

### **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.

A handwritten signature in black ink, appearing to read 'L. van Rooi', with a stylized flourish at the end.

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 1: Residences

### Rules for Student Communities in Residences and Clusters:

#### INTRODUCTION

Every student, upon their entry into SU, is allocated to two student communities. These include (1) their residence student community or commuter 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 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 the student communities 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.

#### 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.

**House rules** Every student community in a residence develops further internal rules and stipulations applicable to the specific residence (house rules). (Such rules constitute the house rules as defined in the Disciplinary Code for Students at SU and include the documents often referred to as the constitution of the residence or student community.) House rules remain subordinate to the Residence Rules in this document. Any house rule which is incompatible with the Residence Rules is without any effect.

**PSO** Private Student Organisation; 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 or holding or otherwise having control 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, or THC 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 PSO collectively form the student community of the PSO, and the students who are all members of the various residences and PSOs that together form the cluster are the student community of the cluster.

## 1. GENERAL

**Please note:** Rules that supersede the Residence Rules 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:** Life in residences is subject to the residence's rules, as well as the Accommodation Rules. For Accommodation Rules, see **Residence Rules – Part 4: Accommodation Rules**

Clusters, residences and commuter student communities are the student communities that constitute the organising unit at which these rules are aimed.

When dedicated rules for Commuter Student Communities are created, the rules for Commuter Student Communities apply for the students of those communities. Where the rules for Commuter Student Communities are silent then these rules apply where applicable.

The senior residence communities are also bound by these rules until there is a specific set of residence rules for senior residence communities.

### 1.1 The Role and Objectives of Student Communities Organised in Clusters, Residences and Commuter Student Communities (CSCs) formally known as PSOs

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 engagement<sup>1</sup>;

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

- 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;
- 1.1.8. 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**

The Residence 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 stay in residences.

- 1.2.1 These rules are applicable to all residents in student accommodation (residences and student houses, where applicable) at Stellenbosch University and, as such, form part of the Disciplinary Code for

Students at SU. The Residence Rules are the primary rules for student communities in residences.

- 1.2.2. The Residence Rules may only be amended by the Deputy Vice-Chancellor (Learning and Teaching) or the delegated member of rectorate on the recommendation of the Centre for Student life and Learning. (CSLL).
- 1.2.3. Every student community in a residence is required to develop further house rules. The student community must ensure that house 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. House rules remain subordinate to the Residence Rules contained in this document. Any house rule which is incompatible with the Residence Rules is without any effect. Every residence maintains its own house rules and must provide the Centre for Student Life and Learning (CSLL) with them on request.
- 1.2.5. The residence head (RH), the CSC coordinator and student community leaders are responsible for the implementation and application of the residence and house 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 STUDENT LEADERSHIP IN RESIDENCE**

### **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.

- 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 dissolve a house committee and/or to appoint house committee members in a student community.

Special circumstances exist where a specific student community necessitates a change in the leadership structure for the healthy functioning of the student community in the interest of SU. On the advice of the CSLL, the Dean of Students may dissolve the leadership structure of a student community and direct CSLL to replace members of the house committee or to add members to a current house committee.

- (a) Before doing so, the Dean of Students 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 Dean of Students decides to dissolve the leadership structure, the Dean of Students must do so in writing, stating the reasons for the decision.

- 2.1.3 In extraordinary circumstances, default election rules apply where the constitution of a CSC/residence student community 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
- 2.2.1.1 qualify for readmission to the residence;
  - 2.2.1.2 meet the *academic criteria for leadership eligibility* (as determined by the CSLL);
  - 2.2.1.3 not be subject to a disciplinary sanction that precludes them from student leadership;
  - 2.2.1.4 have been enrolled at Stellenbosch University for a minimum of three semesters. A deviation from this requirement for eligibility as a candidate may be granted by the CSLL upon request of the RH. Such permission shall normally not be granted for more than two positions on a house committee;
  - 2.2.1.5 must indicate their understanding and acceptance of the duties of such member, including a commitment to uphold Residence Rules in the residence, 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

- 2.2.1.6 The residence head determines the eligibility of a candidate. The decision of the residence head may be reviewed by the Cluster Coordinator or in the case where it is the residence of the Cluster Coordinator the Director of CSLL or their delegate may review the decision. A request to review the eligibility must be made 48 hours before the election. The request must be addressed to the residence head.
- 2.2.2 Every member in the community can vote and all votes carry the same weight.
- 2.2.3 The RH 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 RH 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 following will be applicable during elections:
  - 2.3.1.1 All residences and CSCs are authorised to hold elections electronically (online) via SUNSurvey or other officially approved SU software.
  - 2.3.1.2 It is the responsibility of the RH/CSC Coordinator to guide the respective communities through the process of finding a procedure that is acceptable to the community and the CSLL.
  - 2.3.1.3 In all circumstances, the continuation of the student community is the main concern.
- 2.3.2 The RH/CSC coordinator, in consultation with the CSLL and the election committee, may implement all necessary steps to ensure that a fair election takes place.

## **3. THE RESIDENCE CONSTITUTION AND THE ROLE OF THE RESIDENCE HEAD (RH)**

### **3.1 Residence Community Constitution**

Every residence community adopts a constitution as part of the house rules that governs the community. House rules remain subordinate to the Residence

Rules in this document. Any house rule which is incompatible with the Residence Rules is without any effect

3.1.2 In the case where a residence community is formed for the first time, or where a residence community is placed under administration the constitution that guides the community takes effect when it is approved by CSLL.

3.1.3 Any amendments to the constitution of a residence community takes effect when it is approved by CSLL. No other student body has the power to delay the moment the constitution takes effect or demand a change in the constitution. Advice of any other body will be advisory only.

### **3.2 The Residence Head (RH)**

The RH is accountable to the CSLL for the general management of the residence.

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

#### The Residence Head

- 3.2.1 is the administrative head of SU in the residence and ensures that the HC and mentors perform their responsibilities;
- 3.2.2 is responsible for the application of the Residence Rules and house rules, both directly and via delegation to the HC;
- 3.2.3 determines, after students have been placed in the relevant residence by the Residence Placement Office, the room allocation of first-year and senior students;
- 3.2.4 supervises the execution of the welcoming programme and reports any irregularities to the CSLL and assists CSLL in appointing a welcoming administrator and manages the welcoming administrator;
- 3.2.5 appoints mentors and manages the mentor system;
- 3.2.6 attends the HC meetings;
- 3.2.7 controls the procedure for the election of the HC, within the relevant residence constitution and rules, before, during and after the election. The residence head resolves all disputes leading from the election after consultation with CSLL;

- 3.2.8 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;
- 3.2.9 manages discipline;
- 3.2.10 has the power to suspend alcohol rules that allow for use of alcohol in the residence;
- 3.2.11 applies the policy on risk management in the residence; and
- 3.2.12 is ultimately responsible and accountable for the implementation and management of the Firearms Policy of SU, as applicable to the specific environment.
- 3.2.13 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 Residence and temporarily relieve him/her from his/her duties as house committee member or any other leadership position;
  - b) any other prohibition which the Residence Head deem appropriate in the circumstances (e.g. not partaking in residence activities or welcoming)
- 3.3 The RH 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 RH always remains with the RH.

#### **4. STUDENT LEADERSHIP**

##### **4.1 The Primarius/Primaria (Prim)**

- 4.1.1 facilitates and coordinates the affairs of the student community in the residence, through experiential leadership. They serve as a key link between the residence community, the Residence Head (RH), and the University's support services. The student leader's role is developmental, providing opportunities to learn and practice community stewardship under the guidance and oversight of the RH. 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 in the residence, the student is responsible for the promoting and upholding compliance with the Residence Rules, the Disciplinary Code for Students at SU and the applicable house rules, in close collaboration with the RH;

- 4.1.3 must, in collaboration with the RH, ensure that HC members execute their duties and that an adequate number of HC members are available after hours and on weekends for general supervision and other services, as prescribed by the RH, general Residence Rules and/or the particular house rules;
- 4.1.4 is chairperson of the HC and the house meeting; is a member of the residence's Disciplinary Committee, and represents the House on applicable forums;
- 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 to the House during a house meeting and presented to the RH. At the end of the term of the HC, the Prim collects the written reports of all the HC members (before the end of September);
- 4.1.10 assists the RH with room placements of seniors in the residence;
- 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;
- 4.1.13 is responsible for the proper management of parking at the residence by ensuring that all vehicles that park in the parking bays allocated to the residence are registered at Transport Services; and
- 4.1.14 in cooperation with the RH, 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 assumes the duties of an HC member;
- 4.2.3 coordinates the residence's Risk Management programme by doing the following:
  - 4.2.3.1 acting as secretary of the residence's Risk Management/Health and Safety Committee;
  - 4.2.3.2 administering the programme according to the guidelines determined by the Risk Management Division;
  - 4.2.3.3 acting as the Emergency Plan coordinator and managing the residence's emergency evacuation plan; and
  - 4.2.3.4 updating and submitting the annual Residence Emergency Plan.
- 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 RH 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 and house rules in general, and among the specific group of students and/or section allocated to them. 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 and house rules, as well as tasks assigned to them;
- 4.3.3 serves as link between a section and/or group of students allocated to them, and the Prim and the RH;
- 4.3.4 manages portfolios as allocated by the Prim;
- 4.3.5 deals with administrative duties as determined by the University;

- 4.3.6 at the start of a period of service, compiles a budget for the portfolios allocated to them for submission to the HC;
- 4.3.7 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 RH, with the extension date set not later than the end of October;
- 4.3.8 immediately hands over to the Treasurer any monies that have been collected for safekeeping and depositing;
- 4.3.9 completes inventory forms about every residence room allocated to them within the first week of the academic year;
- 4.3.10 reports any complaints, damages and repairs to the relevant body or persons;
- 4.3.11 manages public relations for a specific section/group via liaison with the Prim and HC;
- 4.3.12 immediately reports a student illness or hospitalisation to the Prim and RH;
- 4.3.13 reports cases where a summary fine has been imposed upon a student to the HC;
- 4.3.14 is available daily, after hours and on weekends for general supervision and other services, as prescribed by the RH, Prim, general Residence Rules and/or the particular residence's house rules;
- 4.3.15 informs the Prim and RH of their absence of a day or longer in the week or on weekends during their term of service;
- 4.3.16 performs service as HC member until the start of the fourth term;
- 4.3.17 is personally responsible for ensuring that the University's Risk Management Policy is applied strictly and that safety measures are enforced in that section of the residence that has been identified as their sphere of responsibility; and
- 4.3.18 in cooperation with the RH, Prim and Vice-Prim, ultimately is co-responsible and co-accountable for ensuring the implementation and management of the rules on alcohol.

#### **4.4 The Treasurer/Financial Manager**

- 4.4.1 administers all funds and transactions of the residence in terms of the regulations of the Residence Rules, the constitution of the residence and the regulations of the Financial Policy, and in consultation with the Finance Division of the University.
- 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 residence (e.g. house dances, tours, purchase of equipment) is planned according to a separate budget and that the persons responsible manage the function, project or activity within the budget.
  - 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 (Residence 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 RH 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 RH;
  - 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 RH until the financial report has been finalised to his/her satisfaction; and

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

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 residence 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 HC and RH.

#### **4.5 Welcoming Administrator**

4.5.1 CSLL may in consultation with the residence head appoint a welcoming administrator for the residence 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 residence.

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. RESIDENCE FINANCES**

## 5.1 House Fees

- 5.1.1 The amount for the house fees is charged to the students' accounts and paid to the residence house fund.
- 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 treasurer of a specific residence administers the residence funds (refer to the duties of the treasurer) in accordance with the regulations of the Residence Rules, the constitution of the residence, 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).

## 5.3 Financial Management of Residence 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. RESIDENCE FUNCTIONS AND ACTIVITIES

- 6.1 Functions and events of residence 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, CSC, 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 RH. 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 and residences should end by 23:00 and final cleaning packing up should be completed by 24:00 on both weekdays and weekends. No residence event, activity or programme may be held during the two weeks preceding the mid-year examinations and the two weeks preceding the end of year 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 RH/CSC coordinator or based on previous transgressions.

## **7. ALCOHOL IN STUDENT ACCOMMODATION**

- 7.1** Alcohol is not allowed to be stored or consumed in residences (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 house rules applicable to a specific residence for a specific calendar year take effect.
- 7.4.1 Such house rules must aim to promote a positive culture in the student community of the residence, with drinking being limited to Blood Alcohol Content (BAC) of 0,08% in consumers.<sup>2</sup>
- 7.4.2 House rules concerning the use of alcohol in the specific student accommodation will only be effective from the second week of the academic year for undergraduate students, or from the date that the house 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 house rules that allow the use of alcohol in student accommodation.
- 7.4.4 CSLL may on the application of the residence 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 House Rules Concerning the Use of Alcohol**

- 7.5.1 The house 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 house rules for each year must be negotiated with the CSLL before they can be adopted. The RH, visiting head or co-ordinator of the student community first approves the suggested house rules for

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<sup>2</sup> 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/>).

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

- 7.5.3 The house rules must be accepted at a house meeting.
- 7.5.4 The house rules must limit the use of alcohol to certain spaces that is not more than 15% of the common area in the student accommodation, and alcohol is not to be consumed in the individual rooms of residents.
- 7.5.5 The house 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 house rules on the use of alcohol should be limited according to the academic calendar of the year and should take cognisance of times such as examinations.
- 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 RH, visiting head or co-ordinator 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 residence functions, the RH, 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**

### **8.1 Introduction**

At Stellenbosch University, students are welcomed into any student community (including sport teams) in a manner that is friendly, hospitable and affirms

human dignity. These values, which guide all our welcoming processes, are reinforced by our institutional values of respect, excellence, equity, compassion and accountability.

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

The rule about unacceptable welcoming practices applies throughout the year and includes the behaviour of senior students vis-à-vis newcomers.

## 8.2 General

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

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

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

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

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

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

8.2.5.1 Although not closed/exhaustive, the following list contains examples of transgressions (as envisaged in paragraph 8.2.5) that are regarded as **inconceivable** conduct, practices, attitudes or actions in a values-driven community or team, and are thus strictly prohibited:

- a) Any form of physical assault.
- b) Any form of physical contact or belittlement, such as sweating sessions, wearing jackets or ties, or being forced to walk backwards.
- c) Pulling pillowcases, bags or something similar over students' heads.
- d) Any form of mud bath or something similar.
- e) Giving or administering alcohol, food or any other substance, including water.
- f) Applying any substance to students' bodies.
- g) Any form of mental/emotional harm or humiliation, such as wearing absurd clothing, intimidation, abusive remarks or shouting at newcomers or other community members.
- h) Deliberately depriving newcomers of food.
- i) Depriving students of any privileges to which they would normally be entitled, such as using items or facilities such as telephones, cell phones, make-up, laundry machines or time to bathe or shower or use the toilet.

- j) Forbidding newcomers to speak or creating an expectation that newcomers may or should not speak in certain contexts. Also only being allowed to speak to predetermined list of staff or leaders.
- k) Denying newcomers contact with their parents/family members during welcoming.
- l) Forced participation in activities, including group activities.
- m) Any form of personal service to senior students, whether individually or as a group.
- n) Issuing instructions and prescripts to newcomers (such as regarding clothing and having to serve seniors).
- o) Taking any oath of secrecy or giving rise to any understanding in respect of secrecy with regard to welcoming, no matter how indirect this may be. This specifically applies to welcoming or any type of initiation in a more intimate context than the House, such as a team, section floor or any other, similar subdivision.
- p) Providing newcomers with information to memorise, and embarrassing, ridiculing, insulting or humiliating them when they are “tested” on it (in whatever form).
- q) Giving newcomers tasks to perform in front of others (normally senior student or other student communities) and then ridiculing and/or humiliating them during their attempts to do the task.
- r) Expecting or encouraging newcomers to steal private property for whatever purpose, and particularly as a so-called expression of loyalty towards or as a “customary action”/tradition of the House or a part thereof, or even where such a possibility exists, and newcomers are not actively discouraged from stealing or vandalising property.
- s) Expecting newcomers to stay in the residence over a weekend without expecting the same from other students (seniors).
- t) Senior students under the influence, or apparently or presumably under the influence, of alcohol “looking up”

newcomers for conversations or issuing any instructions to newcomers in this state.

- u) Calling newcomers by strange names or humiliating nicknames.
- v) Disturbing students' sleep between 23:00 and 06:00.
- w) Embarking on any trip or excursion with newcomers during the day or night without it being for an official University event.
- x) The Prim and/or the deputy being absent from campus during the welcoming period without the express permission of the relevant RH or CSC coordinator.

8.2.5.2 Although not closed/exhaustive, the following list contains examples of transgressions (as envisaged in paragraph 8.2.5) that are regarded as **unacceptable** conduct, practices, attitudes or actions in a values-driven student community, and are thus strictly prohibited:

- a) Any conduct, action, attitude or practice in which a newcomer is not regarded as a fully-fledged member of that student community (or subsection thereof) from the moment the newcomer reports to the student community. Examples include the following:
  - i. Expecting newcomers to first climb a mountain on their own before they are regarded as part of the group;
  - ii. Barring newcomers from walking over a particular piece of lawn or using certain staircases, elevators, corridors, entrances or walkways, or something similar for a period and then lifting such ban at a later stage;
  - iii. Failure by senior students who are aware of a practice or expectation mentioned in (a) above to immediately rectify it, or report it for rectification;
  - iv. Expecting newcomers to wear the same clothing (house shirt or something similar) for a period after classes have already commenced;
  - v. Denying newcomers the same right to vote as other house members at a house meeting or having their votes count less; or

- vi. Referring to newcomers as a group and as individuals, not by the newcomer's name or the collective name of the house, but by a name that outsiders may interpret as an abusive or humiliating name, such as "blougat", "saad", "jar", "djar" etc.;
- b) Any conduct, action, attitude or practice that restricts newcomers' freedom of movement as individuals or as part of a group. Examples include the following:
  - i. Leading newcomers to believe that they are not allowed to visit certain parts of town or establishments; and
  - ii. Leading newcomers to believe that, for a period, they are not allowed to visit certain places such as clubs or other meeting places, the Neelsie, the Library or the Study Centre, or to remain there for extended periods.
- c) Conducting a house meeting in such a way that hampers newcomers' integration into the University or exploits their lack of knowledge of the environment. Examples include the following:
  - i. Having excessively long house meetings (lasting more than 120 minutes).
  - ii. Taking decisions (also in jest) that impose certain duties on newcomers, such as guarding the House at night, where some newcomers may be under the impression that the decisions were meant seriously (particularly considering that not all students are proficient in all languages used at the house meetings).
  - iii. Having mostly newcomers sit on the floor or objects other than chairs, while other students may sit on chairs.
  - iv. Making personal remarks about newcomers without decisive intervention by the person presiding over the meeting.
  - v. Seniors tabling false motions aimed at humiliating, misleading, making fun of, ridiculing or making a laughingstock of newcomers.
- d) Using forms of address such as "lady", "juffrou", "meneer" or something similar during the welcoming period, where these could easily be replaced by calling the student (senior or newcomer) by their name, or where there is no

expectation that this form of address will be used in that student community for the rest of the year.

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

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

- a) Making newcomers wear name tags on campus without expecting seniors of the House to do the same.
- b) Campus competitions making demands particularly on newcomers' time, thereby consuming a considerable share of their time (at the expense of their academic work).

- c) Senior students (including HC members) striking a stern attitude under the guise of professionalism, which outsiders may interpret as an unfriendly and unwelcoming attitude towards newcomers.
- d) Wearing HC jackets and/or high-heeled shoes in order to create the impression of a power hierarchy.
- e) Screaming to make themselves heard in a large group.
- f) HC members growing beards for the welcoming period, even though they do not normally wear beards.

### 8.3 The Welcoming of Newcomer Students in the Context of the House

- 8.3.1 Welcoming of newcomers is the responsibility of the ResEd coordinator of the cluster of which the residence or CSC forms part, the management structures of the cluster, the relevant RH, and the HC of the particular House.
- 8.3.2 On a date in the year preceding the welcoming of newcomer students and as determined by the CSLL, the RH, Prim and HC of each House will: (i) have prepared a full welcoming programme agreed upon with the ResEd coordinator and cluster management and signed by the RH, Prim and the HC, and (ii) submit this to the CSLL. **Please note:** An agreed welcoming programme does not imply that all activities mentioned have been approved, but merely that the activities that appear on the programme will form part of the welcoming programme. Approval for an activity becomes effective only after it has been completed in a manner that complies with the spirit of the institutional values regarding welcoming. Therefore, when an agreed-upon activity constitutes an unacceptable welcoming practice in the manner of its execution, SU has not granted final approval for an activity of that nature. This leaves no room for arguing that the activity forms part of the programme and thus may be executed in a manner that could constitute a power hierarchical practice.
- 8.3.3 When drafting a welcoming programme, it is important to ensure that the programme welcomes newcomer students in a friendly, hospitable and dignified manner and informs them of the following:
  - a) The nature and purpose of the welcoming programme.
  - b) The cluster, residence, CSC and university ecosystem.
  - c) The supporting infrastructure that promotes academic activities.

- d) Positive and constructive activities, traditions and customs of the environment consistent with a value-driven system.
  - e) Co-curricular engagements and opportunities for developing individualism and independent thought.
  - f) The nature and essence of the values, ethos, mission and objectives of Stellenbosch University.
- 8.3.4 For the sake of good order in a House, rules and customs must be conveyed clearly, emphasising the official purpose of welcoming, including the ethos and values of the particular House and the University in general.
- 8.3.5 The welcoming programme activities must be described properly so that someone who reads the programme can form a fair idea of what is envisioned with a specific activity and the purpose thereof. It will be regarded as a transgression to describe an activity in a misleading way, or to conceal the true nature of an activity to such an extent that one can only conclude that the intention was to mislead.
- 8.3.6 No activities may be conducted outside the town boundaries of Stellenbosch. All requests to conduct activities outside town boundaries during welcoming week shall be considered by the ResEd coordinator on an ad hoc basis. Such requests as part of the welcoming programme must be accompanied by a full motivation and a specific indication of the measures taken to ensure students' safety.
- 8.3.7 Activities on the Tygerberg campus are confined to the boundaries of the Tygerberg campus, except for those events that may also occur in Stellenbosch in accordance with the official Welcoming Programme. All requests from residences and CSCs that wish to conduct activities outside the boundaries of the Tygerberg campus during welcoming week shall be considered by the ResEd coordinator on an ad hoc basis. Such requests must be accompanied by a full motivation and a specific indication of the measures taken to ensure student safety.
- 8.3.8 Welcoming programmes are compiled for the period starting on the day when newcomers arrive until 17:00 on the day prior to the first day of class. In addition, the house management is responsible for making the necessary arrangements (both proactively and reactively) to prevent any unacceptable welcoming practices by community members, especially seniors. Where these arrangements fail to prevent such behaviour, the house management, along with the relevant University structures, remains responsible for rectifying it.

- 8.3.9 Welcoming activities in Houses may not clash with activities aimed at the academic (faculty programmes) or administrative (e.g. registration) integration and welcoming of newcomers as they appear in the University's Welcoming Programme, and may only be planned for the time slots provided for this purpose in the latter programme.
- 8.3.10 Transgressions of the provisions and prescripts in respect to the welcoming of newcomers must be reported immediately to the RH, the ResEd coordinator and, thereafter, to the CSLL for further action.

#### **8.4 Integration Initiatives and Other Group Activities for Students**

- 8.4.1 Every community must ensure that all traditions and customs within its environment adhere to these rules.
- 8.4.2 Potential transgressions or deviations in this regard must be reported immediately to the residence head/CSC coordinator, the ResEd coordinator and, thereafter, the CSLL.

#### **8.5 Examples of Transgressions**

The following list contains examples of the practical application of the principles described in 8.2.5 above for illustrative purposes. The list draws on the experience on various University campuses.

- a) Senior students contact newcomers any time of the day or night and order them about with various tasks to perform on the seniors' behalf.
- b) Seniors force newcomers to perform various tasks, such as to clean a room or apartment of the senior's friends.
- c) Newcomers are expected to wash a group's dishes/take turns to wash dishes according to a schedule containing only newcomers' names.
- d) Newcomers are expected to go shopping in town for seniors.
- e) Seniors expect newcomers to eat only certain foods for a week (e.g. peanut butter sandwiches).
- f) Seniors expect newcomers to stand in the dark and repeatedly listen to the same music (song).
- g) Seniors disturb newcomers' sleep by waking them periodically, or by instructing them to do menial tasks every now and then, or by ordering them to do physical exercises at night.
- h) Seniors blindfold newcomers, drop them off several kilometres from campus, and then instruct them to find their way back to the residence on their own.

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

## 9. VISITORS IN RESIDENCES

**(The rules for visitors will be phased in with the aim to have it applicable to all residence communities. This is to allow for structures such as door monitors to be in place for all communities and for structural changes to buildings that might be necessary. To allow for this phasing in, student communities may apply to phase in the provisions of 9.2.4).**

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

The rules for visitors provide a support structure for the house rules of each community. Different communities may require different measures and may make

house rules that are more restrictive than these rules. However, house rules that breach the rules listed below are of no force or effect.

## **9.1 Application of these Residence Rules**

- 9.1.1 All SU student accommodation can, through an ordinary majority in a house meeting or in a house committee meeting, place more restrictive measures on any rules provided in this clause.
- 9.1.2 In the case where more restrictive measures are put in place, each community needs to review these rules on an annual basis as determined when more restrictive measures are adopted.
- 9.1.3 The rules for visitors must be incorporated into the house rules of the community. Should the community not have any formal rules in place, these rules set out below will apply. House rules cannot set visiting hours beyond the visiting hours indicated below.

## **9.2 Visiting Hours**

- 9.2.1 Visitors are allowed in SU student accommodation spaces between the following times:
  - 9.2.1.1 Monday - Thursday: 10:00 - 00:00
  - 9.2.1.2 Friday - Sunday: 10:00 - 01:00(Communities have the right to further restrict the indicated times.)
- 9.2.2 Roommates have the right to refuse visitors to a room and, together with other directly affected members, need to be accommodated and informed of visitors to a room. Students directly affected include those in the immediate vicinity or sharing the same section.
- 9.2.3 Normally, students are not permitted more than two visitors per room. The number of visitors per resident and per room may be limited in the house rules.
- 9.2.4 A visitor logbook or similar tracking system must be kept accessible to keep record of visitors during all hours. Information on visitors should include:
  - 9.2.4.1 Name and surname of the visitor
  - 9.2.4.2 Name and room number of resident being visited
  - 9.2.4.3 A form of identification.
  - 9.2.4.4 Indication of time when visitor arrived (signed in) and left (signed out) the community

- 9.2.4.5 Acknowledgement by the visitor's signature that they received the above-mentioned (par 9.2.4.3) document
- 9.2.5 A resident in the community takes responsibility for their visitor and is co-responsible for the actions of their guest throughout the guests' interactions within the community, including any damages and other related disturbances.
- 9.2.6 For safety reasons, no unaccompanied guests are allowed in the community. All guests therefore must always be accompanied by a resident.
- 9.2.7 In exercising its discretion, the community reserves the right to request a guest to leave for any reason.

### **9.3 Toilet Facilities**

Visitors should make use of the appropriate toilet facilities available.

### **9.4 Non-compliance**

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

### **9.5 Sleepovers**

No sleepovers are allowed in any SU student accommodation.

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

Raids and attacks, and incitement to raids and attacks, by students on any residence 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 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. BEHAVIOUR

### Quiet Times

- 11.1 It is the responsibility of residence students and their visitors to act in such a manner to ensure that academic quiet times are respected and that makes it possible for the occupants of a residence to study without disturbance.
- 11.2 Residence students and their visitors should always act in such a manner that no discomfort or disturbance of peace is caused to the occupants of a residence or other residences in its vicinity.
- 11.3 Quiet periods must be maintained at least during the following times, with the option for residences to also determine their own quiet hours per community:  
Sunday - Thursday:  
08:00 until 12:30, 14:00 until 16:30, 19:00 until 21:00, and 21:30 until 08:00 the following morning.  
Friday - Saturday:  
08:00 until 12:30, 14:00 until 16:30, and 23:30 until 08:00 the following morning.
- 11.4 A residence may implement more restrictive quiet times during an examination period.
- 11.5 After consultation with the RH, the House Committee may adjust quiet times for specific agreed events.
- 11.6 It is the duty of the House Committee to ensure adherence to quiet times in a residence and to act decisively in the case that there is a deviation from the rules.

## 12. DISCIPLINARY PROCEEDINGS

### 12.1 General

This procedure has been created in accordance with the Disciplinary Code for Students of SU<sup>3</sup> (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:

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

- 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 or the house 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 relevant RH/CSC Coordinator, or their delegate as identified in the house rules to address it in line with 12.2.3.
- 12.3.2 The RH/CSC Coordinator or their delegate, as identified in the house rules, decide how to deal with the matter in line with the house rules and clause 20 of the SU Disciplinary Code for Students.
- 12.3.4 When receiving a complaint that constitutes Residence Misconduct, the RH / CSC Coordinator may consult with the Director of the Centre for Student Life and Learning (or his delegate) to ensure uniformity in handling residence misconduct.

### **12.4 Student Communities (Residences and CSC wards)**

Residences and CSC wards are subject to the Residence Rules and house rules, where applicable.

- 12.4.1 Residences and CSC wards may prescribe rules for the conduct of their students in house rules.
- 12.4.2 A breach of the Residence Rules and the relevant house rules constitutes a Residence Misconduct. A breach of the Residence Rules or the house 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 RH, the House Disciplinary Committee, and the Residence Disciplinary Committee (RDC).
- 12.5.2 A breach of the Residence Rules and the relevant house 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 house rules, or that was selectively directed at a fellow student of the same residence.

## **12.6 The Residence Head**

- 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 RH in authority over the Residence in which the incident arose. The relevant RH 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 RH 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 RH may furthermore temporarily suspend a student from the residence with immediate effect if, on the facts available at the time, the RH 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 RH 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 RH 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 responsible for the management of student residences shall have residual authority to exercise any of the functions of the RH if the RH 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 (RH or the nominee of the RH);
- b) the RH 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 house rules).

12.7.1.2 The evidence leader and additional members to the HDC are appointed through a fair and transparent process. If the house rules are silent on the appointment or if, for another reason, a

HDC cannot be appointed, the RH appoints the HDC. The chairperson of the HDC appoints the evidence leader for a particular hearing in consultation with the RH if the RH is not the chairperson.

- 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 RH if the RH 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, RH 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 RH/CSC Coordinator, 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 RH 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.

#### **12.7.7 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 residence community belong 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 Residences**

14.1.1 The Alumni of a residence 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 residence and refrains from influencing the current residence 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 RH, 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 RH 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 residence space for alumni activities by alumni is the responsibility of the RH.
- 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. PROTOCOL RE CONTROL OF NOTIFIABLE MEDICAL HEALTH ISSUES IN STUDENT ACCOMMODATION**

In order to protect students, staff and visitors, SU manages health in residences (including, for example, the ongoing Covid-19 pandemic) and complies with national regulations in relation to notifiable health issues.

When it is necessary to deal with health issues in residence communities, additional rules (additional health rules) may be implemented about visitors, sanitising, isolation or self-isolation, vaccination and gatherings, etc. Any Residence Rules that are inconsistent with the additional health rules are superseded by the additional health rules.

When Campus Health, in consultation with the CSSL, determines that the risk of spreading a disease in a specific SU student residence should be managed due to an increased risk to life and health, measures (and rules) may be introduced for a limited time to allow for containment and to minimise the risk of spreading the disease.

Please refer to an example of the protocols and rules in place in relation to the management of Covid-19.

## **16. SMOKING**

- 16.1 Smoking is prohibited in all student residence 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 residence-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.