform the relevant house parent of their pregnancy as soon as possible (but no later than 12 weeks of their pregnancy) and the parents/guardian should be informed of the situation.
- The house parent, after being informed, will refer the student to the relevant department for help (Counselling, Social Worker, Health Clinic, etc.).
- A student is allowed to use the campus medical facilities and other services (social worker, psychologist etc), and could be allowed to remain in the residences until the 24th week of pregnancy. Only if the student did commit to the third rule above.
- Students will be allowed to return to the campus residence or NWU housing after their confinement, if so desired and if a room is available under the same conditions and rules that apply to other residents.
- No facilities are available for infants or older children in residences and that for the academic atmosphere to prevail, infants or older children are not allowed to stay overnight or be accommodated in campus residences at 24 weeks.
- The NWU has no obligation and accepts no responsibility for obtaining of suitable housing or the evacuation of pregnant student's room in the residences at 24 weeks.
- All students who are allowed into women's residences or NWU housing and their parents/guardians (depending on their age) must annually sign an agreement in which they subject themselves to the afore-mentioned guidelines.
- Students not abiding by the above regulations will be subject to disciplinary action.

2.17.1.11 Age restriction

No application of seniors older than 26 years will be accepted.

2.17.2 Accommodation deposit payable

The application for admission to a residence must be accompanied by an amount by the time applications close in September. This amount is determined annually. The amount will only be refundable if a student cancels his/her place booking in writing for the following year before 10 January of that year, based on:

- **Illness:** A medical certificate must accompany the application for a refund.
- The fact that a student failed so badly in his/her University examination that he/she cannot continue with the next study year and will, for this reason, not return to the University.

2.17.3 Residence cancellation

2.17.3.1 At acceptance of an application and placement in a residence, a contractual agreement comes into being between the student and the University.

2.17.3.2 Accommodation fees are levied for a year. No refunding is done, regardless of the date of cancellation.

2.17.3.3 A Student may cancel residence accommodation during the year, if he/she recruits another town student to replace him/her, and providing Residence Management accepts the town student involved if he/she meets the requirements in accordance with the selection policy. Such town students will be rated on merit regarding accommodation fees, and the student who has cancelled will be refunded accordingly.

2.17.3.4 If a first-year student cancels his/her residence accommodation before the end of February due to adaptation problems, he/she only pays accommodation fees for the first semester. If cancellation takes place after the end of February, the full annual tariff applies. In this case the same ruling applies if he/she can recruit another student who lives privately (town student) and Residence Management approves the person to replace him/her in the residence. The student involved will then be rated in accordance with the sliding scale.

2.17.3.5 Senior students that complete their studies at the end of the first semester are responsible for paying a full year's accommodation fees and need to be informed accordingly in advance.

2.17.3.6 Senior students that pay accommodation deposits for the coming year but do not return, will be liable for the entire year's accommodation fee. A student's booking for the following year will only be cancelled if he/she cancels in writing before or on 31 December of that year.

2.17.3.7 A senior student can get someone to replace him/her, provided no more current residents' names are on the waiting list of the residence involved for the following year. The new resident is selected by Residence Management based on his/her academic results.

2.17.3.8 Students that complete their studies have to vacate their rooms on the date on which residences close for the reses according to the official date timetable.

2.17.3.9 The only exception with regard to refunding of the accommodation fee is in cases of serious illness or death, where the existing policy still applies.

2.17.3.10 Unregistered students that have already been placed in the residence will be identified by the Residence Master/Mistress and Residence Management, in collaboration with the Department of Residence and Catering Services, and be requested to leave the residence.

2.17.4 Accommodation fees payable

Refer to the booklet for fees payable containing the regulations.

2.18 Rules for recruiting new students in residences

2.18.1 Aim

The aim of the University's recruiting programme is to:

- Recruit as many quality students as possible for all the University's teaching programmes;
- Reflect the population variety of the country as justly as possible in our student population; and
- Recruit as many students as possible as residents of our campus residences.

The aim of these rules is to direct and coordinate the activities of the different persons and institutions involved in the recruitment of students so that prospective students are not subjected to contradictory information and clashing agendas or competing interests within the University.

2.18.2 Role clarification

Recruiting new students thus is the function of the Department of Marketing and Communication (MAC), which sets appropriate recruiting objectives and priorities for execution by its members of staff, year by year. Other staff, the Student Council and Residence Managements are, however, important partners of the Department in performing its recruitment function. The recruitment actions of such persons and institutions must, however, be undertaken under leadership of and with the permission of the Department of Marketing and Communication. The following rules are laid down with a view to proper coordination of all recruitment actions:

2.18.3 General Rules

2.18.3.1 The responsibility for the formal recruitment of students (school visits, open days, career exhibitions etc.) rests with the staff of the Department of Marketing and Communication.

2.18.3.2 No PUK structure (academic, administrative or student life) may undertake actions with a view to student recruitment other than through or in collaboration with MAC.

2.18.3.3 MAC staff and Faculty advisors are entitled to provide prospective students with **career information**, which includes subject choice as determined by the A Rules of each study course. Only Student Counselling Services, or persons contracted by the University for doing so, may provide **career counselling** based on counselling.

2.18.3.4 Financial Support Services deals with financial support for and advice to all students. MAC officials can make available preliminary information to prospective students, with the approval of the Department of Financial Support Services.

2.18.3.5 Personnel that officially liaise with prospective students (be it administrative or academic) may not attempt to influence prospective student's residence choice. If the

prospective student enquires about it, he/she must be referred to MAC, the Director: RCS, or SC: Marketing and Public Relations.

2.18.3.6 All marketing material compiled by RCS, residences and the organised student life must be submitted via the SC: Marketing and Public Relations for approval. Marketing material with a view to student recruitment for a specific interest group (Academic schools, PUK Sport, PUK Arts and institutions, e.g. the Rugby Institute) has to be developed in collaboration with MAC.

2.18.4 Recruitment by Campus residences

2.18.4.1 All aspects of Residence Management's recruitment actions must be checked out with the SC: Marketing and Public Relations.

2.18.4.2 SC: Marketing and Public Relations will check out such recruitment actions with MAC and determine what forms of support will be given by MAC to residences' recruitment actions.

2.18.4.3 Residence Managements are responsible for seeing to it that residents that do recruitment on behalf of the residence do not go beyond MAC's requirements.

2.18.4.4 Prospective students that already have contact with a specific residence may not be persuaded by students from another residence to change their choice in favour of the other residence, and no attempt may even be made by them to do so. All forms of wooing away are punishable by the Disciplinary Committee of the Student Council.

2.18.4.5 No student may provide prospective students with information regarding academic and financial matters. Such enquiries of prospective students must be referred to MAC, who will refer it to the correct institution.

2.18.4.6 No recruitment may be done at schools unless it has been checked out with SC: Marketing and Public Relations and MAC.

2.18.4.7 In discussions with prospective students, Residence Managements and residents may only provide information regarding their own residences. No negative or discouraging remarks may be made regarding any other residence.

2.18.5 Recruitment by Town Residences

2.18.5.1 Town residences' recruitment must take place in collaboration with and within the framework of SC: Marketing and Public Relations' rules.

2.18.5.2 Town residences may not attempt to persuade prospective students to make use of private accommodation rather than to live in a campus residence.

2.19 Placement

2.19.1 Aim

The aim of the Placement policy is to place students that apply for accommodation at the University in such a manner that the preferences of the students as clients are effectively weighed against the interest of the University, to:

- 2.19.1.1 Properly reflect the diversity of its student corps in the residences;
- 2.19.1.2 Effectively maintain the number balance between the residences, and
- 2.19.1.3 Ensure a specific minimum first-year group in each residence.

2.19.2 General rules

2.19.2.1 Placement of students must take place professionally at all times, with the student's preference as point of departure.

2.19.2.2 Decisions regarding placement of late-comers or any other problem case must be taken in collaboration with the Dean of Students and SC: Residence Council.

2.19.2.3 85% of a residence's first-year capacity is placed by RCS based on the first choices indicated by prospective first-year students on their application forms. Surplus applications (more than the 85% of the residence's first-year capacity) received for a specific residence, are placed in residences based on their second and third choice, of which the 85% has not yet been filled.

2.19.2.4 The remaining 15% of the first-year capacity is reserved for placement by RCS in collaboration with SC: Residence Council and the Dean of Students with a view to cultural balance in and among residences. If the full 15% is not yet occupied by the time the first-year students register, the vacancies can be filled by Residence Management, in collaboration with the Dean of Students, RCS and SC: Residence Council.

2.20 Rules for selection and placement of first-year students for accommodation in campus residences

2.20.1 Aim

The University's selection and placement policy is to:

- Bring about optimal occupation of residences with quality students;
- Promote residences' academic performance;
- Maintain a healthy balance between first-year and senior students in the residences; and
- Establish a fair selection and placement process on a non-discriminating basis so that the diversity of the University's student corps is properly reflected in residences.

2.20.2 Selection of first-year students

See First-year selection Addendum

2.20.3 Placement of first-year students

The Department of Residence and Catering Services (RCS), following collaboration with SC: Residence Council and Residence Managements, is directly responsible for placing students that apply for residence accommodation. The Dean of Students sees to it that

residence placements are reasonable and fair and that the interests of students and of the strategic consideration of the University are reconciled atoned. The residence managements are, however, important partners of the Department in performing its activities and are responsible for carrying out this policy.

The following **procedure** is followed:

2.20.3.1 The first-year capacity of each residence is determined, based on a ratio of one third first-year students to two thirds seniors.

2.20.3.2 First-year students apply right through the year. Applications are not processed unless proof of payment of the accommodation deposit, as prescribed in the fees payable and financial rules, has been received.

2.20.3.3 First-year students are placed in residences, as far as possible, according to their choice and notified in writing as to where they have been placed.

2.20.3.4 When accepting an application and placement in a residence, a contractual agreement comes into being between the student and the University.

2.20.3.5 Residence managements regularly receive address lists of students that have been placed.

2.20.3.6 A week prior to the arrival of the first-year students, reporting forms and admission lists of the placed students are printed and sent to Residence Managements and Residence Officials.

2.20.3.7 No student, whose name does not appear on the admission list is admitted to the residence by the Residence Official.

2.20.3.8 No first-year student older than 25 years is accommodated in residences.

2.21 Arrangements for the selection and placement of senior students for accommodation in campus residences

2.21.1 Aim

The aim of the University's **selection policy** is to:

- bring about optimal occupation of residences with quality students;
- promote residences' academic performance;
- maintain a healthy balance between first-year and senior students in our residences;
and
- ensure a fair selection process on a non-discriminating basis at all residences.

2.21.2 Role clarification

The Department of Residence and Catering Services (RCS), after collaboration with SC: Residence Council and the Residence Managements, is directly responsible for placing students that apply for residence accommodation. The Dean of Students sees to it that residence placements are reasonable and fair and that the interests of students and of

the University are reconciled. However, the Residence Managements are important partners of the Department in executing its activities and are responsible for carrying out this policy.

2.21.3 Criteria for selection of senior students

2.21.3.1 Academic performance (index point) forms the primary requirement (70%) for selection, whilst additional merit factors (30%) (refer to Addendum 9), based on other proven contributions made in the residence by the resident, are applied as further criteria. (Index point is calculated in accordance with 4.3.2.2.1.6). In other words, 70% academic and 30% participation.

2.21.3.2 When calculating the academic performance (the index point out of 70%) both the average percentage obtained and the percentage subjects passed, based on the latest November and June examination results, are used as a criterion. When calculating the participation point (30%), proven contributions made by the resident regarding culture, sport and leadership performances, involvement in the academic societies and specific strategic needs of the University are used as a criterion. Combined, the academic index point (70%) and the participation point (30%) will be determined by the position of the resident on the ranking list.

2.21.3.3 Only a two week period for the change and correction of index points will be allowed. After that the point received by Residence Management will be used.

2.21.3.4 Due to the fact that postgraduate students had already undergone an academic selection process, and as a result of measurability problems regarding academic progress during postgraduate studies, no additional academic requirements are applicable to postgraduate students. Therefore students that already study postgraduate, qualify academically speaking.

2.21.3.5 Undergraduate students that intend to continue their studies postgraduate the following year are still subject to the prescribed selection process.

2.21.4 Procedure for selection of senior students

2.21.4.1 The first-year capacity of each residence is determined on the grounds of a ratio of one-third first-year students as opposed to two-thirds seniors. Two-thirds of each residence is thus reserved for seniors.

2.21.4.2 At the end of August, current residents apply for continued accommodation in their residences by paying deposits and submitting application forms to the House Master/Mistress.

2.21.4.3 These applications are selected by Primarius/Primaria and House Master/Mistress in accordance with the guidelines set out in 2.21.3. Selection must not only be done by the Residence Managements. Only the number of students, as determined in 2.21.4.1, is admitted. The remaining group is notified by Residence Management via the House Master/Mistress that they had not passed the initial

selection and that their names can, at best, be placed on a waiting list for accommodation the following year. The process has to be completed by mid-September.

2.21.4.4 During September and October selected residents have to confirm their accommodation for the following year by applying for a specific room.

2.21.4.5 If the number of residents that have paid their deposits and have applied for specific rooms, is less than the senior capacity due to cancellations as determined in 2.20.4.1, the residents placed on the waiting list may once more apply for admission to the residence. Residence Management decides whether such seniors will be admitted. If not, the first-year capacity (the provisions in 2.21.4.1 taken into consideration) can be increased in order to ensure that the residence is optimally occupied. The process has to be completed two weeks after room placements.

2.21.4.6 With a view to the practical execution of such a policy, the following rules are laid down:

2.21.4.7 All residents must be made aware of the selection policy that is implemented in all residences, right from their first year and be kept aware of it.

2.21.4.8 The policy is applied by the Residence Managements of the respective residences.

2.21.4.9 Individuals must at all times receive fair and just treatment.

2.21.4.10 Individuals have to be notified timeously if they do not comply with the selection requirements.

2.21.4.11 Coordination between Residence Managements, SC: Residence Council and RCS have to be of a high quality.

2.21.4.12 If an individual is of opinion that he/she has been dealt with unfairly/unjustly, he/she has the right to appeal to the Residence Management involved or to the Dean of Students.

2.21.5 Procedure for the placement of senior students

2.21.5.1 Students receive the application forms from the Residence Official and sign for receipt thereof. Residence Management is provided with a computer printout of current residents to check whether all residents have applied. Residence Management and the Residence Official deal with this task.

2.21.5.2 Senior students must apply prior to the date, as announced, to be selected and placed in a residence.

2.21.5.3 Placement takes place after the accommodation deposit has been paid and the application forms plus attached receipt have been submitted to the Residence Master/Mistress. Residence Management must check the application with the computer list where the student had signed for receipt.

2.21.5.4 The computer list and applications, both signed by the House Master/Mistress have to be submitted to the Head: Residence Residences before or on the date as announced.

2.21.5.5 After placement of applications, RCS will then return the list of placements to the House Master/Mistress, where after it goes to Residence Management so that students can apply for specific rooms. Residence Management has to hand over these application lists to the Residence Official.

2.21.5.6 If the House Master/Mistress does not wish to readmit a student in his/her residence, the reasons in writing must be sent to the Director: RCS. After consultation with the Dean of Students, the student is notified whether and where he/she can be given accommodation for the following year.

2.21.5.7 The policy to place 10% more students in a residence than is possible to be accommodated in it (thus excess placement), is taken into account with the residence's placement history. Residence and Catering Services takes responsibility if residences are over-placed with first-year students. However, the Residence Managements have to give their cooperation in requesting the seniors to make their rooms available to the first-year students placed in excess.

2.21.5.8 Senior students that apply late for some reason or the other run the risk of not being placed in the residence of their choice or of not being placed at all. These placements will only take place after all prospective first-year students have been placed.

2.21.5.9 No respite will be given regarding payment of the accommodation deposit. Holders of scholarships for whom the bursary takes responsibility regarding the deposit, must obtain a stamp from the Department of Financial Administration to confirm the arrangement.

2.21.5.10 Accompanying the June examination results, a notice is sent to students and their parents by whom they are notified that:

- All students' applications regarding accommodation for the following year have to be submitted prior to a certain date (usually 31 August).
- No respite is given for payment of the deposit for accommodation.
- Late applicants run the risk of not being placed in the residence of their choice, or of not being placed at all.

2.21.5.11 Students admitted for residence accommodation in the course of the year, have to personally fill in a residence application form in the presence of the House master/Mistress and see to it that the House Master/Mistress and Primarius/Primaria sign it before submission to RCS' Residence Section.

2.21.5.12 Residence Officials and Residence Managements must jointly compare residences' informal placement lists with those of RCS's official placement lists, after the closing date for the senior applications, and then immediately take up with the Residence Section, any differences that occur.

2.21.5.13 Senior late-comers that had not applied for residence accommodation the previous year, are dealt with in the following manner:

- Applicant fills in application form and pays the prescribed deposit.

- Students that were accommodated in a campus residence during the previous year arrange an appointment with the House Master/Mistress. If reasons exist for the student being excluded, it must be indicated in writing and submitted to the Dean of Students for final decision. The student is then notified in writing if he/she may not be accommodated in a campus residence, or where he/she will indeed be placed.
- Residence Managements have to inform all applicants that they are responsible for the accommodation fees for the entire year.

2.21.6 Room placements

2.21.6.1 Room placements are done by Residence Management.

2.21.6.2 The House Master/Mistress has to see to it that the official computer list, provided by RCS, is used for placing students in rooms. Only students whose names appear on the list may apply for a specific room.

2.21.6.3 Room placements for seniors have to be completed prior to a specific date and submitted to the Residence Official for checking.

2.21.6.4 Room placements for first-year students are done by Residence Management. The Residence Official checks the room placements with the final residence computer list.

2.21.6.5 Late applicants and students that wish to change residences may only be admitted to residences with permission from the Residence Official and House Master/Mistress. The House Master/Mistress discusses it with his/her Residence Management after having received instructions from the Residence Section.

2.21.6.6 Students may not singularly stay in double rooms before the end of February. This is to prevent moves if additional placements have to be made.

2.21.6.7 All problems regarding room placements have to be forwarded to the Head: Residence Residences prior to mentioned date.

2.22 Attire and appearance

Students' attire and appearance must comply with the Student Appearance Regulation of the NWU PUK (Addendum 2).

2.23 Movement freedom and access to residences

2.23.1 Residence Managements have the responsibility to guide residents to efficient and responsible time devotion. Hereto the mutual caring for students as well as the role the bursars responsible play, has to be optimised. Residence Management must create and manage a system according to which first-year students give account of their after-hour activities for the duration of the first semester, amongst others through notice in writing regarding their movements outside their residence.

2.23.2 Residence Managements determine what time residences close in the evenings and arrange after-hour access to residences.

2.24 Provisions concerning recreation venues (Clubhouses) and tuck shops in residences

The operation of recreation venues and tuck shops (Addendum 3) in residences is arranged in-house in terms of the policy of the Central Control Committee for Residences (CCCH).

2.25 Non-compliance with Rule

Non-compliance with any provision of this Rule can constitute a transgression in terms of paragraph 69 of the Statute of the NWU and, amongst others, lead to the application of the Rules regarding discipline at residence level.

3 TOWN RESIDENCES

3.1 The concept *students* in as far as it is used in this section of the rules, applies to registered town residence students. Any registered student at NWU PUK, that is not a resident of a campus residence, is entitled to be registered at a town residence of his/her choice. Students not registered at a town residence are for all practical purposes not linked to any residence and can therefore represent no residence in any field, *but remains subject to all rules and regulations of the University*. All complaints regarding the manner of living or behaviour of students will be investigated by the Residence Management involved.

3.1.1 Registration

3.1.1.1 First-year students register at the town residence of their choice up to and until the first day of the Reception and Introduction Programme.

3.1.1.2 Senior students register during the first two weeks of a new year at the town residences of their choice after commencement of lectures. Late applications can be considered by Residence Management.

3.1.1.3 A final list of registered members has to be submitted to the office of the Dean of Students by each Residence Management within two weeks after commencement of lectures at the beginning of the year. This list can be adapted in the course of the year, depending on shifts or cancellations, according to the prescribed regulations may permit. Re-registration is also possible during the first week of the second semester.

3.1.2 Cancellation or change of address

To cancel membership or to change from one town residence to another, a cancellation form has to be filled in. The completed form has to be approved by Residence Management and then be submitted to the new Residence Management. The new Residence Management, after completion, has to submit the form to the office of the Dean of Students for alteration on the computer system.

3.1.3 Participation in competition activities

Only students that are legally registered at a town residence may represent the town residence involved in any field. This includes sport, culture, academics and all facets of Rag. If a residence allows a person, that has not yet been registered at the specific residence up to and until the date of the activity involved, to participate in any competition activity, the mentioned residence exposes itself to disqualification.

3.1.4 Private boarding and accommodation

3.1.4.1 The parents of all minor students that do not live with their parents, have to notify the University that such students may board privately or live in a private home abode, and the Dean of Students keeps record of this in the students' files.

3.1.4.2 Students must take note of their rights as set out in the Local Management notices 75 and 77 of the Potchefstroom Amendment Scheme 299 respectively, as contained in Addendum 4 and that contain the prescriptions an owner or letter has to comply with, regarding the building in which students live. Students whose rights are encroached upon report the matter to Residence Management immediately.

3.1.4.3 Students' behaviour and manner of living must at all times correspond with the esprit de corps and character of the University.

3.1.5 Disciplining of and supervision over registered residents

According to the above-mentioned classification, the Residence Managements will also supervise and be responsible for all registered residents students, also for maintaining discipline, as determined in these Rules.

Non-compliance with any provisions of these rules can constitute a transgression of provisions of paragraph 80 of the Statute of the PUK and, amongst others, of the application of the Rules regarding discipline at residence level.

3.1.6 Attire and appearance

Student' attire and appearance must comply with the PUK's Student Appearance Regulations (Addendum 2).

4 RESIDENCE MANAGEMENT

4.1 Compilation of Residence Management

There is a Residence Management for each residence, which comprises a House Master/Mistress and a House Committee. The size of the House Committee is determined from time to time by the Management Committee on the recommendation of the Central Control Committee for Residences (CCCH).

4.2 Task description of Residence Management

4.2.1 Management principles

The House Master/Mistress and the House Committee manage the residence jointly according to the team management approach, with final accountability resting with the House Master/Mistress.

- The House Master/Mistress represents the Rector and reports to the Rector via the Dean of Students, and the CCCH, for effective management of the residence through Residence Management. In so doing it is ensured that the functioning of the residence corresponds with the University's character. The House Master/Mistress' spouse is expected to play a supporting role in this respect.
- The House Committee has authority owing to their election by the majority of registered voters of the residence involved and the formal appointment by the Management Committee. The House Committee has two channels for effective management of the residence in collaboration with the House Master/Mistress. In this way it is ensured that the functioning of the residence corresponds with the University's character. The one channel is via the Primarius/Primaria, House Master/Mistress and the Dean of Students to the CCCH and reports to the Rector. The other channel is via the Residence Council to the Student Council (SC) and reports to the Dean of Students.
- The House Committee is guided by the Primarius/Primaria, and in performing their duties they primarily report to the Primarius/Primaria.

4.2.2 Dealing with disputes

4.2.2.1 In the case of dispute in the Residence Management, the dispute must, as far as possible, be mutually resolved.

4.2.2.2 If the dispute cannot be resolved mutually, a mutually acceptable facilitator has to be found, in collaboration with the SC representative, and in this manner an attempt should be made to set aside the dispute.

4.2.2.3 If also this process does not resolve the dispute, one of or both the parties, with notice in writing to each other, approach the next level of authority:

- The House Committee or individual House Committee member takes it up with the SC Chairperson, who in turn takes it up with the Dean of Students.
- The House Master/Mistress takes it up with the Dean of Students, who deals with the matter in collaboration with the SC Chairperson and the Rector.

4.2.3 Management matters

The management core tasks of the different functionaries are the following:

4.2.3.1 House Master/Mistress

The House Master/Mistress reports to the Director: Residence and Catering Services for the following:

- He/she sees to it that order and discipline is maintained in the residences and dining halls.
- He/she sees to it that the provisions in the *Residence Rules* are adhered to.
- Does selection of senior students' applications and room placements.
- Conducts interviews with students that wish to cancel residence accommodation, formulates the reason and makes a recommendation regarding the refunding of accommodation fees, or not.
- Sees to it that supervision is arranged during holiday accommodation.

4.2.3.2 House Committee

The House Committee acts, via the Residence Official, as representative of the residence residents in respect of operating matters. It is responsible for the following operating matters:

- Sees to it that the residents adhere to the *Rules for Residences*.
- Is responsible for maintaining and exercising the residence's evacuation drill.
- Is responsible for reporting the following to the Residence Official:
 - * Breakages.
 - * Maintenance of buildings, furniture and equipment.
 - * General neatness and hygiene.
 - * Illegal residents.
 - * Inadmissible articles in rooms.
- Assists with the application of economy measures regarding water, electricity and similar operating expenditure.
- Sees to it that there is supervision during holiday accommodation.
- Is responsible for asset control regarding all assets in all the residence's public areas.
- Must strive for the maintenance of good and public relations between residents and the Residence Official.
- Is responsible for maintaining order and discipline in the dining halls.
- Coordinates residence actions with the Catering Services Manager of the kitchen so as to give information that might have an influence on the attendance of meals.

4.2.3.3 Residence Official

With regard to **operating matters**, the Residence Official functions along with Residence Management. He/she reports to the Head of Residence of the Department of Residence and Catering Services for the following:

- Supervises the cleaners and is responsible for maintaining hygienic standards in the residences.
- Must identify defects and submit work assignments for the maintenance of buildings, furniture and equipment.
- Acts as career safety representative for the residence.
- Sees to it that the provisions concerning operating matters, as contained in the rules and policy documents, are adhered to.
- Identifies and investigates breakages and further deals with it according to the procedure as approved by the Central Control Committee for Residences (CCCH).
- Keeps the residence's assets register updated.
- Provides accommodation to registered students and approved University guests.
- Acts as liaison officer between the Department of Residence and Catering Services, the House Master/Mistress and the House Committee.

4.2.3.4 Communication channels and lines of authority

- Regular consultation must take place between the Department of Residence and Catering Services and Residence Management.
- The Director: Residence and Catering Services must have a discussion with the House Masters/Mistresses, Primarius/Primaria and Residence Officials on the entire operating spectrum of residences, at least once a year, preferably during February.
- The Head of Residence must have a discussion with the Residence Managements and Residence Officials of individual residences at least once per semester.
- The Head of Residence must attend a Residence Council meeting regularly once a month.
- The Residence Official represents Residence Management at the Department of Residence and Catering Services regarding operating matters.

4.3 Election and nomination of the Residence Management

4.3.1 The nomination of a House Master/Mistress

A House Master/Mistress has to fill a permanent post at the University and is nominated by the University Council and indeed in accordance with the following procedure:

4.3.1.1 When a vacancy for a House Master/Mistress eventuates, the post is advertised internally by order of the Rector at least three months prior to the expiry of the term.

The *Rules for Residences* will be open for perusal to prospective applicants at the office of the Dean of Students.

4.3.1.2 After paper selection, a shortlist of applicants is compiled and interviews conducted with them by a panel as determined by the Rector. The Residence Council Chairperson or SC Chairperson also has to form part of this panel. If the Primarius/Primaria does not form part of the panel, the panel has to conduct an interview with the Primarius/Primaria involved, prior to the nomination.

4.3.1.3 The House Master/Mistress is nominated for a period of three years.

4.3.1.4 The nomination can be renewed at the end of the term after completion of an evaluation process whereby the line head, the House Committee and other members of Campus Management, where applicable, are involved.

4.3.1.5 No limitation exists regarding the number of terms a house parent may serve.

4.3.1.6 The termination of service within a House Master/Mistress' term can take place on both sides with three months' written notice.

4.3.2 The election and nomination of House Committee members

4.3.2.1 Time of the election

The election of House Committee members takes place annually, preferably within two weeks after the handing over of the SC. The specific dates will be determined and announced by Student Council.

4.3.2.2 Control over election

The election takes place under the control of Residence Managements in collaboration with the SC.

4.3.2.2.1 Nominations

4.3.2.2.1.1 All residents of the residence involved that have voting rights according to the voting right list can submit nominations to the House Committee, on the prescribed nomination form (available at the office of the Dean of Students).

4.3.2.2.1.2 All nominations must be signed by the nominator, four seconders and the nominee, and must contain the nominee's statement of policy.

4.3.2.2.1.3 All nominations must be submitted to the Primarius/Primaria at least four (4) days prior to the election.

4.3.2.2.1.4 All nominations are selected by the Residence Managements according to own House rules and must be communicated to the residence. The management must establish through the SC whether all nominees had passed their bro's examinations.

4.3.2.2.1.5 Nominations with statements of policy are announced prior to the residence "sweat".

4.3.2.2.1.6 A resident can stand for election as a candidate for a House Committee only if such resident has passed the following formula requirements and has obtained an index point of 65%:

- Both the average percentage based on the latest November and June examination points obtained, and the percentage of subjects passed / not passed, are taken into account;
- All course units **failed, repeated and discontinued**, are also taken into account; and
- No additional modules are taken into account.

4.3.2.2.1.7 No distinction is drawn between a HC member and a Primaria/Primarius regarding the calculation of the formula and required index point of 65%.

The **Monitoring Commission** (which consists of the Dean of Students as well as a House Master/Mistress that will be nominated by the Dean of Students) has as aim to see to it that paragraphs 4.3.2.2.1.6 and 4.3.2.2.1.7 are applied consistently and uniformly. Residence Managements, that have the primary responsibility for the selection of candidates, must bring borderline cases to the attention of the Monitoring Commission's attention and find a solution regarding it before the final candidates' list for the HC election is publicised. The Committee's decision is final.

4.3.2.2.1.8 Due to the fact that postgraduate students had already been subjected to an academic selection process, and as a result of measurability problems pertaining to academic progress during postgraduate studies, no additional academic requirements are applicable to postgraduate students. Therefore students that have already been selected for postgraduate studies or that are already studying postgraduate, are academically approved to be elected.

4.3.2.2.2 Voting rights

4.3.2.2.2.1 To have voting rights, residence residents must have attended at least 75% (for campus residences) and 50% (for town residences) of the residence meetings or to the Residence Management's discretion in another way participated in residence activities, and have lived in the residence involved for at least the foregoing six calendar months.

4.3.2.2.2.2 Students must have passed the bros examination to have voting rights. Results of the bros examination will be available on efundi.

4.3.2.2.2.3 *Campus Residences:* The Primarius/Primaria has to notify those students that do not have voting rights, before the election regarding the fact that they cannot vote.

4.3.2.2.2.4 *Town Residences:* The Primarius/Primaria must put up on the notice board the list of names of those students that have voting rights, at least 14 days before the election day.

4.3.2.2.3 Voting manner

4.3.2.2.3.1 All elections take place per closed ballot paper or electronic voting program, according to a system to which the SCH consents.

4.3.2.2.3.2 The counting of votes must take place in the presence of the SC member (preferably the residence guardian).

4.3.2.2.4 Majority

All elections take place with a majority vote. If "sweat" candidates receive an equal number of votes for house committee, the current House Committee votes for the following methods of decision:

- Either the residence parents have the final vote, or
- the candidates "sweat" again and a re-election takes place

If a ballot strike occurs once more, only the House Parents and current House Committee vote for the specific candidates.

If "sweat" candidates receive an equal number of votes for Primarius/Primaria, the current House committee and one of the House Parents vote for the following methods of decision:

- The newly elected House Committee nominates the Primarius/Primaria under chairpersonship of the outgoing Primarius/Primaria, who has voting rights.
- The newly elected House Committee and the outgoing House Committee elects the Primarius/Primaria under the chairpersonship of the outgoing Primarius/Primaria, who also has voting rights.

4.3.3 Assigning functionaries and allotting portfolios

4.3.3.1 The House Committee elects a Vice-Primarius/Primaria (if not elected in accordance with 4.3.3), a Secretary and a Treasurer. The Treasurer can also be nominated from outside the House Committee.

4.3.3.2 The Primarius/Primaria and Vice-Primarius/Vice-Primaria allocates the portfolios in collaboration with the House Master/Mistress, and with the consent of the House Committee members.

4.3.3.3 The portfolios are described in each residence's Domestic Rules.

4.3.4 Vacancies

All vacancies are filled as soon as possible, though preferably within fourteen (14) days after the vacancy(cies) has stepped in, as determined in the Domestic Rules, unless Residence Management, in collaboration with the Dean of Students, decides otherwise.

4.4 Handing-over procedure

4.4.1 General

4.4.1.1 Date of Handing Over

Now that a new House Committee has been elected and a new Primarius/Primaria assigned, a handing-over meeting must be held during which the outgoing and new Residence Managements are present. This handing-over meeting is held within two (2) weeks after the election of a new House Committee has taken place. The handing-over meeting is led by the outgoing Primarius/Primaria who then hands over the authority after the new Primarius/Primaria has taken over.

4.4.1.2 Writing portfolio reports

Each holder of a portfolio must hand over a written report to the follower-up during the handing-over meeting. The report must contain an evaluation of activities and pertinent recommendations.

4.4.1.3 Authority and responsibility

The new Residence Management has the management responsibility as from the date of handing over. The responsibility for completion of projects of the outgoing Residence Management rests with the new Residence Management, in collaboration with, with advice from and by means of training by the outgoing management members. The outgoing Primarius/Primaria has to see to it that incomplete tasks and projects are effectively handed over to the new Residence Management.

4.4.1.4 Campus Residences: Room Placements

Barring exceptions approved by Residence Management, outgoing House Committee members vacate their rooms following the handing-over meeting.

4.4.1.5 Disciplinary cases

Disciplinary cases have to be settled before the handing-over meeting takes place. Incomplete findings have to be communicated to the new Primarius/Primaria in writing for supervision over the execution thereof.

4.4.2 Portfolio matters

4.4.2.1 Primarius/Primaria

The new Primarius/Primaria, together with the House Maser/Mistress, is the management head in the residence once the handing-over meeting has taken place. The outgoing Primarius/Primaria and other outgoing House Committee members remain available for training and advising the new House Committee members.

4.4.2.2 First-year students

The newly elected House Committee member/members who have been entrusted with first-year students immediately take over from the outgoing House Committee member/members.

4.4.2.3 Treasurers

Newly elected Treasurers are trained by the Student Advisor (Finances). Treasurers must make sure of the bookkeeping system used, the financial position when taking over, possible problems that do occur and where problem areas occur.

The outgoing Treasurer must have his/her books checked and signed by the Student Advisor (Finances), the House Master/Mistress and Primarius/Primaria. The books must then be balanced and made up (audited) before handing over may take place.

4.4.2.4 Other portfolios

A Stocktaking list of all equipment and fittings of the residence has to be provided and handed over during the handing-over meeting. Such a stocktaking list has to be balanced and made up. Residence Management is responsible for all asset items not issued to individuals.

The conclusion responsibility of any other unmentioned circumstances is decided on by Residence Management in the Domestic Rules.

4.4.3 Management training

Residence Management members are compelled to attend the different Management training programmes.

4.5 Residence Cash Funds

4.5.1 Introduction

Residence cash funds and the bookkeeping thereof are dealt with by means of the University's computerised financial system.

4.5.2 The basic rules

4.5.2.1 No House Committee will be allowed to open an account for the residence at a financial institution.

4.5.2.2 The financial matters concerning the budget account at the Financial Administration take place via the Student Advisor (Finances) based on the University's financial policy, e.g. payment of cash, obtaining order forms, payment of invoices, petty cash advances etc.

4.5.2.3 Only the Treasurer may contact the Student Advisor (Finances).

4.5.2.4 Residence Management has to submit a budget to the office of the Dean of Students before the end of the academic year.

4.5.2.5 Budgets are automatically transferred to residence accounts after having been allocated by the appropriate persons.

4.5.2.6 The Treasurer must keep his/her own cash book and petty cash book so that he/she can keep abreast of the financial position of the residence cash funds.

4.5.2.7 At the end of each month the Student Advisor (Finances) will provide each Treasurer, Primarius/Primaria and House Master/Mistress with the balance on their residence account.

4.5.3 Further procedure

4.5.3.1 If a Treasurer receives cash from a residence resident, such a resident should receive a receipt. Receipt books are provided by the Student Advisor (Finances).

4.5.3.2 If a Treasurer pays in cash at the Student Advisor (Finances), the payment has to be accompanied by the receipt book.

4.5.3.3 Receipt books have to be retained for auditing purposes.

4.5.4 Acquisitions per order form

4.5.4.1 All acquisitions must take place per order form, except in cases where a supplier does not accept an order form.

4.5.4.2 When the residence wishes to buy something, the Treasurer, with the necessary authorisation from Residence Management, has to approach the Student Advisor (Finances) for an order form.

4.5.4.3 In cases of acquisition of clothing, the Treasurer has to charge a 50% deposit from each resident that wishes to purchase such a piece/pieces of clothing, and pay it in before an order form is issued (prospective first-year students excluded).

4.5.4.4 The moment the transaction with the supplier is completed, the invoice is handed back to the Student Advisor for payment thereof. If a supplier cannot provide an invoice immediately, it will be sent to the University, or if it is sent to the residence, it must be delivered to the Student Advisor (Finances) immediately.

4.5.5 Cash acquisitions

4.5.5.1 When a Treasurer must make use of cash acquisition, it means that the supplier involved does not accept an order form. He/she can then make apply one of the following methods,

4.5.5.1.1 Use the petty cash to finance the acquisition, or

4.5.5.1.2 if the petty cash does not have sufficient money, application should be made to the Student Advisor (Finances) for a cash advance. A quotation of the envisaged acquisition must accompany the application.

4.5.5.2 When receiving the cash advance, the Treasurer will be given a fair period for completing the acquisition transaction. After completion thereof the cash slips, which

serve as proof of the acquisition, along with the remaining cash (if any) must be returned to the Student Advisor (Finances).

4.5.6 Dealing with the Petty Cash

4.5.6.1 The House Committee makes use of the petty cash advance for smaller cash expenditure that constantly crops up.

4.5.6.2 When dealing with the petty cash, the Treasurer has to go about the matter very meticulously, since the responsibility for it fully rests on his/her shoulders. The last-mentioned must make use of a petty cash book to meticulously note all expenditure from the petty cash. However, cash slips must be obtained with each acquisition, because the moment the petty cash is depleted, the Treasurer applies for a supplementation of the petty cash.

4.5.7 Duties of House Master/Mistress and Primarius/Primaria concerning residence cash funds

The House Master/Mistress and Primarius/Primaria have the following responsibilities regarding the residence cash funds:

4.5.7.1 Continuous control should be exercised over residence cash funds.

4.5.7.2 They must guard against fund raising in residences. If funds or sponsors are recruited for a certain purpose, reference to the SC guardian of the residence involved is required.

4.5.7.3 Periodic control should be exercised over the residence's petty cash.

4.5.7.4 They must see to it that the Treasurer keeps them regularly posted regarding the residence's financial position.

4.5.7.5 Residence Management must draft the annual budget, according to a framework provided by the Dean of Students and Student Advisor (Finances), and submit it to the office of the Dean of Students.

4.5.8 Campus Residences: Acquisition of equipment from Residence cash funds

4.5.8.1 To exercise asset control, a control list is sent by the Department of Residence and Catering Services to all the residences, which has to be filled in by the Residence Official. Television sets, video recorders and other sound equipment serial numbers also have to be filled in on this list to ease insurance claims and the re-sale of equipment.

4.5.8.2 An asset is defined as something that has a value in use with an expected lifespan of approximately two years and longer.

4.5.8.3 If an asset is bought by a residence out of the residence kitty or out of collections in the residence, proof of the SR Treasurer or the collected money has to be submitted to the Department of Residence and Catering Services...

4.5.8.4 The equipment is then immediately noted on the assets list and can be ensured against theft by any interested party.

4.6 Core tasks of Residence Management

4.6.1 Residence Management must maintain order and discipline in terms of the provisions of the Statute of the NWU and the rules as laid down by Council (as contained in decisions of Council, the Management Committee, CCCH, SC and rules), by applying the *Rules regarding discipline at residence level*.

4.6.2 Residence Management must lay down the necessary rules and ensure that they are adhered to.

4.6.3 Promotion of an academic bent and an academic atmosphere in the residence by keeping noise levels within acceptable limits.

4.6.4 Representation on CCCH and Residence Council

4.6.4.1 The House Master/Mistress and the Primarius/Primaria (with as secundus the Vice-Primarius/Vice-Primaria) serves as members of the CCCH, with responsibilities and assignments that might arise from CCCH activities.

4.6.4.2 The Primarius/Primaria (with secundus any House Committee member) serves as member of the Residence Council, with responsibilities and assignments that might arise from Residence Council activities.

4.6.4.3 House Masters/Mistresses, with notice to or on request of the Chairperson of the Residence Council, attend the Residence Council meetings.

4.6.4.4 Residence Management members must attend appropriate meetings owing to their specific portfolios, or where applicable, have them attended by a secundus.

4.6.5 The House Master/Mistress (in collaboration with the Primarius/Primaria, and where applicable with House Committee members), and the Primarius/Primaria (in collaboration with the House Master/Mistress, and where applicable with House Committee members), and the House Committee members (in collaboration with the Primarius/Primaria and, where applicable, with the House Master/Mistress) give personal attention to the problems individual residence residents may experience, with accompanying referral of the students where applicable.

4.6.6 Campus Residences: Control over and supervision of the possible reception of guests of the opposite sex in residence rooms, in correspondence with the provisions of the Domestic Rules.

4.6.7 Attendance of activities in the organised student life in which the residence is involved so as to stimulate a healthy esprit de corps in the residence

4.6.8 When practically possible, control over and supervision of residents' behaviour during official actions concerning Rag, Inter-varsities and other official activities.

4.6.9 Dealing with requests by and complaints from residence residents regarding policy and operation through the channels and procedures that exist for this.

4.6.10 Campus Residences: Liaising with the Residence Official in case of problems with the operation of the residence and its maintenance and equipment. In cases where the

Residence Official cannot resolve it, the Head of Residence and thereafter the Director: Department of Residence and Catering Services is approached.

4.6.11 Campus Residences: Responsible for the timeous selection of accommodation applications by senior students, the timeous delivery of completed official applications, and the establishment of a system of room placements. Changing of rooms during the year may only take place with the approval of Residence Management and in collaboration with the Residence Official.

4.6.12 Campus Residences: Responsible, in collaboration with the Career Safety and Readiness Coordinator, for seeing to it that the career safety regulations are adhered to.

4.6.13 Campus Residences: Liaising with parents of residence residents in the interest of the student, as and where necessary.

4.6.14 Campus Residences: Responsible for keeping register of residents on the card system provided and for making available information from the system as needed by different departments of the University.

4.6.15 Residence Management is responsible for an arrangement with another House Master/Mistress in cases of absence for a single day or days with a view to temporary participation in any urgent management activities during the House Master/Mistress' absence. The understanding is, however, that the spouse of the House Master/Mistress can, in cases where circumstances justify it, be involved in management activities connected to the residence residents, on behalf of the House Master/Mistress. He/she in general fulfils a supporting role in the functioning of the residence through liaising with House Committee members, individual residents and, regarding the campus residences, also the Residence Official, as well as by attending residence functions and activities where necessary.

4.6.16 The House Master/Mistress, along with the Primarius/Primaria and Dean of Students, is responsible for recommending a acting House Master/Mistress to the Rector, with a view to appointment (e.g. in cases of academic absence for a long period).

4.6.17 Annually submits a report in writing to the Dean of Students on the functioning of the residence, as assigned.

4.6.18 Compile the residence detail programme as part of the Reception and Introduction Programme.

4.6.19 Supervision during holidays

Supervision during holidays is arranged by Residence Management in collaboration with the Department of Residence and Catering Services.

4.6.20 The House Master/Mistress is still involved in the Residence Management and obligations of the CCCH during academic leave, except in cases where he/she is out of town.

4.7 Further provisions concerning House Committee members

4.7.1 Campus Residences

A House Committee member is, if by any means possible, entitled to a single room.

4.7.2 Evaluation

The House Committee members must, according to the procedure as decided by the CCCH, be evaluated by the residents and House Master/Mistress.

4.7.3 Merit bursaries

The remuneration of House Committee members is determined by the Management Committee on recommendation of the CCCH and is paid over directly into House Committee members' class fees accounts as leadership bursaries. The bursaries are paid over in two equal instalments, namely at the end of February and the end of August respectively of the academic year that follows on the election or appointment date of that person. If a student leader does not comply with all the criteria, only a proportional part of the bursary will be paid over. This means that if a student for instance does not comply with the leadership criteria, a quarter of the bursary is forfeited and only three quarters of it is paid over.

4.7.3.1 Criteria

When selecting and determining student leaders to whom these bursaries have to be awarded, the following criteria apply:

- Leadership
- Academic progress
- Successful handling of the appropriate portfolio
- Influence and sense of responsibility with regard to university- and residence life.

If a student does not receive the full portion of any bursary, he/she has the right to appeal to the Dean of Students. The final decision rests with the Dean of Students.

4.7.3.2 Preliminary procedure for paying over

First week of February and August

Lists containing the names of HC members are sent to the House Masters/Mistresses by the office of the Dean of Students for control, evaluation and recommendation based on *set criteria*.

Second week of February and August

House Masters/Mistresses check out recommendations with the Dean of Students only when there is a problem regarding a HC member. Otherwise the signed forms with the recommended percentages are sent to the Dean of Students.

Third week of February and August

The Dean of Students submits the final awards name list to the Director: FSS for paying over the bursaries.

4.7.3.3 Pay-overs

The Director: FSS is responsible for directly paying over all approved bursary awards to the class fees account of the HC member involved during the last week of February and of August.

- If a credit balance on a HC member's class fees account arises, it can be paid out in accordance with the existing financial policy and procedure. If no credit is available, payment will take place taking into consideration the student's history of payments.

4.7.3.4 Retaining bursaries

Awards only apply for the full academic year for which it was awarded. If study is interrupted or if a student drops out, the bursary is immediately repayable pro rata... Similarly, resignation for a portfolio will lead to the cancellation of the bursary.

4.7.4 House Committees' actions

Residence Management must see to it that actions are thoroughly planned and controlled right through the year, and specifically after the election of new managements and during Reception and Introduction. In the respective Domestic Rules, actions and the approval thereof must be well defined.

4.7.5 Term of office

The term of office of members of the House Committee applies for a year, stretching from the one handing-over meeting to the next.

4.7.6 Requirements for HC members in office

4.7.6.1 Residence Management, in collaboration with the Dean of Students, the Rector and the Student Council Chairperson, can dismiss a House Committee member from his/her office based on misconduct, incompetence, neglect of his/her duties, or for him/her leaving the residence.

4.7.6.2 HC members must maintain reasonable academic standards, provided unique circumstances regarding his/her office.

4.7.6.3 Any HC member that does not maintain a satisfactory standard, taking into consideration circumstances, can be warned by Residence Management and/or be dismissed from his/her duties by Residence Management in collaboration with the Dean of Students.

4.7.7 Specific responsibilities

Residence Management can charge management members with specific responsibilities.

4.7.8 Leave

If a Residence Committee member cannot, due to unforeseen circumstances, meet assigned obligations, he/she must, in collaboration with the Primarius/Primaria, single out another House Committee member to perform his/her duty.

4.8 Sub-Committees

Residence Management may, in collaboration with the residence residents, nominate from own ranks or co-opt from the other members, sub-committees for dealing with special tasks and for the promotion of residence interests, for instance a serenade committee, archive and museum committee etc. Such committees always are subject to the authority of House Management.

4.9 Form for Assumption of Duty

Each House Committee member must fill in and sign the prescribed form for assumption of duty when assuming duty (compare p. 55 of these rules).

5 GUIDELINES FOR RESIDENCE ARCHIVES AND MUSEUMS

5.1 Each Residence Management must see to it that, in accordance with section 4.8 of these rules, a sub-committee is assigned for the safekeeping of records (fixed information, regardless of the form or medium), memorabilia or museum items of a residence.

5.2 The University is subject to the provisions of the following Acts:

- The National Archive and Record Service Act of South Africa, Act 43 of 1996, (as amended by the Amendment Act on Culture laws, Act 36 of 2001),
- The Promotion of Access to Information Act, Act 2 of 2000, and
- The National Heritage Resources Act, Act 25 of 1999.

The provisions of this legislation require, amongst others, the maintenance of good recordkeeping and safeguarding of archivalia and museum items.

Further provisions require that no records may be deleted or destroyed without the necessary permission or guidelines. All records belong to the University; hence the necessary permission has to be obtained for destroying it.

Guidelines for dealing with archives and museum items are available at the PUK Archive and Museum, Building E7, at the east end of the Ferdinand Postma Library.

Contact (018) 299 4085/6/7

USING THE STUDENT CARD (UNIVERSITY CARD)

1. ACCESS FUNCTION

The student card gives access to all places and buildings a student is entitled to enter.

2. FINANCIAL FUNCTION

Meals in residence dining halls can only be taken by means of the student card. Meals and snacks can be bought cash in the Cafeteria or by means of the student card.

A credit balance will be paid out on written request, otherwise the amount is carried forward to a following year if the student has not yet completed his/her studies.

No student may conclude a transaction or obtain access to a building or to a terrain of the University other than with his/her personal student card.

Any student can pay an amount into his/her meals account so as to increase his/her credit limit.

3. COMPUTER NETWORK ACCESS

The student card is used as security to alter the student's password on the computer network. The student is therefore accountable for any transactions concluded from his/her user name. Amongst others, it includes electronic mail and internet use.

4. LOST CARDS

A specific provision for using the student card is that the student accepts accountability for all financial transactions concluded with it. If the card is lost, the student undertakes to report it to the Department of Security Services immediately so that the card can be deactivated. The student remains accountable for transactions concluded with the card until it has been deactivated in accordance with University procedures.

TAKE NOTE: The Department of Security Services is open 24 hours per day - also during weekends. When a student card is lost, it must be reported to this Department immediately so that it can be cancelled without delay.

STUDENT APPEARANCE REGULATIONS OF THE NWU-PUK

Owing to its character, the PUK places a high premium on the behaviour and appearance of all students, of which their attire is one aspect.

Hence the norm is that attire and appearance should at all times be clean and neat, should be appropriate for the specific event, and be such that all members of the University community and the character of the University can be respected through it.

Applying these rules rests with the individual him/herself, supplemented by personal admonishment by members of staff and fellow-students, as well as by the healthy community censure that characterises the University community. However, the University reserves to itself the right to enforce the application of above-mentioned norm regarding appearance and attire through Senate, the SC and staff members.

TUCK SHOPS

A. OBJECTIVES

1. The aim with the residence tuck shop is to provide a service to the residence residents by offering certain snacks and refreshments for sale at prices not higher than retail prices.
2. To enlarge the residence cash fund, to be applied by Residence Management at their discretion, with the aid of a specific percentage of the net income or a tender made.

B. RULES

1. The operation of a residence tuck shop is allocated to a student or group of students (called the tuck shop keeper(s)) as determined in paragraph B4 below.
2. Apart from the activities of the approved residence tuck shops, no other trading may take place in the residence. No trading by individual residence residents or other persons is allowed in the residence.
3. In collaboration with and with approval of Residence Management, tuck shops may be operated in residences, which may trade in the following goods: cool drinks, confectionery, baked products and cigarettes.
4. Snack shop keepers may only be registered students of the University and are assigned by Residence Management from year to year after applications of the residence residents or other registered students of the University have been received.
5. Snack shops are operated independent of Residence Management, and/or the University, and the University takes no responsibility for the operation of the snack shop or for any contractual obligations, debt and/or loss incurred or caused by the snack shop keeper(s). When purchasing any stock and/or equipment, the purchaser(s) has no authority to act on behalf of the University and he/she may by no means imply to the supplier that he/she is acting on behalf of the University. The University takes no responsibility for any suggestions, contractual obligations or debt incurred by the purchaser and/or any loss caused. The purchaser concludes any agreement in his/her personal capacity and is compelled to communicate this fact to the supplier.

Residence funds may under no circumstances be used for purchasing stock, be it in cash or on credit, or for any debt burden incurred by snack shop keepers.
6. The snack shop keeper(s) is entitled to a reasonable remuneration for services rendered by him/her and expenses incurred by them. He/she or they agree with Residence Management on the extent of such remuneration so that income generated by the operation of the snack shop and which falls outside such reasonable remuneration, be dealt with as set out in B3 above.

7. The snack shop keeper(s) does proper keep-booking of the snack shop's transactions, to the satisfaction of Residence Management, to give effect to the regulations of paragraph 5 above.
8. Residence Management exercises proper control over the snack shop's activities regarding the aspects listed below:
 - 8.1 the snack shop's trading hours;
 - 8.2 maintaining general neatness regarding the operation of the snack shop, and
 - 8.3 maintaining silence regarding the operation and use of the snack shop.
9. Residence Management itself has the right to terminate the activities of the snack shop immediately if, on reasonable grounds, it deems it necessary.
10. A snack shop that is not operated in accordance with the rules of these Rules can be closed by the University, and/or the University can refuse the snack shop to be operated further until it is ensured that the rules will be adhered to. Disciplinary action can be taken and punishments applied to any transgressor, as prescribed in the University's Statute and Disciplinary Rules.
11. Residence Management sees to it that the snack shop keeper is aware of the provisions of these Rules by requiring acknowledgment in writing that he/she has familiarise him/herself with the provisions thereof, understands the contents thereof and accepts them. In the case where the snack shop keeper(s) are minors, Residence Management sees to it that such shop keeper's parents and/or guardian has likewise familiarised him/herself with the provisions hereof and understands the contents thereof and accepts them, by requiring acknowledgment in writing from him/her to this effect.

POTCHEFSTROOM AMENDMENT SCHEME 299

Hereby, in accordance with the terms of section 57(1)(a) of the Ordinance on Town Planning and Towns, 1986, it is made known that the Town Council of Potchefstroom has approved that Potchefstroom Town Planning Scheme, 1980, be amended by replacing sub-clause 11(d) with the following sub-clause:

"11(d) to not allow the lodging of five (5) or less non-related persons on a stand, subject to the following provisions:

- (i) If more than three (3) non-related persons are living on any premises, permission in writing has to be obtained for the local management for the mentioned lodging. The applicant must provide such information as requested by the local management, and the sleeping chambers envisaged for occupation, together with the required bath and toilet facilities, must be clearly indicated on the floor plan of the building the application has bearing on.

Furthermore, the applicant must also submit, along with his/her application, the written comment of his adjoining neighbours concerning the envisaged accommodation. In applying this, a premises is considered to be adjoining to other premises, even if it is separated by a street or road.

- (ii) The following provisions are applicable to dwelling houses:

- The minimum floor surface per person for a sleeping quarter is 10 m² (ten square meters);
- Lodgers must have access to at least one (1) flush toilet, one (1) hand-wash basin and one (1) bath or shower: provided that if persons of different sexes are lodging, separate facilities are required for each sex and that the facilities for different sexes be provided with appropriate signage;
- No vehicle may be parked on the pavement and one parking space (covered or uncovered) for each lodger, must be provided on the premises.

- (iii) The following provisions are applicable to outbuildings:

- No more than three (3) rooms (servant room excluded) will be allowed for sleeping chambers;
- The minimum floor surface per person for a sleeping chamber is 10 m² (ten square meters);
- The total floor surface for the outbuildings and sleeping quarters, excluding the garage(s), must not exceed 60 m² (sixty square meters);
- No kitchen or equipment for preparing food may be created or provided, be it by the owner of lodger;
- Lodgers must have access to at least one (1) flush toilet, one (1) hand-wash basin and one (1) bath or shower: provided that if lodgers are of different

sexes, different facilities are required for each sex and that the facilities for different sexes be provided with appropriate signage;

- No vehicle may be parked on the pavement and one parking space (covered or uncovered) must be provided on the premises for each lodger.
- (iv) Apart from these provisions, the local management can impose any other provisions necessary."

The Head of the Department of Local Management, Housing and Works, Administration, House of Assembly, Pretoria, as well as the Town Clerk, Municipal Offices, Wolmarans Street (PO Box 113), Potchefstroom, have the scheme clause of the amendment scheme in their keeping, and it is available for perusal at all reasonable times.

RULES: RESIDENCE CLUBHOUSES

1. OBJECTIVES

The objectives regarding Clubhouses are:

- 1.1 To create a facility for campus and town residences where residence residents and registered town residence students can socialise occasionally, and
- 1.2 To provide for the legal operation and control of Clubhouses where liquor may also be sold occasionally within the provisions of the Liquor Act and conditions of the University.

2. PROVISIONS OF THE LIQUOR ACT

- 2.1 Right of admission is reserved in Clubhouses. A notice must be put up at the entrance of the clubhouse that reads "Right of admission reserved".
- 2.2 No person under the age of 18 years may be allowed within the sales area in Clubhouses and no alcoholic drinks may be provided to such persons. Reasonable steps must be taken to confirm the accuracy of the age of Clubhouse visitors.
- 2.3 No drinks may be sold unopened.
- 2.4 No person may bring his/her own private drinks onto the premises.
- 2.5 No drinks may be taken or served away from the Clubhouse area.
- 2.6 In the case of strong alcoholic drinks, no tot larger than 50 ml may be sold to a person at a time.
- 2.7 No gambling machine may be used in the Clubhouse.
- 2.8 No brewing or sale of homemade drinks may take place on the premises.
- 2.9 Sufficient toilet facilities for men and ladies must be provided for exclusive use by the Clubhouse visitors and have to be cleaned regularly.
- 2.10 The Clubhouse must be managed such that an inspector can have access to the Clubhouse/premises at any time.

- 2.11 If the residence/residents make themselves guilty of any of the above-mentioned transgressions, it will be judged in a very serious light and the residence involved will forfeit its licence, since it also implicates the University's Liquor licence.

3. RESPONSIBILITIES

3.1 House Master/Mistress

- 3.1.1 The House Master/Mistress reports overhead to the Dean of Students for the orderly operation and functioning of Clubhouses and for complying with the Liquor Act's provisions, and the Clubhouse and Financial Rules.

- 3.1.2 The House Mater/Mistress must, in collaboration with the Primarius/Primaria, assign a serving Residence Management member each year, that is responsible for operating the Clubhouse. No private or outside institution may operate the Clubhouse.

3.2 Residence Management

Residence Management, under the guidance of the House Master/Mistress, takes responsibility for:

- 3.2.1 The orderly operation and functioning of the Clubhouse and for the adherence to the provisions of the Liquor Act and the Clubhouse Rules in accordance with the Rules for Residences.
- 3.2.2 The behaviour of residence residents and guests.
- 3.2.3 The control over music and noise levels in Clubhouse areas.
- 3.2.4 All damages or losses incurred.
- 3.2.5 The neatness of Clubhouses.

3.3 Dean of Students

- 3.3.1 The Dean of Students reports overhead to the Rector of the Potchefstroom Campus regarding the orderly management of Clubhouses.
- 3.3.2 The Dean of Students arranges two official meetings (April and September) with House Masters/Mistresses during which the functioning of Clubhouses is reported on.

3.3.3 Takes disciplinary action against residence managements if deemed necessary.

3.4 Security Services

Security Services acts against persons

- That consume alcoholic drinks outside the Clubhouse area;
- That drive under the influence of alcohol; and
- That misbehaves whilst under the influence of alcohol.

3.5 Residence and Catering Services (RCS)

RCS is responsible for annually collecting the Clubhouse licence fees and for paying it over.

4. CLUBHOUSE RULES

- 4.1 A special liquor licence must be obtained for operating a residence clubhouse. This application must be arranged or confirmed by Residence Management via the office of the Dean of Students, after approval by the Residence Master/Mistress involved. Licence fees must be paid annually.
- 4.2 Liquor sales may only take place within the licensed clubhouse, since liquor licences are taken out for specific areas.
- 4.3 Clubhouses may function twice a week for a maximum of four (4) hours at a time with the proviso that no Clubhouse will be operated after 24:00. On public holidays, the Clubhouse may only be operated with special approval checked out by the House Master/Mistress timeously (at least five days prior to the day involved).
- 4.4 Clubhouses are mainly established for use by residing residence students and in town residences for registered students of the residence involved. Students that bring along visitors are held responsible for his/her visitors' behaviour.
- 4.5 No extension on the special liquor licence may be arranged by Residence Management itself.
- 4.6 Special functions that require an extension of the boundaries of the Clubhouse area must be confirmed in writing via the Residence Master/Mistress with the Dean of Students. The exception should, however, only be if an action is planned and no other suitable place is available to handle the masses, for instance the

amphitheatre's courtyard, the rag farm etc. The application for a temporary liquor licence must be checked out with the Cafeteria Manager, one month prior to the date on which the function will take place. Additional licence fees are payable.

- 4.7 No liquor may be served to persons that already appear drunk or that act disorderly. Such persons must be removed from the Clubhouse/premises by Residence Management, the Clubhouse Manager or Security Services.
- 4.8 The Clubhouse may not be marketed in any way by inviting private persons/institutions to it that are not connected to the University.
- 4.9 Selling alcoholic drinks in the Clubhouse may not be contracted out to a supplier outside the University.
- 4.10 Keys/access to the Clubhouse (locking and unlocking) must be limited to only two responsible persons, of whom at least one must be a member of Residence Management.
- 4.11 The keys/admission codes may not be duplicated or communicated to unauthorised persons, since the assigned persons will always have to take responsibility for this.
- 4.12 The keys/slots/access codes must be changed annually the moment the new person/persons responsible have been appointed.
- 4.13 As part of the handing-over procedure (new Residence Management) the persons responsible for the Clubhouse during the previous year have to:
 - Give full information to the persons that take over the responsibility regarding the management of the Clubhouses according to the Rules for Residence Clubhouses;
 - Fully reconcile and make up all finances regarding the Clubhouse and stock on hand;
 - Hand over a financial statement of the past year's financial activities to the House Master/Mistress and the new persons responsible/followers up; and
 - Hand over keys and access codes.

The new person/s responsible must

- Attend a financial information session for all newly appointed financial Residence Management members, as presented by the office of the Dean of Students; and
- See to it that the access codes, and where necessary the keys/slots/codes to the Clubhouse, are changed.

5. FINANCIAL MANAGEMENT OF CLUBHOUSES

- 5.1 The Clubhouse must be managed in accordance with the University's official guidelines, namely the "Rules for Residence Clubhouses". Residence Management must see to it that all profits generated go to the cash funds of the residence involved. No individual or outside persons may gain from any profits generated.
- 5.2 A cash register must preferably be purchased or used to note the financial transaction (that should preferably function according to item codes).
- 5.3 At the end of each shift/closing of the Clubhouse after an event:
- A stock list must be compiled of the alcoholic and other drinks/refreshments that are still available for selling;
 - The cash received must be checked with the cash register final total on the cash register/list of sales;
 - The amounts received must be noted down and signed by the person who receives the money;
 - The document and cash must be handed over to the Residence Manager responsible, who signs on the handing-over form that the specific cash amount has been received;
 - The cash received during the day must be locked up overnight, and paid in the following working day at the NWU cashiers for registering it on the account of the residence involved, which has already been created for these purposes.
- 5.4 The handing-over form has to be put on file along with the official University receipt for record purposes.
- 5.5 No cash purchases may be made out of the cash that has been received.
- 5.6 No drinks may be sold on credit.
- 5.7 No drinks may be provided free of charge without the permission of the House Master/Mistress and Residence Management, and it must be properly noted in the reconciliation (see 5.2).
- 5.8 All drinks, equipment and other purchases from the profits of the operation of the Clubhouse must be requested per official cheque requisition/advance via the University's Financial System, at the office of the Dean of Students. No instalment sale agreement may be concluded for buying equipment or furniture.
- 5.9 A statement of the financial position of the Residence's cash funds can be requested by the office of the Dean of Students on a regular basis.

5.10 Internal Audit may do an audit at any time regarding the handling of residence finances.

6. NON-COMPLIANCE

Non-compliance of any aspect with these rules will be dealt with in terms of the disciplinary rules as contained in paragraphs 79 to 84 of the Statute of the University.

13 January 2012

NORTH-WEST UNIVERSITY (POTCHEFSTROOM CAMPUS)

CENTRAL CONTROL COMMITTEE FOR RESIDENCES

NOMINATION FORM FOR STUDENT MEMBERS OF RESIDENCE MANAGERMENTS

Residence: -----

Term: -----

(This nomination is subject to the provisions of the Rules for Residences. You must please bear knowledge of these Rules, which are available at Residence Management).

NOMINATED CANDIDATE:

Surname: ----- Nickname: -----

Full name(s): -----

Telephone number: -----

Academic year: ----- Course: ----- Student number: -----

Signature of candidate: ----- Date: -----

(Academic record: Please ask for your official academic record at Academic Administration)

NOMINATOR:

Surname and initials: -----

Signature: ----- Date: -----

SIGNATURES OF AT LEAST FOUR SECONDRERS:

1. ----- 2. -----

3. ----- 4. -----

(A clear photo must be attached to the form, please.)

ADDENDUM TO NOMINATION FORM

1. A brief motivation why you stand for election for Residence Management:

2. Undertaking:

- (a) I confirm that I am familiar with the character of the University which expresses the Institutional culture, as reflected in the Act, Statute, rules and decisions of the University and undertake not to damage its character or to implicate in the execution of my duties as Residence Management member.

- (b) I am completely familiar with and subject myself to the Rules for Residences and my residence's Domestic Rules, and undertake to fully comply with these Rules.

- (c) I accept that I as a Residence Management member am entitled to a leadership bursary in accordance with the percentage recommended to the Dean of Students by the House Master/Mistress.

- (e) If I am elected, I undertake:
 - * *to sign and submit the forms for assumption of duty after my election;*

 - * *to participate in the management training, as determined by the Dean of Students and the SC.*

Signature of nominee

Date

7 ASSUMPTION OF DUTY BY HOUSE COMMITTEE MEMBERS

(Fill in for Dean of Students and submit it as soon as possible)

Hereby the undersigned declares that he/she has satisfied him/herself as to the contents of the Rules for Residence Managements and that he/she submits him/herself to it. Furthermore, the undersigned undertakes to perform the prescribed duties, as contained in the mentioned Rules, faithfully and to the best of his/her ability.

Name of Residence:

Name of Student (full name and surname):

Nickname:

High School and Year matriculated:

Student number (University number):

Date of birth:

Study course:

Portfolio(s):

.....

Study address:

.....

Tel. nr. (*in Potchefstroom, e.g. residence*):

Cell phone nr.:

Parents: Title, Initials and Surname:.....

Home address:

Tel. nr.: (Parents - Home): (Parents - Work):

Cell phone nr.:

Signed by:

House Committee member:.....

House Master/Mistress..... Date:

ACCEPTANCE OF RULES FOR RESIDENCES

(Fill in and submit it as soon as possible to the Residence Official (RCS))

Hereby the undersigned declares that he/she has fully satisfied him/herself as to the contents of the *Rules for Residences* and that he/she subjects him/herself to it.

Name of Residence:

Name of Student (full name and surname):

Nickname:

Student number (University number):

Date of birth:

Study course:

Study address:

.....

Tel. nr. (*in Potchefstroom, e.g. residence*):

Cell phone nr.:

Parents: Title, Initials and Surname:.....

Home address:

.....

.....

Tel. nr.: (Parents - Home): (Parents - Work):

Cell phone nr.:

Signed by:

Resident:

Residence Official:

House Master/Mistress:..... Date:

Addendum for senior selection

1. The participation form makes out 30 % of the final mark for resident placing and is compulsory for all hostels (70% academics and 30 % participation).
2. Marks awarded for seniority will only be used when rooms are allocated to residents. The hostel may use their own participation form for this.
3. Any culture achievements not related to the hostel must be confirmed by the PUK Arts and must be handed in with the participation form.
4. Any sport achievements not related to the hostel must be confirmed by the PUK Sport and must be handed in with the participation form.

CATEGORIES OF VARIOUS PUK SPORT

CATEGORY A - 10 MARKS	CATEGORY B - 5 MARKS	CATEGORY C - 3 MARKS
Athletics	Squash	Water polo
Cricket	Ring ball	Judo
Netball	Karate	Disabled Sport
Hockey Ladies	Gymnastics	Chess
Tennis	Road and off-road Races	<i>Veelkamp</i>
Soccer	Swimming	Volley ball
Rugby	Cycling	Cano
	Table tennis	Rock climbing
	Hockey Men	
	Basketball	
	Cross country	
	Golf	
	Badminton	

AD HOC SPORT - 3 MARKS

**PROVINSIAL - 10
MARKS**

**NASIONAL - 12
MARKS**

A MAKSIMUM OF 12 MARKS CAN BE ACHIEVED

5. SRC and House committee members of 2013/2014 receive 100% on their participation form.
6. All achievements not related to the hostel may only be used for one terms participation marks.
7. Category 1: Only take the sports the residence participated in into consideration.
8. Coaches receive 3-6 marks depending on the level of coaching they were involved in. House committee may use their own discretion in this matter.
9. If a student served on the SRCS committee of the hostel they only receive marks for serving on the committee, no additional marks are rewarded if they attend SRCS events. This rule applies to all committees.
10. SOS Pier helpers' marks are awarded as in section 3.2.4 PUK committees.
11. Category 6: Bonus marks are awarded for activities such as Academic advisors, PUKKI Talent festival, Big Prims, leadership camps, exceptional achievements or contributions to the hostel, Reception and Introduction photographers, senior bond etc.
12. If a student who has a disability is being put at a disadvantage in terms of participation marks as well as hostel and room allocation, it is then required that the hostel parents and primaria/primarius take the disability into consideration. The allocation of participation marks will be awarded by means of the house committee's discretion.

SRC: Residences Council

Hereby I (Name & Surname) _____ (Student nr.) _____
 agree that this participation mark has been calculated correctly by

all parties involved. By signing this document, I agree and accept the final mark.

Signed at _____ on the _____ day of _____ 201__.

Student _____ Primaria/Primarius _____

SENIOR SELECTION FOR 20

NAME:

CORRIDOR:

STUDENT NR:

SIGNATURE:

CATEGORY 1 : SPORT (MAKS 12)

1.1.1 MAJOR SPORT:

SUB-TOTAL:

(INDICATE PERSENTAGE OF MATCHES PLAYED)

1% - 50% = 3 MARKS PER SPORT (For a first team player)

51% - 100% = 6 MARKS PER SPORT (For a first team player)

Rugby (Men)

Cricket (Men)

Netball (Men/Ladies)

Soccer (Men/Ladies)

Hockey (Men/Ladies)

1- 50%	51 - 100%
1- 50%	51 - 100%
1- 50%	51 - 100%
1- 50%	51 - 100%
1- 50%	51 - 100%

1% - 50% = 2 MARKS PER SPORT (For a second and third team player)

51% - 100% = 4 MARKS PER SPORT (For a second and third team player)

Rugby (Men)

Cricket (Men)

Netball (Men/Ladies)

Soccer (Men/Ladies)

Hockey (Men/Ladies)

1- 50%	51 - 100%
1- 50%	51 - 100%
1- 50%	51 - 100%
1- 50%	51 - 100%
1- 50%	51 - 100%

1.1.2 MINOR SPORT

SUB-TOTAL:

(INDICATE PERSENTAGE OF MATCHES PLAYED)

1% - 50% = 2 MARKS PER SPORT (For a first team player)
 51% - 100% = 3 MARKS PER SPORT (For a first team player)

- Squash
- Ring ball
- Netball Mens league
- Table tennis
- Basketball
- Badminton
- Volley ball
- First years athletics
- First years swimming
- First years netball
- First years rugby
- First years tennis

1- 50%	51 - 100%
1- 50%	51 - 100%
1- 50%	51 - 100%
1- 50%	51 - 100%
1- 50%	51 - 100%
1- 50%	51 - 100%
1- 50%	51 - 100%
1- 50%	51 - 100%
1- 50%	51 - 100%
1- 50%	51 - 100%
1- 50%	51 - 100%
1- 50%	51 - 100%

1% - 50% = 1 MARKS PER SPORT (For a second and third team player)
 51% - 100% = 2 MARKS PER SPORT (For a second and third team player)

- Squash
- Ring ball
- Table tennis
- Basketball
- Badminton
- Volley ball

1- 50%	51 - 100%
1- 50%	51 - 100%
1- 50%	51 - 100%
1- 50%	51 - 100%
1- 50%	51 - 100%
1- 50%	51 - 100%

1.1.3 PUK-SPORT/PROVINSIAL/NASIONAL **SUB-TOTAL:**

SEE ADDENDUM NUMBER 4

(INDICATE SPORT AND LEVEL ACHIEVED)

1
2
3
4
5

PUK	PROVINSIAL	NASIONAL
PUK	PROVINSIAL	NASIONAL
PUK	PROVINSIAL	NASIONAL
PUK	PROVINSIAL	NASIONAL
PUK	PROVINSIAL	NASIONAL

1.1.4 REFEREE, SCOREKEEPER ETC. **SUB-TOTAL:**

(INDICATE SPORT, 2 MARKS PER SPORT)

1
2

YES	NO
YES	NO

1.1.5 COACH (3 - 6 PER SPORT) SEE ADDENDUM NUMBER 8 **SUB-TOTAL:**

(INDICATE SPORT)

1
2
3

YES	NO
YES	NO
YES	NO

CATEGORY 2 : CULTURE (MAKS 12)

- 2.1 NASIONAL PARTICIPATION (7)
- 2.2 PROVINSIAL PARTICIPATION (5)
- 2.3 ENKELSÊR (6)
- 2.4 BINGLE SÊR (3)
- 2.5 DRAMA (3)
- 2.6 COMBINED HOSTEL DRAMA (3)
- 2.7 DEBATE (3)
- 2.8 CANVAS (3)
- 2.9 FIRST YEARS CONCERT (3)

YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO

- 2.10 STUDENT BODY
- Thalia Drama*(3)
- Buzzin* (3)
- PUK Symphony Orchestra* (3)
- PUK Amici* (3)
- Serenaders* (3)
- PUK Choir* (3)
- Disfunctional Beat* (3)

YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO

2.11 COACH (3 - 6) SEE ADDENDUM NUMBER 8

(SPECIFY)

1
2
3

YES	NO
YES	NO
YES	NO

2.12 OTHER (2)

1

YES	NO
-----	----

CATEGORY 3: LEADERSHIP AND INVOLVEMENT (MAKS 12)

3.1 HOSTEL COMMITTEES:

SUB-TOTAL:

(If a resident did not attend 75% of the committee meetings or events, then no marks are awarded)

- 3.1.1 SPORT CONVIENOR (3)
- 3.1.2 SRCS (3)
- 3.1.3 CURRENT AFFAIRS (3)
- 3.1.4 RAG (3)
- 3.1.5 SOCIAL (3)
- 3.1.6 RECRUITING (3)
- 3.1.7 DISAPLINARY HEARING (3)

YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO

3.1.8 SPORT (3)	YES	NO
3.1.9 CULTURE (3)	YES	NO
3.1.10 STUDENT INTEREST (3)	YES	NO
3.1.11 OTHER (3 PER COMMITTEE) (SPECIFY)		
1	YES	NO
2	YES	NO
3	YES	NO

3.2 OTHER COMMITTEES	SUB-TOTAL:
-----------------------------	-------------------

3.2.1 SERVED ON EXECUTIVE COMMITTEE (8)
(SPECIFY)

1	YES	NO
---	-----	----

3.2.2 CAPTAIN OF TEAM (PUK- OR HOSTEL SPORT) (2)
(SPECIFY)

1	YES	NO
2	YES	NO

3.2.3.1 SERVED ON FACULTY COMMITTEE (ASC & BRS) (3)
(SPECIFY)

1	YES	NO
---	-----	----

3.2.3.2 ASC Sub-Committee (1)
(SPECIFY)

1	YES	NO
---	-----	----

3.2.4 SERVED ON PUK COMMITTEE (3)
(SPECIFY)

1 PEERHELPER	YES	NO
2	YES	NO
3		

3.2.5 PUK SRCS PROJECT LEADER (4)

YES	NO
-----	----

3.2.6 RECRUITMENT DAY HELPERS (1)

YES	NO
-----	----

3.2.7 FIRST YEAR (4) (This mark is only applicable when hostel committees are not open to first years.)

YES	NO
-----	----

CATEGORY 4: GENERAL PARTICIPATION (MAKS 10)
--

4.1 HOSTEL ACTIVITIES (2)
1- 50% = 1 ; 51 - 100% = 2

1- 50%	51 - 100%
--------	-----------

4.2 HOSTEL MEETINGS (2)
(INDICATE THE PERCENTAGE OF MEETINGS ATTENDED)

(75 % must have been attended to be able to vote for the House Committee)

1% - 25% = 0.5

26% - 50% = 1

51% - 75% = 1.5

76% - 100% = 2

4.3 SUPPORT (8)

4.3.1 SPORT

SUB-TOTAL:

(INDICATE THE PERCENTAGE MATCHES SUPPORTED)

1% - 50% = 0.5 MARK PER SPORT

51% - 100% = 1 MARK PER SPORT

(SPECIFY SPORT)

1
2
3
4
5
6

1- 50%	51 - 100%
1- 50%	51 - 100%
1- 50%	51 - 100%
1- 50%	51 - 100%
1- 50%	51 - 100%
1- 50%	51 - 100%

4.3.2 SRCS (Only applicable to residents not on the SRCS committee)

SUB-TOTAL:

(INDICATE THE PERCENTAGE OF EVENTS ATTENDED)

1% - 50% = 1 MARK (At least 3 events)

51% - 100% = 2 MARK

4.3.3 CULTURE

SUB-TOTAL:

ENKELSËR (1)	YES	NO
BINGLE SËR (1)	YES	NO
DRAMA (1)	YES	NO
COMBINED HOSTEL DRAMA (1)	YES	NO
DEBATE (1)	YES	NO
CANVAS (1)	YES	NO
FIRST YEARS CONCERT (1)	YES	NO

OTHER (1) (SPECIFY)

1	YES	NO
2	YES	NO
3	YES	NO

4.3.4 JOOLympics

SUB-TOTAL:

SUPPORT (1)	YES	NO
RAG SPORT (2)	YES	NO

CATEGORY 5: NEGATIVE MARKS

SERIOUS DISCIPLINARY HEARING (4 marks per disciplinary hearing)
(AS DETERMINED BY THE HOSTEL PARENT AND PRIMARIA/PRIMARIUS)

MOTIVATION:

1
2
3
4

CATEGORY 6: BONUS MARKS (4)

(AS DETERMINED BY THE HOSTEL PARENT AND PRIMARIA/PRIMARIUS)
MOTIVATION (SEE ADDENDUM NUMBER 11):

1
2
3
4

APPROVED BY:

HOSTEL PARENT

ACKNOWLEDGEMENT BY STUDENT CONCERNING PREGNANCY

I, _____ Student number, _____

hereby take note of the University's policy pertaining to pregnant students in university residences.

1. I realise that the right to choices regarding my reproduction is a personal responsibility, and that the University's duty towards me is academic of nature, although the University does provide guidance to students on sexual matters and services relating to prenatal care as well as Antenatal treatment.
2. I take note that I must inform the House Parents, Clinic Nurse, Social Worker or Student Counsellor of my pregnancy not later than the 12th week of my pregnancy. The pregnancy must be asserted by a professional nurse at the Health Centre on campus (unless proved otherwise by a medical practitioner, professional nurse and/or blood test at my own cost)
3. I realise that, if I fall pregnant, I will only be allowed to make use of the campus medical, social services and counsellors to be accommodated in the residence until the 24th week of pregnancy, where after I will leave.
4. I take note that I may return to the residence after confinement, if so desire and if a room is available, under the same rules and conditions that apply to any other resident.
5. I realise that there are no facilities in the residences for infants or older children and that, for the academic atmosphere to prevail, they will not be allowed to stay overnight, or be accommodated in NWU housing (all campuses).
6. The NWU has no obligation and accepts no responsibility for the evacuating of my room in the residence or the obtaining of suitable residence.

Signed at _____ on this ____ day of _____ 20____

STUDENT: _____

PARENT/GUARDIAN (IN THE CASE OF A MINOR): _____

WITNESSES: 1. _____ 2. _____

NORTH-WEST UNIVERSITY (POTCHEFSTROOM CAMPUS)

Disciplinary Rules and Regulations for Residences

1. Introduction

These Disciplinary Rules and Regulations are subject to the relevant provisions thereto, as contained in the Statute of the North-West University, as read in combination with the Higher Education Act of 1997, as well as the House Rules of the Student Representative Council.

2. Aim of and Necessity for discipline in student life

Student life necessarily entails that interaction will take place among students, and also among students and various office bearers of the University. In turn, this interaction entails that Disciplinary Rules and Regulations need to be referred to from time to time to maintain good order among these groups, and also mutually among the members of these groups. Hence the aim of these Rules and Regulations is to define the Disciplinary Rules and Regulations regarding Residences.

Discipline is closely linked to education. As an educational institution, the University has a responsibility to educate, to develop, and to equip them for the future to the utmost. Appropriate and fair discipline will thus also have to form part of this education.

The direct end result of proper Disciplinary Rules and Regulations should have as aim rehabilitating transgressors, keeping good order and ensuring a healthy student life.

3. Competencies

The Residence deals with disciplinary matters in accordance with the competencies as contained in these Rules and Regulations.

4. Functions

4.1 The Residence Disciplinary Committee is responsible for exercising discipline and keeping order, for applying rules and regulations and for guarding the good name of the residence and the University.

4.2 The Master or Mistress of the Residence or his/her delegate will be responsible for following his/her discretion concerning the nature of any action that might be subject to discipline, and specifically whether any action amounts to a serious

transgression as intended in Section 80 of the Statute, and whether the transgression is of a less serious nature.

4.3 The Master or Mistress of the Residence or his/her delegate will, after following above-mentioned discretion, refer serious transgressions to the Disciplinary Office for Student Affairs of the NWU, Potchefstroom Campus. Should a transgression be of a less serious nature, it will be dealt with in accordance with these Rules and Regulations.

5. Composition

5.1 The Residence Disciplinary Committee will be composed as follows, within 30 (thirty) days of commencement of the newly elected House Committee:

5.1.1. The Residence management (House Committee and Master or Mistress of the Residence) will appoint the Residence Disciplinary Committee.

5.1.2 A Chairperson will be appointed for the Residence Disciplinary Committee.

5.1.3 The Master or Mistress of the Residence will be an ex officio member of the Residence Disciplinary Committee.

5.1.4 The Residence Disciplinary Committee will furthermore consist of members as appointed by the residence management, bearing in mind that the total compilation of the Residence Disciplinary Committee will add up to an odd number.

5.1.5 Should any of the above-mentioned members be the accused during a Disciplinary hearing, despite them being in the capacity as a member of a committee or as a registered student, such a member of the Residence Disciplinary Committee will be replaced by an alternative member, as nominated by the Chairperson or his/her delegate.

6 Charge

6.1 Charges of alleged misconduct can be submitted to the Primarius/Primaria, Chairperson and Master or Mistress of the Residence by any student, any member of staff or any interested party.

6.2 Following the receipt of the charge, the Master or Mistress of the Residence will follow his/her discretion in terms of paragraph 4 above.

7 Competence

7.1 The Residence Disciplinary Committee can consider or hear any charge regarding any registered student/resident of the residence.

7.2 After receipt and consideration of the charge(s) the Residence Disciplinary Committee will appoint an arraigner who will, on behalf of the residence, state the charge to the accused student.

7.3 The Residence Disciplinary Committee will be competent to apply the sanctions below against the accused student, or a combination of any of the following:

7.3.1 Oral warning;

7.3.2 Final warning;

7.3.3 Orientation: community service

7.3.4 Extra/additional service in the residence;

7.3.5 Fine not exceeding R2 500.00

7.3.6 Temporary/permanent suspension of residence, only if the Master of Mistress of the Residence did indeed serve on the Residence Disciplinary Committee;

7.3.7 Any other sanction, excluding those contained in the Student Disciplinary Code, which the Residence Disciplinary Committee regard as fitting in the circumstances.

8 Procedures

With the provision that the principles of natural justice have to be maintained, and read in combination with the relevant Constitutional Principles, the Residence Disciplinary Committee will follow the appropriate procedure.

8.1 The accused student will receive proper notice of a hearing against him/her, no less than 3 (three) days prior to commencement of the hearing, which days exclude Saturdays, Sundays and public holidays, in which the following will be mentioned.

8.1.1 The date, time and venue of the hearing;

8.1.2 The nature of the charge(s); and

8.1.3 Confirmation that the accused may call witnesses during the hearing.

8.2 The hearing will take place once the Chairperson has confirmed that the Residence Disciplinary Committee has been properly appointed in terms of these Rules and Regulations;

8.3 The Hearing will commence with the explanation of the accused's rights, namely the following:

8.3.1 The accused has the right to fully defend the charge(s) against him/her;

8.3.2 The accused has the right to adduce evidence during the hearing;

8.3.3 The accused can cross-examine the witnesses against him/her;

8.3.4 The accused student has the right to be informed about the possible punishments he/she can be imposed;

8.3.5 The accused student has the right to argue mitigating circumstances prior to the sanction being imposed.

8.3.6. The accused student will have the right to take the finding of the Residence Disciplinary Committee on Appeal.

8.4 Pleading guilty

8.4.1 After the charge has been put to the accused and it has been confirmed that he/she understands the charge(s), the accused student will be given the opportunity to plea.

8.4.2 Should the accused plead guilty, the Chairperson will firstly determine whether the accused student actually means to plead guilty;

8.4.3 If the guilty plea of the student is accepted, the hearing will proceed to determine an appropriate sanction against the guilty student.

8.5 Pleading not guilty

8.5.1 Should the accused student plead not guilty, the arraigner will first be given the opportunity of presenting the case on behalf of the Student Representative Council.;

8.5.2 The arraigner may call witnesses in an attempt to prove the charge, and may also adduce any form of evidence or proof and hand it over to the Residence Disciplinary Committee.

8.5.3 The accused student will then be given the opportunity to cross-examine the witnesses, or to inspect the proof against him/her and to address it;

8.5.4 The arraigner will close the case on behalf of the Residence after all the witnesses have been heard and all proof has been adduced;

8.5.5 The accused student will in turn be given the opportunity to present his/her case.

8.5.6 The accused student may also call witnesses in an attempt to dispute the charge, and may also adduce any other form of evidence or proof and hand it over to the Residence Disciplinary Committee so as to present his/her defence.

8.5.7 The arraigner will then be given the opportunity to cross-examine the witnesses, or to inspect the proof handed over by the accused student and to address it.

8.5.8 After all witnesses have been heard and all proof has been adduced, the accused student will close his/her case;

8.5.9 After having heard all the witnesses, and having considered any proof, the Residence Disciplinary Committee will follow their discretion to determine whether or not the case on behalf of the Residence has been proven on a balance of probabilities

and will, within a reasonable period of time, inform the arraigner and the accused student of their finding.

8.6 Sanction

8.6.1 If the Residence Disciplinary Committee finds the student involved guilty, the Residence Disciplinary Committee will decide on a proper sanction against the guilty student, taking into consideration the following:

8.6.1.1 The arraigner must be given the opportunity to argue aggravating circumstances prior to the decision concerning the sanction;

8.6.1.2 The guilty student must be given the opportunity to argue mitigating circumstances prior to the decision concerning the sanction.

9 Disciplinary book

The disciplinary book is kept up to date by the Primarius/Primaria or his/her delegate, and will minute the following information regarding each disciplinary case dealt with by the Residence Disciplinary Committee:

9.1 Date, time and venue of the hearing;

9.2 Names and student numbers of the members of the Residence Disciplinary Committee;

9.3 Full names and student number of the accused;

9.4 Description of the transgression;

9.5 Full names and student numbers of all witnesses;

9.6 Finding of the Residence Disciplinary Committee;

9.7 Sanction applied by the Residence Disciplinary Committee.

9.8. The Disciplinary book, and relevant information will be kept up to date and filed by the Primarius/Primaria or his/her delegate for a period of 1 (one) year.

10 Appeal

10.1 A guilty student may note an appeal against both the decision and sanction of the Residence Disciplinary Committee, and indeed as follows:

10.2 The appeal is delivered to the Dean of Students by means of notice, and indeed within 5 (five) days after the decision has been handed over to the guilty student.

10.3 The notice must contain the grounds of the appeal, and must also specifically indicate whether the conviction, sanction, or both are being appealed against.

10.4 Following receipt of the appeal, the Dean of Students will assign an appeal committee comprising the Dean of Students, the SRC Chairperson and the SRC Deputy Chairperson.

10.5 Following receipt of the notice to appeal, the Dean of Students will inform the arraigner involved regarding the notice, and make the contents of the notice available to the arraigner.

10.6 The arraigner will then, and indeed within 7 (seven) days after receipt of the contents of the notice, hand over a report to the Dean of Students in which the details are contained regarding the hearing, including the charge, evidence, proof and any other relevant aspects as well as the mitigating and aggravating circumstances of the case, are contained.

10.7 The arraigner will be given the opportunity to oppose the notice.

10.8 The Dean of Students will make a finding within 10 (ten) days after the period referred to in 10.6 above.

10.9 The sanction, as applied by the Residence Disciplinary Committee can in their discretion be maintained or suspended for a period during which the Appeal is being considered.

11 Extent

These Rules and Regulations will be binding on all Residence Committees.

12 Amendment

The contents of these Rules and Regulations can only be amended by way of a motion during a formal CMC meeting where a quorum is present, and where a two-thirds majority is in favour of such an amendment.