

2016

RESIDENCE

Rules and Regulations



creating futures



Cape Peninsula
University of Technology





CONTENTS

| | | |
|----|--|----|
| 1 | Control & Authority | 2 |
| 2 | Admission & Re-Admission To Residence | 3 |
| 3 | Selection Criteria | 4 |
| 4 | Refusal Of Admissions/Readmissions | 6 |
| 5 | Residence Placement | 7 |
| 6 | Duration Of Stay In Residences | 8 |
| 7 | Board And Lodging | 8 |
| 8 | Checking-In Procedure | 9 |
| 9 | Checking-Out Procedure | 10 |
| 10 | Vacation Arrangements | 11 |
| 11 | Cancellation Procedure & Fees Labliabilit | 11 |
| 12 | Residence Fees | 12 |
| 13 | Food | 13 |
| 14 | University Property & Rooms | 13 |
| 15 | Students' Property | 15 |
| 16 | Indisposition | 15 |
| 17 | Motor Vehicles | 16 |
| 18 | Pregnant Students At Residences | 17 |
| 19 | Grievance And Complaints Procedure In Residences | 18 |
| 20 | Disciplinary Functions And Powers In Residences | 19 |
| 21 | Canvassing/ Advertising | 23 |
| 22 | Selling/Conducting Business | 23 |
| 23 | Alcohol | 24 |
| 24 | Drugs | 24 |
| 25 | Animals | 25 |
| 26 | Guests | 25 |
| 27 | Cohabitation/Squatting | 26 |
| 28 | Noise Pollution | 26 |
| 29 | Safety | 27 |
| 30 | Storage | 28 |
| 31 | Maintenance | 28 |
| 32 | Student Governance | 29 |
| 33 | Residence Student Assistant | 31 |
| 34 | Transfer Between Residences | 31 |
| 35 | Fire Emergency Procedures | 32 |

1 CONTROL & AUTHORITY

All Cape Peninsula University of Technology (CPUT) residences are under the control of the Council, which delegates its authority and control to the Vice-Chancellor. The Vice Chancellor is also empowered to delegate authority to the Dean of Students.

Who is empowered:

- | | |
|--|---|
| i) to delegate authority to the Head of Department: Residences to control and manage the residences and all their affairs as well as activities in all other respects; | ii) Suspend or terminate the accommodation of a student in a residence. |
|--|---|



2 ADMISSION & RE-ADMISSION TO RESIDENCE

- 2.1 Only persons who comply with all the requirements for admission to CPUT and who are registered full-time intramural, for three or more subjects are eligible for admission and/readmission.
- 2.2 Applications for admission and re-admission to CPUT residences are considered on a semester and annual basis. All applicants, including students who have boarded in a residence during the previous year or semester and who wish to be re-admitted to a residence, must apply in the prescribed manner. Semester Students: Applications and re Applications are opened from 1st April to the end of April of the same year. Applications and re applications for second semester are opened from 1st August to the end of August of the same year. Annual student's applications for re-admissions are opened from 1st of April to the end of April the same year. Applications for first time students are opened from the 1st of August to the end of August the same year.
- 2.3 First-year applicants for admission to a residence are submitted on the same form used for application for admission to the CPUT itself. Re-admission (previous year or semester resident students) applications are submitted on forms obtainable from the applicants' previous residences.
- 2.4 First time applicants (CPUT students not in residence the previous year or semester and in-service training students) applications are submitted on forms obtainable from the Student Housing Office. Returnable at a date determined by Student Housing. Late application will not be entertained.
- 2.5 Attendance of Academic and Residence orientation programmes is compulsory for all first year students.

3 SELECTION CRITERIA

3.1 CONTINUING STUDENTS

To be selected for the residence a student shall be expected to satisfy the specified number of subjects passed per the total number of subjects enrolled within one examination sitting as outlined below.

| SUBJECTS ENROLLED | SUBJECTS PASSED |
|-------------------|-----------------|
| 4 or more | 65% |
| 3 | 100% |

3.2 FIRST YEAR APPLICANTS

First year applicants will be given preference on the allocation of available spaces in the residences. The Residence application form is part of the academic application form. First Year applicants will be selected and allocated into residence space before the end of the academic year. First Year applicants who still have to write Grade 12 examinations will only be allocated if:

- they produce proof of having passed Grade 12
- they are accepted for full time study at the University
- they pay and produce proof of registration for tuition
- they pay the minimum upfront payment for residence accommodation



3.3 FIRST TIME APPLICANTS

Selection criteria used for continuing students is applicable.

3.4 DISTANCE

Selecting priority shall be given to students residing outside the 60 km radius from CPUT. [Special cases will be discussed under 3.3]

3.5 SPECIAL CASES

This is open to students who do not meet the stipulated selection criteria but feel that they need to be reconsidered because of special circumstances.

Such students shall make an appeal to the Head of Housing with all supporting documentation. Students with disabilities within a 60km radius of the CPUT may in writing request Student Housing to exempt them from the distance selection criteria.

Discretion and flexibility with regard to the application of the policy is afforded to the Head of Department: Student Residences.

4 REFUSAL OF ADMISSIONS/ READMISSIONS

Admission or re-admission may be refused on the following grounds:

- 4.1 Poor academic performance;
- 4.2 Misconduct, where a student has been found guilty;
- 4.3 Adjustment compatibility
- 4.4 Continued violation of rules;
- 4.5 Malicious damage to property;
- 4.6 Any other grounds considered valid by the Residence Authorities



5 RESIDENCE PLACEMENT

- 5.1 Student Housing shall be fully responsible for the allocation and placement of students in the specific and designated residences.
- 5.2 Single room allocations shall be done by respective Residence Coordinators guided
- 5.3 By the following: seniority in terms of level of study and not year of registration, participation in residence programmes, age and medical condition.
- 5.4 Returning in-service students shall be exempted from the above rule provided they have stayed in the residence for two uninterrupted semesters before their In-service.
- 5.5 Students who have been offered residence accommodation and who do not arrive or make payment within 3 days in accordance with the commencement of their academic/orientation program may forfeit their accommodation.
- 5.6 Students may, however, in writing request an extension of the reservation of their accommodation from the HOD: Student Housing.
- 5.7 Previous residence conduct and disciplinary record shall be considered for residence selection.

6 DURATION OF STAY IN RESIDENCES

Placement will be limited to the duration of study for the first qualification (e.g. diploma or degree).

7 BOARD AND LODGING

- 7.1 : Residences open to registered students at 6:00 am on the day of the commencement of academic/orientation program.
- 7.2 : Residences are closed at 18:00 pm on the day following the closing date of the June holiday of CPUT, and reopen at suppertime on the day before the reopening of the University, on the understanding that special arrangements may be made with the Residence Coordinator (RC).
- 7.3 : Students who terminate their studies or who no longer attend lectures shall vacate the residences within one day of their last lecture.
- 7.4 : Students who do not write any examinations shall vacate the residences within one day of the termination of lectures. Students who are writing their final examinations must depart no more than one day after their last examination, on the understanding that special arrangements may be made with the (RC) for a longer stay in the residence, if necessary.



8 CHECKING-IN PROCEDURE

- 8.1 For a student to be permanently allocated to his/her room, the student must present to the residence member of staff a residence debit form obtained from (Residence Registration Point) at the Student Housing office.
- 8.2 The student must complete a Personal Information Check in form, as well as sign a Residence Student undertaking Form.
- 8.3 The 1st year and 1st time students must be issued with a package containing the Residence Policies, Rules and Regulations.
- 8.4 Residence staff member will open the student's room and complete the Room Inventory Form, which must be signed by the student as acknowledgement of the condition of the room and its contents.
- 8.5 Having concluded the above process the student can then put his/her padlock on his or her door.

9 CHECKING-OUT PROCEDURE

- 9.1 Residence check-out must be performed by the student in whose name the room has been allocated. Friends, relatives and roommate(s) cannot sign out for another student.
- 9.2 Students checking out must obtain and complete the Check-out Form obtainable from their respective residence offices.
- 9.3 The exit Inventory Form must be completed by the residence staff member. Before signing the inventory form the residence staff member must ensure that:
 - 9.4 The student has placed all rubbish and unwanted items in the dust bin;
 - 9.5 The student cleans, sweeps or mops the floor and restores the room to its condition on the check-in day;
 - 9.6 The student signs the inventory to confirm the condition of the room on the date of vacation. Failure to do so may result in the student being charged for damage or loss of assets after the student has left the residence.
- 9.7 In the case of a student not returning to the CPUT for further study, a Residence Deposit Claim form must be completed and signed by the student's RC.
- 9.8 All completed forms, as well as the Security Access Card must be submitted to the residence office.
- 9.9 Padlocks must be removed from the doors.

NB Students are required to vacate residences 24 hours after the last day of the academic program. A penalty of R55.00 will be debited into the student account for every extra 24 hours overstayed.



10 VACATION ARRANGEMENTS

- 10.1 : Students staying behind for any academic, sports and other related matters are charged daily vacation accommodation rates. Application forms are available at the Residence Business Office.
- 10.2 : Student organizations wishing to remain in the residence during vacation period shall submit a written request accompanied by an outline of activity program to the HOD: Student Housing.

11 CANCELLATION PROCEDURE & FEES LABLIABILITY

- 11.1 : Cancellation of residence is only accepted if it is submitted in writing via email which is originating from my CPUT student address only and the email addresses are obtainable from respective residences management.
- 11.2 : For first semester if a student cancels a residence on or after 15 March will be liable for the whole semester. For second semester if a student cancels a residence on or after 15 September will be liable for the whole semester.
- 11.3 : Cancellation of an academic course does NOT automatically imply a residence admission cancellation as well: both departments need to be notified separately in writing.
- 11.4 : A student is required to provide a minimum of three weeks notice of departure from residence to ensure that a replacement is found as well as for the facilitation of the residence deposit refund subject to clause 7.4.

12 RESIDENCE FEES

- 12.1 The residence fees, as determined from time to time by Council, may be paid in installments each semester.
- 12.2 Accommodation in CPUT residences is allocated respectively for a semester or annually, excluding the June and summer vacations, and not for part of a year only.
- 12.3 The residing student and his/her parent or guardian are responsible for full residence fee for the academic year, on the understanding that a residing student and his/her parent or guardian may be exempted from a part of such liability if:
- (i) The student has obtained permission from VC to leave CPUT in the course of the year for reasons of health;
 - (ii) An approved replacement can be found in time;
 - (iii) the student is denied residence in terms of the Disciplinary Measures of CPUT;
 - (iv) The VC agrees to it; and
 - (v) Students who are offered residence accommodation are required to pay a stipulated indemnity deposit fee, which will serve as a guarantee against damages caused to CPUT property, by the student.
- 12.4 Residence deposits are refunded only upon written requests of students, parents, or guardians to a student who has boarded for a full academic year in a residence and who has not re-applied for the following year, on condition that:
- (a) the student submits the application for reimbursement within one year after the year of residence;
 - (b) the student has finally left the residence;
 - (c) the student has paid all his/her residence fees;
 - (d) the student has caused no damage to any CPUT property which has not yet been paid, has returned all items issued to him/her in a good condition and has submitted the customary form on which the house parent has certified to this effect.
- 12.5 In exceptional cases students whose applications for refund are accompanied by the necessary supporting documents such cases will be considered on merit.



13 FOOD

Wellington Campus has catering and self-catering residences. **Bellville and Cape Town Campuses** are both self-catering residences and have a variety of dining facilities available.

14 UNIVERSITY PROPERTY & ROOMS

- 14.1 The residences are the property of the University and shall not be damaged.
- 14.2 No alterations shall be made to the buildings, equipment or furniture of the residences. In the event of destruction, damage, removal, or alterations of residence property, the said student shall compensate CPUT in amount of the damages.
- 14.2 Special care shall be taken with regard to the cleanliness of rooms, bathrooms and toilets.
- 14.3 Nothing shall be pasted, plugged or nailed to walls, cupboards or doors.
- 14.4 Residence students are responsible for the cleanliness of their own rooms.
- 14.5 RC's will carry out room inspections at any time in line with the accommodation rules as stipulated in the Student Rules and Code of Conduct.

14 continued

- 14.6 Residence students are strictly prohibited from making any alterations to or affecting any work to the electrical equipment or telephone equipment of the residences.
- 14.7 Students' own electrical appliances may only be used with the approval of the RC.
- 14.8 Food will only be prepared in officially designated areas.
- 14.9 The RM shall control access to the laundry machines with the assistance of the HC/RSA.
- 14.10 The control system best suited for a residence must be displayed on the House Rules plugged on the Notice Board of each and every residence.
- 14.11 It is an offence to sit on the laundry machines as that could lead malfunctioning of the machines.
- 14.12 Any unauthorized use or use other than the purpose intended for shall be viewed as a serious transgression.
- 14.13 Transport for medical emergencies shall be accessed through the student assistant on duty or the RC.
- 14.14 All residence equipment, regardless of its acquisition, shall remain the possession of the residence under the guardianship of the RC.



15 STUDENTS' PROPERTY

- 15.1 The University or residence authorities cannot be held responsible for the damage, destruction or loss of property to a student resident. CPUT shall, however, investigate and pronounce its findings with respect to the circumstances resulting in the loss, damage or destruction of a student's property and assist where it deems possible.
- 15.2 Residence students' property, especially clothes, must be properly labelled.
- 15.3 A residence student who owns or is in possession of a firearm must hand in the firearm to the Campus Protection staff on entry and sign for it, and collect it when leaving the residences.

16 INDISPOSITION

- 16.1 Any injury, indisposition or illness of a residence student shall immediately be reported to the RC who will obtain medical assistance if necessary.
- 16.2 In the event of serious injury or illness, the RC will inform the HOD: Student Housing and contact the parents, guardian or relative of the student concerned.
- 16.3 A case of contagious disease shall immediately be reported by the RC to the Health and Safety Officer who will, in turn report it to the local Health authority.
- 16.4 Every residence should have a sick bay for purposes of isolating students with contagious disease, serious injuries or illness before referral to the clinic or hospital. Such a sick bay shall be under the supervision of the RC, and shall be stocked with First Aid equipment.
- 16.5 Each residence must have at least one (1) first aider.

17 MOTOR VEHICLES

- 17.1 Resident students are not allowed to keep a car or motorcycle on University premises without the permission of the Director (Student Affairs) granted on the recommendation of the RM.
- 17.2 No repairs may be effected to cars or motor cycles on the residence premises without the permission of the RC.
- 17.3 No car or motorcycle parts may be stored in rooms or any other parts of the residence without prior permission from RM.
- 17.4 No visitor's car shall be washed on the premises.
- 17.5 Entering and parking stickers must be affixed to the vehicle/ motorcycle.
- 17.6 Students are obliged to park in the designated zones only. Students' vehicles parked in prohibited areas such as faculty/ staff areas, fire lanes, and zones for the disabled, or any area designated as prohibited, will be towed away.



18 PREGNANT STUDENTS AT RESIDENCES

- 18.1 Students must declare their pregnancy status as soon as they are aware thereof.
- 18.2 Students must be referred to the Health Clinic and the Counseling unit for advice and examination.
- 18.4 Students must bring back to the RC a letter from the Health Clinic with information about her pregnancy.
- 18.5 Such information shall be handled confidentially by the RC.
- 18.6 With the assistance and permission of the pregnant resident the RC and Welfare Officer must contact the father of the unborn child to determine his role in support of the pregnant student.
- 18.7 On the eight month, the pregnant student must vacate the residence and advise the RC on the date of her return to the residence.
- 18.9 Babies are not allowed to stay at residences.

19 GRIEVANCE AND COMPLAINTS PROCEDURE IN RESIDENCES

- 19.1 A student who feels that he/she has been wrongly or unfairly treated by another student or staff member should report the incident to the RC or Resident Student Assistant (RSA) or employee's immediate supervisor. Residence staff will assist the resident on informal means of resolving the matter. Staff also can advise the student on ways of making a formal complaint through the CPUT Grievance Procedures.
- 19.2 In case of poor and unsatisfactory cleaning of the block common areas, the complaint must be submitted to the Block representative, who will in turn submit a complaint report to the RSA.
- 19.3 The RSA will bring the complaint to the attention of the cleaning contractors for their attendance. Should the matter not be attended to within 24 hours of it being reported by the Block representative, the Block representative must submit the complaint to the RC.
- 19.4 In case of dissatisfaction with the menus, price and service provided in the residence dining halls, the student must submit a complaint to the residence HC Chairperson who will in turn submit and discuss the complaint with the RC. The Chairperson must submit a report of the complaint and discussions with the dining hall manager to the RM for noting and further action if necessary.
- 19.5 Students who feel they have been subjected to any form of discrimination or sexual harassment must submit a report of the incident to the Judicial Officer or any residence staff member who will report it to the Judicial Officer.



20 DISCIPLINARY FUNCTIONS AND POWERS IN RESIDENCES

20.1 Residence students are subject to Student Rules and Code of Conduct, Policies and Procedures prescribed by CPUT as well as RM's operational rules for particular residences, provided such operational rules are not contradictory to the above rules.

20.2 The Council's authority in respect of residences is exercised by the Deputy Vice Chancellor Student Affairs or by the Disciplinary Committee, either of whom may apply disciplinary measures in terms of these rules and regulations and, if necessary, terminate a student's accommodation in residence with due reasons for such a decision.

20.3 With a view to the exercise of discipline for the violation of residence or house rules, the disciplinary powers are bestowed upon the HOD: Student Housing, Residence Manager and House Committees (HC's) who shall exercise their powers in terms of disciplinary procedures and disciplinary measures in Schedule A of Student Rules and Code of Conduct.

20.4 A student may be suspended or expelled from residences under the instruction of the Dean of Student Affairs in terms of Rule 1. (ii) of the Residence Rules and Regulations.

(I) COMPOSITION OF RESIDENCE DISCIPLINARY STRUCTURES

The Residence Disciplinary Structures in terms of the hierarchy are:

- a) House Committee under the chairmanship of a House Committee Chairperson ;

- b) Residence Coordinator of a particular residence assisted by other Residence Coordinators if necessary;
- c) Residence Disciplinary Committee (Schedule A)

(ii) RESIDENCE RULES OF CONDUCT

- a) The rules listed here are written as PROHIBITIONS and subject to disciplinary action. They are stated as behaviours which are prohibited in all residence buildings and grounds.
- b) Possession of highly flammable materials, including petrol, gas and fireworks. Setting or fuelling of a fire of any size.
- c) False report of a fire and misusing or damaging fire safety equipment.
- d) Use of fireworks, explosives, or any substance designed to injure others or damage property.
- e) Possession of firearms, explosives, or any other dangerous articles.
- f) The sale, possession, or consumption of illegal drugs or substances prohibited by the laws of South Africa.
- g) Negligent destruction, damage or defacement of CPUT's or private property. This includes improperly disposing of refuse in or around the residence building.
- h) Intentionally or recklessly causing physical harm, or immediate expectation of physical harm, to any person, including assault/battery, intentionally or recklessly provoking and/or engaging in physical fights.
- i) A student shall not be allowed to be in possession of stolen property.
- j) Harassing any person in such a way as to seriously or repeatedly interfere with that person's academic pursuits, sleep and/or other personal pursuits. This includes malicious rumours, threats and using vulgar language against other students.
- k) Insubordination to authorities or university employees

(iii) HEARING PROCEDURE

The procedure to be followed when disciplining a residence student appears in Schedule A of the Student Rules and Code of Conduct.

In addition to the listed disciplinary measures, residence student may be precluded from employment with the Department of Housing, including but not limited to Resident Student Assistant and Work Study Placement. The resident will also be precluded from serving as an HC member or Block Representative.

(iv) MITIGATING/ AGGRAVATING CIRCUMSTANCES

If a resident is found responsible for violation of any residence or house rule (s) the disciplinary committee may consider mitigating and aggravating circumstances in recommending or imposing a sanction.



Factors which may be considered after responsibility has been determined are:

- a) Present attitude of the respondent.
- b) Past disciplinary record of the respondent.
- c) The severity of damage, injury or harm resulting from the offence.
- d) Whether the respondent promptly took responsibility for his or her violation.
- e) The respondent's honesty (or lack thereof) and cooperation with the staff during investigation of the violation and subsequent disciplinary proceedings.

(vi) OTHER ADMINISTRATIVE ACTIONS

Individual or group behaviour within the residence occasionally may warrant the following administrative actions described below:

a) Billing: Individuals

Residents will be charged for damages, loss or special services required owing to abuse of the assigned space and/or CPUT property within it. When the assigned space is shared, and where the responsible resident cannot be determined or fails to assume responsibility, an equal portion of the charges may be billed to each resident. A resident may also be billed for damage or theft for which his/her guests are responsible.

b) Billing: Group

Residents may be held collectively responsible for damage, theft, loss or special service costs required for the common areas or CPUT property within the residence when individual responsibility cannot be determined, and when deemed necessary by a Student Housing staff member. Charges will be divided equally among all residents. Questions or disputes of charges should be directed to the HoD: Residences

c) Removal of appliances/instruments

Residents will be directed to remove any appliances or instruments that are deemed unsafe, disturbance/nuisance or brought into the residence without authorization. Failure to remove the appliance or instrument may result in a Resident Manager confiscating the appliance or instrument and charging resident.

(vi) APPEALS

- a) A resident student (respondent) who is not satisfied with the decision of the Housing Committee may appeal to the Residence manager, then HOD: Residences, then Director/Head-Student Affairs.
- b) Such an appeal must be in writing and must be submitted within seven (7) days of having received the decision notice.

- c) Upon receipt of an appeal, the Residence Manager should investigate the matter and take such further steps as may be in the interest of the student and/or residence community and CPUT.
- d) The HoD Residences may convene a Residence Disciplinary Committee

(vii) The conditions of residence termination are as follows:

- a) Residents must be notified in writing when the residence allocation is terminated, and included in that letter must be the reasons for termination and student's right to appeal.
- b) If the student appeals to a sanction, a letter of appeal must state grounds thereof and be addressed to the HoD Residences, and copied to the Residence Manager within seven days of receipt of written sanction.
- c) If the student does not want to appeal on the residence termination, the room must be vacated within forty-eight (48) hours excluding weekends.
- d) The period of residence termination must be stated in the written sanction.
- e) The HoD: Residences may refer the matter to the Residence Manager or convene a Residence Disciplinary Hearing in consultation with the Judicial Office as soon as is reasonably possible and convey the committee's decision to the appellant in writing.
- f) Further appeal is to the Director/Head- Student Affairs; Appeal Disciplinary Committee and Council.



21 CANVASSING/ ADVERTISING

- 21.1 : Canvassing/advertising is restricted to printed materials which:
 - a) Bear a stamp showing they have been approved by Student Housing;
 - b) Be posted in approved areas of the residence such as the notice board;
 - c) Are not placed on walls, entrance windows, and doors or under students' doors.
- 21.2 : Door to door and other personal canvassing/advertising are prohibited to whether students or commercial salespeople.
- 21.3 : All structures of CPUT, including the SRC, must consult with the RM before putting any advert on the residence notice boards. All notices to be signed by the RM.

22 SELLING/ CONDUCTING BUSINESS

- 22.1 : Residences cannot be used for commercial activity, so residents may not conduct a business or other commercial activity using their rooms or room address.
- 22.2 : Residents may invite a commercial sales representative as a personal guest in their rooms, but these representatives cannot reach others or use the residence facilities to advertise their presence or products.
- 22.3 : A student shall not organize or help to organize any gathering, function or party in any student residence for financial benefit of any person or organization, without the prior written permission of the Residence Management.

23 ALCOHOL

- 23.1 No alcoholic beverage may be brought into any residence or campus of the CPUT without prior written permission of the Rector or his/her nominee.
- 23.2 A student shall at all times refrain from drunken or disorderly behavior that disturbs the peace of other residents.
- 23.3 No students shall sell, serve or assist any other person to sell or serve liquor on any CPUT campus or property unless the requirements of the Liquor Act have been met, and prior written permission was obtained from the VC or his/her nominee.
- 23.4 No gathering, functions or parties involving the consumption of alcohol shall be held in any student's room without the permission of the Rector or his/her nominee.
- 23.5 Events may only be held in a venue designated for such purpose as determined by the Residence or Campus Manager.
- 23.6 A student shall not organize or help to organize any gathering, function or party involving the consumption of alcohol in any student residence or in the name of any student resident without having obtained written permission from designated Institution's authorities.
- 23.7 The Residence or Campus Manager may determine and place annual limits on the number of gatherings, functions and parties involving the consumption of alcohol, which any student residents may organize.
- 23.4 All application to hold function, gathering or party involving the consumption of alcohol whether held on or off campus, shall be in writing, and shall be submitted to the Rector or nominee at least fourteen days prior to the date on which it is intended to hold such event and where they must be submitted to a Residence or Campus Manager, must be so submitted together with the written permission from the Rector or nominee seven days prior to the date on which it is intended to hold such event.

24 DRUGS

- 24.1 CPUT encourages students to inform the authorities about suspicion of the presence of drugs and any problems that occur as a result of the presence of drugs on any campus.
- 24.2 CPUT maintains a zero tolerance for the use of illegal drugs and unlawful substances.



25 ANIMALS

Students shall not bring any animal into the residence or keep animals in or around the residence for reasons of health and sanitation.

26 GUESTS

26.1 A student may have a guest of the same gender in his/her room for the duration of one night only. Residents must have the approval of the RC and the hosting resident's roommate.

26.2 Residents are responsible for their guest's and visitor's behaviour at all times.

26.3 The guest or visitor must be accompanied by the host/hostess at all times.

26.4 Guests must comply with all residential and CPUT policies and regulations and the host/hostess assume the responsibility of informing the guests of these provisions.

26.5 No official resident is permitted to allow somebody else to use the residence card to gain access to the residence.

26.6 Notwithstanding rule 24.1 CPUT student / visitor who is not residing in that particular residence is not allowed in residence after the following times:

Weekday: 10:00 am to 21:00 pm
Weekends: 11:00 am to 21:00 pm

26.7 Each residence shall decide on the control system best suited to its conditions.

26.8 Proof of identification/student card must be produced upon checking in.

26.9 No visitor shall stay in students' room for more than 3 hours.

27 COHABITATION/ SQUATTING

- 27.1 The residence rooms are to be occupied only by the legal occupants of the room (legal occupants are residents that have been allocated rooms by the Housing Office).
- 27.2 No student shall live with a person (allow squatting) other than his or her legal roommate in a double room.. A legal roommate is a student who is allocated a double room.
- 27.3 A student who allows a squatter in his/her room will be prosecuted and part of the sanction may be loss of room.

28 NOISE POLLUTION

- 28.1 The main purpose of quiet times is for residents to have the right to sleep study and follow normal activities, free from the noise of other people.
- 28.2 CPUT operates under continuous 24 courtesy hours, meaning that, regardless of the time of the day, any amplified sound or activity loud enough to be heard outside a student's room should be curtailed.
- 28.3 All residents shall be expected to observe courtesy, quiet and special quiet hours.
- 28.4 The right to quietness supersedes the right to make a noise. Quiet hours shall be as follows:
 - a) Quiet hours are in effect from 20h00 pm to 10h00 am on Mondays to Thursdays and Sundays.
 - b) On Friday and Saturday nights quiet time is from 23:00 pm until 10h00am the next day.



- 28.5 : During quiet and noise hours:
- a) No noise, including music centers, computers, television, radio or other amplified sound shall be heard beyond the confines of the individual's room.
 - b) The privilege of using a radio will be forfeited if it is allowed to become a nuisance.
 - c) No noise or other activities, which can disturb others, shall take place in corridors or hallways.
 - d) No social events are allowed in the rooms.
- 28.6 : The Resident management, HC and Block representatives have the primary responsibility of enforcing the quiet hours. If they are unable to enforce it, the RC shall intervene to support them.
- 28.7 : Violation of quiet hours may result in disciplinary action taken against the perpetrators.

29 SAFETY

- 29.1 : No resident is allowed to have firearms, explosives or any other dangerous articles in the residence. Such articles shall be handed in to the Campus Protection Services for safekeeping.
- 29.2 : Propping doors open and tampering with security and fire equipment is prohibited.
- 29.3 : Open fires, dangerous chemicals or highly flammable materials (petrol, cleaning solvent, charcoal, lighter fluid) are not permitted in or around the residence. A braai (barbecue) is only permitted in designated areas.
- 29.4 : Tampering with or unauthorized use of any security and/or fire equipment is a violation of CPUT safety regulations. This includes setting any material on fire, breaking fire glass, pulling fire alarms without reason or misuse of fire extinguishers or hoses.

30 STORAGE

- 30.1 The University shall make storage available for two medium sized boxes per resident.
- 30.2 No storage shall be available for any electrical appliance, except for daily utensils such as irons and kettles.
- 30.3 Students utilizing the storage facility do so at their own risk. CPUT or any of its staff members cannot assume or be held liable for the damage, loss or theft of any stored item.
- 30.4 Storage forms must be completed before items are stored.
- 30.5 Only sealed and clearly marked items will be stored.
- 30.6 Items must be collected within three (3) days after the residences reopen. Items not collected after 3 days shall be transferred to the lost property department.
- 30.7 Goods will only be issued on producing a storage receipt and student card.

31 MAINTENANCE

- 31.1 Physical maintenance: For purposes of safety, sanitation and general upkeep, CPUT staff reserves the right to enter a student's room having given due notice for the above purpose whether a student is present or not.
- 31.2 In cases of emergency, rooms may be entered in the presence or absence of the room occupants,
- 31.3 Between semesters residence rooms are exclusively under the control of Student Housing and not the student, even though the student may return to the same room in the ensuing semester.
- 31.4 During semester periods CPUT reserves the right to inspect, maintain and make repairs to the residence rooms. Furthermore, CPUT reserves the right to replace damaged or obsolete furniture and to remove from the room without the occupant's permission any objects or materials which constitute a safety or sanitation hazard, or are the property of CPUT at any time.



32 STUDENT GOVERNANCE

- 32.1 To ensure participation in residence activities and programming, a residence student governance structure consisting of the Local Residence Committee (LRC), House Committee (HC) and Block Representative (B Reps) shall be established.
- 32.2 All residents shall be eligible to elect or be elected to serve in all the above structures.
- 32.3 The following criteria shall apply to all those who wish to stand for House Committee and Block Representative: student should have passed 65% of their subjects for in the presiding year, you have never been convicted/ found guilty of any misconduct within the university, and you are not a member of the SRC.
- 32.4 Election process should commence at the beginning of the last term and the HoDs for Residences in respective campuses should announce the election date.
- 32.5 HoDs for Residences in respective campuses in consultation with the Local SRC Residence and Transport Officer should establish an election committee to oversee election process in all residences.
- 32.6 Local Residence Committee should be constituted in seven days after the outcomes of the House Committee elections.
- 32.7 Local Residence Committee is composed of all chairpersons of house committees and chaired by the Local SRC Residence and Transport. Four office bearers should be elected amongst chairpersons.
- 32.8 LRC shall administer those functions that are of common interest to all Residences, as well as make inputs on residence policy issues.
- 32.9 HC administers functions of students' interest which seek to service students on academic, athletic and social programs.
- 32.10 Block Reps shall be elected by the residence block mates under the supervision of the Residence Coordinator (RC) and the HC.

- 32.11 : Block Reps will serve as a liaison committee between block mates and RC on the following areas:
- a) Implementation and adherence to quiet hours;
 - b) Monitoring and reporting on the condition of block cleanliness;
 - c) Distribution of sanitation paper;
 - d) Distribution of block mail;
 - e) Reporting of all common area maintenance requirements.
- 32.12 : House Meetings are an integral part of the administration of the residences and therefore fall within the powers of the RM. The following conditions shall apply:
- a) The House Committee shall consult the Residence manager before calling a House meeting.
 - b) Religious services shall not be viewed as meetings and therefore shall only be allowed in designated areas.
 - c) Meeting for the elections of the House Committee shall also be held in consultation with the Residence manager to eliminate any possibility of fraudulent voting.
 - d) When a House Committee intends inviting a speaker from outside the residence to address the House, written permission from the Residence manager shall be sought.



33 RESIDENCE STUDENT ASSISTANT

Residence Student Assistants (RSA'S) are students employed by Student Housing to provide a support service to the general residence population. The function of the RSA is regulated by a contract of employment and a clearly outlined job description.

34 TRANSFER BETWEEN RESIDENCES

- 34.1 Student request for transfers from one residence to another may be granted in exceptional cases only and with the permission of the HoD residences.
- 34.2 Residence management may, on the grounds of academic or operational considerations transfer a student from one residence to another.
- 34.3 All accommodation for first years in a university residence is allocated for a full academic year, subject to the provision on the evacuation and no transfer requests will be considered.

35 FIRE EMERGENCY PROCEDURES

FIRE CLASSIFICATIONS:

- Ordinary combustibles
- Flammable liquids
- Electrical wires and equipment
- Combustible metals

IF YOU SEE A FIRE:

- Put the fire out with a proper fire extinguisher, if you can do so without personal risk.

OR

- activate the nearest fire alarm and evacuate.
- Using a fire extinguisher:
 - NO attempt should be made to extinguish large spreading fires.
 - If you come across such a fire, begin evacuating the building.
 - For small fires:
 - (a) Get extinguisher
 - (b) Twist and pull out locking pin
 - (c) Spray in a side to side motion across the base of the flames, at a distance of 2-3 metres.
 - (d) Wait a moment to be sure that the flames do not reappear.

EVACUATION PROCEDURES:

- (a) Feel the door. If it is hot do not open it. Stay in your room. Put a wet towel or blanket under the door to keep the smoke out. Attract attention to yourself. Open the window if possible and hang a sheet or something out of the window.
- (b) If the door is not hot, open it slowly as smoke and fire gases are deadly. If smoke and heat fill the corridor, close the door, stay in your room and wait for help.
- (c) If you can safely leave your room, close your window and door. Knock loudly on the doors next to yours to alert your neighbors. Leave by the nearest clear Exit stairway.
- (d) If you encounter smoke on your way out, stay low and crawl if necessary. You are more apt to find breathable air close to the floor. Cover your nose and mouth with a wet towel or wet handkerchief, if possible.
- (e) In order that you may be included in the role, go to the predetermined gathering place indicated during fire drills practices. Do not attempt to re-enter the building until the emergency is cleared.



WeAreCPUT

 +27 21 959 6767

 info@cput.ac.za

 www.cput.ac.za

 www.facebook.com/cput.ac.za

 @CPUT

 @wearecput

creating futures