

Enriching **your** experience of Rhodes

I aim to empower you, as students, to become active participants in campus life, both inside and outside the lecture theatre, and to provide a range of learning opportunities that will allow each of you to develop personally and to become responsible and compassionate members of our community.

Message from the Dean of Students

As Dean of Students, my role is to support and develop the programmes and services designed to encourage the development of the whole student throughout his or her career at Rhodes, and to provide an environment where the student may enjoy quality of life. This includes supporting your transition from school to university through a well-organised orientation programme and assisting you in making academic choices which will enhance your future career prospects. In addition, it involves providing a pleasant working environment, both for students in our residential system and for those living in digs in town, promoting student health and well-being through the services offered by our Health Care Centre and Counselling Centre, and encouraging the broader development of students through sporting and cultural programmes and opportunities for community engagement

We try to emphasize from the outset that our students should aim to achieve more than a degree certificate while at Rhodes. While that is obviously your primary purpose, a University degree involves the development of the whole person, and includes a range of leadership, cultural and sporting opportunities. We pride ourselves on our motto "where leaders learn", and together with

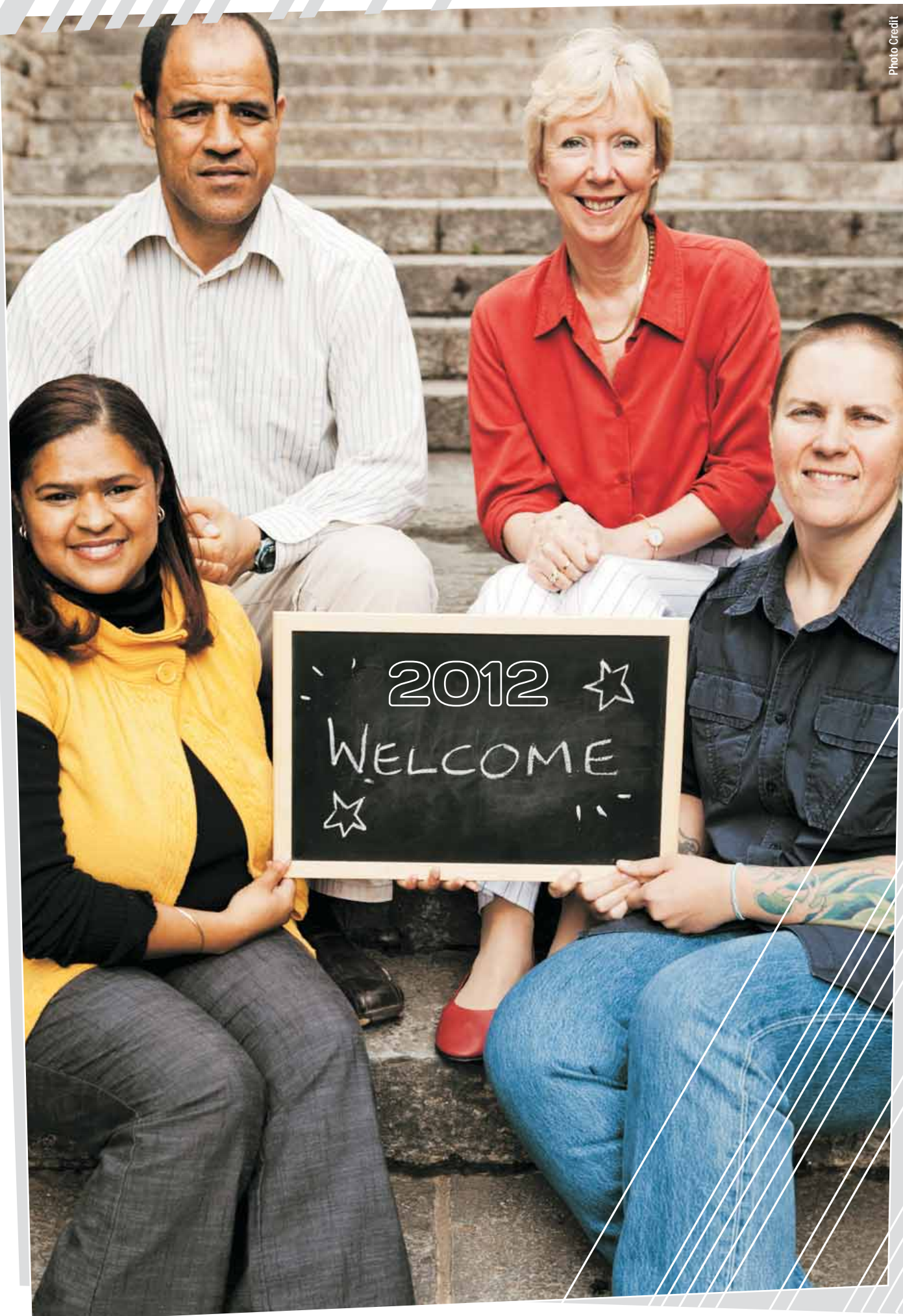
you, we take joint responsibility for enriching your experience in every possible way.

To this end, as Dean of Students, I aim to empower you, as students, to become active participants in campus life, both inside and outside the lecture theatre, and to provide a range of learning opportunities that will allow each of you to develop personally and to become responsible and compassionate members of our community. And more importantly I aim to foster an enabling environment where everyone feels that they belong, and where differences among the members of our university community are understood, respected and valued, alongside a mature understanding among our students of their own rights and responsibilities.

This booklet aims to inform all students of the range of support services you can expect at Rhodes, and whom to approach should you need help of any kind.

Dr Vivian de Klerk, Dean of Students
(www.ru.ac.za/deanofstudents)





*Back L to R: Mr Roger Adams: Deputy Dean of Students, Dr Vivian de Klerk: Dean of Students
Front L to R: Ms Selene Walters: Administrator and Ms Larissa Klazinga: Student Services Officer*

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Academic Support

If you find that you are struggling with your academic studies in the first few weeks, seek help:

1. First approach your tutor or lecturer, and speak to them about your difficulties. Most departments offer some guidance for the first assignment etc.
2. Speak to your Sub-Warden or Warden, and to your fellow students. They can offer support and advice, and involve you in the mentoring programmes which operate in most of the Residences.
3. Speak to the Dean of your Faculty: he or she may advise that you drop one of your subjects and adjust your programme.
4. The Extended Studies programme (*see entry in this booklet*) has been specially devised to help students who have been admitted to Rhodes without meeting the usual entrance requirements.
5. If you are a Science student, you might be able to join a slower stream, which will enable you to adjust to the pace. This scheme is used in Chemistry.
6. In Accounting and Mathematics it is also possible to change from a full course to a semester course.
7. The SRC has an Academic counsellor who will attempt to arrange mentoring for you if you approach the SRC.

Academic Terminology

Academic transcript: An official summary of all the courses a student has taken and the marks achieved for each. Obtainable from the Student Bureau.

Aegrotat: if a student is ill during the examinations, they may apply to write an aegrotat - a special repeat examination written later in the year or early the following year.

Ancillary: A single course which one does not plan to major in, usually completed during the second year in order to make up the requisite number of course credit.

Class Rep: an elected member of the class, who

represents the views of the class in academic departments.

Course: One of several programmes in a particular subject. For example, 'English 1' is a single course, followed in year 2 by 'English 2' and in year 3 by 'English 3'.

Curriculum Approval: your curriculum is the group of subjects which you have chosen to study for the year. This choice must be formally approved by the Dean or his/her assistant at the start of each year, and entered onto the University's records.

Credit: A course which has been passed by a student (*a pass mark at Rhodes is 50%*).

Degree: What you aim to achieve after three years of study, after you have passed the requisite number of courses with credits in two major subjects and other ancillaries (*the total number of credits varies from Faculty to Faculty*).

DP certificate: "Duly performed" certificate. In order to write final examinations, students must be able to show that they have attended the required number of classes (*usually 80%*), written all tests and handed in all class work. If you do not perform, you will be notified that you have lost your DP certificate.

Extended DP: Special permission from the Dean to rewrite an examination after failing the same course the previous year, without attending the course a second time.

Faculty: A grouping of academic departments (*e.g. The Departments of English, Anthropology, Politics etc. are all part of the Humanities Faculty*).

Head of Department: Each Department (*e.g. Statistics*) has a Head, an academic (*usually a Professor*) who teaches and is also in charge of running the administrative aspects of the department.

Major: a subject in which a student takes successive courses, usually over 3 years. For example, English would be a major subject if the student completes 'English 1', followed by 'English 2' in year 2, followed

in year 3 by 'English 3'. Each student must have two major subjects in the degree.

Plagiarism: the unacceptable practice of presenting material that has been written by someone else as one's own work: all sources must be clearly acknowledged. Penalties for plagiarism at Rhodes are severe.

Professor: A senior academic within a department in the Faculty.

Registration: The official record of a student's personal details, identity and details about the courses they are following, year by year. Students must register at the start of each academic year.

Semester: The academic year is divided into two semesters. The first semester starts in January and ends in June, the second runs from July to November. A semester credit is a half-year course, worth a half credit.

Seminar/tutorial: A small-group class / discussion led by the lecturer.

Supplementary exams: these are repeat examinations, offered only under special circumstances to students who fail the exam. The Humanities Faculty does not offer any supplementary exams, unless it is for the last remaining credit in a degree (*but not for a major subject*).

Accommodation

For parents

Accommodation in Grahamstown is at a premium during the Orientation period and during Graduation, and it is recommended that parents make early bookings. The University is unfortunately not able to offer parents accommodation.

Information on accommodation can be obtained from *Makana Tourism* at www.grahamstown.co.za (*accommodation*) or telephone 046 622 3241.

For students

For more information on accommodation in Residences, visit the Student Bureau. If you wish to find a place to

stay in town, see the entry under "oppidans" in this booklet.

Alcohol on Campus

While we need to recognise that the consumption of alcohol is a normal social activity, and will always be part of student life, we encourage a mature and responsible approach among students to drinking.

The University has a "Responsible Use of Alcohol" policy (*see Dean of Students website*) and all students are advised to read it. Some of the more relevant University liquor regulations are as follows:

- No function (*including residence and inter-residence functions*) which involves the consumption of liquor may be held during the first ten days of the first term without the Registrar's permission. This regulation includes Orientation Week. Application for such events must be made to the Registrar. The aim of this regulation is to avoid exposing new first year students to "liquor pressure" in their introduction to the University.
- Similarly, no function involving alcohol may be held during the week before swot week.
- Written permission must be obtained from the Hall Warden for the consumption of alcohol at any Hall or House function or any other function within the precincts of the Hall, and written permission must be obtained from the Registrar for the consumption of beer and/or wine at a function held on University property, other than within the precincts of the Hall or House.
- Only beer, cider, wine and fortified wine are allowed in Residences and residence parties. No spirits (*i.e. whisky, brandy, vodka, gin etc.*) are permitted.
- Only the residents of a particular House may participate in the residence pubs in Halls which allow such pubs to operate.

The University requires organisers of all functions supply soft drinks in a sufficient quantity. In particular, the

preparation and consumption of drinks containing more than one alcoholic beverage and the holding of 'boat races' and 'down downs' are regarded as serious punishable offences. It is also worth noting that, unlike in the criminal justice system where intoxication sometimes acts as mitigation, at Rhodes intoxication is an aggravating factor.

Support for intoxicated students: "Get Home Safe"

This project is sponsored by the Association for Responsible Alcohol Use (ARA) in partnership with the Dean of Students Office. A vehicle is on call every Wednesday, Friday and Saturday, during term-time, staffed by two trained students (*one male and one female*). In response to a call (telephone: 084 869 9679) for assistance (*from a pub or a student*), they will pick up severely intoxicated students who are personally at risk or who are being disruptive and will take them

directly home. All incoming calls will be logged and will require identification, and the team will only collect students who are not belligerent or violent. The service is free but it is not a "taxi" service. Confidentiality regarding users is maintained, but in cases of frequent usage, a student may be required to help clean the vehicle at a designated time.

Ambulance Services

In extreme crisis, phone 10177 for an ambulance. If a student undergoes a medical crisis, the first port of call is the Health Care Centre, where staff will make the necessary decisions regarding the need for doctors or an ambulance. All medical expenses (*apart from the basic services provided by the Health Care Centre*) are the student's responsibility, and if the student does not have any medical aid, they will have to rely on state medical services.





Bereavement

If a close family member is seriously ill or dies, you must inform your Warden or the Office of the Dean of Students immediately. There are various ways in which the University is able to support you during such a difficult time, including assisting in making travel arrangements to go home, helping you make contact with a Counsellor, and authorising absence from your lectures.

Books

Departments advertise which textbooks have been prescribed for their courses ahead of time, often on their departmental web pages. Usually second-hand copies of the same books are available from the students proceeding into the second year, and they place their advertisements on the departmental notice boards. So if you want to pay a lot less for text-books, check the notice boards early in the year.

Top L: Delvene Gelderbloem: Administrator,

Top R: Tanja Smuts: Clinical Psychologist

Bottom L: Dr Colleen Vassilliou: Head; Clinical Psychology

Bottom R: Lisl Foss: Counselling Psychologist

Note: it is important to buy the correct edition of a prescribed book. Earlier editions are often very different. If you prefer to buy new copies, the main local bookseller is Van Schaiks, in upper High Street. Fables (lower down High Street) sells secondhand books.

Bursaries (see "Financial Aid")

Should a student wish to apply for external bursaries a booklet called 'The Bursary Register' containing information about external bursaries and scholarships is available in the following places for students' perusal:- Student Funding Office (Eden Grove Building), Student Bureau and in the main library.

Cafeterias/Dining (see “meals”)

There is a cafeteria near the Library, which sells light snacks and beverages and operates during working hours. Lunches and suppers can also be purchased at the Oppidan Dining room in the Student Union, but these must be pre-booked.

Car Registration on Campus

All students who have cars in Grahamstown must supply the relevant information when they register. Anyone acquiring a car during the year must register it at the Student Bureau within three days. Failure to register a car is an offence under Section 5 of the Student Disciplinary Code. You are requested to take care when driving on campus, observe the speed limit, be wary of pedestrians and park only in designated areas.

Parking bays marked with a red circle are reserved for staff, and non-staff members are fined or may have their wheels clamped if they use these spaces.

Career Counselling

The Career Centre is on the first floor of the Bantu Stephen Biko Students Union and is open Monday to Friday between 08h00 and 16h30. The Centre offers students personal career counselling and provides the following services:

- A Career library containing information leaflets, books and videos and information on careers, employers, and other educational institutions (here and overseas).
- Assistance in developing a CV and preparing for job interviews.
- Career Development Seminars and Job Search Workshops throughout the year
- Career Publications. These are designed to educate and inform students in their career development while at Rhodes.

Cell Phones

Students are not permitted to bring cellphones into any test or examination. If you are caught in possession of a cellphone in these circumstances, the punishment will be severe. Similarly, if you have placed your phone at the back of a venue and it rings, you will have to pay a hefty fine before you can get it back. It is also important to remember that cellphones can be very disruptive and annoying when they ring during lectures, seminars or in the Library. Please be considerate and switch off your cellphones whenever you attend class and whenever you enter the Library.

Certification of Documents

If you need an official University transcript of your academic record, or a certificate of “good conduct” you can get it from the Student Bureau. Certain staff in the Student Bureau, the Cory Library and the Library are Commissioners of Oaths, if you need to certify or authenticate any other document.

Child Care

A day-care centre operates on campus, for the children of staff and students. The 2012 fee will be approximately R600 per month for a full day (7.30 to 5.00). Tel: 046 603 8585 for details

Clubs & Societies

The SRC oversees the operation of nearly 80 different Clubs and Societies which operate under their auspices. Each society has its own elected leadership committee (chair, treasurer, secretary etc) and is responsible for organising their own functions, and monitoring their budgets. These societies include cultural interest groups (e.g. debating, drumming, poetry), religious societies, political and awareness-raising groups, and environmental clubs. Students are encouraged to attend the SRC’s Societies Evening during Orientation Week in order to get more information about what is on offer. All societies charge an annual membership fee.

Computer Facilities, The Internet and Computer Literacy

Rhodes University probably has widely accessible computer facilities available to all registered students.

Your email address

During administrative registration you'll be given a username and password that will let you access all of the University's computer facilities. This username and password is your online identity while you are at Rhodes. Treat your password as you would your bank ATM PIN – don't share it with anyone.

You'll also get a University e-mail address at the same time. Your e-mail address will be of the form: g09a1234@campus.ru.ac.za (i.e. your student number preceded by a 'g'). The University will use this e-mail address for all official correspondence to you while you're at Rhodes, so if you've got another address you prefer using please ensure that you regularly read (or forward) all mail sent to your @campus.ru.ac.za e-mail address too. Advice on forwarding mail can be found at <http://www.ru.ac.za/student>

Accessing the internet from your residence

The Student Networking service allows you to connect to the University's network using your own, private computer. It includes access from most University residences and wireless network access from major lecture venues, the library, and other hot-spots on campus. Assuming you've brought your own computer with you, you can sign up for this service as soon as you've got a username and password for the University's network from registration. Step-by-step instructions for signing up are available on the Student Networking posters around registration and at <http://www.ru.ac.za/student>. If you get stuck, you can visit the Student Help Desk. You'll find the Help Desk in the basement of the Bantu Stephen Biko Building (next to the pool).

Don't have a computer?

There are also public and departmental computer labs in the New Arts building, Physics, Eden Grove, the Bantu Stephen Biko Building, and in the Library. These labs are often used for practical and other classes during the day, so you may find that some are only available after hours (there's usually a timetable at the door).

NEED HELP? Since all Rhodes students have to use computers at some point, there are workshops for beginners on Tuesday, Wednesday and Thursday in the GLT and the Arts Major Lecture theatre (*check the timetable in your Orientation booklet*). Learn how to log in, check your email, write essays and print, use ROSS and just get to grips with Rhodes' network. These are skills you will need at Rhodes, and would otherwise have to pick up on your own.

Some important things you need to know about computers at Rhodes are:

- Limited access to the Internet is available from any networked computer on campus, including those in residences. All Internet access is subject to an Internet quota and it would be in your interests to make sure you understand how these quotas work. You'll find more information about quotas at <https://www.ru.ac.za/quota>
- You can print from the public computer labs and residences. Printing is charged per page, so you'll need to buy some printing credit before you start and this can be done through ROSS <https://ross.ru.ac.za>.

Need IT consumables and equipment?

There is an IT Shop located in the Struben building which sells IT equipment (laptops, printers, external hard drives, flash sticks, etc) to students. The shop is open daily between 11h00-12h00 and from 14h30-15h30. For further information on items for sale visit <http://www.ru.ac.za/information-technology/it-shop>

Community Engagement

Engagement with the community offers students opportunities that become a meaningful part of their education at Rhodes. Student Community Engagement, which involves the popular Student Volunteer programme as well as initiatives by Halls, Residences, clubs and societies gives hundreds of students an opportunity to go beyond their academic environment and take their particular skills to the Grahamstown community. The Student Volunteer Programme has proved to be a valuable resource to over 50 NGOs and CBOs assisted in Grahamstown. Over 400 students of the 7000-strong student body participate annually, and their specific skills, strengths and interests are matched to the needs of organisations. A series of introductory workshops prepares students for situations they will encounter, followed up by workshops and talks throughout the year.

A year-end function and certificate ceremony recognises student volunteers for their contribution. The Student Volunteer Programme is based in the Community Engagement Office. With over 50 projects, the opportunities to volunteer are vast and various. Whatever contribution students feel they have to offer, the Student Volunteer Programme has a place for students who are willing to make a difference in the lives of those that need it most.

For more information, contact the SCE Co-ordinator on (046) 603 7230 or go to www.ru.ac.za/community. Students are requested NOT to give money or food to beggars in town. There are other, more effective ways to help.

Counselling Centre

Caring for the wellbeing of students

The Student Counselling Centre (on the top floor of the Bantu Stephen Biko Building) provides a professional, free service to all Rhodes Students experiencing psychological problems. The Counselling Centre operates

from a holistic Wellness model and supports students in terms of their physical, academic, social, emotional and spiritual functioning. The counsellors will take your concerns seriously and will maintain the strictest level of confidentiality.

The following services are offered:

- Confidential individual counselling.
- Relationship counselling.
- Group therapy for students with similar interests and goals.
- An after-hours line for psychological emergencies: 0828030177 (during office hours students experiencing a psychological emergency will be assisted immediately by the psychologist on call).
- Study Skills Workshops on issues pertinent to students such as time management, stress management and exam preparation.
- Group therapy for students with similar interests and goals.
- Self-help material and information pamphlets covering various topics.
- Provision of referral information (if we are unable to help you, we can tell you about other services that may be able to help).

Please make an appointment at the Counselling Centre (046) 603 7070 or email: counsellingcentre@ru.ac.za. We are open Monday to Friday 8h00-17h00 (and during lunch time).

Also see "Psychological Counselling".

Course Changes

Students sometimes find that after attending a few lectures in one of their courses, they wish to change to a different course. While it is not advisable to switch a course after teaching has begun (because you will miss lectures, and be under pressure to catch up on reading and other work), there is a 2-week grace period at the start of the academic year during which much changes

can be made. After that, NO FURTHER CHANGES will be permitted.

If you wish to change one or more of your courses, you should go to the Dean of the Faculty for advice before making the change on ROSS or at the Student Bureau. Unless you actually change your registration in this way, you will encounter enormous problems later, such as not being allowed to write examinations in subjects for which you have not been registered, or being charged fees for handouts for courses you have not taken.

It is your responsibility to ensure that you have a registration certificate which accurately reflects all the courses for which you are registered. If you wish to DROP a course (perhaps you took too many in the first place) then you can do this on ROSS and via the Dean of your Faculty. Make sure that your registration is accurate. If you don't, your transcript will reflect that you "did not write" the examination for that subject.

Criminal Offences

Students need to remember that they are subject to the laws of the land while at Rhodes, and they will NOT be given special treatment by Prosecuting Authorities if they break the law. Typical offences committed by Rhodes students are driving while under the influence of alcohol, shop-lifting and vandalism (including stealing or breaking pot-plants or road-signs). Being a student is not regarded as a mitigating factor. If you are convicted of any of these offences in a court of law, you WILL have a CRIMINAL RECORD, and this will mean, among other things, that you will not be able to travel overseas or emigrate.



D

Dean's Merit Lists

Students who do exceptionally well academically in their final year achieve the honour of getting onto the "Deans merit list" in their Faculty. Students who excel in terms of extramural activities and leadership can apply to be selected for the Dean of Students' Leadership Award. Every year there is a call for applications for this award.

Disabilities

If you have a disability of any kind, please make sure that the Dean of Students office is made aware of this. They will make every effort to ensure that the necessary support and assistance is provided for you. Some of the services and facilities that are available in order to assist students and to provide reasonable accommodation include:

- Working with the Student Bureau on processing application forms of prospective students who disclose severe disabilities in order to assess and recommend the nature of services and support that Rhodes should be providing for them.
- Making appropriate residential placements, especially where physical and mobility impairments are involved.
- The Exam Concessions Committee receives and processes all applications from students who request concessions for exam, tests or assignments. The policy and procedure document for concession applications is available from the Registrar's office and website.
- The Office of the Dean of Students works with individual students in order to assess their needs and assist them to get support or assistive technology and devices within the resource constraints.
- Computers with special software such as voice recognition, text conversion, text magnification, track-ball for ease of motion use, and so forth, for the exclusive use of students with disabilities, have

been installed in the library. These computers will greatly assist students with visual and hearing impairments, as well as students with learning disabilities.

- All enquiries and request for assistance can be sent to disability@ru.ac.za

Disciplinary Code

In an ideal world there would be no need for disciplinary codes. In reality disciplinary codes are indispensable. At Rhodes the Disciplinary Code is found in the calendar as well as on the Rhodes web-site. There are a wide range of issues that are covered in the Code, from making excessive noise to the most serious of criminal offences. In reality, if students adopt a common-sense approach, they are likely to be alright 95% of the time.

Issues like theft, assault and cheating in exams are obvious. Perhaps less obvious is the fact that, unlike in the criminal justice system where intoxication sometimes acts as mitigation, at Rhodes intoxication is an aggravating factor.

Some offences that are worth noting are all the usual traffic offences, unlawful possession of drugs, visiting members of the opposite gender in residence outside of the prescribed hours, failure to give one's name and to produce one's student card when required to do so, removing street signs or car number plates and being violent or disorderly. It is also an offence to harass people or engage in hate speech – making disparaging remarks about people on the basis of their race, gender or sexual orientation.

Rules applicable to the whole University

These rules are to be found in the Student Disciplinary Code and are applicable to all students in your Hall or House. Examples of these rules are those dealing with attendance (rule 1); liquor (rule 7); drugs (rule 8); authority (rule 13) and disciplinary offences (was called

general conduct) (rule 15). This particular rule relates to the idea of “conduct unbecoming”, which can be problematic to define. Basically, “any student...who engages in any conduct which may reasonably be regarded as likely to bring the University into disrepute” is “conduct unbecoming”, and there will be occasions when you, or your Hall or House Committee may have to decide whether certain conduct is “unbecoming” or not. The test here is objective and the belief of the student concerned is irrelevant; it is up to you or your Hall or House disciplinary committee to decide whether the average reasonable person would regard the conduct as unbecoming or not.

In addition to the University Disciplinary Code, every Hall has its own rules dealing with less serious matters, for example wearing a hat at table, or using Prestik on the walls.

All serious disciplinary issues are dealt with by Proctors. If it is obvious that the sanction will not exceed seventy-five hours compulsory service, or 10% of a first year academic fee, then the issue can be dealt with by a Hall or House Warden. Hall Wardens may exclude students from residence, an obvious example being for theft.

Only Proctors may exclude students from Rhodes. Cases are brought before Proctors by the University Prosecutor who is assisted in investigating and prosecuting by final year law students. The right to a fair hearing is critical and is taken very seriously.

At Proctor level legal representation is allowed and cases proceed along similar lines to court cases. At the Hall and House Warden level the procedure is inquisitorial with one person, or a committee, both investigating and deciding the case. Appeals are allowed at every level.

- The source of the University’s discipline procedures is the Student Disciplinary Code that is published in the University Calendar.
- The Principal or Vice Chancellor is the Chief Disciplinary Officer of the University. S/he may



her/himself take disciplinary action against any student at any time or may appoint any person or body of persons to conduct disciplinary proceedings in a manner not provided for by the Code. In effect the Principal may suspend the operation of the Code and exercise disciplinary powers her/himself.

- The most serious disciplinary cases are dealt with by the Proctors who have the powers to exclude students from the University permanently or for a specified period (e.g. two years), in addition to various other powers that are set out in rule 16 of the Code. The Proctors are appointed by the University and are usually members of the staff of the Faculty of Law who have served as judicial officers or practiced as advocates or attorneys.
- A student who is summoned to appear before a Proctor has the right to elect to be tried by a Disciplinary Board which consists of a Proctor as Chairman, one member of staff, chosen from a panel nominated by the Senate and approved by the Vice Chancellor after consultation with the Proctors and one member chosen from a panel nominated by the SRC (usually senior students) and approved by the Principal after consultation with the Proctors. The student may, however, elect to be tried by the Proctor sitting alone, and this is what usually happens. The procedure in a trial before a Proctor or Disciplinary Board is very similar to that followed in the ordinary courts of the land.
- The Vice Chancellor has appointed two officials called the University Prosecutors. Their duties, functions and powers are set out in rules 18.5 to 18.6.1 and 13.4 of the Code. In effect they act as the prosecutor in all cases that are heard by the Proctors, and have the power to direct any Warden or residence disciplinary committee to take disciplinary action against a student.
- There are a number of other disciplinary officers or bodies as well. These are Hall Wardens, House Wardens, Hall and/or House Disciplinary Committees, assistant Wardens, Sub-Wardens (most Hall

Constitutions also delegate disciplinary powers to members of the Hall or House Committee) the SRC Disciplinary Board, the Sports Union Disciplinary Committee and the Oppidan Union.

DP Certificate

A DP certificate is a "Duly Performed" certificate. In order to write final examinations, students must be able to show that they have attended the required number of classes (usually 80%), written all tests and handed in all class work. If you do not perform, you will be notified that you have lost your DP certificate. If you lose your DP, you must go and see the course coordinator or Head of Department immediately, to explore your options.



Examinations

The Registrar's office coordinates all exams at Rhodes. Exams are written in May/June and October/November, and timetables for these are posted a few weeks beforehand.

Seating plans

Each student is allocated a specific seat, and a seating plan is placed just outside the entrance of the exam venue.

Punctuality

Doors are locked 10 minutes before the session -i.e. at 8:20am and at 1:50pm, and you must be seated in your allocated place before lock-up time. Because of last minute crowding, allow yourself some extra time to find your seat. If you find the doors have been locked by the time you arrive, don't panic: the doors will be re-opened when the papers have been distributed. If you are very late, don't panic either: you will be admitted to the venue up to one hour after the start of the session, but you WILL NOT get additional time to compensate for your late start.

Toilets

Use these before you arrive to write your exams to avoid the huge queues that build up in the exam venue just before the exam. Students who wish to go to the toilet during the exam may only do so after the first hour, and will be required to sign in and out of the venue. Nobody is permitted to leave the exam venue during the final half an hour of an exam.

Personal items

All personal effects brought to the exam must be brought into the venue and left at the back. This includes books, bags, cellphones, food, etc. DO NOT leave anything in the foyer or toilets. It is a very serious offence if you are caught in possession of a cellphone while seated at your desk, and there is a harsh penalty for

any student whose cellphone rings at the back of the Hall during an examination. Similarly, any student found in possession of notes of any kind may face disciplinary action

What you are allowed to have on your desk

- Anything that you can fit into a transparent pencil case or plastic sleeve no larger than A4 size, plus a ruler
- Your student card or ID book, which you must display clearly on your desk
- Tissues if you need them
- One small bottle of water.

Dress warmly and comfortably, since you are not allowed to take cushions or blankets to your desk.

Reporting a timetable clash

Students who have a direct clash (i.e. more than one examination scheduled for any one given session) should report this clash on the prescribed form at the Student Bureau by no later than the last day of lectures. Arrangements will be made for these students to write the examinations at a separate venue on the day in question – one paper will be written in the morning session and one will be written in the afternoon session. (Please note: having two examinations scheduled for the same day but not at the same session does not constitute a clash).

Seventh Day Adventists

Students who are Seventh Day Adventists and who have an examination scheduled for a Saturday must report this situation on the prescribed form at the Student Bureau by no later than the last day of lectures. Arrangements will be made for the students to be kept incommunicado until sundown when the examination will be written. Full details of such arrangements will be communicated to students as soon as possible in advance of the scheduled examination.

Applications for extra time

Applications for extra time should be submitted on the appropriate form at the Student Bureau by no later than the last day of lectures.

Applications for extra time in respect of unexpected/exceptional circumstances (e.g. broken finger of the student's writing hand) may be considered after this date although it is usually recommended that such students apply for aegrotats.

The following principles determine whether you will be granted extra time:

- The granting of additional time, together with the amount of time granted, is recorded on the student's transcript for the information of future employers, unless the ailment is of a temporary nature and does not affect all examinations.
- Students facing severe degenerative diseases will be granted extra time on compassionate grounds.
- Corroborating evidence is standardly required.
- Students suffering from permanent disabilities for which additional time is granted need apply to the Committee only once, at the start of their academic careers.
- Extra time is not normally granted in the case of conditions that respond well to medication, e.g. epilepsy or attention deficit syndrome.
- Dyslexia does not normally constitute a reason for the granting of extra time.
- Not being an English first-language speaker does not constitute grounds for the granting of extra time.
- Poor handwriting does not constitute grounds for the granting of extra time.

Special examinations

A special examination may be granted on account of a mishap such as misreading the examination timetable.

A student who wishes to apply for a special examination must submit an application on the prescribed form to

the Student Bureau within 24 hours of the end of the examination missed. No late applications will be considered. The application will be forwarded immediately to the Head of the department concerned, who may refuse the request (in which case the student gets 0) or who may grant the examination, to be written within 72 hours of the end of the examination missed.

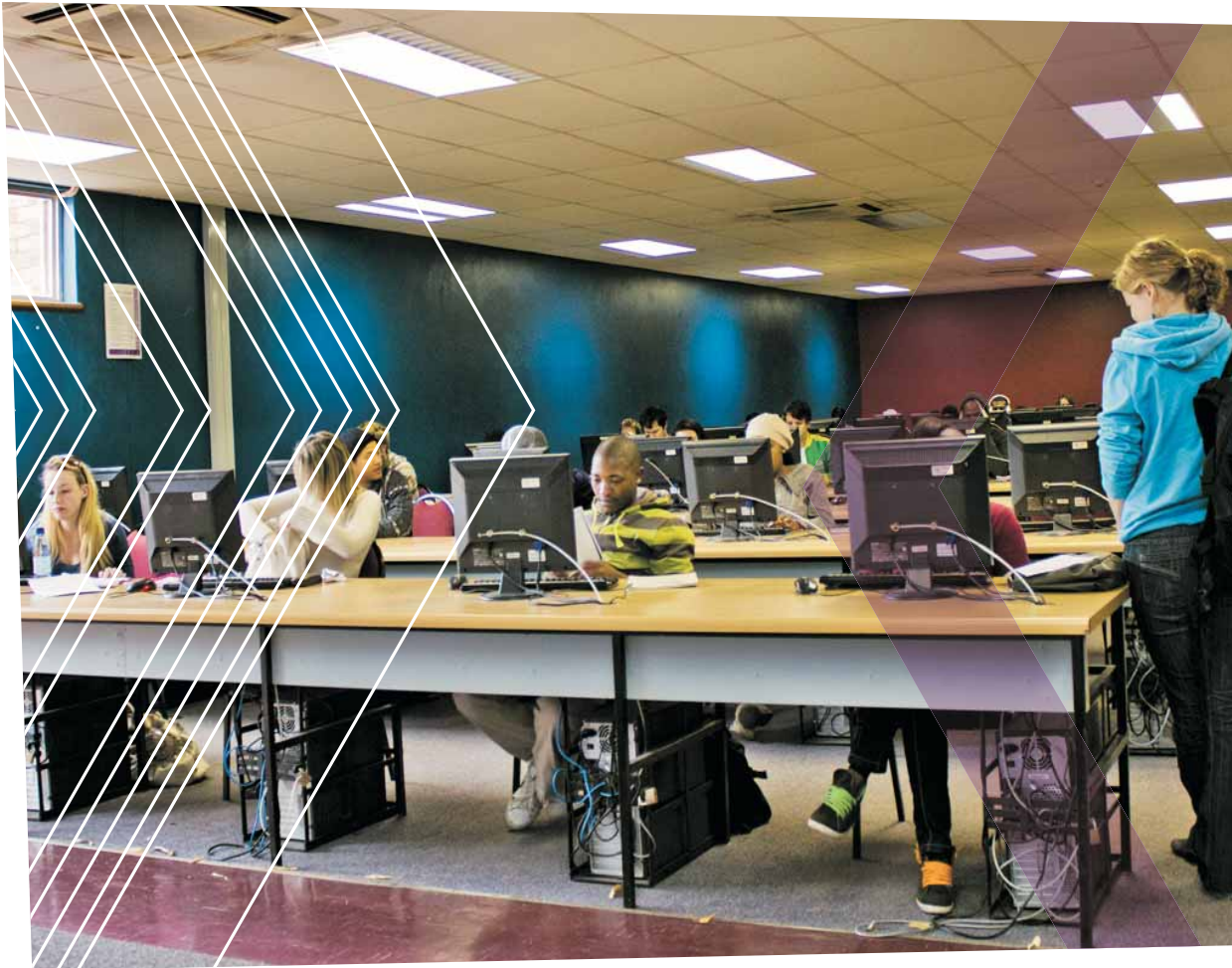
The fee for a special examination is 10% of the current BA fee.

Aegrotat examinations

- Forms are obtainable at the Health Care Centre and from the Student Bureau.
- If you are ill at the time of an exam, and have a medical certificate (on the prescribed form), you can apply for an aegrotat exam. You must apply within one week of the date of the examination missed. Candidates who are unwell should report immediately at the Health Care Centre.
- In cases where a student falls ill during the examination, the Dean of the Faculty will consult with the internal examiner and the Head of the Department concerned before deciding whether or not to approve the aegrotat for part or all of the examination.
- Other special reasons for missing an exam which are acceptable include the serious illness or death of a near relative at the actual time of the examination. Again, supporting documentation must be provided with the application.
- You will not be granted an aegrotat if you are unfit to write as a result of having taken drugs, and if you do not have DP certificates in the courses concerned.

Extended Studies Programme

The Extended Studies Programmes in the faculties of Humanities, Science and Commerce, assist students who show the potential, despite educational disadvantage, to succeed at University. These students do not



automatically qualify for direct admission to Rhodes. The programmes help students adapt to the university's academic requirements through carefully structured courses in supportive learning environments. The courses extend over a year and students who are on the Extended Studies Programmes are on four year degree programmes. Each programme is differently structured and has been designed to cater for the needs of the faculties involved.

For more information on individual programmes see:

Humanities:

Judith Reynolds, Room 323, Theatre Block

Science:

Karen Ellery, Room 215, Theatre Block

Commerce:

Este Coetzee, Room 407, GLT Complex

Or visit the website at

www.ru.ac.za/academic/departments/extendedstudies/

Fees

A detailed explanation of fees appears in the University Calendar, which is handed out to every student at registration. You should note that there are fees for different aspects of University life:

- Academic fees to enable you to do the course for which you register
- Subject-specific course charges, which cover the costs of additional handouts or field trips
- Fees for residence (if you choose to live in residence)
- Fees for voluntary extramural clubs, societies and activities which you choose to sign up for (e.g. Debating Society or tennis)
- An oppidan fee of R145 per year if you live in town, which covers a range of services provided especially for oppidan students, and is not refundable, regardless of whether you use the facilities or not
- An additional levy is charged to international students.

Financial Aid

Financial aid at Rhodes is offered to South African citizens who are financially needy and academically deserving. Undergraduate financial aid is pre-dominantly in the form of student loans from National Financial Aid Scheme (NSFAS). Applications for financial assistance are only considered if the family gross income is below a certain level, which is determined annually.

Each student is expected to make a family contribution towards their studies at Rhodes and the size of the contribution is determined by the size of the family income. The family contribution must be paid by the family or satisfactory arrangements be made with the Student Fees Office before a student can register. External or internal bursaries cannot be used to pay the family contribution.

The Student Funding Office also administers internal bursaries and scholarships, but only students who are on the generic NSFAS funding qualify for these.

NSFAS Residence Package: covers both tuition and residence and excludes the family contribution.

NSFAS Home/Oppidan Package: covers tuition and makes provision for a monthly allowance to be made to the student for ten months, from February to November. The package excludes the family contribution.

If you have not paid the 'extras' charged to your fee account, your allowances will be used to pay these, as your fee account may not have a debit balance.

Sport: Students on Financial Aid are offered either a full or partial rebate to join two clubs or two sections of the Health Suite, depending on their financial aid category.

For further advice or information, email finaid@ru.ac.za.



Get Home Safe

(Phone 084 869 9679)

The 'Get Home Safe' Project is a proactive venture aimed to provide a 'safety net' for students, and promotes the idea that students should be responsible about their personal safety and alcohol consumption. While the 'Get Home Safe' vehicle is a free service to all registered Rhodes students, it is definitely not a taxi – it is a last resort safety precaution when students find themselves in danger or in difficulty late at night.

In response to a call for assistance (from a pub or a student), drivers will pick up severely intoxicated students who are personally at risk or who are being disruptive and will take them directly home.

All incoming calls will be logged and will require identification, and the team will only collect students who are not belligerent or violent. While use of the service is confidential, there will be an educational intervention with those students who make excessive use of it.

Students are reminded to be responsible for themselves before we have to be responsible for them.

- The service operates only on Wednesday, Friday and Saturday nights during term time between 22h00 and 03h00.



Harassment

Harassment is unwanted behaviour that is intimidating or demeaning, and can include:

- Verbal behaviours e.g. abusive or offensive comments;
- Threats of reprisal (such as not receiving good marks) for not cooperating with sexually-oriented requests;
- The promise of a reward (higher marks) for submitting to a sexually-oriented request;
- Non-verbal behaviours such as offensive gestures or posters;
- Unwanted remarks sent by sms;
- Physical behaviours such as unwanted and intrusive touching (extreme forms include assault and rape).

The office of the Dean of Student deals with all types of harassment amongst students: racial, and political, as well as harassment based on an individual's sexual orientation or religious beliefs. If a student is being harassed, reporting options include:

- Discussing the matter with your Warden / Hall Warden;
- Discussing the matter with a staff member at the Counselling Centre;
- Reporting the matter to the Dean of Students Office.

In seeking resolution, options include:

- Mediation between the parties concerned through staff at the Counselling Centre
- A meeting with the Harassment Officer (part of the Dean of Students Office) and the accused to see if the matter can be sorted out informally and amicably. No penalty is involved.
- A formal mediator can be appointed to mediate the case. No penalty is involved.
- The matter can be referred to one of the University Proctors and formal disciplinary procedures can be followed. If the individual is found guilty, the University will determine the penalty.

- Criminal charges may be laid with the SA Police. In particular, if you need to identify an anonymous phone call or sms, a charge must be laid.

All complaints of harassment are treated in the strictest confidence. Students must be assured that the University will endeavour to support them in their chosen course of action.

For further information see www.ru.ac.za/deanofstudents/documents.

Health Care Centre

The Health Care Centre is the building on the left, near the top of Rhodes Avenue, the steep road that goes up the hill past Hobson and CPU. Nursing staff in the Health Care Centre are on duty throughout term time to provide a professional and caring service to students at Rhodes. The Health Care Centre is run by four qualified nursing sisters who provide the services listed below. Students are welcome to discuss their problems and these discussions are confidential. While there is a sister on duty or on call 24 hours a day, PLEASE NOTE that the Health Care Centre is not a substitute for a casualty room at a hospital.

For students on medical aid, a medical practitioner of the student's choice can be called out at any time if needed. Appointments can also be made for the students to see the doctor at the surgery. The student is responsible for the medical practitioner's charges and for the cost of prescribed medicines from local pharmacies. A doctor is available to see students who are not on medical aid on Tuesday and Thursday mornings, but you first need to make an appointment for pre-assessment. There are 10 beds for in-patients suffering from infectious diseases or ailments such as flu, tonsillitis, gastroenteritis and for those recovering after surgical procedures. It is also a haven for those suffering from stress, anxiety and depression. This in-patient facility is available free to students in residence and at a nominal fee to Oppidans.

Opening Hours

In term time:

Please make an appointment (046) 603 8523 or healthcarecentre@ru.ac.za

Monday – Friday 08:30 – 12:30 & 14:00 – 17:00

Saturday, Sunday and Public holidays 09:30 – 12:30 & 14:00 – 17:00

During University vacations:

Weekdays 09:30 – 12:30

After-hours:

A Sister is available 24 hours for emergencies: just ring the doorbell or phone 082 8011 409.

Free Services

- treatment of minor ailments such as flu, tonsillitis, etc.
- in-patient care for acute illnesses
- management and care of patients with infectious diseases
- post-operative observations
- emergency assessment and crisis management (e.g. rape)
- voluntary HIV testing, including pre- and post-test counselling
- HIV AIDS medication
- screening tests e.g. blood pressure
- family planning advice.

Services at minimal cost

- Vaccinations (flu etc.)
- Pregnancy tests
- Pap smears and blood tests
- Doctor's clinic: @ approximately R125.00 per consultation
- Vitamins and appropriate medication for HIV & AIDS patients

Referral services

Staff at the Health Care Centre can make referrals to a range of other medical services in the town, including private doctors and dentists, the Counselling Centre, the psychology clinic, the hospital, social workers and private counsellors. Students who have undergone surgery recently or who are under private medical care which requires follow-up treatment by the Health Care Centre sisters should provide a letter of consent from their doctors.

HIV/AIDS

Free, strictly-confidential HIV counselling and testing is offered by a partnership between the Counselling Centre and the Health Care Centre. This voluntary HIV testing along with the necessary pre and post-test counselling takes place, by appointment, at the Health Care Centre every afternoon. The entire procedure, including the counselling and the test, is relatively brief, usually somewhere 30 minutes. Rapid HIV tests are employed and student will be provided with their test result immediately. Students can be assured that the testing and counselling procedure follows strict protocols and that the service provided is confidential, professional and efficient. Students can obtain their HIV medication from the Health Care Centre.

The Counselling Centre is available to provide psychological support while the Health Care Centre provides medical support and advice for any student who is HIV positive. It is University policy that the rights of HIV-positive students are protected.

For more information see www.ru.ac.za/deanofstudents/documents



Insurance

Students are NOT covered by university insurance while at Rhodes unless they are injured while engaged in activities for which the University remunerates them. All other insurance is the responsibility of each student. Students are therefore strongly advised to ensure that they carry the necessary insurance against theft, housebreaking, fire and other similar risks. The University will in no way hold itself responsible for any loss or damage by theft, fire or any other means to students' property kept in the Residences either during term time or during vacations. All students' rooms doors are fitted with locks, and student rooms should be locked at all times.

International Students

The International Office provides a contact point for study-abroad and exchange students, staff and visitors, as well as providing support for Rhodes staff and students who travel and study abroad on official exchange programmes. The office is also concerned with developing international opportunities, links and exchanges for Rhodes staff and students, and it liaises with the international offices at other universities.

The International Office is tasked with researching internationalisation at Rhodes University, which includes conducting campus-wide surveys on issues of internationalisation and the experiences of international students here at Rhodes, and facilitating workshops to develop the internationalisation policy at Rhodes University. The office also runs a successful Internationalisation at Home (I@H) project, bringing the world to Grahamstown.

Visa and Medical Aid enquiries

Visas: Please note that Grahamstown does not have a visa office. Students should apply for their study visas in their home country before coming to Rhodes. Should a student need to extend or change his/her study visa, s/he needs to go in person to the Home Affairs office in Port Elizabeth.

Medical Aid: All international students are legally required to have membership to a South African Medical Aid. Rhodes has appointed an ABSA Health Care Consultant to assist international students with all queries relating to appropriate medical cover and applications for membership. This service will be at no additional cost to either the student or the University. Please note that all international students must have their South African medical cover facilitated via ABSA Health Care Consultants in order to be acceptable for Rhodes University registration purposes.

The appointed ABSA Health Care Consultant is Ms Marinda Potgieter. She can be contacted via email on marinda.potgieter@absa.co.za the other option is to email absahealthcare@absa.co.za or contact 0860 100 380 (while in South Africa) this is the number for the ABSA Health Care Call Centre. She will also run a help desk at the International Office every second THURSDAY during term time between 09:00 and 12:00 to answer queries in person, the dates of her visits will be up in the International Office.

The Health Care Consultant will be at Rhodes for the duration of Orientation Week, therefore you may consult with her regarding benefits etc or purchase medical aid in order to register if you have not done so.

Leadership

Dean of Students' Leadership Awards

Rhodes recognises leadership potential as well as extraordinary extramural contributions or achievements and this award is for students with a solid academic record and no serious disciplinary offences, who have excelled in terms of leadership in more than one area (e.g. Residences, SRC, Clubs and Societies, Sport, Community Engagement etc.). Awards are limited to the top 25 applicants per year, and listed in the Graduation programme annually.

Rhodes Top 100:

The Oppidan Press, Investec Bank and the Dean of Students Office annually present special awards to the 100 students who have excelled in various fields during their time at Rhodes. Recipients of the Dean of Students Leadership Awards are included in the 100. Pictures and brief bio statements are published in a special edition of the Oppidan Press.

There is an annual call for nominations / applications for both categories of award, and a panel of judges makes the final decision. Criteria for these awards are described on the Dean of Students website.

Leave of Absence

If a student misses class or cannot hand in an assignment for any reason whatsoever, they must apply for leave of absence (LOA). Only the academic Head of Department has the power to grant a LOA. In order to get LOA, a student must obtain an LOA form from the Department, and get it filled in by the appropriate person who can support their claims. Usually this is a medical doctor / staff at the Health Care Centre / counselling centre. Students are given leave of absence for representing the University at high level sports events, in which case Sports Admin must support the LOA request. Health Care Centre staff will only support a Leave of Absence form for students who come to the Health Care Centre seeking medical attention, after they have had the opportunity to assess the health of the patient, and to perform their own on-site observation

of the symptoms displayed by the patient. LOAs will only be supported on the spot to students who display clear evidence of being ill at the time of the appointment.

LOA will NOT normally be granted in the following circumstances:

- When a healthy student comes to claim a retrospective LOA for being sick at a time prior to the consultation.
- When a student misses a lecture due to waiting in the HCC, but proves to be in good health when attended to.

Students who claim to be suffering from severe headache, diarrhoea or vomiting will be kept in bed for observation before a LOA is supported. If the symptoms do not recur within a few hours, the request for LOA will not be supported.

Students in residence are reminded that their Wardens can support requests for LOAs on the grounds of illness as well, and that a subsequent visit to the Health Care Centre is not necessary. Oppidan students and students in residence may visit the Health Care Centre in order to get a Leave of Absence form signed, even if they do not wish to receive any medical treatment for their ailment.

Legal Problems

The Rhodes University Legal Aid Clinic is a non-profit-making organisation which provides free legal services to disadvantaged people living in and around Grahamstown as well as to provide a practical hands-on learning experience for law students. A wide range of legal services are provided by the Clinic, but there is a specialist focus on family law, consumer law and land law matters.

The Clinic (at 118 High Street) is available to provide legal services to students in most cases.
t: (0) 46 622 9301.

The SRC also provides students with legal advice and support in relation to University disciplinary matters.

Library Services & Hours

Situated at the heart of the campus, the Rhodes University Library has recently opened its state-of-the-art facility which is the academic hub of student life, providing vibrant meeting, studying, discussion and recreational space. Besides standard library services such as loans and short loans, it offers a range of study areas including quiet reading rooms, individual and group study areas, a 24/7 zone and an Information Commons with student navigators on hand to help undergraduate students to get started with finding information for their coursework. Faculty Liaison Teams are available to provide support for more advanced study and research information needs. In addition, senior post-graduate students (registered Master's and Doctoral level) have access to the Research Commons which is a comfortable and reflective area to read, write and interact with like-minded researchers. Throughout the Library, our users will find displays of new books and relaxing corners.

Resources

- A large volume of printed material, including books, newspapers and periodicals;
- Research databases providing electronic access to over 35,000 periodicals in full-text;
- A wide selection of videos and DVDs plus viewing booths;
- Information Commons for students assisted by a team of keen and well-trained student navigators during Library opening hours;
- A range of study areas catering to different learning needs;
- A comfortable News Lounge area where regional and selected national news media publications are available;
- Self-issue system for books;
- Secure 24-hour study area;
- Photocopying, printing and scanning facilities;
- Extended opening hours during term time;

Services

- Professional librarians to assist in finding relevant information for essays/projects and getting started with research;

- Branch Libraries for Law and Sound (primarily audio-visual materials to support the Department of Music and Musicology);
- Specialised libraries for Ichthyology & Fisheries Science and South African history;
- High-demand material available on Short Loan;
- Inter-library loans for postgraduates and staff;
- Exhibition area;
- Off-campus access to electronic research databases and e-information;
- Friendly and helpful staff.

Tutoring

- Tutorials on using the Library's online catalogue (OPAC);
- Customised research database workshops;
- Online guide to finding, using and evaluating information;

Opening hours:

Monday to Thursday	08h30 – 22h30
Fridays	08h30 – 18h00
Saturday	09h00 – 21h00
Sundays	13h30 – 17h30

Check the University Library webpage for extended exam opening times and reduced hours during the vacation period. You will need a current student identity card to gain access to the University Library, borrow books from the collection and to get into the access-managed 24/7 facility. Student cards are also used for photocopying in both the University and Branch libraries. If you lose your student card you must report it to the University Library immediately, and as soon as a new card is issued by the Student Bureau, it should be presented to the Library Access Services Manager so that the barcode number can be captured to update each user's details against the Library record on the system.

Lost Property

All lost property is handed to the Campus Protection Unit, which is in Rhodes Avenue above Hobson House.

Meals

All Halls of residence (including the Oppidan Dining Hall) have a self-service system, and formal dinners are held once or twice a year. Balanced meals are planned on a two-week cycle, ensuring that the nutritional needs of students are met. For lunch and supper a student can choose from one of eight meal types viz. Default, Fast-food Default, Fast-food Vegetarian, Fast-food Halaal, Vegetarian, Health Platter, Halaal/Hindu, and African. Any special medical diets should be arranged with the Rhodes Catering Manager, in the Catering Department opposite Nelson Mandela Dining Hall. Menu choices available are posted on the notice boards of the various Halls so that students can see what the options are (they change from time to time depending on the availability of ingredients.) Menus, which cover four-week periods, are also available online. All students are automatically booked for all meals according to the diet that they specify on registration.

Making a meal booking: log onto ROSS (<http://ross.ru.ac.za/>) and follow the options under "meal booking". There you can:

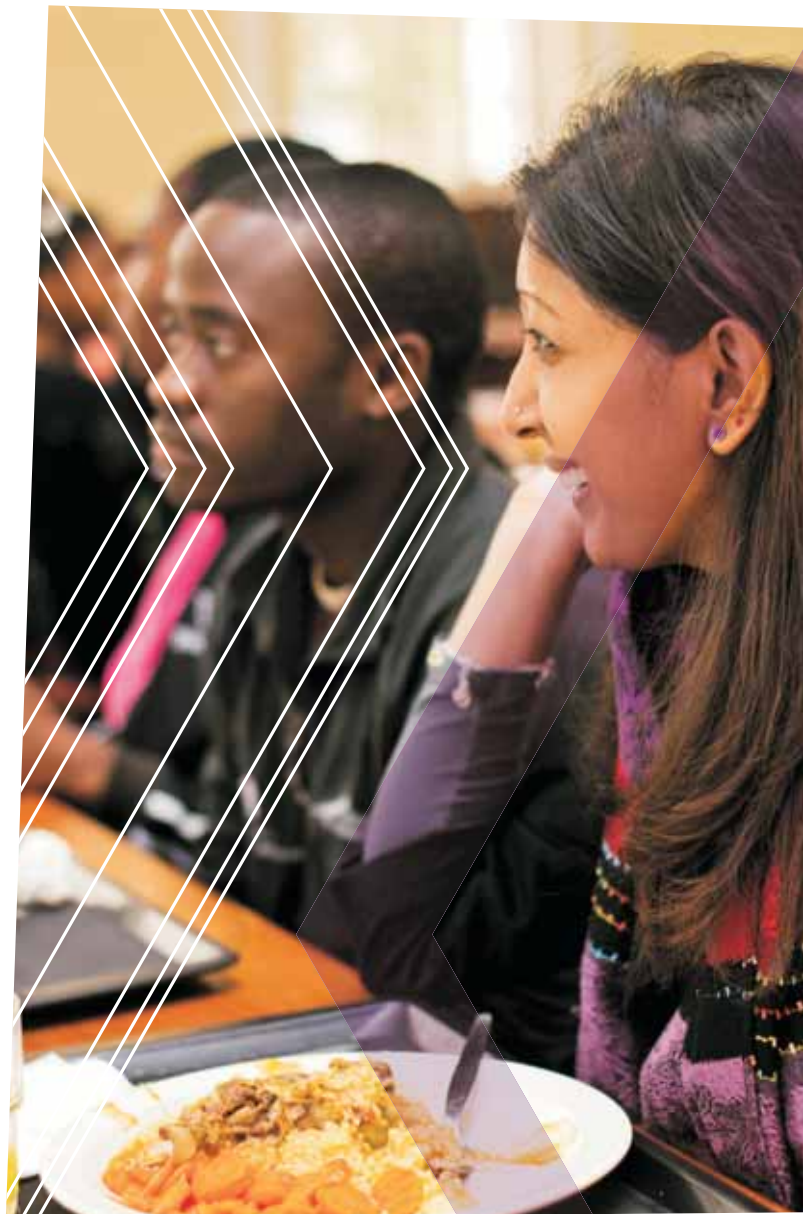
- Book meals
- Print the chosen meal list
- Unbook meals (single or blocks, e.g. if the student does not eat breakfast they can un-book for the year or if they go away for a weekend they can un-book all the meals for that period)
- Change the preferred diet.

All of these options may only take place 48 hours in advance of a particular meal. If a student does not take a meal and has not un-booked 48 hours in advance, the meal is regarded as taken and no credit will be given for that missed meal.

Credit accumulated from un-booked meals up to an amount specified annually in the University Calendar (amounts for undergrad and postgrad residences differ) will be credited to the student's fees account at the end of the 2nd and 4th terms. The University does monitor

meal cancellations – no student will be permitted to cancel all meals.

Oppidan students (those living in town) can also have a regular midday meal in the Oppidan Dining Hall in the Bantu Stephen Biko Building at the same subsidised cost as residence students, using the same meal booking system.



Medical Information

See "Health Care Centre" for services provided on campus.

Private medical practitioners

Doctors

Dr S Dwyer
1 Hemming Street 046 622 4846

Drs M. Gainsford & partners
120 High Street 046 636 2063

Dr C. Jameson (Specialist Physician)
Beaufort Street 046 622 8627

Drs Lloyd, Godlonton & partners
41 Hill Street 046 636 1732

Dr V Murali
56 Bathurst Street 046 636 1114

Dr G. Mutesasira 046 622 5858

Dr F Oosthuizen
Pepper Grove Mall 046 622 6362

Dr K Peer (Acupuncturist)
35 Beaufort Street 046 622 4617

Dr S C Pellissier
12 New Street 046 622 2970

Dr J Santhia
21 High Street 046 622 6648

Dr M Starr (Pediatrician) 083249 1148

Dr Theron 046 622 5915

Dr van der Meer (ENT Specialist)
Settlers Hospital 084946 1800

Chiropractor

Dr Peter Benyon
8 Willshire Crescent 046 622 9443

Physiotherapists

Mr M Anderson
St Andrews Sanatorium 079 381 4466

Ms D Palmer
58c High Street 046 622 3035

Dentists

Drs Buchner & Le Roux
14 Anglo African Street 046 622 6132

Dr T L Du Toit
Milner St 046 622 4258

Dr D E L Eichhoff
Allen Street 046 622 3449

Dr Herring 046 622 8503

Dr A. Von Mayer 046622 871

Optometrists

Davies & Associates
Bathurst Street 046 622 6205

Jenny Gopal
Allen Street 046 622 4310

Pharmacies

RET Butler Pharmacy
110 High Street 046 622 7305

Grahamstown Pharmacy
117 High Street 046 622 7116

Wallace's Pharmacy
Pepper Grove Mall 046 622 732

Social Worker

Ms Dana Labe
12 Lansdowne Road 046 622 5243

AIDS Info Line (Toll free) 0800 012 322

Life Line 041 585 5581

Settlers Hospital
Milner Street 046 622 2215;
046 602 5000

Fort England Hospital
York Street 046 622 7003

Medical Insurance/ Medical Aid

Students are free to consult any doctor of their choice, but are responsible for all the related medical costs. Any international student who does not have a South African-based medical aid is required to pay in advance of receiving treatment. Students who are members of Ingwe Health are obliged to consult Dr Murali.

Oppidan Facilities

An Oppidan is a student who does not live in a university residence. Most students living in digs have experienced life in residence for a year or two before taking the plunge to greater independence and responsibility. Rhodes provides a comprehensive support base for all oppidan students, for which they pay a fee of R145.00 per annum. Support services include:

- use all facilities at Rhodes, including the Health Care Centre and the Counselling Centre.
- two Oppidan Hall Wardens who provide advice and assistance, particularly with regard to personal crises or issues related to digs.
- a team of 6 area-based Sub-Wardens, whose role is largely a nurturing one: they visit the students living in their area, encourage them to get involved in social and sporting activities. They also promote good relations between 'town and gown', and encourage students to get to know their neighbours and clear up potential misunderstandings before they occur.
- a voluntary mentorship programme, which pairs experienced students with first-year students.
- a committee of oppidan students who provide leadership for the Oppidan Hall and ensure that oppidan students can get involved in sports events and community engagement
- social functions arranged exclusively for oppidans
- an oppidan office (in Eden Grove) with a part-time administrator
- an oppidan common room
- an oppidan dining Hall (offering lunch and supper at a subsidised price) Students who wish to eat regularly at the Oppidan Dining Hall can charge these meals to their student account. This will ensure that you get a balanced diet, and will enable you to mix regularly with other oppidan students,

- a constantly updated digs list, with all listed digs inspected and rated.
- the Oppie Bus, which provides free transport to and from specified locations at certain times. Check the oppidan website for further details.

Take a look at the oppidan website for more information: <http://www.ru.ac.za/oppidan>



Parking on Campus

Parking on campus is limited, and certain parking bays have been reserved for staff use only. These are marked with a large painted red dot. Students who park in these spaces will be fined by the CPU. Similarly, students who park on traffic islands or on yellow lines will be fined. Wheel clamping of offenders is also in operation, and a fee of R500 is payable before any car is released.

Photocopying and Printing

Students can photocopy materials at the library, using their student cards (you can load money onto your student card at the Bureau). Printing balances can be checked on ROSS. The SRC offices in the Student Union also offer a photocopying facility. (Also see entry under “computing facilities”).

Policies of the University

There are many policies and protocols which are of particular relevance to students. Please visit the Rhodes website for a complete list at www.ru.ac.za/institutionalplanningunit/rupolicies/

Pregnancy

The University will make every effort to support a pregnant student and ensure that the pregnancy does not disrupt her academic career. Although each case will be considered on its merits, the University cannot take any responsibility for any potential health risks associated with pregnancy, or assume financial responsibility for special dietary requirements in residence, etc. A pregnant student has the following choices:

- allow the pregnancy to proceed to term and either keep the baby or have the child adopted
- terminate the pregnancy before 9 weeks in Grahamstown or before 12 weeks in Port Elizabeth.

Counselling and advice (for both the parents-to-be) is available through the Counselling Centre (at the Steve Biko Building), the Health Care Centre or a

private practitioner. While we respect a student's right to confidentiality, and the usual professional rules regarding this confidentiality will be respected, it is reasonable to expect a pregnant student to inform those parties who might be most immediately affected by their pregnancy. In particular, we strongly encourage the student to inform:

- the Health Care Centre, to obtain basic health advice;
- a medical practitioner, to obtain expert advice. A student with no medical aid can make an appointment at the Health Care Centre to see the University doctor at the normal reduced rate, who will then refer her to the Grahamstown Clinic for ongoing treatment during the pregnancy or to the State hospital for termination.
- the House / Hall Warden, if the student lives in residence, so that she is aware of the student's condition and can assist her to make the necessary arrangements for the final stages of the pregnancy, when she will have to move out of the residence;
- parents, where appropriate.

In the normal course of events, provided there are no medical complications, a student may remain in residence until the 36th week of pregnancy. The student will need to arrange for alternative accommodation during the final weeks of pregnancy, so that the baby is born off the premises. Wardens cannot accept any responsibility relating to the final few weeks of pregnancy, or the actual birth of the baby. While the student may return to residence after the birth of the baby, the child will not be permitted to live with her there, and she is responsible for making appropriate child-care arrangements. There will be no financial penalty to the student if she wishes to have her room kept vacant so that she may return to it after the birth of the baby.

The usual arrangements regarding leave of absence can be made, with medical certification. The student can apply for an extended DP if circumstances qualify

her for this. If time of birth is close to or coincides with examinations, the student can obtain permission to write these in the Health Care Centre, or can apply to write an Aegrotat examination at a later date.

The Health Care Centre does not provide anti-retrovirals to deal with mother-to-child transmission (MTCT). If the student is HIV positive, she should make arrangements with her private doctor (if on medical aid) or the local clinic (if not on medical aid), who will in turn implement their protocol to deal with MTCT.

Following normal HR procedure, fathers are entitled to 3 days paternity leave.

Psychological Counselling

See "Counselling Centre"

Rhodes Counselling Centre

Biko Building, top floor (046) 603 7070

Private Psychological & Counselling Services

Ms Karen Andrews
114 High Street (082) 491 3443

Ms Margaret Anema
48a Somerset Street (046) 622 4245

Ms Ann Ashburner
Colcade, 41 Hill Street (046) 622 4386

Mr Michael Border
7 Hodges Street 082968 7458

Ms Lisa Brown
3 Parry Street (046) 636 1035

Ms Michelle Coutinho
120 High Street (046) 622 5816

Ms Mary Donnelly
5 Donkin Street (083) 461 5437

Mr Martin Donnelly
5 Donkin Street (082) 330 1086

Ms Asha Dullabh
117 High Street (082) 255 5277

Prof Ann Edwards
Psychology Clinic (046) 636 1296

Prof Dave Edwards
31 Hillsview Road (046) 603 8500

Ms Claire Elphick (046) 636 2745

Ms Gwenda Euvrard
8 St Aidans Ave (046) 622 8023

Ms Lauren Fike 078262 7867

Ms Lisl Foss 082921 0026

Ms S Green (046) 603 7070

Dr Kevin Kelly - CADRE (046) 636 1415

Ms Mariaan Mavro
5 Donkin Street (082) 395 6978

Mr Iain Reid
Fort England Hospital (046) 622 7003

Mr Conrad Rocher
29 Somerset Street (046) 636 1583

Ms Pumza Sakasa
Colcade – 41 Hill St (046) 636 1732

Ms Lumka Qangule (046) 622 7899

Ms Lisa Saville Young (046) 603 8047

Ms Tanya Smuts 082926 2854

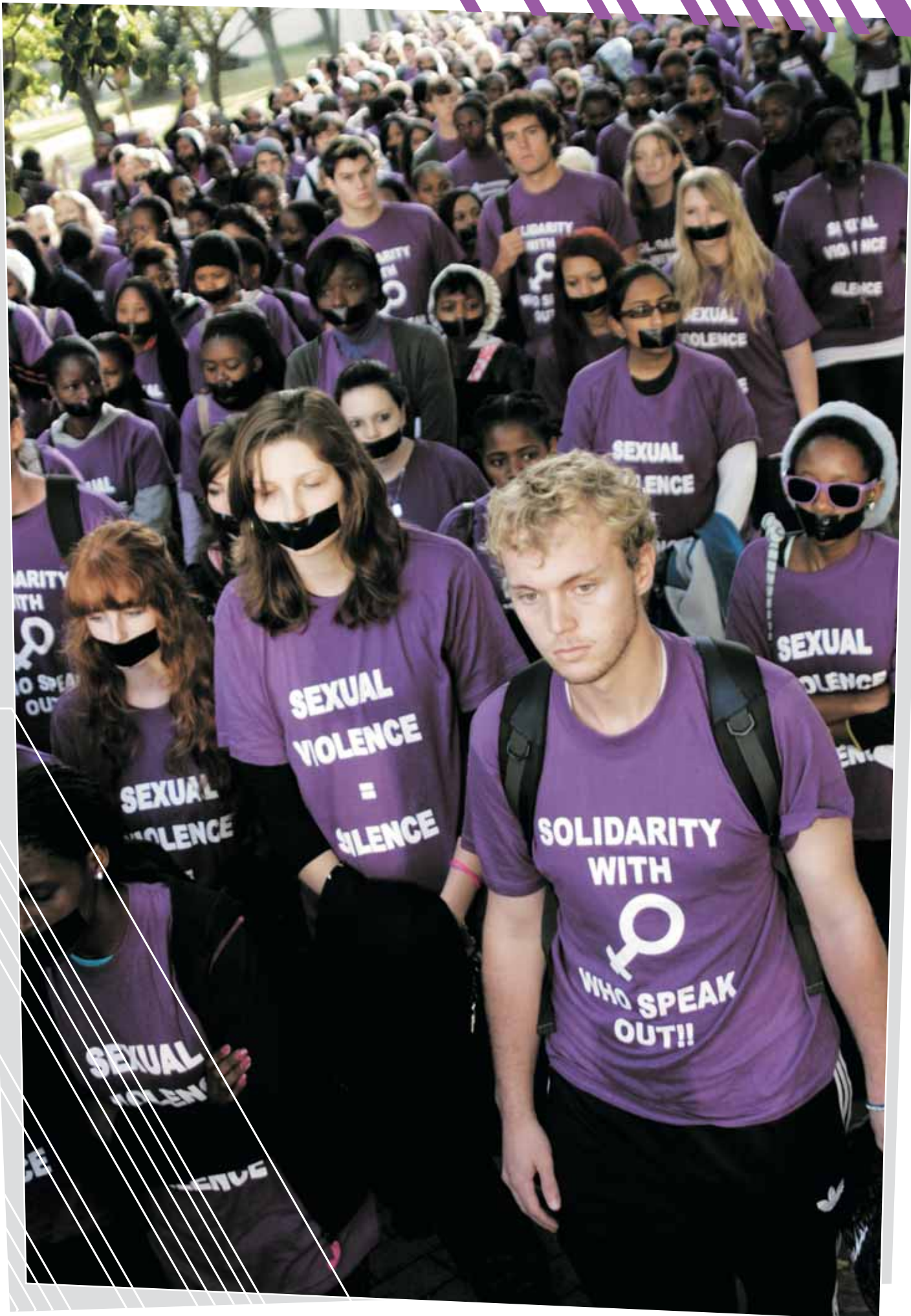
Mr Francois van de Linde 082876 5494

Mr Clifford van Ommen
Psychology Dept (046) 603 8505

Ms Phia van Tonder (046) 622 8197

Ms Adele van der Merwe (072) 279 7952

Dr Charles Young (046) 603 8541



Rape/Sexual Assault

Rhodes University seeks to provide a consistent, caring, and timely response when sexual assaults occur within the University community. The University prohibits any non-consensual physical contact of a sexual nature, including sexual assault and sexual harassment. Students are encouraged to report all instances of sexual assault and sexual harassment.

For further information:

www.ru.ac.za/deanofstudents/documents/policies

Survivors/complainants who were under the influence of alcohol or other drugs at the time of the assault will not be subject to disciplinary action for such use. The personal safety of the survivor of an assault is most important, and the survivor is advised to:

- Go to a safe place. Contact the Campus Protection Unit (046 603 8146) if there is immediate physical danger.
- Seek medical assistance.
- Tell someone what has occurred, in as much detail as possible, since this account could corroborate evidence if a formal report is made later.
- Call the Rhodes Psychological Emergency Number at 082-803-0177 or contact your Warden.
- Contact the Dean of Students' Office (Room 241, Main Admin Building; Tel: 046-603-8181) who can provide support and information related to rights, resources, reporting options, and the university Student Disciplinary process. They can also assist with referrals to the Rhodes Counselling Centre, and with expediting University disciplinary proceedings.

The Sexual Assault protocol is available on the Dean of Students home page and survivors should read it carefully before deciding on action. Aspects to be considered include the need to preserve evidence, and whether to file a report with the police or the university.

- Preserving evidence will give options to report later.

- It is best for any physical evidence to be collected within the first 24 hours.
- It preferable to avoid washing the face or hands, showering, brushing teeth, drinking or eating, or changing clothes.
- If clothes are changed, each garment should be wrapped in a separate paper bag or newspaper (not plastic).

Support for the survivor

1. Medical

Medical attention is essential, and the survivor must understand that there is a limited time to preserve medical evidence that may be needed later if s/he decides to lay a charge later. The following steps are recommended:

- talk to a counsellor through the Rhodes Counselling Centre at 046-603-7070 or 082-803-0177 in order to reach a decision. The Counselling Centre is not required to report incidents of rape.
- the safest decision is to undergo an "evidence" examination by a doctor as soon as possible (in order to ensure that evidence is preserved).
- if the survivor plans to lay a charge with the Police, proceed to the casualty room at Settlers Hospital where a District Surgeon will do the examination. The Health Care Centre can arrange for transportation at no cost.
- If the survivor plans to lay a charge through the University Disciplinary Code, a private doctor may perform the examination.
- The survivor can have medical treatment for cuts, infections, and internal injuries at the Health Care Centre, but in so doing, will lose the opportunity to preserve evidence.
- Regardless of what the choice is, it is crucial that the survivor receive Post Exposure Prophylaxis.

- The Health Care Centre, under the orders of a GP, can offer pregnancy testing, STI testing, or baseline HIV testing, as well as Post Exposure Prophylaxis (PEP).

2. Advocacy and crisis counselling

- Seek out the support of family, friends, and / or a counsellor.
- The student should indicate the level of disclosure with which they feel comfortable. These various levels include:
 - a. anonymous reporting to the Dean of Students;
 - b. (a) plus non-anonymous reporting to Warden by crisis counsellor in order to ensure suitable support;
 - c. (a) and (b) plus non-anonymous reporting to Sub-Warden by crisis counsellor in order to ensure suitable support;
 - d. (a) plus any range of disclosures to parents, friends, the general public by the survivor.

Registration of Cars on Campus

All students who have cars in Grahamstown must supply the relevant information when they register. Anyone acquiring a car during the year must register it at the Student Bureau within three days.

Failure to register a car is an offence in terms of the Student Disciplinary Code. You are requested to take care when driving on campus, observe the speed limit, be wary of pedestrians and park only in designated areas. Parking spaces with a red dot are for staff only. You will be fined if you park in them.

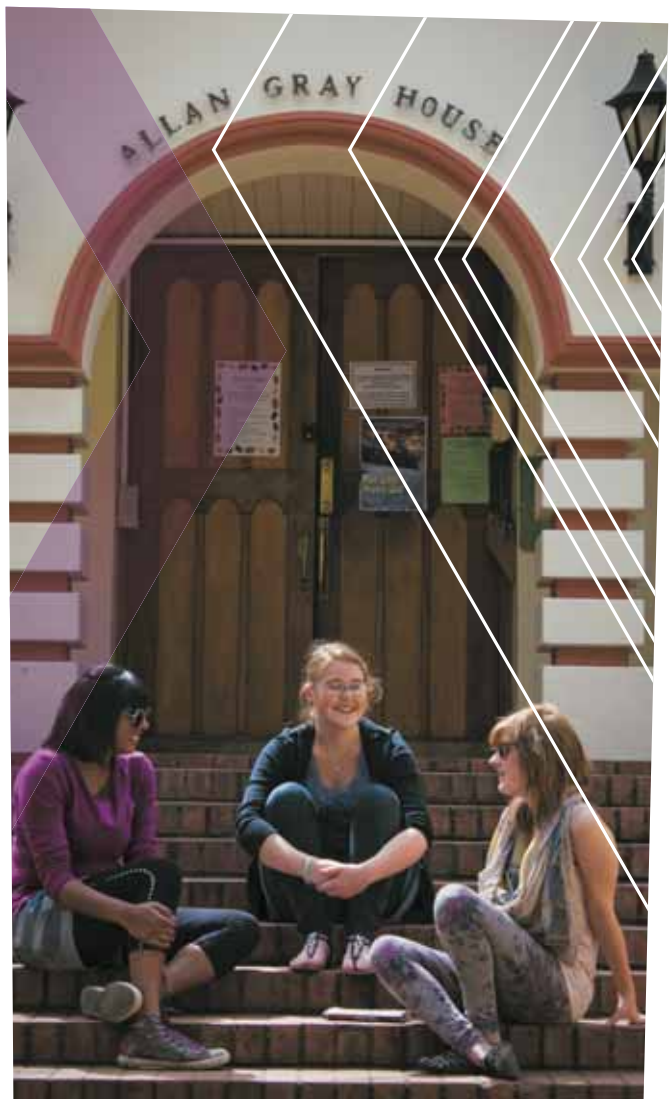
Residence Support

Rhodes is more than simply an educational institution – it is a community, and one of the Hallmarks which makes that community especially remarkable is the Residence system. Each residence is run by a Warden,

a few Sub-Wardens and a house committee. If you are in residence, and need special help or support for any reason, you are strongly encouraged to draw on the resources available to you in your residence: Subwardens and Wardens will respect the need for confidentiality, and they are always ready to help, and offer solutions to your problems.

ROSS

Rhodes Online Student Service is the electronic web-page which provides a wide range of information relevant to students, such as meal-bookings, exam results, lecture timetables etc. (<https://ross.ru.ac.za/>).



Safety and Security

Rhodes University certainly has one of the safest campuses in the country, but it is very important that students are always aware of their surroundings and do not assume that “it won’t happen to me”. While Rhodes University prides itself on having a relatively low crime rate, the reality is that crime statistics all over South Africa are bleak and often frightening. That’s why we’ve invested a great deal of resources in ensuring that our students are kept as safe as is possible on campus.

The Campus Protection Unit (CPU) is in charge of all security on the campus, as well as the control of traffic. The CPU office and Control Room is situated in Rhodes Avenue next to Hobson House. The Control Room and help desk operates 24 hours a day and is in radio communication with the patrolling guards. The team includes CPU guards (blue uniform) and HiTec Security guards (black uniform). The team also includes a number of students who assist on the CPU Help desk and provide additional security bicycle patrols at night. All security staff have the right to request the name and place of residence of any student suspected of infringing University rules. Students (especially females) wanting an escort when walking between venues on campus after dark should phone the CPU Control Room to request this service. The CPU 24-hour Control Room can be contacted on 046 603 8146 / 7.

There are two precautions you can take in order to ensure your own safety:

- **Use the Blue Route:** a safe campus path which is well lit, has panic buttons in strategic positions and is patrolled regularly by security guards
- **Subscribe to Rhode Trip:** a campus transport service which offers daily transport all over town. Details are available at <http://rhodetrip.co.za>

Theft is a serious problem in Grahamstown, and the University is not responsible for any loss of or damage to students’ property kept at the University. Unfortunately it is also becoming increasingly evident that students

steal from each other, both in residences and in the library. You are therefore strongly urged to take out personal insurance and to take every precaution to avoid becoming a victim:

- Lock your doors and windows when leaving your room and when going to sleep
- Keep items such as laptop computers, iPods and cameras etc. away from the window and out of sight, preferably in a locked cupboard.
- Report the presence of strange people in your residence to someone in authority immediately
- Do not keep large sums of money inside your room
- Keep serial numbers of your valuables, and take them with you during vacations
- Do not leave any messages on your door to indicate that you will be away for any length of time
- Do not leave bags unsupervised in public areas such as cafeterias, computer labs and the library
- Keep your cell phone on you at all times (preferably out of sight)
- If you have a car, invest in a gear-lock and anti-theft wheel nuts
- Never leave items on display, i.e. jackets and valuables inside your car
- Report theft of items immediately

You are responsible for your own personal safety and for being aware of your surroundings and the people in your environment. Your ability to do this will be severely impaired when under the influence of alcohol.

Lost and found items are stored at the CPU. If you have lost an item please report it at the CPU – or if you have found an item of property please drop it off at the Unit.

For more information and security tips visit www.ru.ac.za/campus-protection

Safety hints on campus

- Guards will accompany students on campus at night for protection if requested and students are encouraged to make use of this facility. Students can approach the nearest CPU guard or visit the CPU offices on Rhodes Avenue and request an escort.
- All incidents should be reported immediately for assistance. Students can make use of the “Blue Route”, a well-lit, clearly demarcated patrolled route that runs from the bottom of Prince Alfred Street (across the road from the Drama Department), all the way to the top of the hill, past Nelson Mandela Hall. It also runs along St Peter’s Campus and up to Winchester House on Beaufort Street.
- 12 “SOS panic buttons” have been installed around campus. These can be pushed by a student in trouble, and CPU will pick up the signal at their headquarters. The response time to these buttons is between 30 seconds and one minute.
- The CPU team includes a number of students who assist at the CPU help desk (answering phones, assisting visitors) and provide additional security bicycle patrols at night. Students are issued with a reflective vest (so as to be visible at night) and a walkie-talkie. They radio in suspicious incidents, and CPU guards then join them to investigate. This is a safe, proactive way for Rhodes students to get involved in keeping campus safe.
- Students are also encouraged to remember that common sense is their best defence! Students should be aware of their surroundings and of the people in their environment at all times.

Safety for Oppidan students

The CPU has neither the resources nor the mandate to patrol the whole of Grahamstown. The greater Grahamstown area is monitored by the South African Police Services, which works closely with Rhodes to keep us up to date about criminal activity and crime prevention for Oppidan students. Unfortunately, Oppidan

students are quite vulnerable to petty crime because they are seen as “soft targets”. Many students forget to set house alarms, leave windows open or do not lock doors when they go out. It is very important that Oppidan students remember to take basic precautions: setting alarms, closing windows and locking doors all make a big difference to your personal safety.

It is also not advisable for students to walk around Grahamstown alone, particularly at night. Students should always walk in groups, stick to well-lit areas or try to arrange a lift home. Rhodetrip is a shuttle service which offers transport all over town, at specified hours. Students can register for Rhodetrip during Orientation Week, and are charged a once-off joining fee. This means that they can call Rhodetrip to organise a lift and they needn’t carry cash around town. Details are available at <http://www.rhodetrip.co.za>.

The Oppidan Warden and six Oppidan Sub-Wardens are available to help students after a theft or break-in.

Sport

All students are entitled to make use of the sports facilities and join one or more of the 30 clubs which are affiliated to Sports Council. Clubs offer a wide variety of interest areas and students are encouraged to take part on a social, recreational or competitive level. Sports facilities include a swimming pool, athletics track, obstacle running/walking track, squash courts, soccer fields, rugby fields, soccer futsal astro, hockey astro and tennis courts. A small annual fee is charged for each sports club which a student joins, and each club is a centre of social activities, with meetings, practices, fixtures and fun events organized by the students, who are assisted by full-time sports administrators.

Many clubs play in competitive provincial leagues, whilst some also offer internal leagues. Because not all students enjoy playing competitive sport, the Residence System offers students the opportunity for social and less competitive team sport. The Sports Rep on House Committee is charged with organizing such events.



In addition, the Rhodes Health Suite offers weight training, aerobics and spinning classes. The weight training facility consists of cardio-vascular, circuit and free-weight training sections and instructors are available to assist with personal training programmes.

A student on financial aid is offered either full or partial rebate to join two clubs or two sections of the Health Suite, depending on the student's financial aid category.

Sports on offer at Rhodes

Aikido	Cricket	Mountain
Soccer	Archery	First Aid
Netball	Squash	Athletics
Fly Fishing	Pool	Surfing
Badminton	Table Tennis	Basketball
Golf	Rowing	Tennis
Canoe	Hockey	Rugby
Underwater	Chess	Kung Fu
Sailing	Volleyball	Shotokan Karate
Dance	Cheerleading	Water Polo

Information about clubs will be available at sign-up evening (a week after Orientation) or through contacting

sports administration. Tel: 046-622-3358 / rhodessports@ru.ac.za / www.ru.ac.za/sportsadmin

Student Identity Cards

Your student identity card issued during Administrative registration is a very important and precious item. You will need it to get into the Library, borrow books from the Library and to get into the Library's after-hours facility. Student cards are also used for photocopying in the campus libraries.

If you lose your student card you must report it to the Library immediately, and as soon as you have a new card issued by the Student Bureau, you must bring it to the Library so that the barcode number can be updated on your Library record.

Student/Scholar Status Levels

The following status levels for students and scholars are recognised:

Undergraduate Status

A student who is registered for one of the following Bachelors degrees:

- 3-years: BA, BComm, BSc
- 4-years: BJourn, BAcc, BBusSci, BPharm, BFA, LLB

Graduate Status

A student who already has a degree and is registered for:

- a one-year postgrad diploma / certificate
- an LLB

Privileges

- They may take out 12 library books at a time instead of 6
- They may keep these books for 4 weeks instead of 2 weeks
- They may use inter-library loan facilities
- They are permitted to stay in a postgraduate residence. (This does not negate the current practice of allowing students in their 4th year of an undergraduate degree from staying in a postgraduate residence)

Postgraduate Status

A student who has completed one of the degrees listed in (1) above (*or who has been granted eundum gradum by Senate*), and who is registered for one of the following (full-time or part-time):

- Honours
- Masters
- PhD

Privileges

- They may take out 12 library books at a time instead of 6
- They may keep these books for 4 weeks instead of 2 weeks
- They may use inter-library loan facilities
- They have access to designated "post-grad" computer laboratories
- They may have free networking services if they have

a laptop connected through their academic department (this does not apply to connections elsewhere)

- They may stay in the Gavin Relly Postgraduate Village and other designated postgraduate residences.
- They have access to a special work-station or office in some departments

Postdoctoral Status

A scholar who has completed a PhD and is engaged in full-time research for a fixed period in the department to which they are affiliated.

Privileges

- All of those listed above plus:
- Staff library privileges
- a Rhodes email address (i.e. name-based and not number-based)
- access to a computer provided by the Department in which the scholar is working
- Free networking services if they have a laptop connected through their academic department (this does not apply to connections elsewhere).
- Access to short-term University transit housing (recognising that preference for transit housing bookings is given to staff of the University)
- Access to staff parking
- Office space, but this remains the business of the relevant department)

Student Representative Council (SRC)

The Rhodes Student Representative Council (SRC) represents students and negotiates with the University authorities on their behalf. When necessary, the SRC calls meetings of the student body. The President of the SRC meets with the Dean of Students on a weekly basis. The University Council allocates an annual budget



SRC Executive:
Left: Martin Forsyth, Vice President Internal
Centre: Matt Maralak, President
Right: Silvanus Welcome, Vice President: External



to the SRC, which may also raise additional funds for special projects, with the permission of the Senate and Council. The SRC finances, controls and co-ordinates the activities of registered societies and clubs on campus and organises events benefiting students. Grants are also made to various committees, to publications controlled by the SRC, and for student social functions. The SRC also arranges seminars and speakers on current social and political issues of particular interest to students. In terms of the Student Disciplinary Code, the SRC Disciplinary Board has the power to exclude a student from SRC functions and facilities or impose a fine of up to 10 percent of the Bachelor of Arts fee. All disciplinary action is reported to the Vice Chancellor, who deals with more serious offences.

SRC Incentives

The University has instituted an incentive scheme for students elected onto the SRC. The President receives a rebate of 50% of the BA tuition fee. The other four members of the Executive Council (Vice President, Treasurer, General Secretary and Education Councillor) each receives a 25% rebate of the BA tuition fee. The remaining Councillors are awarded a 15% BA tuition fee rebate. In addition, there is a Leadership Bursary for the SRC President, calculated at the average tuition and residence fee for one year (regardless of whether the student lives in residence) (In 2010 the bursary was worth approximately R60,000). All students are eligible. SRC Presidents will also be permitted to extend their programme of study over TWO YEARS, in order to enable them to maintain high academic standards during their term of office. It is hoped that this will encourage more young leaders to stand for election to this vital position: academic high achievers, post-graduate students, and those who have to take part-time jobs to cover their costs.

SRC Staff

The SRC office is staffed by two full-time employees, the Administrative Assistant and the SRC Liaison, who assist the SRC members with the day-to-day running of SRC activities. The SRC office is open weekdays from 08h00- 17h00.

Student Services Council

The Student Services Council (SSC) is a Senate committee which has been set up to hear the student's voice on campus. In accordance with South African legislation, half the Council is made up of students, and the other half of University staff who, by virtue of their position or suitability, are elected onto the SSC. The committee meets once a term, and discusses issues relating to students' quality of life. Minutes of these meetings are available on the Dean of Students website.


Substance Abuse

Possession and supply of any controlled substance or dangerous drug, as defined by the South African law, is prohibited. The University undertakes to deal with students who commit such offences and who break the Disciplinary Code and thereby bring the University into disrepute. However, the University also recognises that in some cases substance abuse can become a medical problem, rather than solely a disciplinary matter, and we therefore supply information about the dangers of illicit drugs and will refer those who need support to the relevant support services. Students with substance abuse problems are encouraged to contact the Counselling Centre (counsellingcentre@ru.ac.za) or the Health Care Centre (healthcarecentre@ru.ac.za) for information or assistance.

Narcotics Anonymous (NA) meetings take place twice a week. Tuesdays at St. Georges Hall in High Street from 19h00-20h00 and Thursdays in the RA room of the Steve Biko building opposite Rhodes Music Radio from 19h00-20h00 (NA/AA: 082 784 7685)

Suicidal and Para-suicidal Crises

A suicidal crisis is very difficult to deal with. It is usually unanticipated and requires the helper to mobilize a variety of skills and resources. Firstly, call the Rhodes Psychological Emergency Number at 082 803 0177. If the person forbids you to call, is angry about it, or upset, you must call anyway.



If the person is under the influence of drugs or alcohol, or if an attempt is imminent call an ambulance (10177). The person requires medical and psychological intervention as soon as possible.

- if the student is behaving in a manner which is difficult to control or which might be placing his or her life, or your life, in danger call the police (10111).
- If the person has indicated that they are feeling hopeless or are thinking about suicide, or “ending it all”:
- Take the person seriously. Many people have taken their lives when people thought their statements about suicide were “manipulative” or person was being “melodramatic” or it was “just a cry for help”. While it is true to say that there are times when a person is being manipulative, it is best to err on the side of caution.
- Don’t panic. Keep your voice calm and matter-of-fact.
- Encourage the person to discuss what prompted “death” thoughts. The more the person is able to talk about the specific details of the experience, the better he or she is able to understand the source of the crisis.
- Elicit the person’s feelings. Expressing emotions is a way for the person to vent frustrations while securing validation and support. Common probes and statements include: “how did you feel when that happened” or “I would have felt hurt if that happened to me”.
- Assist the person in defining alternatives and options. Those who are contemplating death do not see life as having positive alternative solutions. Alternative solutions are available. With assistance, the person in crisis can have the option to select the best solution for the situation.
- Involve professionals who can assist the person in crisis to deal more effectively with the problem and work to instil hope again. The challenge may be cultivating a sense of trust to include an outside person. In many cases, the suicidal person wants

the helper to maintain confidentiality. It is important to emphasize that he or she came to you because of trust and confidence that you care to do the right thing. Encourage the person in crisis to value your decision to involve a professional counsellor if needed.

- Talk with someone after the crisis is over. Taking the time to share what it was like to be in the stressful situation is important. Venting your feelings and decision processes is crucial to re-stabilizing after your adrenaline surge. In addition, you may find yourself feeling ‘guilty’ or ‘inadequate’ for securing outside help. Remember that by bringing other helpers into the situation your intention was not to betray a confidence, but to save a life.
- Realise the limits of your responsibility. There are a number of ways to offer assistance in a crisis. Some include connecting the suicidal person with a counsellor, accompanying the person to a counselling centre, making an appointment with a psychologist, notifying his or her parents, or calling the police. If you have taken substantial measures to prevent someone from committing suicide and the suicidal person refuses help options, there may be nothing more that can be done. Anyone who is determined to end his or her life will find a way. Your responsibility as a friend or associate is to assist, support, and possibly refer. Once you have taken care to incorporate all these aspects, your responsibility as a fellow human being ends.
- Inform the Dean of Students of the crisis as soon as you have dealt with immediate concerns. While confidentiality will be maintained, it is obviously important that senior management is kept aware of such extremely serious incidents.



Transport in Grahamstown

- If you are an Oppidan student, you can make use of the Oppidan bus, a free transport service that has regular pick-up and drop-off points in town and on campus. Find out more about the bus route from the Oppidan Office.
- Rhode Trip offers a transport service around town for an annual fee. Subscriptions can be arranged at the registration desk. Details are available at <http://www.ru.ac.za/rhodetrip>
- The Dean of Students Office also provides a free "Get Home Safe" service to students who find themselves in difficulty late at night. The service operates only on Wednesday, Friday and Saturday nights between 22h00 and 03h00. Telephone 084 869 9679.

Transport to and from Grahamstown

Transport is available to students travelling to the University by air, or on long-distance buses which terminate their journeys in Port Elizabeth. Unfortunately the university is not able to offer a transport service for any parents.

At the start and end of every term (i.e. not before) the University provides minibus transport to and from the PE Airport, and from the Greyhound, Translux and Intercap bus terminals (at the Greenacres shopping complex only). This service is offered at a rate of R110 for a single trip (R220 round trip).

These trips only commence after the term is officially over, so transport is not supplied on the last Friday of any term. You are therefore strongly encouraged NOT to book early flights home. Similarly, exams at the end of the second and fourth terms will NOT be rescheduled to fit individuals' travel plans.

The Transport Office is in the Maintenance Building very close to Jan Smuts Dining Hall. The Transport Officer can be contacted at 046 603 8234.

Rhode-Trip also provides a shuttle service. Details are available at <http://rhodetrip.co.za/>

To ensure the smooth operation of the service it is important to remember that:

- a) Well in advance of each vacation a prominent notice is sent to all University Residences, and posted on campus notice boards, informing students of the days on which University transport will be provided.
- b) The onus is on a student who requires transport to make an appropriate booking via the Rhodes Online Student Service ("ROSS"), or via Email Student.transport@ru.ac.za, at least ONE WEEK before the date on which the transport is needed.
- c) Booking of Rhodes Transport and possession of appropriate flight/bus tickets, will secure a seat on the Rhodes minibus. Cancellations or changes of travel dates can be made by quoting the number appearing at the top right-hand corner of the ticket provided by the Transport Office.
- d) University buses travelling to Port Elizabeth leave Rhodes at 09h00 and 15h45 daily. The travelling time to Port Elizabeth is approximately 2 hours. We cannot alter these departure times to suit individual requests.
- e) Students are strictly limited to TWO items of luggage.

ALL LATE BOOKINGS OR NON-CANCELLATION OF BOOKED SEATS ARE SUBJECT TO A PENALTY OF R400.00

Venue Bookings

Students may book venues for official University functions on-line via venuebookings@ru.ac.za.



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