



SEFAKO MAKGATHO
HEALTH SCIENCES UNIVERSITY

**POLICY AND PROCEDURES
STUDENT RESIDENCE POLICY**

POLICY NUMBER	STUDENT RESIDENCE POLICY AND PROCEDURE	POLICY OWNERS	STUDENT ADMINISTRATIO N AND AFFAIRS
APPROVAL DATES		COUNCIL	23 OCTOBER 2020
MANCO			
SENATE		REVISION DATE	ANNUALLY ON CONSENSUS BASIS



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY RESIDENCE POLICY

VISION

Our vision is to provide living and learning residence community that is supportive of the University's vision of being "The benchmark institution providing holistic health sciences education that meets the health needs of the individual, the family, the community and the population".

MISSION

We aim to achieve our vision by:

- Providing residence facilities that are conducive for living and learning;
- Providing safe, secured and well maintained residence facilities;
- Providing residence programmes and activities that encourage student's realization of their potential;
- Providing leadership opportunities through House Committee structures and leadership training;
- Celebrating student's academic achievement, diversity, internationalism and multiculturalism;

VALUES:

- Commitment
- Integrity
- Relevance

MOTTO

Knowledge for quality health care services

DEFINITION OF TERMS

Academic year shall mean an annual period during which a student attends a university. That stretches from the date of registration at the commencement of a student's study in an academic year and terminates on the last scheduled date for registration in the subsequent calendar year.

Assault shall mean an act that threatens physical harm or unwanted physical contact upon another person, whether or not actual harm is done, and may result in disciplinary actions, criminal prosecution, and or civil liability.

Crime shall mean an intentional unlawful act that is deemed socially harmful, dangerous, prohibited, and punishable under the criminal law by way of a fine, restrictions or imprisonment.

Dangerous weapon shall mean an instrument or device such as brass knuckles, broken bottles, blade, crossbow, firearm, garden tools, knife, sword, knobkerrie, hammer, pepper spray, slingshot, spear, sports equipment, tomahawk, etc. of any kind which under the circumstances in which it is used, attempted to be used, or threatened to be used is capable of causing serious bodily harm or death if it was used for an unlawful purpose.

Drug shall mean legal (alcohol, dagga, tobacco) and illegal substances (cocaine, dagga, ecstasy, heroin, Mandrax, methamphetamines or mixture of various substances) that are not intended for use in the treatment, cure, prevention or diagnosis of disease and which have a negative effect to the user and other people.

Fine shall mean a punishment imposed by the Student Disciplinary Committee which may be in the form of a fee not exceeding 5% of annual residence fees which a

student is required to pay or a community service which a student may be required to perform within SMU context for not adhering to residence rules.

Illegal drug shall mean all mind altering substances used for recreational purposes but prohibited by the legislation of South Africa and University rules, and have a negative impact on the health and well-being of the user and others such as cocaine, heroin, inhalants, ketamine, marijuana, methamphetamine, etc.

Murder shall mean intentional, unlawful killing of another person without justification or excuse

Penalty shall mean a punishment imposed or incurred for violating University rules and regulations such as prohibition from partaking in residence student related activities, or payment of damages, loss, or costs incurred by the University, suspension or expulsion from University residences which will be determined by the University Disciplinary Committee

Rape shall mean unlawful sexual intercourse or any other sexual penetration of the vagina, anus, or mouth of another person, with or without force, by a sex organ, other body part, or foreign object, without the consent of the victim

Residence shall mean on campus or off campus accommodation facility owned or leased by the University to serve as a living and learning space for registered students

Residence Council shall mean a forum consisting of elected House Committee Members, Chairperson of Residence Committee and Residence Managers aimed addressing issues relating to residences

Residence House Committee shall mean the body of students elected by each residence to serve students of that residence

Residence Manager shall mean a staff member appointed by the University to assist with administration or management of an allocated on campus or off campus

residence facility, provide required support to advance academic excellence of students and ensure that residences are conducive for living and learning.

Student shall mean a person registered as a student at the University for a degree or a diploma, or any other program approved by the Senate and the Council

Student Representative Council shall mean the student representative body contemplated in section 35 and paragraph 67 of the Higher Education Act and the Statute of the University, respectively, with the mandate determined in the said legislation and constituted in accordance with the prescripts of this constitution.

University shall mean Sefako Makgatho Health Sciences University

University Council shall mean the University Council as contemplated in the Higher Education Act and the Statute of the University

Vandalism shall mean an action involving deliberate destruction of or damage to the University's residence property in a manner that defaces, mars or otherwise adds a physical blemish that diminishes the property's value.

Visitor shall mean any person granted a written permission to access on campus or off campus residential facility temporarily for University business, academic purposes, family, or friendship related matters

ACRONYMS

HOD: Head of Department

HC: House Committee

HCEBC: House Committee Elections Ballot Committee

EIEB: External Independent Electoral Body

JHC: Joint House Committee

MANCO: Management Committee

SAPS: South African Police Services

SMU: Sefako Makgatho Health Sciences University

SRC: Student Representative Council

1. PURPOSE

The Residence Policy is intended to ensure the equitable and efficient management and administration of the Sefako Makgatho Health Sciences University residences (SMU). It will inform and control the selection and placement of students in order to achieve maximum occupancy levels in all University owned and administered residences. Room changes, cancellations and inter-campus transfers, discipline and student governance will be regulated by this policy.

2. SCOPE

This policy shall be applicable to full-time contact students and occasional students who apply for admission to university owned and regulated residences including leased accommodation.

3. RESIDENCE ADMISSION

- 3.1 Registered students of SMU may apply for University residence accommodation as provided for in this policy.

3.2 It is the responsibility of a student applying to stay in University residences to be familiar with policies, procedures, rules and regulations applicable to residences.

3.3 Admission and Readmission:

3.3.1 Admission to residence shall be reserved for students registered for a full time degree.

3.3.2 Applications for admission and readmission to residences shall be considered on an annual basis.

3.3.3 On termination of registration as a full-time registered student, residence registration shall be forfeited.

3.3.4 University Management shall determine the Residence Admission and Readmission criterion which may take the following into account:

(a) Where a student has been found guilty of misconduct;

(b) Continued violation of rules in residences

(c) Causing damage or loss to residence property

(d) Termination of residence during an academic year may occur after a student has been found guilty by the University Disciplinary Committee.

(e) In determining admission and readmission of a student who is refused admission/readmission because of misconduct, the student shall appeal to the office of the Executive Director Student Affairs and Residences who will take the final decision.

3.3.5 Before a student is admitted in residences, a prescribed upfront payment shall be required as determined by the Student's Fee Policy.

3.3.6 The deposit shall be forfeited if, on termination of residency, the student had not paid in full all residence fees or caused damage or loss in any way to the residence.

4. RESIDENCE FEES

- 4.1 The residence fees and method of payment are determined by the University Council.
- 4.2 Residency is normally allocated for an academic year excluding **winter** and **summer** vacations.
- 4.3 A student who is admitted to residence will be liable for the full residence fees for the academic year.
- 4.4 Termination of residence during the course of the academic year shall be regulated in terms of provisions of the Student Fee Policy.

5 BOARDING AND LODGING

SMU students' residences will be opened during the academic year at such times as will be determined by the University Council.

- 5.1 A new student who has received a room assignment must take occupancy within two weeks after their date of registration.
- 5.2 A returning student who has received a room assignment must take occupancy of the room by the last day of registration of the particular academic year or by the occupancy date indicated on the acceptance letter.
- 5.3 Students who have been assigned a room and subsequently decide not to occupy it, will forfeit their residence deposit.
- 5.4 A student shall not allow a person or another student an overnight stay in his/her room without the permission of the Residence Manager.
- 5.5 Students who do not write examinations and do not have clinicals shall vacate the residence within 48 hours of the termination of lectures.
- 5.6 Students who are writing examinations shall vacate the residence on the day the University closes

6 ROOM ASSIGNMENT PROCESS

6.1 RETURNING STUDENT

- 6.1.1 Every year in July, the student residence office shall publish policies and procedures regarding room assignments for the subsequent academic year.
- 6.1.2 Room assignment shall be provided to registered SMU students who require accommodation either on campus or off campus university accredited residences depending on availability of rooms, their level of study and clinical requirements.

6.2 WAITING LISTS

- 6.2.1 Students who may not be offered room assignments immediately, shall be placed on a waiting list. The waiting list shall be valid for one semester.
- 6.2.2 The student residence office will make room assignment based on availability of space.

6.3 CANCELLATION OF RESIDENCE REGISTRATION

- 6.3.1 Cancellation of the occupancy of a room offered to a student shall be done in writing by a student, and a letter of cancellation shall be submitted to the Residence Manager's office. A student should keep a Residence Manager's acknowledgement of receipt of such a cancellation.
- 6.3.2 Submission of residence cancellation shall be done two (2) days before the actual room evacuation.
- 6.3.3 Electronic cancellation of an allocated room shall be effected by the Residence Manager concerned.

7 RESIDENCE PROPERTY

- 7.1 Residences are the property of the University and shall not be damaged in any way. In an event of damage or unauthorized alterations, compensation will be claimed from responsible parties.
- 7.2 The University is not responsible for the damage, destruction and loss of a resident's property.

8 RESIDENCE ADMINISTRATION

- 8.1 Maintenance and management of a residence shall be the responsibility of the Residence Manager.
- 8.2 The Residence Manager shall be responsible for the general cleanliness and safety of residences and may impose appropriate directives and institute measures such as room inspection.
- 8.3 Residents are responsible for the cleanliness of their rooms.
- 8.4 A resident who has a complaint against any residence staff member may lodge it with the Head of Residences.

9 RULES AND REGULATIONS OF RESIDENCES

A student residing in University residences shall abide by all University rules and residence rules including the following:

- 9.1 Respect and comply with rules and regulations of the residence
- 9.2 Respect the individual rights of choice and opinion of their residence
- 9.3 Keep residential environment in a clean living condition
- 9.4 Comply with all rules, regulations and policies of the University
- 9.5 Report whatever irregular deeds by own or fellow students in and around residences
- 9.6 Make use of facilities with responsibility and accountability in accordance with rules and regulations of residences
- 9.7 Abstain from all conduct which discredits the University in residences

- 9.8 Avoid to dispose of University property without permission from the Residence Manager.
- 9.9 Not put University into disrepute
- 9.10 At all times, be in possession of the student card, and shall on request produce the card when entering the residence.
- 9.11 Not harbour any unauthorized persons in residences.
- 9.12 Not cook in student rooms except in designated areas
- 9.13 Not infringe rules in residences; infringement of any rules by residents shall be subjected to disciplinary procedure.

10 RULES CONCERNING VISITORS IN STUDENTS' RESIDENCES.

- 10.1 All students who will be having visitors must first report to the Residence Manager.
- 10.2 It will be the responsibility of the student visited to ensure the behaviour of his/her visitors complies with rules and regulations of the University.
- 10.3 Visitors and non-resident students are not allowed to stay overnight in the host resident's room except where permission is granted by the residence manager and consent is obtained from the roommate in a double room environment.

11 VISITORS

- 11.1 Visitors must make necessary arrangements and obtain permission from the Residence Manager to gain admission to residences.
- 11.2 Visitors shall not bring along with them weapons in the student residence.
- 11.3 The host is liable for the actions of the visitor during their stay in residences
- 11.4 University residence authorities reserve the right to have access to any room in the residence as and when required.

12 HEALTH AND ILLNESS

12.1 PREGNANCY

- 12.1.1 Create reasonably practicable conducive living and learning residence facilities that will enable pregnant students to continue with their studies and complete academic programme.

12.2 ILLNESS AND MEDICAL CONDITIONS

- 12.2.1 Any illness or disability that may affect a resident's participation in organized house activities must be reported timeously.
- 12.2.2 A medical certificate confirming such a condition and also specifying exemption from such activities should be submitted to the Residence Manager.
- 12.2.3 The Residence Manager must be informed about students who are confined to bed due to illness.
- 12.2.3 Campus Health Clinic is available on campus, but it is the resident's responsibility to obtain any other type of medical treatment elsewhere if needed.

13 SAFETY AND SECURITY

13.1 SECURITY AND ACCESS CONTROL REGISTER IN RESIDENCES

- 13.1.1 All persons must first report to the reception before entering the residence.
- 13.1.2 The receptionist will issue a residence permission card to the host and the host will in turn submit his/her student card to the receptionist for the period of the visit.
- 13.1.3 All the details of the host will be noted in the Access Control Register, including the room number, time of arrival and time of departure.
- 13.1.4 The resident (host) will hand in his/her visitors' residence permission card when the visitor leaves the building and at the same time, the resident (host) will collect from the receptionist his/her student card.

13.1.5 The Access Control Register will be kept and updated by the receptionist at all times.

13.1.6 Defaulters of the above procedures will face disciplinary action.

14 RESIDENCE ACTIVITIES

14.1 EVENTS/FUNCTIONS

Students wishing to have events/functions in the residence shall:

14.1.1 Submit a written request to the Residence Manager seven day before the event;

14.1.2 The Residence Manager shall in consultation with the House Committee grant or deny permission for such a request;

14.1.3 In granting permission, the Residence Manager and House Committee shall designate the area, stipulate conditions under which a student event/function may be held, including the number of guests and the duration of the event;

14.1.4 No event/function shall be held during week days;

14.1.5 No alcohol shall be permitted in the residence;

14.1.6 No event/function shall take place in residences two weeks before examinations;

14.1.7 No event/function shall be allowed during examination time;

14.1.8 The host shall be responsible for the damage and vandal acts incurred during the function;

15 VACATION ARRANGEMENTS

15.1 All students are required to vacate residence during University vacation and recess periods.

15.2 Residences shall be closed during University vacation periods unless other arrangements shall have been made.

15.3 Students will be given 48 hours to vacate residences after all examinations have ended.

- 15.4 Students who remain in residences during vacation must acquire permission or approval from the Dean of the School or Deputy Director: Residences and Sports in case the request is in relation to sports matters.
- 15.5 Applications to remain in residences shall be made through the Dean of the School.
- 15.6 The particular Dean of the School or Sports Department shall be liable for specified tariffs (payments) as determined by the University.
- 15.7 Room allocation that will take place during vacation, arranged by any structure or organization will be charged at daily rate per member at a special tariff determined by the University from time to time.
- 15.8 Major fumigations in all student residences will be done during Winter and Summer vacation.
- 15.9 Minor and odourless fumigation may also be done during the course of the year in the presence of students in their rooms.
- 15.10 For effective major fumigations, all students must remove/take all their properties and all lockers in rooms shall remain empty and open.
- 15.11 The University will not be held responsible for any loss or damage of students' property during vacation periods.
- 15.12 Renovations shall take place during Winter/Summer vacation or anytime when the University deems it fit that a certain student residence needs urgent repairs or renovations.
- 15.13 The above will be communicated to students in time and students may temporarily be provided with an alternative accommodation.
- 15.14 Students must remove all their belongings from their rooms during vacation periods.
- 15.15 Limited storage facility will be provided to students during vacation periods.
- 15.16 Students who have not applied for residences the following year shall not be allowed to store their belongings. Stored items/belongings shall be accessed at the beginning of the term.

16 MANAGEMENT OF RESIDENCE KEYS

- 16.1 Keys shall remain the University property
- 16.2 All keys shall be submitted to the Residence Managers at the end of the year or when room cancellation is done during the year.
- 16.3 Students who do not submit room keys shall be liable to a fine which will be debited into their student account.
- 16.4 Grand master keys shall remain in the custody of the Residence Managers and should be accessible as and when required.
- 16.5 Exchanging or giving a key to any other person by resident shall not be allowed.
- 16.6 Student with stolen/lost keys shall immediately report to the Residence Manager who shall arrange for the replacement of the key, or locking mechanism, associated cost for such replacement shall be charged to the student's annual fee account.

17 VANDALISM

- 17.1 Vandalism is a serious offense, and if committed, it must be reported immediately.
- 17.2 The Occupational Health and Safety Regulations shall be observed at all times. If equipment such as fire extinguishers, alarms, public phones, turnstile gate etc., are found tampered with, this shall be considered as vandalism.
- 17.3 Residents shall report breakages to the Residence Manager and the Residence Manager shall in turn report the breakage to the Deputy Director of Safety and Security and thereafter to Technical Service Helpdesk.
- 17.4 Investigations shall be conducted and the perpetrators shall be brought to book through a disciplinary hearing.

18 UNAUTHORISED OCCUPATION/SQUATTING

- 18.1 Students who are caught/found to have accommodated unauthorized persons will be called for disciplinary hearing.

- 18.2 Any unauthorized persons found in the residences after visiting hours shall be regarded as trespassers and may be prosecuted.
- 18.3 Minor children are not allowed in residences

19 TRADING AND SELLING

- 19.1 Any form of trading and selling is not allowed in residences, except in areas designated by the University.
- 19.2 A student shall not use student residences for commercial or business purpose.
- 19.3 A student shall not sell or distribute any intoxicating beverages or any drug dependence producing substance.
- 19.4 Public drinking is prohibited.

20 DANGEROUS WEAPONS

- 20.1 The following is prohibited: Bringing or attempting to bring onto the premises of the University or any premises controlled by the University, or have in his or her possession or control, or supply predispose of, to any other person within the premises of the University or premises controlled by the University, or attempting to do so, a fire-arm of any kind or any other dangerous weapon or object that is ordinarily used or could be used for the infliction of bodily harm, explosive or fuel, or the presence that such weapon, explosive or fuel will be used on any premises of the University, or aiming any fire-arm at any person or threatening to use any fire-arm or any other dangerous weapon or explosive device as well as refusal to forthwith hand it over to a person with the South African Police Services (SAPS).

21 AMENITIES

- 21.1 Only portable appliances will be allowed into residences. The following are regarded as portable:
- a) Iron
 - b) Kettle
 - c) Fan heater
 - d) Small refrigerator – 300L including freezer compartment
 - e) Portable Radio – 60 -100 watts
 - f) TV
 - g) Personal computer
 - h) Microwave

22 STUDENT ROOMS

- 22.1 The student residence is the property of the University and shall not be damaged in any way.
- 22.2 No students in the residence shall without prior permission by the Residence Manager exchange rooms allocated to them.
- 22.3 All University furniture and equipment shall not be removed from any part of the residence without approval by the student residence personnel.
- 22.4 No student shall temper with electrical wiring or fittings.
- 22.5 The University reserves the right to inspect residences.
- 22.6 Residence students shall not do any alterations to the room or electrical equipment, cameras, network cables, and alarm systems in residences.
- 22.7 Noise shall not be allowed in residence
- 22.8 No student shall be allowed to interfere with the Residence Manager, Member of the Housing Committee while executing his/her official duties.
- 22.9 A student interfering with the Residence Manager and/House Committee Member while executing his/her office duties will face disciplinary action.

23 INDEMNITY

- 23.1 The University shall not be held liable for any loss or damage to a student's property or that of their visitor or any other person in the residence, except where negligence on the part of the University or its employees has been determined through a duly authorized investigation.

24 DISCIPLINARY PROCEDURE

- 24.1 There shall be discipline in students' residences.
- 24.2 Disciplinary procedures in students' residences shall be conducted as follows:
- 24.3 The Residence Manager will investigate the matter as reported by the student complainant and he/she will further constitute a Hearing Committee which will comprise of the following members:
- (a) Two Residence Managers and one Residence Manager of the affected residence will be the Committee Chair.
 - (b) One member from Safety and Security Department
 - (c) Two members from student residences House Committee. That is the Chairperson and Disciplinary Committee member
- 24.4 The above committee shall make recommendations based on sufficient evidence given.
- 24.5 The committee has powers to make the following recommendations in terms of sanctions:
- (a) Suspension of the suspect from the residence for a certain period if found guilty.
 - (b) Expulsion of the suspect from the residence for a particular time.
 - (c) Inform parents of the suspect
- 24.6 In case the suspect is not satisfied with the recommendations made by the above Committee, then the suspect can appeal according to the University Disciplinary Code as indicated in the University General Calendar.

24.7 In case of the following crimes, the matter will be referred to the South African Police Services (SAPS) through the Safety and Security Department.

- a. Rape
- b. Assault
- c. Possession of illegal drugs, unlicensed firearm, and dangerous weapons
- d. Murder

24.8 Violation of the above set of rules will be treated as a serious misconduct.

25 PENALTIES

Student Disciplinary Committees of the University may, insofar as they apply to each body, impose any, or a combination of the following penalties:

- 25.1.1 Expulsion from the University;
- 25.1.2 Suspension from the University for a specific period of time, subject to conditions which are justifiable on educational grounds and acceptable within the institutional culture of the University;
- 25.1.3 Permanent expulsion from a residence, or refusal of access to all or some of the buildings, land or services of the University or re-admission only subject to specific conditions;
- 25.1.4 Suspension from attending classes for a specific period, either totally or only in respect of a specific course(s)/module(s).
- 25.1.5 Refusal of admission to any examination or test, which includes forfeiture of any marks already obtained and the cancellation of any subject or module(s).
- 25.1.6 Imposition of a fine, which may not exceed an amount equal to the fees payable by the student for a particular year;
- 25.1.7 Refusal or readmission to the University for a specific period or permanently;
- 25.1.8 Disallowing of specific student privileges, with or without conditions that are justifiable on educational grounds and acceptable within the institutional culture of the University;

- 25.1.9 Imposition of any other penalty, combination of penalties or suspended penalty that, from the educational point of view is reasonable and fair in the circumstances;
- 25.1.10 Severe admonition and caution;
- 25.1.11 Prohibit a student from taking part in student related activities that fall under the sponsorship of the SRC for a specified period of time;
- 25.1.12 Payment to repair any damages, loss or costs incurred by the University caused by the student.
- 25.1.13 The committee may suspend any punishment that it imposes, other than admonition and caution on such condition or conditions and for any period as it considers fit.
- 25.1.14 The fine imposed to the offender will be determined by the disciplinary committee.

26 RESIDENCE HOUSE COMMITTEE

Each residence of SMU shall elect the House Committee which will be a representative body of that particular residence and shall coordinate joint student activities and help in exercising discipline.

26.1 MEMBERSHIP

- 26.1.1 Membership to the House Committee shall be open to students in a residence for one year.
- 26.1.2 Membership shall cease in the following instances:
 - (a) If a member hands in a written resignation to the Residence Manager.
 - (b) If a two thirds majority of a duly constituted house meeting accepts a motion to call for the resignation of a member or passes a vote of no confidence in the entire House Committee.

- (c) If a member is found guilty of any offence by an official disciplinary structures of the University, unless pardoned by the Vice Chancellor with written reasoning to the SRC.

26.2 COMPOSITION

- 26.2.1 Students shall elect from its members annually a committee to represent residents.
- 26.2.2 A student shall be eligible for election to the House Committee if he/she in case of undergraduate and honours students, has been promoted to the next academic year based on the end-year examination results of the previous academic year and has passed at least 75% of his/her modules prescribed for the semester or the academic year, as the case may be in the previous examination. In the case of postgraduate students, excluding honours students, has submitted a report of satisfactory academic progress issued by the supervisor or promoter, as the case may be.
- 26.2.3 The Executive of the House Committee shall consist of six (6) members and two (2) additional members who will be a Mentor and Academic Officer and a Peer Counsellor Officer.
- 26.2.4 All in all, the Committee shall comprise of eight (8) members and a maximum of eight (8) portfolios:
- (a) Chairperson
 - (b) Deputy Chairperson
 - (c) Secretary
 - (d) Deputy Secretary
 - (e) Treasurer
 - (f) Sports Officer
 - (g) Mentorship and Academic Officer
 - (h) Peer Counselor Officer
- 26.2.5 The Residence Manager may after consultation and with the approval of the HOD and Committee add or omit any portfolios mentioned in 26.2.3.

26.2.6 The Residence Manager shall attend meetings of the Executive as an Ex-Officio member.

26.3 DUTIES OF THE EXECUTIVE

- (a) Meets on a weekly basis.
- (b) Examines, discusses and formulates matters referred to it by the House Committee.
- (c) Gives special attention to policy matters to be submitted to House Committee meetings.
- (d) Supervises the functioning of the House Committee and makes final arrangement only with prior consent of the Residence Manager.
- (e) Handles and upholds discipline.
- (f) Coordinates students' activities in the residence.

26.4 DUTIES OF HOUSE COMMITTEES

- (a) Checks and reports to the Residence Manager about the state of cleanliness in the residence.
- (b) Represent residents in all matters affecting their interests.
- (c) To provide official channels of communication between residents, the SRC and the Residence Manager.
- (d) To elect or appoint sub committees as it may deem necessary for proper execution of its duties e.g. floor representatives.
- (e) To exercise disciplinary powers in respect of residents and House Committee members in compliance with Policy and the Residence Rules and Regulations.
- (f) To convene and conduct general house meetings in the residence.
- (g) To direct the work of any sub committees it may appoint from time to time.
- (h) To evaluate existing residence rules in cooperation with the Residence Manager and make recommendations to the office of

the Head of Residences who will carry it further as to the amendment thereof.

- (i) To hear objectives from any resident against the House Committee or any of its members
- (j) To interact with relevant authorities via Head of Department: Residences in order to contribute to the effective management of residences.
- (k) To attend all meetings for which notice have been received.
- (l) To take co-responsibilities for general development of the residence with the Residence Manager.
- (m) To be well vested with all relevant policies and documentation in particular:
 - i. Residence Rules and Regulations
 - ii. House Committee Policies
 - iii. SRC Constitution

26.5 ELECTIONS

- 26.5.1 The House Committee shall be elected annually online or by secret ballot at a House Committee elections.
- 26.5.2 The House Committee election shall be held annually during the second semester of the academic year. The elections shall be on a date to be announced by the joint residence administration staff.
- 26.5.3 All residents of each residence shall be entitled to vote in the House Committee elections.
- 26.5.4 Elections of the House Committee shall be conducted by an External Independent Electoral Body (EIEB).
- 26.5.5 The SRC Central Residence Chairperson shall jointly with Residence Managers, and the outgoing House Committee elect a House Committee Elections Ballot Committee (HCEBC) which shall provide Administrative support to the External Independent Electoral Body.
- 26.5.6 The HCEBC shall consist of six (6) members

26.6 THE EXTERNAL INDEPENDENT ELECTORAL BODY

The External Independent Electoral Body shall:

- 26.6.1 Organize and oversee elections in each residence
- 26.6.2 Set dates for the announcement of elections.
- 26.6.3 Monitor elections results.
- 26.6.4 Conduct sessions where candidates may address residents.
- 26.6.5 Conduct voting and notify residents of the outcome.

26.7 NOMINATIONS

- 26.7.1 Candidates shall contest elections per portfolio
- 26.7.2 Candidates shall contest only one portfolio.
- 26.7.3 The External Independent Electoral Body shall include nominations.
- 26.7.4 Nominations shall include the signature and student number of the nominee, the proposal and ten (10) seconders.

26.8 VOTING

- 26.8.1 The External Independent Electoral Body will prepare ballot papers or online ballots and is responsible for logistics and Management of the elections.
- 26.8.2 Each voter shall have the right to vote for one candidate per portfolio and may vote once.
- 26.8.3 Voting will be conducted online or by secret ballot.
- 26.8.4 Voters' names shall be crossed through on a residence list to control voting.
- 26.8.5 The External Independent Electoral Body shall monitor the voting process.

26.9 COUNTING

26.9.1 The External Independent Electoral Body shall be responsible to count votes immediately after the closing of the polling station.

26.9.2 Spoilt ballot papers shall be kept aside and handed together with the counted valid ballot papers in a sealed container to the External Independent Electoral Body for safe keeping for a period of 30 days after elections.

26.9.3 Results will be handed over to the Executive Director Student Affairs and Residences by the External Independent Electoral Body.

26.10 RESULTS

26.10.1 Results shall be audited and declared valid by the External Independent Electoral Body together with the Executive Director Student Affairs.

26.10.1.1 The External Independent Electoral Body after consultation with Executive Director Student Affairs and Residence, may declare parts or entire election process invalid and order remedial steps to be taken, which may include a re-election.

26.10.1.2 The External Independent Electoral Body after consultation with Executive Director Student Affairs and Residence shall make arrangements to announce results of the election at an appropriate time and venue.

26.11 OBJECTIONS

26.11.1 Objections may be lodged within 72 hours after the announcement of results in writing to the External Independent Electoral Body, together with factual grounds upon which objections are lodged.

26.11.2 The External Independent Electoral Body shall consider each objection and make a ruling upon consultation with Executive Director Student Affairs and Residence which will be final.

27 JOINT HOUSE COMMITTEES (JHC)

- 27.1** After elections, each elected House Committee nominates two representatives of which one will be the Chairperson to represent the House Committee in the Joint House Committee Forum.
- 27.2** The Joint House Committee will be a liaison forum between the individual House Committee.
- 27.3** The Joint House Committees will not have authority over an individual House Committee.
- 27.4** Objectives of the Joint House Committee is:
- a) To coordinate different residence activities
 - b) To provide a forum for discussion of matters of mutual interest between House Committee or House Committees and other stakeholders.
 - c) To coordinate and organize joint residence functions such as sports (residence leagues under the lead of Sports Administration)
 - d) Serve as an advisory body to the Residence Council of the SRC
 - e) The Central Residence Chairperson of the SRC is the Chairperson of the Joint House Committee and will appoint a scribe

28 TERM OF OFFICE

- 28.1** The term of office of any House Committee will be from 1st July of the current academic year to the last day of June the following academic year.
- 28.2** Should any vacancy on the House Committee arise at any stage during the term of office of a House Committee, the House Committee, after consultation with the Residence Manager and SRC CRC, may decide whether to conduct by-elections or not.

- 28.3** By-elections take place under the auspices of the incumbent House Committee and Residence Manager of the affected residence.

29 MEETINGS OF HOUSE COMMITTEES

- 29.1** The House Committee will meet at least fortnight or weekly.
- 29.2** The secretary will keep full documentation of the House Committee meetings
- 29.3** A quorum will be four (4) of eight (8) members of the House Committee or in case of a larger House Committee, two thirds majority.
- 29.4** Any decision during voting at a meeting shall be taken by a simple majority
- 29.5** House Committee members will attend all meetings unless an apology has been submitted.

30 GENERAL MEETINGS

- 30.1** The House Committee will convene at least one general residence meeting each quarter.
- 30.2** Strict meeting procedures will be adhered to at a general meeting.
- 30.3** Any motions for decisions must be lodged with the Secretary of the House Committee at least three (3) days before the meeting, and the motion must appear in the agenda of the meeting.
- 30.4** Decision of the general meeting will be binding upon the residence for as long as it is not in conflict with any relevant University rules or procedures.
- 30.5** The outside committee cannot meet residents without approval of Residence Manager and House Committee.

31 DISCIPLINE

- 31.1** The House Committee has the authority to discipline its members and resident students in terms of Sefako Makgatho Health Sciences University Residence rules and regulations.
- 31.2** In all cases, the matter must be discussed with the Residence Manager to determine the seriousness of the matter and to determine the correct disciplinary route for a particular matter.
- 31.3** All relatively serious matters such as theft, assault, harassment, bringing drugs and alcohol and other criminal matters shall be forwarded upon consultation with the Residence Manager to the office of the Head of Department: Residences without the House Committee exercising disciplinary measures in this respect.
- 31.4** The Head of Department: Residences shall refer all unresolved matters to the office of the Executive Director: Student Affairs and Residences who will make sure that the matter is resolved and if unresolved then it shall be referred to the University Registrar.

32 SANCTIONS

- 32.1** The House Committee upon finding a student guilty of transgressing residence rules may consider the following sanctions:
- (a) A fine determined in consultation with the Residence Manager.
 - (b) The removal of the right to stay in the residence.
 - (c) The confiscation of relevant equipment and safe keeping thereof for a particular period.
 - (d) A warning with mention that should unbecoming behavior persist, it shall be referred to the University Disciplinary Committee.
 - (e) Any other educationally justifiable sanction decided upon after consultation with the Residence Manager.
- 32.2** The following sanction may be imposed by the House Committee Disciplinary Committee against any House Committee member:
- (a) Warning

- (b) Temporary suspension from the House Committee.
- (c) A recommendation to a full House Committee that the person be asked to resign which has to be supported by a two thirds majority at the said meeting

33. TRANSITIONAL ARRANGEMENTS FOR HOUSE COMMITTEES

33.1 In instances where the House Committee is dysfunctional, Term of Office for the House Committee has come to an end and/or due to challenges beyond control, elections of the House Committee cannot be conducted, University Council may decide on the following interim measures:

- (a) Mandate MANCO to constitute an Interim House Committee on conditions determined by University Council. Students identified by MANCO to serve as Interim House Committee must comply with the eligibility criteria in place up until elections of the House Committee are conducted.

34. AMENDMENTS

Amendments to the Residence Policy shall be made annually on a consensus basis, at a meeting called by Residences Department, attended by Residence Managers, House Committee, SRC Central Residence Chairperson, Head of Residences, and the Executive Director: Student Affairs and Residences if necessary. Amendments shall also be done as and when necessary to ensure compliance with prevailing legislative and regulatory frameworks and policies. Proposed amendments shall be submitted to MANCO and University Council for approval.

35. OPERATIVE DATE OF THE RESIDENCE POLICY

The Residence Policy shall come into effect after approval on a date determined by the University Council.

~ENDS~