

Approval of the Amended Residence Rules

In accordance with the procedure set out in **Rule 17** of the Disciplinary Code for Students of Stellenbosch University, and pursuant to the specific authority conferred by **Rule 17.2** upon the Deputy Vice-Chancellor: Learning and Teaching to approve Residence Rules, and further to the lawful delegation of that authority to the Dean of Students, the **Dean of Students** hereby approves the amended **Residence Rules (Parts 1 to 4)**.

These rules shall take effect on **1 April 2026**.

Signed on the 5 day of March 2026.



Dr Leslie van Rooi

Acting: Dean of Students

The Signed copy will be kept in the Office for Student Discipline

Residence Rules as defined in the Disciplinary Code for Students of Stellenbosch University

Residence rules Part 3: Commuter Student Communities

Rules for Student Communities in Commuter Students and Clusters:

Introduction

Role of commuter student communities (CSC)

Commuter student communities at Stellenbosch University (SU) serve as an integral part of the organisational structure that integrates commuter students into the SU campus life ecosystem which further enhances student success. These communities welcome and engage commuter students into a university experience that considers their unique challenges, including longer travel times, access to on-campus facilities and potential social isolation. These communities foster a sense of belonging and provide tailored support to enhance the overall student experience, student retention and student success. Through access to a commuter student community, students can fully engage in the SU Transformative Student Experience. This is a key component in contributing to a Thriving Stellenbosch University as aspired to in SU's Vision 2040.

Commuter Student Communities increase student participation in university events, it supports academic success and provides the opportunity for social connections. These communities develop student leaders empowered through the roles they take that build their core skills and SU graduate attributes.

Organisational structure of student communities in campus life

Every student, upon their entry into SU, is allocated to two student communities. These include (1) their commuter student community or residence student community and (2) their cluster community. A cluster consists of a group of residences and CSCs normally organised geographically. The cluster is designed to be an organising principle for student life, academic life, shared facility access and service delivery.

The student communities students belong to play a prominent role in the realisation of Vision 2040 and the Strategic Framework of SU.

The student communities constitute the organising principle for campus life at Stellenbosch University (SU). Activities, sport codes, cultural life, co-curricular education and various services at SU use the organisational structure of student communities. The campus life of every student is in some important way affected by this ecosystem.

The ecosystem provides the opportunity for a transformative student experience where students (i) practise the behaviours of a constitutional democracy (values-driven structures, behaviour and practices), (ii) strengthen social cohesion through

participating and living in student communities which are diverse, and (iii) can practise the skill to effect change in communities (through empowering and enabling a community to accept new knowledge and establish new practices).

Within this framework CSC's offer opportunities to their member students for academic, personal and social development and **enhances the integration** of students into campus life. These structures enhance student engagement with the University and, as such, play a significant role in **student success**. They form the ecosystem within which students develop graduate attributes through engagement opportunities. The ecosystem **encourages overall participation** in campus life through the **sense of belonging that it fosters**, and all students benefit from interaction with other students that experienced growth through the opportunities created by the ecosystem.

Commuter Student Communities through their role in welcoming students designs an experience to ensure that all incoming commuter students are seamlessly integrated, oriented, and included within the university ecosystem. This program addresses the unique challenges faced by commuter students breaking possible feelings of isolation and a lack of immediate access to on-campus resources. These communities enhance the individual student experience and contribute to the diversity and vibrancy of campus. The communities ensure that all students, can thrive academically, socially, and personally.

DEFINITIONS

- Binge drinking** This is defined as five units of alcohol in a four-hour period for males and four units of alcohol in a four-hour period for females. This coincides with a Blood Alcohol Content of 0,08%.
- Cluster** A cluster consists of a group of residences and CSCs normally organised **geographically**. The cluster is the second community a student belongs to. (See introduction above.).
- E-cigarette** Any electronic oral device, such as one composed of a heating element, battery and/or electronic circuit, which provides a vapour of nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.
- Community rules** Every commuter student community develops further internal rules and stipulations applicable to the specific CSC (house rules). (Such rules constitute the house rules as defined in the Disciplinary Code for Students at SU and include the documents often referred to as the constitution of the residence or student

community.) Community rules remain subordinate to the Residence Rules: Commuter Student Communities in this document. Any house rule which is incompatible with the Residence Rules: Commuter Student Communities is without any effect.

CSC **Commuter** Student Community; this is a student community in the form of an organisational structure that supports private students living in private accommodation who commute by various means to attend Stellenbosch University (SU).

Responsible use of alcohol

The responsible use of alcohol is defined as drinking where the Blood Alcohol Content remains at 0,08% or below.

Smoking Inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette or pipe, including a hookah pipe, or any other lighted or heated tobacco or plant product, including marijuana/cannabis, intended for inhalation, in any manner or in any form. "Smoking" also includes the use of an e-cigarette which creates a vapour, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in these rules.

Student engagement

The extent of involvement or interest by students in their learning and how connected they are to their classes, their institution, and one another.

Student community

The group of students who live in a residence is the student community of the residence; the members of a CSC collectively form the student community of the CSC, and the students who are all members of the various residences and CSCs that together form the cluster are the student community of the cluster.

1. GENERAL

Please note: Rules that supersede the Residence Rules: Commuter Student Communities for a period, such as a National Disaster or National Emergency, may be applicable from time to time. Consult the section on the protocol re control of notifiable medical health issues in student accommodation for specific rules.

Please note: Students belonging to CSCs living in student leadership accommodation that is university owned is subject to the Residence Rules: part 1 and 2 for all behavioural aspects that pertain to living in university accommodation.

Life in university owned accommodation is subject to the residence's rules, as well as the Accommodation Rules. For Accommodation Rules, see Accommodation Offering and Rules. These Rules must also be read in conjunction with the University's policies and procedures, as relevant.

Residences, commuter student communities (CSCs) and clusters are the student communities that constitute the organising unit at which these rules are aimed.

These Commuter Student Communities Rules forms part of the Residence Rules as defined in the Disciplinary Code for Students of SU.

1.1 The Role and Objectives of Student Communities Organised in Clusters, Residences and CSCs

Clusters, residences and CSCs:

- 1.1.1. establish an ecosystem which acts as a second educational opportunity mainly through experiential learning, which is complementary to the academic pursuit, where students learn about the aspects of community life that are focused on enhancing student success for the students who belong to it;
- 1.1.2. create a learning environment to address the developmental, intellectual, emotional, behavioural, physical and social factors that contribute to student engagement¹;
- 1.1.3. provide a student-friendly "listening, living and learning" environment which promotes the academic objectives and graduate attributes of the University;
- 1.1.4. provide support to students, particularly regarding their entry into SU, to satisfy the demands of university studies;
- 1.1.5. form a community of students from diverse backgrounds with a high degree of understanding of communal values and endeavours, fostering mutual respect for differences in gender, disability, culture, language, religion, heritage, life experiences, political viewpoints and sexual orientation;
- 1.1.6. stimulate thinking and broaden the student perspective on life through offering learning experiences and exposure to a diversity of innovative ideas and diversity of viewpoints;
- 1.1.7. ensure the development of leadership and management skills, while promoting personal and social responsibility;

¹ The level of student engagement at a particular college or university is increasingly seen as a valid indicator of institutional excellence.

- 1.1.8. provide a structure for participation in social, cultural, sport and recreational activities;
- 1.1.9. ensure continuous renewal within the context of the University's Strategic Framework and Vision;
- 1.1.10. promote accessible and well-equipped, affordable, and safe living, learning and working environments;
- 1.1.11. use peer accountability within student communities to enable the achievement of the aims articulated above; and
- 1.1.12. promote holistic student wellness using the Wellness Dimensions, which include emotional, occupational, intellectual, physical, spiritual and social dimensions.

1.2 Aim of These Residence Rules: Commuter Student Community Rules

The Rules enable a values-driven framework for the organisational structure and behaviours which enables the fulfilment of the role and objectives articulated above.

The student communities to which SU students belong make a considerable contribution to the shaping and memories of SU students. SU depends on positive cooperation from all who are part of the Commuter Student Communities.

- 1.2.1 These rules are applicable to all members of Commuter Student Communities (where applicable) at Stellenbosch University and, as such, form part of the Disciplinary Code for Students at SU.
- 1.2.2. This Residence Rules: Commuter Student Communities: may only be amended by the Deputy Vice-Chancellor (Learning and Teaching) or delegated rectorate member on the recommendation of the Centre for Student Life and Learning (CSLL).
- 1.2.3. Every commuter student community is required to develop further Community rules. The student community must ensure that Community rules (including the constitution) explicitly align itself with the Constitution of the Republic of South Africa, most notably the Bill of Rights, relevant national legislation, the Strategic Framework and Vision of SU, the Disciplinary Code for Students of SU and the Residence Rules.
- 1.2.4. Community rules remain subordinate to the Residence Rules: Commuter Student Communities contained in this document. Any community rule which is incompatible with the Residence Rules: Commuter Student Communities is without any effect. Every commuter student community maintains its own Community rules

and must provide the Centre for Student Life and Learning (CSLL) with them on request.

- 1.2.5. The CSCU manager or their delegate and student community leaders are responsible for the implementation and application of the commuter student community rules and Community rules in their respective student community.
- 1.2.6. Non-compliance with the rules could lead to disciplinary action against an individual or, where applicable, against the student community collectively. Restorative justice efforts in line with a values-driven management approach, such as mediation, efforts to mend relationships or values-driven conversation, are also regarded as disciplinary action for the purposes of these rules.

2. ELECTION, APPOINTMENT AND TERMINATION OF OFFICE OF COMMUTER STUDENT COMMUNITY MANAGEMENT

2.1 General

House committee includes similar student leadership structures even if it is known by a different name in a particular student community.

- 2.1.1 All provisions in this section should be interpreted in the light of Stellenbosch University's:
 - 2.1.1.1 pursuit to establish values-driven student communities;
 - 2.1.1.2 expectation that elections are held openly and democratically; and
 - 2.1.1.3 requirement that students' basic rights should be respected and not infringed upon.
- 2.1.2 The continuation of healthy student communities is at the core of what the University does. Whereas house committee members are normally elected to their positions, in special circumstances the CSLL has the power to put a student community in administration, has the power to dissolve a house committee and/or to appoint house committee members in a commuter student community.

Special circumstances exist where a specific student community necessitates a change in the leadership structure or is placed under administration for the healthy functioning of the student community in the interest of SU. On the advice of the Unit for Commuter Students Communities (CSCU), the Director of CSLL may dissolve the leadership structure of a student community and direct the CSCU to replace members of the house committee or to add members to a current house committee.

- (a) Before doing so, the Director of CSLL must give the leadership structure a reasonable opportunity to make written representations on why it should not be dissolved; and
- (b) If, after considering those representations, the Director of CSLL decides to dissolve the leadership structure, the Director must do so in writing, stating the reasons for the decision.

2.1.3 Special circumstances exist where a specific student community necessitates a change and needs to be placed under administration for the healthy functioning of the student community in the interest of SU. The house committee of the Commuter Student Community may agree to put the CSC under administration, or the CSC may be put under administration by the Director of the CSLL on the advice of the Unit for Commuter Students Communities (CSCU).

- (a) Before doing so, the Director of CSLL must give the leadership structure a reasonable opportunity to make written representations on why it should not be placed under administration; and
- (b) If, after considering those representations, the Director of CSLL decides to place the CSC under administration, the Director must do so in writing, stating the reasons for the decision.

When under administration the CSLL may appoint the leadership structure, determine the member composition that will be allocated to the CSC and/or determine whether the CSC merge with another and/or will cease to exist.

2.1.3 In extraordinary circumstances, default election rules apply where the constitution of a CSC is insufficient to ensure an election.

2.2 Eligibility of Members of the House Committee (HC)

- 2.2.1 Candidates for election as a house committee *member*; must at least
 - 2.2.1.1 meet the *academic criteria for leadership eligibility* (as determined by the CSLL);
 - 2.2.1.2 not be subject to a disciplinary sanction that precludes them from student leadership;
 - 2.2.1.3 have been enrolled at Stellenbosch University for a minimum of three semesters. Deviation from this requirement for eligibility as a candidate may be granted by the CSLL upon request of the CSCU. Such permission shall normally not be granted for more than two positions on a house committee;
 - 2.2.1.4 must indicate their understanding and acceptance of the duties of such member, including a commitment to uphold

Residence Rules including the Residence Rules: Commuter Student Community Rules, by signing the forms as prescribed by the CSLL. Such acceptance will in no way constitute an employment relationship between the University and the HC member

2.2.2 Every member in the community can vote and all votes carry the same weight.

2.2.3 The CSCU oversees the election process in their community and is responsible for the final sign-off that validates the election. In the case of a dispute, the Manager CSCU is the final arbiter of the house committee election.

2.3 Default Elections in the Event of Extraordinary Circumstances

Extraordinary circumstances are any circumstances over which Stellenbosch University has no control. These circumstances include any situation determined as such by the CSLL. (A prolonged national state of disaster is an example of an extraordinary circumstance.)

2.3.1 In the event of any extraordinary circumstances, the CSCU may determine the voting procedure.

2.3.2 The CSCU manager or their delegate, in consultation with the CSLL and the election committee, may implement all necessary steps to ensure that a fair election takes place.

3. THE CONSTITUTION OF THE COMMUTER STUDENT COMMUNITY AND THE ROLE OF THE COMMUTER STUDENT COMMUNITIES UNIT (CSCU)

3.1 Constitution of a Commuter Student Community

Every Commuter Student Community adopts a constitution as part of the community rules that governs the Commuter Student Community. Community rules remain subordinate to the Residence Rules: Commuter Student Communities contained in this document. Any house rule which is incompatible with the Residence Rules: Commuter Student Communities is without any effect.

3.1.2 In the case where a Commuter Student Community is formed for the first time, or where a Commuter Student Community is placed under administration the constitutional rules that guide the community takes effect when it is approved by CSLL.

3.1.3 Any amendments to the constitution of a Commuter Student Community takes effect when it is approved by CSLL.

The CSCU is accountable to the CSLL for the general management of the community.

The section below pertains to some of the powers of the CSCU. The powers described are those that have relevance to the Residence Rules: Commuter

Student Communities including the Commuter Student Community Rules. The discussion does not constitute a complete description of the powers or duties of the CSCU.

3.2 The CSCU

The CSCU is accountable to the CSLL for the general management of the CSCs.

The section below pertains to some of the powers of the CSCU. The powers described are those that have relevance to the Residence Rules: Commuter Student Communities. The discussion does not constitute a complete description of the powers or duties of the CSCU.

The CSCU

- 3.2.1 is the administrative head of SU in the CSC environment and ensures that the HC and mentors perform their responsibilities;
- 3.2.2 is responsible for the application of the Residence Rules: Commuter Student Communities and Community rules, both directly and via delegation to the HC;
- 3.2.3 supervises the execution of the welcoming programme and reports any irregularities to the CSLL;
- 3.2.4 appoints mentors and manages the mentor system;
- 3.2.5 receives reports of HC meetings;
- 3.2.6 controls the procedure for the election of the HC, within the relevant commuter student community constitution and rules, before, during and after the election. The CSCU resolves all disputes leading from the election after consultation with CSLL;
- 3.2.7 controls the financial management of the house fund and reports on the financial management of these funds to the Director: CSLL as requested, or when necessary;
- 3.2.8 manages discipline;
- 3.2.9 has the power to suspend alcohol rules that allow for use of alcohol in the leadership housing and at the commuter student community events;
- 3.2.10 applies the policy on risk management in the leadership houses and leadership housing in the hubs; and
- 3.2.11 to preserve trust or integrity in the governance of the residence may order a student pending an investigation to do one or more of the following:

- a) refrain from part taking in any leadership position within the CSC and temporarily relieve him/her from his/her duties as house committee member or any other leadership position;
- b) any other prohibition which the CSC deem appropriate in the circumstances (e.g. not partaking in residence activities or welcoming)

3.3 The CSCU may delegate powers to or exercise the powers in collaboration with student leaders, committees within the residence, or members. The final decision-making about the powers of the CSCU always remains with the CSCU.

4. THE PRIMARIUS/PRIMARIA, THE VICE-PRIMARIUS/VICE-PRIMARIA AND THE HOUSE COMMITTEE MEMBERS

4.1 The Primarius/Primaria (Prim)

- 4.1.1 serves as a coordinating link between the House and the CSCU and the services that are provided to the students. In this capacity, the primarius/primaria (Prim) will under no circumstances qualify to be viewed as an employee of the University;
- 4.1.2 as the student leader of the student community, is responsible for the management of students in a specific commuter student community in terms of the Residence Rules: Commuter Student Communities, the Disciplinary Code for Students at SU and the applicable Community rules, in support of the role of the CSCU;
- 4.1.3 must, in cooperation with the CSCU, ensure that HC members execute their duties and that an adequate number of HC members are available after hours to do so;
- 4.1.4 is chairperson of the HC and the house meeting; is a member of the Disciplinary Committee;
- 4.1.5 ensures that complete and proper minutes are taken at HC and house meetings;
- 4.1.6 coordinates public relations with other student communities in the cluster and beyond and with the Students' Representative Council (SRC);
- 4.1.7 ensures that all official University information is communicated to the House;
- 4.1.8 together with the HC, is responsible for the formulation and execution of the welcoming programme for new students at the start of the year. The Prim gives leadership in executing a welcoming programme that, in spirit and execution, abides by the Residence Rules on welcoming;
- 4.1.9 compiles, at the end of the term of office, an annual report and accepts responsibility for ensuring the compilation of a financial

report by the treasurer. The reports are submitted CSCU before the term of the new committee starts in the form determined by the CSCU.

- 4.1.10 assists with room placements in the leadership house:
- 4.1.11 remains responsible for the execution of duties until the start of the fourth term;
- 4.1.12 co-operates in the application of the University's Risk Management Policy and safety measures; and
- 4.1.13 in cooperation with the CSCU, ultimately is co-responsible and co-accountable for the implementation and management of the rules on alcohol.

4.2 The Vice-Primarius/Vice-Primaria (Vice-Prim)

- 4.2.1 Assumes the role of the Prim in the absence of the Prim. The Vice-Prim, does not qualify to be viewed as an employee of the University under any circumstances;
- 4.2.2 handles portfolios as allocated and also assumes the duties of an HC member;
- 4.2.3 or his delegate serves on the safety forum.
- 4.2.4 is a member of the House Disciplinary Committee;
- 4.2.5 carries out the duties and responsibilities applicable to HC members, as well as specific tasks assigned to the Vice-Prim;
- 4.2.6 remains responsible for the execution of duties until the start of the fourth term; and
- 4.2.7 is, in cooperation with the CSCU and Prim, co-responsible and co-accountable for the implementation and management of the rules on alcohol.

4.3 The House Committee Member

- 4.3.1 is responsible for the implementation of the Residence Rules: Commuter Student Communities and Community rules in general. HC members will under no circumstances qualify to be regarded as employees of the University;
- 4.3.2 carries out tasks and duties in accordance with the Residence Rules: Commuter Student Communities and Community rules, as well as tasks assigned to them;

- 4.3.3 manages portfolios and projects as allocated;
- 4.3.4 deals with administrative duties as determined by the University;
- 4.3.5 at the start of a period of service, compiles a budget for the portfolios and projects allocated to them for submission to the HC;
- 4.3.6 at the end of their term of office, compiles a written report on the functioning of each portfolio for submission to the Prim no later than the last day of September. Only after they have done so, and have fulfilled any other requirements, will they receive an honorarium normally scheduled for the end of October. Any application for extension for the submission of the report must be obtained in writing from the CSCU, with the extension date set not later than the end of October;
- 4.3.7 completes inventory forms about every residence room in the leadership housing allocated to them within the first week of the academic year;
- 4.3.8 reports any complaints, damages and repairs to the relevant body or persons;
- 4.3.9 informs the Prim of their absence of a day or longer in the week or on weekends during their term of service;
- 4.3.10 performs service as HC member until the start of the fourth term; and
- 4.3.11 in cooperation with the CSCU, Prim and Vice-Prim, ultimately is co-responsible and co-accountable for ensuring the implementation and management of the rules on alcohol.

4.4 The Treasurer/Financial Manager

- 4.4.1 administers all funds and transactions of the commuter student communities in terms of the regulations of the Residence Rules: Commuter Student Communities, the constitution of the commuter student community and the regulations of the Financial Policy, and in consultation with the Finance Division of the University and the CSCU.
- 4.4.2 deals with **budgets**
 - 4.4.2.1 At the start of his/her term of office, and in consultation with the HC, the treasurer/financial manager compiles an annual financial budget for the following HC term.
 - 4.4.2.2 Ensures that every function, project and/or activity of the commuter student community (e.g. house dances, tours, purchase of equipment) is planned according to a separate

budget and that the persons responsible manage the function, project or activity within the budget.

4.4.2.3 Tracks and updates transactions on the financial system against the approved budget to enable actuals vs. budgets reporting for a particular portfolio or event.

4.4.3 receipts monies

4.4.3.1 Handles receipting and banking of all residence monies in accordance with the detailed requirements set out in section 5 (Commuter Student Community Finances).

4.4.4 is responsible for financial reporting

4.4.4.1 The treasurer/financial manager is responsible for regular reporting, preferably on a shared document available in a shared folder where expenses are tracked against the approved budgets. This should be presented to the HC and CSCU in an HC meeting at least once every academic term;

4.4.4.2 Should present, at least once per term, a summarised slide at a house meeting showing expenditure for the preceding term;

4.4.4.3 Must, at the end of his/her term of office, provide the HC with a complete financial report with a view to submission thereof to and approval by the HC and CSCU;

4.4.4.4 Approval for the payment of the remuneration of the treasurer for the final term of their term of office may be withheld by the CSCU until the financial report has been finalised to his/her satisfaction; and

4.4.4.5 Any dispute regarding the financial report of a commuter student community is to be referred for final approval to the Finance Division, whose decision in this regard will be final and binding.

4.4.4.6 Meets regularly with the Manager of CSCU to ensure alignment of financial strategy.

4.4.5 must attend training on policy

4.4.5.1 Attendance at the training session presented by the Finance Division is compulsory for all treasurers. The Finance Division will provide early notification of the date, time and venue of such training.

- 4.4.5.2 No student or member of staff who is not specifically authorised thereto by SU may enter into any contract with an outside party for and on behalf of SU or any subdivision of SU for the provision of any service or product. Only approved officials of the Finance and Services divisions may sign such contracts.
- 4.4.5.3 No order for any service or goods may be placed unless an order number therefore has been allocated by means of the computer system. No invoice will be paid without there being an authorisation number.
- 4.4.5.4 All requisitions must be loaded via the computer system.
- 4.4.5.5 The treasurer/financial manager is responsible for agreeing to and presenting for approval a protocol whereby unbudgeted or over-budget expenditure is scrutinised and approved. This protocol must be approved annually by the CSCU.
- 4.4.5.6 Attends the financial manager training.

4.5 Welcoming Administrator

- 4.5.1 CSLL may in consultation with CSCU appoint a welcoming administrator for the commuter student community at any time before or during the welcoming period if it deems it necessary to effect change in the welcoming program of a CSC.
- 4.5.2 The powers of the welcoming administrator will be set out in a writing to the student community and includes but are not limited to determine what to change in the welcoming period, what the nature of interactions between the house committee members and newcomers is, what the appearance of house committee members should be at specific times and which house committee members are allowed to interact with newcomers.
- 4.5.3 House committee members must carry out the duties assigned to them by the welcoming administrator.

5. COMMUTER STUDENT COMMUNITY FINANCES

5.1 House Fees

- 5.1.1 The amount for the house fees is charged to the students' accounts and distributed to the CSC after allocations as determined by the CSLL.

5.1.2 No additional levies over and above the approved house fees may be demanded or expected from first-year students or any other students.

5.1.3 Fines related to disciplinary action is not regarded as house fees.

5.2 Funds Administration

5.2.1 The financial manager of a specific community administers the community funds (refer to the duties of the treasurer) in accordance with the regulations of the Residence Rules: Commuter Student Communities, the constitution of the commuter student community, and the instructions of the Finance Division of the University.

5.2.2 Any expenditure considered as unbudgeted or over budget is subject to approval via the approved mechanism for unplanned expenditure within that student community (as mentioned in the duties of the treasurer).

5.2.3 The CSCU may limit any reserve funds of a particular CSC reserve funds to the allocation of the previous year. Any excess funds may be transferred to a cost point within CSLL and used by the CSCU for commuter students in general.

5.3 Financial Management of Community Portfolios, Projects and Events

5.3.1 All monies received must be paid in against the cost point of the particular house fund. No monies received may be used to pay expenses directly. If this rule is disregarded, disciplinary action may be taken against the treasurer and/or other students or persons who are party to it. **Please note:** *Any student or person who is party to the infringement may be reported to the SARS and such student or person will be liable for all taxes and fines that may arise from the matter.*

5.3.2 Advances will only be considered by the Finance Division after the submission of a budget setting out the nature and extent of the requirements. Source documents, invoices and/or receipts related to the awarded advance must be submitted to the Finance Division within a reasonable period of time, as agreed, before any further advances or payments will be considered.

5.3.3 No person may request the payment of monies or a cheque in his/her own name into their own bank account.

6. COMMUNITY FUNCTIONS AND ACTIVITIES

6.1 Functions and events of communities are dealt with in a protocol for events, activities and programmes and should be consulted when such are planned.

6.2 For reference, some important aspects are included in the Residence Rules.

6.2.1 The protocol applies to

6.2.1.1 All events, activities, tours and programmes organised under the brand of Stellenbosch University, a Cluster, leadership structure, Commuter Student Communities, residence and/or publicly advertised as connected to the University or student communities;

6.2.1.2 And/or all events, activities and programmes hosted at a University premises/venue;

6.2.1.3 And/or all events, activities and programmes funded from a University cost centre (including House, CSC, Cluster or alumni funding).

6.3 Permission and Approval

Different levels of approval are necessary, most notably the approval of the student leadership and the CSCU. Other approvals may be necessary. In addition,

6.3.1 The number of events open to uninvited participants will be limited per year, and the limitations will be determined and communicated by the CSLL on an annual basis.

6.3.2 The timeframe deadlines for CSLL approval before the event/programme or activity date will be communicated by the CSLL on an annual basis.

6.4 Time and Calendar Restrictions

All events, activities and programmes on/in University premises/accommodation should end by 23:00 and final cleaning packing up should be completed by 24:00 on both weekdays and weekends. No community event, activity or programme may be held during the two weeks preceding the June examinations and the two weeks preceding the November examinations.

6.5 Permission to Hold Community Events, Activities or Programmes can be Revoked

The CSLL can temporarily or permanently revoke permission for an event, activity or programme without a disciplinary process based on a recommendation from the CSCU or based on previous transgressions.

7. ALCOHOL IN STUDENT ACCOMMODATION

- 7.1** Alcohol is not allowed to be stored or consumed in student accommodation and the display of empty bottles or tins that are recognisable as alcoholic beverages is not allowed.
- 7.2** When alcohol is found in student accommodation, it will be confiscated and destroyed.
- 7.3** The storage and consumption of alcohol in student accommodation will be dealt with as a residence matter and repeated offences will become a disciplinary matter.
- 7.4** The rules in 7.1 to 7.3 above are the default rules and are applicable to all student accommodation from the beginning of each calendar year until the Community rules applicable to a specific community for a specific calendar year take effect.
- 7.4.1 Such Community rules must aim to promote a positive culture in the student community, with drinking being limited to Blood Alcohol Content (BAC) of 0,08% in consumers.²
- 7.4.2 Community rules concerning the use of alcohol in the specific student accommodation will only be effective from the second week of the academic year for undergraduate students, or from the date that the Community rules concerning alcohol for that year are properly adopted, whichever date is the later.
- 7.4.3 The CSLL may, in extraordinary circumstances (such as a national state of disaster), suspend all Community rules that allow the use of alcohol in student accommodation.
- 7.4.4 CSLL may on the application of the CSCU head and consent of the cluster coordinator where applicable, approve one event in a community that involves the use of alcohol before the house rules applicable to a specific residence for a specific calendar year take effect.

7.5 The Adoption of Community rules Concerning the Use of Alcohol

- 7.5.1 The Community rules on the use of alcohol must state the objectives of the rules and how they relate to a vibrant student community and a culture that prevents binge drinking.
- 7.5.2 The Community rules for each year must be negotiated with the CSLL before they can be adopted. The co-ordinator of the student community first approves the suggested Community rules for the use

² A BAC of 0,08% is recognised as an impairment of judgement, where one “... will lose more coordination, so your balance, speech, reaction times, and even hearing will get worse” (<https://www.alcohol.org/effects/blood-alcohol-concentration/>).

of alcohol and, thereafter, the CSCU must obtain the approval of the CSLL before the rules can come into effect.

- 7.5.3 The Community rules must be accepted at a house meeting.
- 7.5.4 The Community rules must limit the use of alcohol to certain spaces in the student accommodation, and alcohol is not to be consumed in the individual rooms of residents.
- 7.5.5 The Community rules must limit the times when alcohol may be used, and the times must not be before 10:00 and after 23:00. Thus, no alcohol consumption is allowed between 23:00 and 10:00.
- 7.5.6 The Community rules on the use of alcohol should be limited according to the academic calendar of the year and should take cognisance of times such as examinations.
- 7.5.7 The rules should provide for guidelines to curb binge drinking at social events of the student community (such as house dances) to be drafted and agreed to by the CSCU before permission for the social event may be granted.
- 7.5.8 The rules should provide for measures to curb the marketing of a binge drinking culture, such as displaying empty bottles, using cheap alcohol as a drawcard, incorporating drinking games in social events, and promoting excessive drinking as a norm.
- 7.5.9 Binge drinking is defined as five units of alcohol in a four-hour period for men and four units of alcohol in a four-hour period of women. The responsible use of alcohol is defined as drinking where the Blood Alcohol Content remains at 0,08% or lower.
- 7.5.10 For special functions such as community functions, the CSCU, visiting head or co-ordinator may apply for an exception to rule 7.5.5.

7.6 Actions when intoxicated

Students must abstain from drunken and disorderly behaviour and being under the influence of alcohol will never be regarded as an excuse or extenuating circumstances when a student's conduct leads to disciplinary action.

8. WELCOMING OF NEWCOMER FIRST-YEAR STUDENTS IN STUDENT COMMUNITIES AND ALL GENERAL GROUP ACTIVITIES OF STUDENTS

All the rules for the welcoming of newcomer first years of the Residence Rules: Part 1 as described in rules for student communities in residences and clusters apply mutatis mutandis for commuter student communities.

9. VISITORS IN LEADERSHIP HOUSING

The rules for visitors apply to those who are not live-in members in the leadership housing.

The rules for visitors provide a support structure for the Community rules of each community. Each CSLL must make its own rules for its leadership house taking into consideration what the rules for visitors in residences are. Where CSC's share a leadership spaces the rules should be made by consensus between the two CSC's.

Visiting Hours

9.1.1 Visitors are allowed in SU student accommodation spaces between the following times:

9.1.1.1 Monday - Thursday: 10:00 - 00:00

9.1.1.2 Friday - Sunday: 10:00 - 01:00

(Communities have the right to further restrict the indicated times.)

9.1.2 A resident in the leadership housing takes responsibility for their visitor and is co-responsible for the actions of their guest throughout the guests' interactions within the leadership housing, including any damages and other related disturbances.

9.1.3 For safety reasons, no unaccompanied guests are allowed in the leadership housing. All guests therefore must always be accompanied by a resident.

9.1.4 In exercising its discretion, the community reserves the right to request a guest to leave for any reason.

9.2 Non-compliance

If any person acts outside of the stipulated rules or the respective community's constitution or Community rules, the usual disciplinary steps of the community must be followed.

9.3 Sleepovers

No sleepovers are allowed in any SU student accommodation, except for authorised stay in the backpackers.

10. RAIDS, ATTACKS, DEFACING OF AND DAMAGE TO PROPERTY

Raids and attacks, and incitement to raids and attacks, by students on any residence or commuter student communities are prohibited.

10.1 If the premises of a residence are entered in the course of a raid or attack by non-residents of that residence, the matter must be reported directly to Campus Security and the CSLL.

- 10.2 The damage caused during a raid may be recovered in full from the residence or commuter student community and the individual students who carried out the raid.
- 10.3 Behaviour that is harmful or affects human dignity, or involves taunting and insults and the use of crude language, or any other action against any individual(s) or student community that could provoke a negative reaction or some form of reprisal, is prohibited.
- 10.4 No object of any nature may be flung, thrown or launched at the premises of a student community or its occupants with the purpose of causing damage, disturbance, drawing attention or inciting violence, a feud or reprisal.

11. DISCIPLINARY PROCEEDINGS

12.1 General

This procedure has been created in accordance with the Disciplinary Code for Students of SU³ (hereafter “the Code”). If there are any discrepancies between this section (hereafter the Rules) and the Code, the Disciplinary Code for Students of Stellenbosch University will apply.

12.2 Application of the Rules Regarding Disciplinary Procedures:

- 12.2.1 Regardless of where the conduct complained of takes place, these disciplinary proceedings apply to all students of the University that are part of a specific student community.
- 12.2.2 These rules apply to Residence Matters and Residence Misconduct as defined and explained by the SU Disciplinary Code for Students.
- 12.2.3 A breach of the Residence Rules: Commuter Student Communities or the Community rules may be dealt with by a warning to stop the behaviour, a summary procedure where someone with the delegated authority, such as a house committee member, levies a fine or corrective procedure, a restorative justice procedure, as envisaged in 1.2.6 above, or a disciplinary hearing by the relevant disciplinary committee (House Disciplinary Committee (HDC), Residence Disciplinary Committee (RDC) or the Central Disciplinary Committee (CDC)).

12.3 Reporting a matter

- 12.3.1 Residence Matters and Misconduct are reported to the CSCU , or their delegate as identified in the Community rules to address it in line with 12.2.3.

³ [Disciplinary Code for Students of SU \(Date of Implementation: 1 January 2021\)](#)

- 12.3.2 The CSCU manager or their delegate, as identified in the Community rules, decide how to deal with the matter in line with the Community rules and clause 20 of the SU Disciplinary Code for Students.
- 12.3.4 When receiving a complaint that constitutes Residence Misconduct, the CSCU may consult with the Director of the Centre for Student Communities (or his delegate) to ensure uniformity in handling residence misconduct.

12.4 Student Communities (Residences and CSCs)

Residences and CSCs are subject to the Residence Rules and Community rules, where applicable.

- 12.4.1 Residences and CSCs may prescribe rules for the conduct of their students in Community rules.
- 12.4.2 A breach of the Residence Rules and the relevant Community rules constitutes a Residence Misconduct. A breach of the Residence Rules: Commuter Student Communities or the Community rules may be dealt with by a warning to stop the behaviour, a summary procedure where someone with the delegated authority, such as a house committee member, levies a fine or corrective procedure, a restorative justice procedure as envisaged in 1.2.6 above, or a disciplinary hearing by the relevant disciplinary committee (HDC, RDC or SDC).

12.5 Residence Misconduct

- 12.5.1 Residence Misconduct is dealt with by the CSCU, the House Disciplinary Committee, and the Residence Disciplinary Committee (RDC).
- 12.5.2 A breach of the Residence Rules and the relevant Community rules constitutes a Residence Misconduct. Residence Misconduct furthermore includes any other Disciplinary Misconduct in terms of this disciplinary code which took place within a residence, or which was selectively directed at a fellow student of the same Residence. Residence Misconduct means misconduct that took place within the physical confines of the student's residence, which constitutes a breach of the Community rules, or that was selectively directed at a fellow student of the same residence.

12.6 The CSCU

- 12.6.1 All suspected Residence Misconduct not dealt with by warnings or the summary procedure shall be dealt with in the first instance by the

CSCU in authority over the CSC in which the incident arose. The CSCU must consider whether, on the facts available at that time:

- 12.6.1.1 A Residence Misconduct is reasonably suspected.
- 12.6.1.2 If so, whether the misconduct is to be dealt with as a Residence Matter or as a Disciplinary Matter, considering the seriousness of the misconduct, the importance of issues raised, the evidentiary or conceptual complexity of the matter, and the broader interest that the University or other residences may have in its outcome, and any other relevant consideration.
- 12.6.2 The CSCU has discretion whether to pursue a Residence Matter, considering the interests of affected students and the interest of the residence, as well as that of the University if applicable.
- 12.6.3 The Manager CSCU or Cluster Coordinator may furthermore temporarily suspend a student from the residence with immediate effect if, on the facts available at the time, the Manager CSCU or Cluster Coordinator reasonably fears that:
 - 12.6.3.1 The continued presence of the student in the residence poses an imminent threat to the order and discipline of the residence;
 - 12.6.3.2 The continued presence of the student in the residence poses a real and urgent danger to the mental or physical well-being of fellow students in the residence;
 - 12.6.3.3 The continued presence of the student in the residence poses a real and urgent risk of serious damage being done to the University's property; or
 - 12.6.3.4 The person's continued residence may be to the detriment of the investigation by (a) interfering with evidence and/or (b) influencing of witnesses.

Furthermore, the Manager CSCU or Cluster Coordinator may order a student, pending an investigation, to do one or more of the following:

- 12.6.3.5 Vacate the residence;
- 12.6.3.6 Refrain from participating in any leadership position within the residence and temporarily relieve him/her of his/her duties as house committee member or any other leadership position; and/or
- 12.6.3.7 Impose any other prohibition that the Manager CSCU or Cluster Coordinator deems appropriate in the circumstances.

- 12.6.4 The nature of the alleged misconduct complained of and/or the effect of the alleged misconduct on the student community must be considered.
- 12.6.5 A student's suspension from the residence is subject to confirmation by the RDC.
- 12.6.6** The director of CSLL shall have residual authority to exercise any of the functions of the Manager of CSCU if the Manager of CSCU is absent or otherwise unable to fulfil those functions for any reason.

12.7 The House Disciplinary Committee (HDC)

12.7.1 Composition of the House Disciplinary Committee

- 12.7.1.1 The House Disciplinary Committee acts through a full committee and is made up as follows:
- a) the chairperson (Manager of CSCU or their nominee);
 - b) the Manager of CSCU or their nominee if they are not the chairperson;
 - c) the Evidence Leader (non-voting panel member);
 - d) three additional disciplinary committee members; and
 - e) an administrator (secretary of the house committee or any other member as described in the Community rules).
- 12.7.1.2 The evidence leader and additional members to the HDC are appointed through a fair and transparent process. If the Community rules are silent on the appointment or if, for another reason, a HDC cannot be appointed, the Manager of CSCU appoints the HDC. The chairperson of the HDC appoints the evidence leader for a particular hearing.
- 12.7.1.3 The evidence leader cannot vote in the outcome or be part of the deliberations of the HDC.
- 12.7.1.4 Depending on the size of the community, it is advisable to appoint at least five to 10 panel members to form a pool of panel members available to be assigned to a HDC as the need arises so that hearings can take place on a rotational basis.

- 12.7.1.5 Panel members for a specific disciplinary hearing will be assigned by the chairperson of the committee, in consultation with the Manager CSCU if the manager is not the chairperson.
- 12.7.1.6 In the composition of the HDC, the chairperson must consider the different languages and cultures of the House's residents. The Committee should be as diverse as possible to represent all residents.
- 12.7.1.7 The HDC may request the assistance of the Student Disciplinary Investigator, as appointed by SU, to assist in or guide an investigation into the suspected residence misconduct.
- 12.7.1.8 The decision of the HDC is taken by majority vote. In the event of a tie, the chairperson holds the deciding vote.

12.7.2 Record-keeping by the Committee

- 12.7.2.1 The Chairperson of the HDC, with the assistance of the administrator on the panel, must ensure that proper records are kept of all proceedings before the HDC. The administrator must minute each meeting and disciplinary hearing. They must also keep a thorough record of the committee's actions and decisions during their term of service. Within 48 hours after the hearing, the outcome must be submitted to the HDC, Manager CSCU and the student who appeared before the HDC. The deliberations will not form part of the minutes of the proceedings.
- 12.7.2.2 The HC responsible for discipline must report on the HDC hearing at the next HC meeting. The report must be brief: the complaint, outcome and reasons for the outcome of the hearing.

12.7.3 Jurisdiction of the Committee

- 12.7.3.1 The HDC has jurisdiction to deal with residence matters.
- 12.7.3.2 The HDC has jurisdiction over members of the specific student community.
- 12.7.3.3 The jurisdiction of the HDC is subject to the SU Disciplinary Code.

12.7.4 Procedure leading to the enquiry before the HDC

- 12.7.4.1 Residence misconduct is brought to the attention of the CSCU, or their delegate, who then determines, considering the

seriousness of the misconduct, whether to refer it as a residence matter to the HDC, or as a disciplinary matter to the CDC, for the determination of the appropriate disciplinary structure.

- 12.7.4.2 If a complaint or occurrence is initially communicated orally to the CSCU or any member of the house committee, it must subsequently be submitted in writing so that comprehensive record of all complaints is kept.
- 12.7.4.3 Instances that are not brought before the HDC must be noted and reasons must be recorded for why the matter was not brought to the HDC.
- 12.7.4.4 All instances which justify a hearing will be heard on a date as determined by the chairperson in conjunction with the committee. When setting the time and date for the enquiry, the chairperson must consider the circumstances of the student appearing before the HDC on charges of residence misconduct, as well as of the complainant, if any, and of any other person with an interest in the matter
- 12.7.4.5 Persons appearing before the Committee will be given written notice of the time, date and place of the hearing at least five (5) days prior to the hearing. This period can be longer if deemed necessary by the HDC.
- 12.7.4.6 The notice referred to in clause 12.7.4.5 above will contain the following:
 - a) a brief description of the complaint received;
 - b) a summary of the evidence obtained during the initial investigation;
 - c) the option to respond to the allegation(s), with a clear statement that the student is under no obligation to do so; and
 - d) a list of potential sanctions which may be imposed.
- 12.7.4.7 During the hearing, the person brought before the committee is entitled to representation by a fellow student (from the community) if the chairperson of the committee was notified of such a student representative's presence forty-eight (48) hours before the hearing. No legal representation will be accommodated at the HDC.

- 12.7.4.8 All disciplinary proceedings shall ordinarily be closed to the public and other residents.

12.7.5 The enquiry (hearing)

- 12.7.5.1 All relevant material must be circulated among the members of the HDC in advance of the enquiry.
- 12.7.5.2 During the hearing, the charge sheet will be read to the student by the evidence leader, after which the student will be given the opportunity to respond to the allegation(s).
- 12.7.5.3 If the student admits to the transgression, the sanction process can commence.
- 12.7.5.4 If the student denies the allegation(s) and all the necessary facts do not appear in the notice that has been communicated to the student, the HDC retains the right to postpone the matter to a later date for further investigation.
- 12.7.5.5 The HDC may ask any member of the student community who has made submissions to the HDC regarding the matter to be present, and the HDC may question that person at the enquiry.
- 12.7.5.6 The evidence leader presents the case for the student community.
- 12.7.5.7 Cross-examination of witnesses, if any, must be done with the permission of the HDC.
- 12.7.5.8 The HDC may ask questions for clarity to any party appearing before it.
- 12.7.5.9 The Evidence Leader, witnesses (if any) and the student appearing before the HDC must be excused during the deliberations. The deliberations will not form part of the minutes of the proceedings.
- 12.7.5.10 The outcome of the enquiry will be communicated to the student appearing before the HDC, both verbally and in writing, and may, at the discretion by the HDC, be communicated to members of the student community.

12.7.6 Sanctions that the HDC can impose

The HDC has the discretion to impose sanctions from among the following:

- 12.7.6.1 Monetary payment of an amount that constitutes reasonable and adequate compensation for any damage, loss or costs

caused by the student and an amount as a fine in addition to the damage, loss or costs caused by the student. The amount may not be more than double the amount of the damage, loss or costs caused by the student.

- 12.7.6.2 A written warning, including a final warning when it is a repeated or serious offence.
- 12.7.6.3 Community service in the specific student community for a maximum of 20 hours. When community service of more than 20 hours is appropriate, the sanction must be ratified by the chairperson of the RDC.
- 12.7.6.4 An appropriate restorative, rehabilitative or punitive assignment.
- 12.7.6.5 A written apology to the parties affected by the residence misconduct and/or to the student community of which the student is a member.
- 12.7.6.6 Forfeiture of privileges, e.g. room points/choosing a room last/parking/having visitors, attending functions or events/representing the community on the sport field or in cultural events. This is not an exhaustive list and is dependent on the specific community.
- 12.7.6.7 Suspended sentences: if a student appears before the committee again for the same or a similar offence after receiving a suspended sentence, the suspended sentence will be enforced and the committee retains the right to impose further sanctions.
- 12.7.6.8 The HDC does not have the power to suspend or expel a student.
- 12.7.6.9 When a member of the community is repeatedly guilty of offences, the HDC retains the right to refer the matter to the Student Discipline Office.
- 12.7.6.10 When deciding on an appropriate sanction, the following considerations are relevant and must, among other relevant considerations, inform the determination:
 - a) Proportionality between the misconduct and the sanction imposed.
 - b) Mitigating and/or aggravating circumstances, if any, which may include the student's co-operation/non-cooperation with the disciplinary process.

- c) Prior record of the student who appears before the HDC, if relevant.
- d) The interest of members of the specific student community affected by the misconduct.

12.7.6 Right to appeal

Any student adversely affected by a decision of the HDC may appeal that decision to the Student Discipline Office for the attention of the Residence Disciplinary Committee (RDC).

12.8 House Committee Members

Members of a house committee are not exempt from the rules and can also be called to appear before the HDC. In such an event, the Head of Student Discipline as appointed by SU will be consulted first to confirm jurisdiction.

13. ORGANISATIONAL ASPECTS

- 13.1** The CSC belongs to the cluster it is part of and its first and foremost responsibility is towards the cluster in organisational, behavioural and advocacy matters.
- 13.2** The Prim Committee (PC) is a student representative body that may advocate, among other things, for the needs of student communities and plays a leadership role in student communities.
- 13.3** Any documents that govern the Prim Committee must be approved by CSLL for it to be effective.
- 13.4** The Prim Committee has no powers to bind a student community (commuter or residential) through collective decision making, neither does it have the power to discipline a student community.
- 13.5** The PC may form an accountability commission (AC) that gives effect to the need for peer accountability amongst student communities as it strives to ensure that these communities conduct themselves within the framework of the strategic vision and values of the institution and strives to maintain high ethical standards of conduct within a values-driven framework.
- 13.6** The PC, through a subcommittee, drafts the regulations governing the AC and agrees on these with the CSLL, whereafter the regulations take effect.
- 13.7** The regulations, structures and suitability of the AC must be reviewed every two years, and it lapses if no review is completed within three years of the previous review.

14. ALUMNI RELATIONS

14.1 Alumni Organisations of Commuter Student Communities

- 14.1.1 The Alumni of a commuter student community may form an organization. Such an organization exists to manage the relationship amongst alumni and as such functions within the guidelines of the Division for Development and Alumni Relations (DAR).
- 14.1.2 The alumni organization draws up a document outlining its functions and it needs to be agreed with CSLL and DAR.
- 14.1.3 The alumni organization does not take part in the management of the commuter student community and refrains from influencing the current commuter student community management.

14.2 Custodians of Alumni Relationships

- 14.2.1 DAR communicates with, develops alumni programmes (such as reunions and HC alumni relations) for and manages all personal information of alumni. Student communities must respect the mandate of DAR as the custodian and facilitator of relations between the internal environment and the alumni community.
- 14.2.2 DAR acts as the central coordinator of alumni activities and ensures support is provided to internal environments.

14.3 Communication with Alumni

- 14.3.1 The DAR communicates with alumni including, but not limited to, residence and CSC alumni. Any official communication to alumni must flow through the Alumni Office.
- 14.3.2 Any device, platform or tool to communicate with alumni must be approved by the Alumni Office before being implemented. Communication with alumni must adhere to the SU Language Policy.
- 14.3.3 The operating manual provided by the Alumni Office guides communication with alumni.

14.4 Anniversaries and Reunions

- 14.4.1 The full programme of activities must be submitted to DAR at least six (6) months in advance, for approval by the DAR and the USCS, before a residence may finalise any arrangements for a reunion.
- 14.4.2 Any reunions and alumni activities organised by a residence or CSC need to be approved by the Alumni Relations department and the CSCU as the representative of the CSLL.

- 14.4.3 Birthday reunions are hosted during Stellenbosch University's Homecoming weekend.
- 14.4.4 Obtaining approval for the use of the physical space for alumni activities by alumni is the responsibility of the CSCU.
- 14.4.5 The use of alcohol at reunions must adhere to the alcohol rules of the respective student community.

14.5 HC Alumni Relations

- 14.5.1 Each student community (CSC and residence) annually elects or appoints an alumni HC member who will act as the primary contact person for that specific community's alumni activities. This HC member facilitates engagement on behalf of the student community and works closely with the Alumni Connector (Alumni Office representative) assigned to the HC for the year.
- 14.5.2 The HC for alumni acts in the best interests of Stellenbosch University and fosters positive alumni interaction.

14.6 Alumni Data

DAR is the custodian of the personal information of alumni, which is managed according to the Protection of Personal Information Act (POPIA).

It is illegal for any personal information of alumni to be shared with any group/individual that is not authorised by the DAR to have access to that data – any breaches of this are in contravention of POPIA.

- 14.6.1 Personal information of alumni can only be used as per consent provided by individual alumni.
- 14.6.2 Any data gathered and stored must be handed over to the Alumni Office for recording.
- 14.6.3 Alumni data cannot be stored on any personal device, kept on loose pieces of paper, or saved outside the Alumni Office CRM system.
- 14.6.4 Telethons are facilitated by DAR with the support of the allocated connector.
- 14.6.5 All finances handled during alumni reunions must adhere to the finance rules, as presented elsewhere in the Residence Rules.

15.

16. SMOKING

- 16.1 Smoking is prohibited in all student housing buildings; this includes balconies, verandas, covered walkways and parking areas, and links to other buildings.
- 16.2 Smoking is prohibited from within ten metres of any entrance/exit to buildings, air-conditioning intake or operable windows.
- 16.3 Smoking is also prohibited in any student housing-related outdoor area during an organised gathering for the purposes of musical, dance, theatre and drama entertainment, education, sport, any performance or fair, parade, market, event or social gathering.

17. CANNABIS / MARIJUANA

- 17.1 Any room in a residence or student house is considered a public space as far as it pertains to the possession, consumption, smoking, growing and storage of cannabis.
- 17.2 The use, possession and smoking of cannabis and THC products are strictly prohibit in university student accommodation.
- 17.3 Where cannabis is found in student accommodation it will be confiscated.
- 17.4 Any violation of section 17 will be dealt with as a disciplinary matter.
- 17.5 Dealing in cannabis, is strictly prohibited. When dealing in cannabis happens on campus, it will be dealt with as a disciplinary matter.
- 17.6 Any suspicion that a student maybe dealing in cannabis or any illegal substance will be considered as an imminent threat to the order and discipline of the Residence and urgent danger to the mental or physical well-being of fellow Students in the Residence as it might link to organised crime. The SU reserves the right to report such activity directly to SAPS for further criminal investigation and handling.