

## **Courtenay-Latimer Hall Mission Statement**

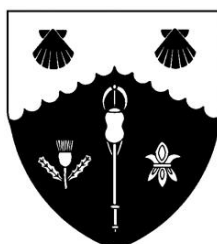
In support of the vision and mission statement of the Rhodes University Residential System, COURTENAY-LATIMER HALL aims to provide a home for students that:

- is safe, comfortable and supportive;
- is conducive to their academic success, maturation of intellect and character and personal growth in all spheres of life;
- fosters personal responsibility and authority, with disciplinary measures used only as a recourse to protect the rights and well-being of all;
- provides an atmosphere of mutual co-operation, respect, and consideration for others.

In addition to safe accommodation, Courtenay-Latimer Hall seeks to foster an ethos of cultural and racial conciliation and tolerance of diversity, thus empowering young adults to make a positive contribution to society.



BEIT HOUSE



CHARLOTTE  
MAXEKE  
HOUSE



ORIEL HOUSE

This booklet is available on: <http://www.ru.ac.za/courtenay-latimerhall/about/rules/>

### **How things have changed!**

#### **STUDENT RULES 1916**

The rules for students in Courtenay-Latimer Hall required students:

- to attend a place of worship at least once on Sundays
- to do their hair up
- to make their own beds and keep their rooms looking tidy

And in 1918 it was agreed that Courtenay-Latimer House students could keep one hat box in their bedrooms.

#### **DRESS CODE**

In 1947 a committee was appointed by the Senate to consider the dress to be worn by women students in the precincts of the College. It was agreed that the wearing of shorts, slacks, swimsuits, and flap sandals by women students should be banned within the College precincts, outside the Halls.

#### **MORE DRESS CODES**

The Wardens (Residence Managers) Committee in 1958 drew the attention of Senate to its concern "about the carelessness of student dress" and recommended "that the wearing of gowns downtown be made compulsory." The Senate Advisory Committee referred the matter back to the Committee for further consideration!" - and the Wardens (Residence Managers) Committee agreed to withdraw their recommendation (February 1959).

From *Professor Ian Macdonald*. Rhodos, **17** (10) September 2005: 14

## **Name changes effective from January 2025**

**Hall Warden** will be known as **Hall Manager**

**Residence Warden** will be known as **Residence Manager**

**Sub-Warden** will be known as **Residence Student Assistant**

# **RHODES UNIVERSITY**



## **COURTENAY-LATIMER HALL**

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**Here To Help You – Personnel of Courtenay-Latimer Hall**

<b>Portfolio</b>	<b>Name</b>	<b>Tel/Cell</b>	<b>e-mail</b>
<b>HALL MANAGER</b>	Nandi Fumbatha	046 6038045 (h) 073 600 5077	<a href="mailto:n.fumbatha@ru.ac.za">n.fumbatha@ru.ac.za</a>
<b>BEIT HOUSE</b>			
<b>RESIDENCE MANAGER</b>	Ayanda Qomfo	046 6038044 (h) 084 810 1273	<a href="mailto:a.qomfo@ru.ac.za">a.qomfo@ru.ac.za</a>
<b>RESIDENCE STUDENT ASSISTANT</b>	Sesethu Bele	062 531 6942	<a href="mailto:sesemankayi7@gmail.com">sesemankayi7@gmail.com</a>
<b>RESIDENCE STUDENT ASSISTANT</b>	Alani Malange	08 1312 5603	<a href="mailto:alanizinah2004@gmail.com">alanizinah2004@gmail.com</a>
<b>HOUSE HEAD STUDENT</b>	Siphehile Maqetuka	078 288 1550	<a href="mailto:siphehile.maqetuka@gmail.com">siphehile.maqetuka@gmail.com</a>
<b>CHARLOTTE MAXEKE HOUSE</b>			
<b>RESIDENCE MANAGER</b>	Nandipha Fumbatha	046 6038045 (h) 073 600 5077	<a href="mailto:n.fumbatha@ru.ac.za">n.fumbatha@ru.ac.za</a>
<b>RESIDENCE STUDENT ASSISTANT</b>	Samkelisiwe Mahlangu	060 666 2506	<a href="mailto:mahlangusamkelisiwe16@gmail.com">mahlangusamkelisiwe16@gmail.com</a>
<b>RESIDENCE STUDENT ASSISTANT</b>	Sandiswa Booï	066 0435773	<a href="mailto:boois308@gmail.com">boois308@gmail.com</a>
<b>HOUSE HEAD STUDENT</b>	Ayola Sikota	083 238 2999	<a href="mailto:ayolasikota0@gmail.com">ayolasikota0@gmail.com</a>
<b>ORIEL HOUSE &amp; ORIEL ANNEXE</b>			
<b>RESIDENCE MANAGER</b>	Quintabella Andangnui	046 6038886 (h) 078 037 3837	<a href="mailto:q.andangnui@gmail.com">q.andangnui@gmail.com</a>
<b>RESIDENCE STUDENT ASSISTANT</b>	Madzanga Marageni	083 619 7186	<a href="mailto:madzangamarageni2@gmail.com">madzangamarageni2@gmail.com</a>
<b>RESIDENCE STUDENT ASSISTANT</b>	Anathi Ngantweni	060 567 7168	<a href="mailto:anathingantweni04@gmail.com">anathingantweni04@gmail.com</a>
<b>HOUSE HEAD STUDENT</b>	Emihle Nobongoza	073 193 8706	<a href="mailto:enobongoza1902@gmail.com">enobongoza1902@gmail.com</a>
<b>HALL SENIOR STUDENT</b>	Chantelle Dhlamini	071 927 5152	<a href="mailto:dhlaminichantelle07@gmail.com">dhlaminichantelle07@gmail.com</a>
<b>SRC HALL REP</b>	Milanimandesonwabe Msomi	066 171 9661	<a href="mailto:sonwabe03@gmail.com">sonwabe03@gmail.com</a>
<b>HALL ADMINISTRATOR</b>	Ms Janine Hayward (Office in Oriel House – use front door)	046 6038575	<a href="mailto:j.hayward@ru.ac.za">j.hayward@ru.ac.za</a>
<b>HALL HOUSEKEEPER</b>	Siphokazi Ngesi (Office in Charlotte Maxeke House)	046 6038488	<a href="mailto:s.ngesi@ru.ac.za">s.ngesi@ru.ac.za</a>



## **Background Information on Courtenay-Latimer Hall**

Rhodes is unique among South African universities in that approximately half of the students live in 'residence', with Halls providing a particular focus of the special character that evolves in each of these communities of students. The oldest women's residences, Oriel and Charlotte Maxeke, were designed by Herbert Baker's partnership, Baker and Kendall. In May 1915, Oriel House was ready for occupation; in 1921 Charlotte Maxeke House and the first women's dining hall were in use. The third residence in Courtenay-Latimer Hall, Beit House was ready in 1935. Beit House accommodates 80 students, Charlotte Maxeke House - 63 students, Oriel House - 53 students, Oriel Annexe - 13 students and Courtenay-Latimer Annexe – 2 students. The hall has a Manager responsible for the general running and organization of the hall and each house has a Residence Manager responsible for that house. The hall and house Managers are available to help and advise students, but their function is not that of a surrogate parent.

## **Organization of the Hall**

**The Hall Manager:** the chief executive, administrative and disciplinary officer of the Hall.

**The Hall Fellows:** invited by the Hall Manager in consultation with the Hall Committee to assist and advise the Hall.

**The Hall Committee:** comprises the Hall Fellows, the Residence Managers, the Residence Student Assistants, the Hall Senior Student, the House Head Students, and some other members of the House Committees; it acts as an advisory committee to the Hall Manager and provides a forum in which matters concerning the Hall may be discussed and decisions made.

**The Residence Manager:** responsible to the Hall Manager for the welfare and discipline of students in her House and for the maintenance of the fabric of her House and its moveable assets.

**The Hall Administrator:** responsible for providing day-to-day administrative services to the Hall.

**The Residence Student Assistants:** students appointed by the University to assist Residence Managers with the smooth running of the Houses and to act as intermediaries between the students and the Residence Manager. Certain authority and disciplinary powers have been delegated to the Residence Student Assistants for use at their discretion.

**The Hall Senior Student:** elected by the students of the Hall at the end of each year in accordance with the Hall Constitution. The Hall Senior Student has a number of specific duties to perform as well as acting as an intermediary between students and the Hall Manager; she also provides a liaison between students of the Hall, the Hall Committee, and the Students Representative Council (SRC).

**The Hall SRC Representative:** elected by the students of the Hall at the end of each year in accordance with the SRC Constitution. The SRC Rep, amongst other duties, provides a liaison between students of the Hall, the Hall Committee, and the Students Representative Council (SRC).

**The House Head Student:** elected by the students during the fourth term of each year in accordance with the Hall Constitution.

**The House Committee:** elected by the students during the fourth term of each year in accordance with the Hall Constitution. The Residence Student Assistants and members of the House Committee, in addition to acting as an advisory committee to the Residence Manager, act as intermediaries between the students and Residence Managers. They assist residents to adapt to university life, refer students for advice on social, academic and personal affairs, and help to enforce policies and regulations for the well-being of residents. The House Committee members are there for you; don't hesitate to ask for assistance.

**The Student Networking Representative:** elected by the students during the fourth term of each year in accordance with the Hall Constitution. The Student Networking Rep assists students in the house to sign up for network access, manages the residence printer, liaises with the ResNet Technicians, reports faults and facilitates access for the ResNet Technicians to the residence rooms. She is a full member of the House Committee.

## Status

Students are granted status as follows:

- Seniors** Graduates, students in their third or fourth year at a university, Hall, and House Committee members and SRC executive members.
- Second-Years** Students who are in their second year of study at Rhodes University.
- First-Years** All students who have registered for the first time at Rhodes University in the current year. All first-year students are required to do 'First Year' Duties.

## Room allocations

Rooms are allocated by the Residence Student Assistants in the following order of preference:

- a) Residence Student Assistants
- b) Hall Senior Student
- c) House Head Student
- d) Hall Representative
- e) Remaining House Committee members
- f) Students remaining in same rooms as previous year
- g) Post-graduate and 4th years (academic); students who have previously served for one year on the House Committee in that residence; students on SRC executive committee
- h) 3rd years (academic); SRC Hall Representative
- i) 2nd years (academic)
- j) 1st year repeaters (academic)
- k) International visiting students
- l) 1st years and students transferred from other residences on Campus - no room choice

Should two or more students of equal rank want the same room, allocation will be based on academic achievement, contributions to the residence and certain other criteria as decided by the Residence Student Assistants.

## Courtenay-Latimer Hall Maxim: "Consideration and Co-operation"

## Rules

The Hall Rules have been compiled by the Hall Committee on the basis of *consideration* for and *co-operation* with others in the general running of the Hall; they are formulated in order to uphold your right to an orderly, peaceful environment conducive to study and community living.

Living in a residence involves questions of rights and responsibilities. When do you have the right to impose your will on others? Do you, in fact, have that right? At what point are you forcing your tastes in music, your ideas of fun and fairness on the members of your community? These questions compel you to consider other people's rights - such as the right to privacy, the right to individuality, the right to respect and consideration for property.

The Hall Manager has the right to exclude from residence any student who, by her behaviour or actions, brings the Hall into disrepute e.g., malicious damage to property or theft, indulging in raids on other residences, substance abuse, breach of visiting rules, or any other irresponsible behaviour. Similarly, any student who persistently ignores the rules laid down by the Hall Committee may be refused admission to the Hall for the following year.

**In addition to the rules and regulations of residence, students are required to adhere to the University rules which are to be found in the "Student Disciplinary Code" (SDC) (can be accessed on <https://www.ru.ac.za/registrar/discipline/studentdisciplinarycode/>). The following rules are supplementary to these and also help to implement them. A breach of any of these rules will be regarded as a disciplinary offence which may result in a disciplinary penalty being imposed.**



## **IGNORANCE OF THE RULES IS NOT AN ACCEPTABLE EXCUSE**

### **1 ABSENCE - LEAVE OF (LOA)**

- 1.1 Permission for Leave of Absence from lectures/tutorials/practicals must be obtained from the Head of Department concerned. Forms for leave of absence are obtainable from Departmental Secretaries, the Student Bureau, and the Health Care Centre (HCC). Please consult the Health Care Centre or your doctor at the time you are ill (not afterwards) if you require a LOA for medical reasons. If you go to a private doctor remember to get a note from him while you are there to support any later request for a LOA.
- 1.2 Weekend Leave/Overnight Absence from Residence  
If student wishes to spend a night away from the residence (returning later than 3.00 am) she must sign the "Overnight Book" and indicate their address, their cell phone number, and if possible, another contact telephone number. This is in the interest of the student's safety and the safety of others in the event of an emergency situation such as a fire. It will also be of assistance in the event of urgent messages from relatives, e.g., serious illness at home.

### **2 ADDRESS**

- 2.1 The postal address of the Hall is:  
*(Name of Student)*  
*(Name of House)\**  
Private Bag 1031  
Makhanda  
6140
- 2.2 The physical address of the Hall (for couriers) is: *(Name of Student & Student No.)*  
*(Name of House)\**  
University Road  
Rhodes University  
Makhanda  
6139

\*Please ensure that the name of your residence is shown on all correspondence sent to you.

\*Please note that the Hall Administrator does not accept and sign for couriered parcels addressed to students.

- 2.3 **Change of address** and/or telephone numbers of parents or next of kin and other changes of particulars must be reported, in writing, to the Residence Manager, Hall Administrator and the Registrar (Student Bureau) within 72 hours of their occurrence. The change of address can be made on ROSS at <https://ross.ru.ac.za/>.

### **3 ALCOHOL**

- 3.1 No student may possess, store, or consume any liquor whilst on the premises of Courtenay-Latimer Hall, i.e., the Residences, Dining Hall, the grounds, and environs thereof.
- 3.2 For the sake of clarity
  - a. this means that **no liquor** may be consumed in the Dining Hall or on the veranda, in Common Rooms, Student rooms, the Passages, the Kitchens, the Bathrooms, Toilets, Entrance Foyers, Courtyards or Duty Rooms of the Houses, in the Grounds or the Environs of the Hall and Houses.
  - b. Students may not carry open or closed bottles or glasses of liquor in the areas mentioned above in point 3.2 a.
- 3.3 Alcohol, in moderate quantities only, may be consumed ONLY:
  - a. With the written permission of the Hall Manager; and
  - b. At a function, the purpose of which must be specified, that is planned to take place at a specific place, on a specific date and at a specific time; and
  - c. Such permission shall only be valid if granted in writing and additionally that a written application was received.
- 3.4 No liquor of any sort may be sold, bartered, or exchanged at any time. This is in accordance with an instruction from the vice chancellor as these acts contravene the liquor act. No beer clubs are

permitted.

- 3.5 The holding of "down downs", "boat races", "funneling" or other drinking competitions is prohibited.
- 3.6 No "parties" may be held in private rooms or the Common Rooms without the Residence Manager's authority. The presence of three or more people in one room with loud noise with or without music and alcohol will be construed as being a party.
- 3.7 Any departure from these instructions may only take place with the express authority in writing of the Hall Manager.

The Student Disciplinary code states:

"Voluntary intoxication caused by any substance to the extent that a person lacks intention or capacity is not a defense to any offence in this Code."

"A student may not consume alcohol on any part of the University property without the written permission of the Vice- Chancellor, or such other person to whom the Vice-Chancellor has in writing delegated the authority to control the possession of or use of alcohol." (The whole Campus is University property.)

- 3.8 Drunk and disorderly conduct will not be tolerated and is subject to disciplinary action.

#### **4 AMENITIES**

##### **4.1 House amenities:**

Each House has its own fridges, microwave ovens, washing machines, tumble driers and television sets for use by the occupants of the Houses. It is the sole responsibility of the students to keep the fridges and microwaves clean.

##### **4.2 Hall Amenities:**

Table tennis, projector, speaker, and volleyball equipment are available for use by students of the Hall and may be booked in the Hall Administrator's office in Oriel House.

Pool, table tennis and volleyball equipment are available to students during the following hours:

Monday – Friday: 12:30 – 14:00 hours  
17:00 – 19:30 hours

Saturday & Sunday: 12:00 – 14:00 hours  
17:00 – 20:30 hours

The projector and the speaker are available for house/hall functions only and not to be removed from the hall or used for outside functions.

The equipment may be signed out by House Committee and authorised by the Residence Manager or Residence Student Assistants.

The pool table is located in Beit common room. Hours of use are limited as above. Charlotte Maxeke and Oriel students may have access to Beit common room at these times. You can ring the doorbell, or your Residence Student Assistants can let you into Beit, but you should not go upstairs without a Beit hostess accompanying you.

All these amenities are University property and as such are to be cared for and protected, with reference to item 14, Damage to and Loss of University Property.

#### **5 ARRIVAL AND DEPARTURE**

- 5.1 On arrival at the beginning of each term every student must report to the Residence Student Assistants/Residence Manager and sign the Arrival Book. Should a student anticipate arriving late, (i.e., between 22:00 and 07:00) the Residence Manager must be informed so that a key can be left with Campus Protection for collection on arrival by the student.

Students not able to return from vacation within a day or two of the residences re-opening should inform the Residence Manager of their date of return.

- 5.2 **Early Arrival:** Students who need to return to residence before the normal opening time of residence (which is Sunday when University starts on Monday, in the 2nd, 3rd and 4th terms), should make prior application to the Residential Operations Division. The required form *APPLICATION: Returning Early / Departing Late* is available from the Hall Administrator or the Residential Operations Division.

- 5.3 **Late Departure:** Similarly, students who need to remain in residence after the allowed period (24 hours after end of lectures in the 1st and 3rd terms; and 48 hours after their last exam in the second and fourth terms) must apply to the Residential Operations Division and submit the required *APPLICATION: Returning Early / Departing Late* form (available from the Hall Administrator).

- 5.4 Students will be charged at the current daily rate for any extra days that are spent in residence.
- 5.5 Any student remaining in residence after completing her exams must note that any action of hers that causes a disturbance of any kind to the students still writing examinations will result in that student being requested to leave immediately.
- 5.6 All students **MUST** sign the Departure Book before departing at the end of each term to enable the Housekeeping staff to attend to their duties. Students wishing to leave residence before the end of a term must inform the Residence Manager/Residence Student Assistants and sign the Departure Book.
- 5.7 Should the residence be scheduled to be used for conference accommodation during vacations, student rooms will have to be completely vacated and the rooms checked by a Residence Student Assistant before the occupants leave.
- 5.8 It is essential that all residence keys issued to students be handed in at the end of the year and at the end of each term when the residence is being used for accommodation in the vacation. Failure to do so will result in a debit being made against a student's account for a replacement.

## **6 BED BOARDS**

Bed boards may be ordered and purchased through Housekeeping. They thereafter become the property of the student. Bed boards left in residence by students after departure will become the property of that residence.

## **7 BOX ROOMS**

Limited space is available in box rooms for the storage of students' belongings during vacations when rooms have to be vacated. Box rooms should be packed neatly, and consideration must be given to other packers. All boxes and trunks must be sealed, and clearly labelled with the owner's name. Items are to be signed in/out of the box rooms by a Residence Manager or Residence Student Assistants.

- 7.1 Students are to note the need to insure all their personal belongings and are reminded that although the University takes all reasonable precautions to ensure the safety of the contents of the box room, the risk ultimately rests with the student.
- 7.2 Keys to the box rooms should be handled only by the Hall Manager, Residence Manager and Residence Student Assistants of each Residence.
- 7.3 Students must arrange and supervise packing of their belongings into the residence box rooms when their rooms have to be vacated.
- 7.4 No items should be placed in the Box Room unless they are boxed, sealed and labelled by the student.
- 7.5 A complete record must be kept of all boxes stored in the box rooms for each vacation period, signed in by the student concerned and countersigned by the Residence Student Assistants or Residence Manager in attendance. The student signs so that she can certify she placed the items in the Box Room and the person on duty signs as a record of who was on duty, and to verify that particular boxes were placed in the Box Room.
- 7.6 Students may only place their goods in the box room at the times agreed on by the Residence Manager in consultation with Residence Students Assistants. These should be made widely known well in advance of the vacation.
- 7.7 No goods whatsoever will be returned to students during vacations on request.
- 7.8 Specified times will be advertised on two or three consecutive days for the box rooms to be opened, and on such occasions key-holders will be present to unlock the room.
- 7.9 Students will then sign their boxes out of the Box Room on the list, countersigned by the Residence Student Assistants or Residence Manager.
- 7.10 If a student arrives later than the agreed dates, advance arrangements must be made to open the room at a later stage.
- 7.11 The Box Rooms should then be locked for the rest of the term. Empty boxes stored there may be removed by pre-arrangement with the Residence Manager or Residence Student Assistants before the end of term.
- 7.12 Box Rooms are not allowed to be used to store items belonging to anyone who does not currently reside in that particular Residence.
- 7.13 Charlotte Maxeke House Students who are university leavers or who are moving from residence into digs must make alternative arrangements to store their goods over the December/January holidays; they may not store their belongings in the box rooms. Students leaving Beit or Oriel houses should consult their Residence Managers in good time to ascertain if it is possible to

store their goods over the December/January vacation.

7.14 No items belonging to Oppidans, or students whose homes are in Makhanda, may be stored in residence box rooms during any vacation.

7.15 Any articles not cleared from box rooms by the end of the first term will be disposed of.

## **8 BRAAI AREA**

**Current students** residing in the Hall are welcome to use the braai area located between Charlotte Maxeke and Beit Houses providing that:

- 8.1 All University and Hall rules for social functions, especially regarding use of alcohol, are obeyed;
- 8.2 Braais may be held on Fridays or Saturdays or the eve of public holidays between 18h00 and 21h00 (this follows Rule 3(c) of the University Rules for Social Functions held by Halls of Residence).
- 8.3 They obtain permission from both Charlotte Maxeke and Beit Residence Managers, as well as the Hall Manager;
- 8.4 The time of day and the duration of the function is approved by Charlotte Maxeke and Beit Residence Managers;
- 8.5 They notify the students in Beit and Charlotte Maxeke of the intended braai by putting up a notice in each of these residences and posting on their WhatsApp group;
- 8.6 They tidy-up the area completely afterwards;
- 8.7 They are considerate of others in the area in terms of noise, and do not play loud music; music is to be limited to background music only.

## **9 CAMPUS PROTECTION**

- 9.1 Students may not interfere with, or obstruct, a Campus Protection Officer or Guard in the execution of his duties.
- 9.2 Campus Protection may be contacted at 603-8146/ 8147 to make prior arrangements for CPU staff to escort students to or from residences at night, or should the student feel unsafe at any other time. Students are warned of the dangers of walking alone in isolated places, especially after dark.
- 9.3 Loss of property, including keys, should be reported to the Hall Administrator immediately. Cases of theft from rooms or vehicles should be reported to Campus Protection without delay, as well as to the Residence Manager.

## **10 COMPLAINTS**

- 10.1 Complaints regarding the food or service may be directed to the House Food Representative by writing in your residence food comments book, appending your name so that you may receive feedback. If, however, there is an immediate problem with a plate of food you have received, you may report it directly to the caterer or kitchen staff and politely point out the problem. Complaints of a personal nature may not be directed to the kitchen staff, nor may they be aired/ directed/ written in the Food Book.
- 10.2 Complaints about residence matters are to be directed to the Residence Manager, Residence Student Assistants, Head Student or Hall Administrator.
- 10.3 Complaints about faulty telephones - see item 59.

## **11 COOKING**

- 11.1 No cooking whatsoever is permitted in student rooms. Any breach of this rule will result in disciplinary hours and appliance(s) confiscated.
- 11.2 Preparation of light snacks only may take place in the residence kitchenettes using University appliances. Microwave ovens are available to heat food but are not to be used for major food preparation. They must be kept clean by the students using them.

## **12 COURTESY**

Students are expected to be courteous to the caterers and housekeeping staff.

## **13 CURTAINS**

Curtains, including net curtains, may not be hung out of the windows, or tied up in any way except loosely with a ribbon or toweling band. Students may utilize their own curtains provided residence curtains are carefully stored in plastic bags in, or on top of, cupboards. Students must themselves re-hang residence curtains at the end of each academic year and the end of terms when residences are used for conferences.

#### **14 DAMAGE TO AND LOSS OF UNIVERSITY PROPERTY**

- 14.1 In the case of damage to, or loss of, University property the student or students responsible, if known, will be required to bear the cost, and if perpetrators are not known, such cost will be charged either against a particular group of students or against the general fund of the body of students, i.e., House Funds.
- 14.2 If any room or its contents (walls, doors, windows, floor, furniture, fittings, etc.) is damaged in any way, the student occupant will be liable for the cost of repairs. In particular, a) to avoid flood damage, taps must not be left open and plugs must be removed when the water supply is turned off; b) to avoid carpet burns, ironing is not permitted in student rooms; c) to avoid paint damage, prestik is not to be used on the walls.
- 14.3 Room Statements must be completed and handed to the Residence Manager, Residence Student Assistants, or Hall Administrator within seventy-two hours of a student's arrival. Failure to do so will result in a student being held responsible for any damage to and/or loss of property subsequently found in the room concerned.
- 14.4 Any deficiencies or damage which may occur in a student's room while she is in occupation, and for which she is not responsible, shall be reported in writing to the Residence Manager by the student within 24 hours of its occurrence.
- 14.5 If the report mentioned above is not made it will be irrefutably presumed that the deficiencies or damage are the responsibility of the occupant of the room, who will be required to bear the cost thereof.
- 14.6 No student shall willfully or negligently damage any property in Courtenay-Latimer Hall belonging to the University, or a member of staff or another student.
- 14.7 Damage done to any property of the University, must be reported in writing to the Residence Manager by the person or persons responsible.
- 14.8 Note: A student who damages property whilst under the influence of alcohol/liquor or drugs will be severely dealt with.

#### **15 DINING HALL**

15.1 All meals are served on a cafeteria basis. The procedure to be adopted is as follows:

- i. collect a tray and cutlery;
- ii. use your fingerprint at the console in the servery to show which meal is booked;
- iii. pass through the servery area, collecting your full meal.
- iv. Please take only what you can and intend eating – **do not waste** food.

15.2 Mealtimes for all Dining Halls are the same:

##### **Weekdays (Monday – Friday)**

Breakfast	Lunch	Dinner
07:00 – 08:15	12:00 – 14:00	17:00 – 18:30

##### **Saturdays, Sundays & public holidays**

Breakfast	Lunch	Dinner
08:00 – 09:15	12:00 – 13:30	17:00 – 18:30

**If there are Saturday exams**, breakfast time on Saturdays will be the same as during weekdays. (07:00–08:15).

- 15.3 You are requested to vacate the Dining Hall no later than 15 minutes after closing time.
- 15.4 **NO SMOKING** is permitted in the Dining Hall or on the Dining Hall verandah on any occasion.
- 15.5 Students must be appropriately dressed, and footwear worn to meals. For example, swimming costumes or pyjamas are not appropriate. Swimming costumes and leotards should be covered by a skirt, tracksuit, or adequate sarong. Students who have been to the gym, should shower before going to the Dining Hall.
- 15.6 No hair curlers are permitted, and no towels may be brought into the Dining Hall. Earphones may not be worn in the servery in the Dining Hall.
- 15.7 The decision of the Hall Committee as to what is considered to be appropriate will be the standard in any dispute.
- 15.8 No student or guest may enter the Dining Hall unless they have a meal booked and validated at the check point. Students must double book a meal if they have a guest or visitor; it is not permitted to share a meal with them. It is an offence to unlawfully obtain, or attempt to obtain,

food: this may lead to exclusion for theft.

- 15.9 Please note that meals will not be issued to students whose fingerprint or student card is not recognized. If there is a system malfunction, students may use student cards as an alternative for obtaining meals.
- 15.10 Packed meals are available only if you are unable to attend a meal because of academic or sporting commitments. They may be obtained if arrangements are made **at least 48 hours in advance**. Please fill in a request form, which can be downloaded from the Meals Bookings page on the web, detailing your requirements (see p.28 for example). *Complete all the fields and email/hand in to the Head of Catering Services for approval; 48 hours in advance. Please attach proof of academic or sporting commitment.*
- 15.11 Seconds may be obtained, if there is sufficient food available, by returning to the servery with your plate, applying to the caterers, and checking in at the console to indicate that seconds have been taken: from 14:00 at lunchtime during the week and from 18.30 at dinnertime. These are the times at which the server console becomes active to register seconds.
- 15.12 Food limitations
- At breakfast, you may have one glass of juice;
  - You are only permitted to take four slices of bread;
  - You are permitted two servings of fruit at lunch and dinner. A glass of juice is considered one serving of fruit. You may take one glass of juice and one fruit, or two juices, or two fruits.
- 15.13 Removing food from dining hall
- No food or drink may be taken out of the Dining Hall, **except** your carton of yoghurt at breakfast, your allocation of fruit and, only at dinner time, 2 slices of your bread allocation. Any student who has booked dinner may take 2 (two) slices of bread from the dining room at the end of the meal. The two slices of bread may be wrapped in paper napkins for removal. Students may not take containers into the dining hall to remove any food. The two slices are not to be taken in addition to four slices permitted at dinner, but to be taken from the four slices allocated at dinner.
- 15.14 No crockery or cutlery may be taken out of the Dining Hall.
- 15.15 Do not rock on the chairs or abuse any furniture in any way.
- 15.16 Before you leave the Dining Hall please ensure that you have cleared your place of all crockery, etc. and placed your tray in the hatch or on the tray trolley. Please push your chair back into place when you are leaving – it is not for the catering staff to tidy up after you!
- 15.17 Once having left after the consumption of a meal, students are not allowed to come back to the Dining Hall during the same mealtime.
- 15.18 If your cell phone rings while you are in the Dining Hall please ask the caller to hold while you immediately go out of the Dining Hall to take the call, or you can phone them back after your meal.
- 15.19 On certain days when kitchen staff do not come to work (e.g., 1st May) alternative meal arrangements will be made by Food Services and students in residence will be notified of these.

#### **15.20 MEAL BOOKINGS**

At the beginning of each year, your meal account on the computerized Meal Booking System will be automatically credited with enough funds to cover three meals a day for the entire university year.

All meals are pre-booked on the Meal Booking System.

- Meal bookings may be cancelled or rebooked using the online Meal Booking System, accessible from ROSS on the RU web pages. This must be done at least 48 hours (or two full days) before a meal. When you make any changes, remember to "submit" each page to save them, and check the changes are correct with "view your bookings".
- You have a choice: the menu types available are Default, Vegetarian, Halaal, African and Health. At lunch time, on weekdays, there are also fast-food options available for Default, Vegetarian and Halaal. The menu is repeated every two weeks, so you can make your choices for the fourteen-day period and then repeat the cycle for the semester.
- A maximum of 3 meals may be booked per sitting. Any meal booked will be charged to you, whether or not it is consumed.
- If you have not booked a meal *you may not enter the dining hall*; you will not be allowed to take or share a meal under any circumstances.

- v. If you have *not* booked a meal you are not entitled to eat/drink *anything* from the Dining Hall (e.g., salads, bread, tea).
- vi. You may not share your meal with someone else.
- vii. Meals may be block-booked, block-unbooked, or the diet profile changed on request through the online Meal Booking System.
- viii. If you are not on a full financial package (full bursary or loan), or a visiting international student, you will be credited with meals that you can unbook up to a certain maximum each semester. The meal refunds will only be credited to the students' fees account at the end of each semester. Please check the fees booklet which may be found in the current University Calendar for the value of the maximum allowed per semester (it was R3 383.03 in 2024). A request for a refund from your student account should be made to the Student Bureau in the normal way. Permission is required from your sponsor/parents for such withdrawals. If your University Account is in arrears you will not be permitted to withdraw money from your meal account.

#### 15.21 FORMAL DINNERS

- i. Various special Hall functions are held during the year.
- ii. Punctuality is required; silence must be observed, and students must remain standing while staff and guests enter the Hall and until an opening formality has been said.
- iii. Students may not leave the Dining Hall until a closing formality has been said and staff and guests have departed. There will be no "smoke breaks" or photo sessions outside the Dining Hall during the meal.
- iv. Vegetarian and special diets will be catered for at Formal Dinners provided the Hall Administrator has been notified well in advance. Those on special diets may be required to fetch their meal from the servery (a meal voucher will be provided in such event).
- v. If you are unable to attend a function, you will be responsible for your own meal. Please note that it is your responsibility to unbook your meal on the online Meal Booking System if you are not attending a formal function.

**No portion of food or drink may be removed from the dining hall on special occasions.**

#### 16 DISCIPLINE

- 16.1 No student of Courtenay-Latimer Hall may engage in any form of conduct that may reasonably be regarded as unbecoming in a student of the Hall or the University, be it on or off the University Campus.
  - 16.2 It is an offence for students to aid and abet other students to break the rules of the Hall or the University.
  - 16.3 It is a serious offence to give false or incorrect information when asked by a Campus Protection Officer/Guard to supply your name and/or place of residence to such Officer/Guard.
  - 16.4 Not obeying a lawful instruction is a fineable offence
- A. PLEA OF DRUNKENNESS - In terms of a Senate Resolution, drunkenness is an **aggravating** and **not** a mitigating circumstance. Drunk and disorderly conduct will not be tolerated. It is regarded as "Conduct Unbecoming".
  - B. RIGHTS - Before any disciplinary action is taken against a student, they have the right -
    - i) to be given the particulars of the alleged disciplinary offence,
    - ii) to 75 hours' notice of the disciplinary hearing (**only if the charge is being denied**),
    - iii) to put forward their side of the story to the Residence Manager, Residence Student Assistants, etc.
  - C. REVIEW - If you consider that:
    - i) the penalty imposed is so excessive as to be unjust,
    - ii) the facts found proved do not constitute an offence, or
    - iii) that you have been prejudiced by not being afforded your rights in "B" above (and other similar complaints) you may have the matter reviewed either by the Hall Manager or the Chairperson of the Hall Disciplinary Committee. Speak to your Residence Manager, Residence Student Assistants or Head Student if you wish to take a matter on review, and advise the Hall Manager, in writing, within three days of being sentenced, that you wish to exercise your rights to review and would like a record of the hearing.

**D ADMISSION OF GUILT**

**First** offenders of certain disciplinary offences, which will be posted on the residence notice board, **may elect** to pay the set admission of guilt fines, rather than appear before a disciplinary authority (*see* Student Disciplinary Code. Also see p. 26 of this booklet).

**17 DOORS, LOCKING OF**

**Outer doors of the residence must be kept locked at all times.**

- 17.1 Should the door locking mechanism jam, or the electricity fail causing the lock to be immobilised, please inform the Residence Manager/Residence Student Assistants or a House Committee member immediately, whatever the time, so that an alternative arrangement can be made.
- 17.2 Lost keys must be immediately reported to Campus Protection Unit AND the Residence Manager or Residence Student Assistants.
- 17.3 Upon entering or leaving the residence, day or night, students must ensure that the outer door has shut properly and is locked.
- 17.4 Lending your door key to a non-member of the residence is not permitted.
- 17.5 It is an offence to interfere with the locking system of the door or to prop the door open in any way.
- 17.6 No student may interfere with the access control, i.e., fingerprint system.
- 17.7 The door may, with the Residence Manager's authorisation, be kept open on special occasions (e.g., beginning of Orientation Week, special functions) during which access will be monitored.

**18 DRESS**

Dress should at all times be appropriate to the place and the occasion and should conform to such rules as are laid down by the Hall Manager in consultation with the Hall Committee. In case of a dispute, the Hall Committee will decide what is appropriate.

**19 DRUGS**

The use of or possession of illegal drugs in residence is prohibited.

**20 DUTIES**

- 20.1 House Head Students are responsible for drawing up duty lists for their respective Houses.
- 20.2 House Committee members are responsible, on rotation, for checking that first-year duties are carried out effectively, and that all visitors have signed out and left the residence by the end of visiting time.
- 20.3 Duties to be carried out by first years and House Committee members will be decided by the respective House or Hall Committees and posted on notice boards in the Houses. All first years, irrespective of status, may be assigned special duties, e.g., preparing for or cleaning up after House or Hall functions.

**21 ELECTRICAL USAGE**

- 21.1 Students must adhere to the University rules regarding the use of electricity.
- 21.2 Students may not keep or operate a toaster, snackwich maker, electric frying pan, braai, gas cooker, hot plate or any other electrical appliance used for the preparation of food.
- 21.3 All kettles **MUST** stand on a tray to catch any water spillage. The 15-amp (round pin) socket must be used for kettles, hair dryers, etc.
- 21.4 Immersion heaters are forbidden.
- 21.5 Students may not have fridges in their rooms. Written application may be made to the Director of Student Services and Development for exception if the student has a valid doctor's certificate.
- 21.6 Irons may not be used in student rooms. Each house has areas designated for ironing; an ironing board must be used.
- 21.7 **HEATERS** must be switched off when the room is vacated for any time or when the student goes to sleep.
- 21.8 No personal/ additional/ loose heaters are permitted in residence.

**NOTE: Failure to switch off a heater is a serious disciplinary offence as it is a fire hazard.**

- 21.9 No appliance, other than the heater, may be plugged into the heater socket.
- 21.10 Heaters must not be used for cooking, making toast or any other purpose for which they are not intended. Damage to a heater, or failure or malfunctioning of the lighting, power system or University electrical equipment in a student's room must be reported immediately.



- 21.11 No appliance, other than a computer or the study lamp (with a bulb of not more than 60W) supplied by the University, may be plugged into the 13-amp (square pin) socket in student rooms.
- 21.12 The cord of the study lamp may not be lengthened except by authorised Rhodes staff.
- 21.13 Electrical cords must not be placed under rugs or carpets.
- 21.14 Only commercially bought multi-plugs and extension leads without any joins may be used in student rooms.
- 21.15 Radios, TV's, stereos, etc. are permitted in rooms, but their use is subject to the consideration of others. Outside antennas are not permitted.
- 21.16 Electric blankets are not permitted in student rooms.
- 21.17 Electrical Quick Guide

### **Electrical Quick Guide**

You have 3 power points or plugs in your room

1. Square pin socket to be used **ONLY** for University study lamp and/or your computer
2. Round pin plug at low level, to be used for personal electrical appliances, kettle, hairdryer, radio etc.
3. Heater plug, i.e., round pin socket at high level, **ONLY** for the heater that is mounted on the wall.

**NEVER** plug anything else into the heater socket

**NEVER** plug anything other than a computer or study lamp into the square pin socket

**NEVER** use irons, electric blankets, private heaters, or any cooking appliances in your room

**NEVER** leave the heater on if you are not in your room

**REPORT** any electrical problems immediately

## **22 END OF TERM**

Refer to items 5.3 – 5.7

- i. Your rooms are to be checked by the Residence Student Assistants before you leave. Anything found missing or damaged will be charged to your account. Rooms must be left in a clean and neat state. All room keys are to be handed in when you leave. Any missing keys are to be reported to the Residence Manager.
- ii. At the end of the year, if you need books for summer school or supplementary exams, take them with you. The box rooms will not be available before students return for O-week.

### **If you are leaving the residence for good:**

- iii. Anything left behind and not fetched by you before the start of the second term will be disposed of. **ONLY** students **RETURNING** the next term may store their possessions in the Residence box-rooms. (Beit and Oriel students may apply to their Residence Manager to consider storage in their residence conditionally).
- iv. Make sure you remove all your belongings from box rooms when you finally pack up or when you collect your belongings.
- v. Please remember that it is your responsibility to make arrangements to have your belongings fetched.

### **If you are returning next term:**

- i. You may have your belongings checked into the box rooms at your own risk.
- ii. **NO** luggage or boxes etc. are to be left on the landings, in passages, or in rooms.

Residence Student Assistants, Hall Senior Student, House Head Students and SRC Hall Rep are extended the privilege of not having to pack up their rooms, except during the December holidays when all students must pack-up their rooms. Under certain circumstances the Hall Manager might deem it necessary to withdraw this privilege.

Additional instructions may be issued for procedures to be followed at the end of terms.

## **23 EXCLUSION**

Should a student commit any of the following offences they could face exclusion:

- Theft
- Assault
- Fraud
- Deliberate damage of property
- Cheating in exams
- Drunk and disorderly behaviour
- Unlawful possession of drugs
- A second visiting offence in a single academic year
- Intentionally interfering with emergency equipment

## **24 FIREARMS**

- 24.1 Possession or use of firearms is prohibited in residences. Any such weapon should be deposited, with a copy of the firearm license, for safe keeping with Campus Protection Unit.

## **25 FIRE DRILLS**

- 25.1 Students are to ensure that they are fully informed of the procedure to follow in case of fire or emergency. Fire safety notices are posted on residence notice boards and a Fire Precautions and Instructions information sheet is issued to each student. Students are to make sure they know these precautions and instructions.
- 25.2 Fire drills are held four times a year. Additional fire drills will be held should the evacuation procedure not be completed satisfactorily.
- 25.3 Every possible precaution should be taken to avoid a potential fire. In particular, ensure that heaters are switched off while unattended or while you are sleeping, extinguish cigarettes properly and ensure that all electrical appliances are safe and correctly connected.
- 25.4 Attendance and participation in fire drill are compulsory for all students of the House.

## **26 FIRE FIGHTING EQUIPMENT**

Severe penalties will be imposed on any student found guilty of tampering with the fire alarm or firefighting equipment in the residence or Dining Hall or grounds of the houses and hall.

## **27 FIREWORKS**

- 27.1 Fireworks may not be kept, or set off, in the precincts of Courtenay-Latimer Hall.

## **28 FUNCTIONS/PARTIES**

- 28.1 The "Rules for Social Functions in Halls of Residence", approved by the Hall Managers Committee, will apply in Courtenay-Latimer Hall.
- 28.2 No party or function may be held in the Hall without permission of the Hall Manager.

## **29 FURNITURE, FURNISHINGS OR OTHER UNIVERSITY PROPERTY**

- 29.1 No furniture, furnishings or other University property may be removed from any room without the consent of the Residence Manager or Housekeeper.
- 29.2 Students are not to put their feet on the upholstered chairs / couches.

## **30 GUESTS**

- 30.1 Female guests may stay overnight only with prior permission; at least 48 hours beforehand, fill in the form obtainable from your Hall Administrator, pay the stipulated fee to the cashier at the student bureau, get final authorization from the Residential Operations Division, then collect a mattress and bedding from housekeeping on the appropriate day.
- 30.2 Unauthorised female guests who stay overnight are considered to be squatting.
- 30.3 No unauthorised guests may take showers or baths in the Houses.
- 30.4 Guests may not use any of the residence appliances, (e.g., washing machines, tumble driers). These are for the sole use of the residents.
- 30.5 Hosts are responsible for their guest's behaviour and any financial consequences of their guest's actions. Hosts must ensure that guests adhere to the policies, rules, regulations, and terms contained in this booklet, as well as all Rhodes University Policies.

### **31 HOUSE MEETINGS**

- 31.1 House meetings may be called by the Hall Manager, Residence Manager, Residence Student Assistants, House Head Student or Hall Senior Student, and it is compulsory for all occupants of the House to attend them.
- 31.2 If you are unable to attend a meeting, apologies must be given to the Residence Manager BEFORE the meeting, and
- 31.3 the onus is on you to find out what was discussed at the meeting. Failure to comply is a fineable offence.

### **32 HOUSEKEEPING SERVICES**

- 32.1 Cleaning equipment is available in each residence for use by students.
- 32.2 Students are required to make their own beds and keep their rooms clean, including basins and/or baths in student rooms.
- 32.3 Students are expected to clean the baths after use and to leave bathrooms, showers, and toilets in a state such as they would like to find them.
- 32.4 The housekeeping staff is responsible for cleaning all public areas. However, consideration for staff must be given and no area may be left untidy or in such a state as to cause offence.

### **33 ILLNESS OR INJURY**

- 33.1 Students are not permitted to request a doctor to make a house visit to the residence. Any student who is too ill to attend the doctor's surgery must go to the Health Care Centre.
- 33.2 Clinics to deal with minor ailments are held daily at the Rhodes Health Care Centre, during office hours and certain times on weekends and public holidays (see 33.4 below). Phone the Health Care Centre during office hours on 046-603 8523 or after hours, for emergencies only, ER 24 on 010 205 3068.

**Students are emphatically requested not to call on the Health Care Centre staff outside of clinic hours except in an emergency.** Please consult your residence notice board for what are considered emergencies.

- 33.3 Medicines for minor ailments (e.g., minor cuts and abrasions) are kept in the residence first aid boxes, located in the office of each residence, and are available from the Residence Manager or Residence Student Assistants.
- 33.4 Illness or injury must be reported at once to the Residence Manager or Residence Student Assistants and in the event of a student being admitted to hospital or the Health Care Centre, the Residence Manager must be informed as soon as possible. Students who are ill in bed may not remain in the residence for longer than 24 hours; after this period admittance to a Health Care Facility will be required.

#### **HEALTH CARE CENTRE CLINIC AND VISITING HOURS**

##### In Term Time:

Monday to Friday	08:00 – 17:00
Saturdays, Sundays and	09:30 – 12:30
Public Holidays	14:00 – 17:00

##### During University Vacations:

Weekdays	09:30 – 12:30
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Students can make an appointment at the Health Care Centre to see a Nurse or a Doctor. Please make appointments by Phone: 046-603 8523 or Email: [healthcarecentre@ru.ac.za](mailto:healthcarecentre@ru.ac.za)

##### **Doctor's Clinic**

Monday to Friday	08:00 – 09:00	Please make an appointment.
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##### **HIV VCT clinic**

Monday to Friday	14:00 – 16:00	Please make an appointment.
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See: <http://www.ru.ac.za/healthcentre>

#### **THE STUDENT COUNSELLING CENTRE**

Located on the top floor of the Student Union Building on Prince Alfred Street.

Monday to Friday	08:00 – 17:00
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In order to make an appointment, telephone (046) 603 7070 during Office Hours or email [counsellingcentre@ru.ac.za](mailto:counsellingcentre@ru.ac.za), or simply walk up to the centre and speak to the receptionist.

Emergency number for Counselling Centre:

The Psychological Emergencies Line: After normal office hours (from 5pm to 8.00am daily and on the weekends), the Psychological Emergency Number for student who are experiencing psychological emergencies which cannot wait until the next working day is **010 205 3068**. If the problem is not an emergency, then rather come to the centre during office hours.

### **34 INITIATION**

- 34.1 The initiation of students is strictly prohibited
- 34.2 The harassment and intimidation of a student on the grounds of participation or non-participation in activities, or on religious, political, or any other grounds, will not be tolerated

### **35 KEYS**

- 35.1 The room key that is issued to students are subject to the following:
  - (i) No person other than the authorised key-holder may use the key to gain access to student rooms unless a prior arrangement has been made with the Residence Student Assistants.
  - (ii) Students may not lend their key to any other person.
- 35.2 Loss of a room key will incur replacement cost.
  - (i) **Key replacement:** When a student has lost her room key, application for a replacement may be made through your Hall Administrator. It is recommended that students attach a tag to their keys asking that, if found, they are taken to CPU; if keys are lost, students should check with the CPU.

### **36 KITCHEN**

- 36.1 No student, other than an elected House Food Representative, may enter the Courtenay-Latimer Hall Dining Hall kitchen without the permission of a Caterer or Residence Manager.

### **37 LABOUR, EMPLOYMENT OF**

- 37.1 Casual labour may not be employed on the Hall premises (e.g., for washing cars).
- 37.2 Students may not employ workmen or messengers in the Hall, residences or in their precincts.
- 37.3 The employment of the University's staff to perform casual labour for students is prohibited.

### **38 LAUNDRY**

- 38.1 Students are expected to do their personal laundry in the washing machines and tumble driers which are provided in the residences. A booking system is in operation for the use of the machines and times must be adhered to so as not to inconvenience other users.
- 38.2 Wash lines are provided in an enclosed area for the use of students. Students are warned against leaving washing outside overnight as it may be stolen.
- 38.3 Wash lines may not be put up in bedrooms, dripping wet laundry may NOT be hung inside rooms, nor may any article be hung out of the windows or in any other part of the grounds.
- 38.4 Laundry machines may not be used outside of the times on the booking sheets.
- 38.5 It is not permitted to use the residence washing machines to do laundry for persons not resident in Courtenay-Latimer Hall.
- 38.6 Washing may not be left to soak in the basins in the laundry or in the baths or basins in the bathrooms.
- 38.7 Machines must be cleaned after each use and should the user spill any water or washing powder the spillage must be mopped up immediately.
- 38.8 Doors to the laundry room must be kept closed at all times.
- 38.9 No shoes or underwire bras to be washed in the washing machines.

### **39 LAWFUL INSTRUCTION**

- 39.1 It is a fineable offence to not obey a lawful instruction from any University officer.

### **40 LINEN**

- 40.1 Bed linen is provided. Once a week, on a Monday between 12:00 and 14:00, clean linen is obtainable in exchange for dirty linen from the Housekeeper at the Linen Bank located at the rear of Charlotte Maxeke House. Students in Oriel and Beit should exit through the rear doors

- 40.2 of their respective houses to make their way to the rear entrance of Charlotte Maxeke.
- 40.3 Should a student not wish to use the linen provided, it must be stored in the student's room in plastic bags obtainable from the Housekeeper. The complete set of linen issued must be kept and returned at the end of each term.
- 40.4 Duvet inners, pillows and mattresses must be covered by linen at all times.
- 40.5 Bedding and/or mattresses may not be used on the floor (except as in 57.3), nor may bedding be used to cover tables, trunks or for any other form of decoration or purpose.
- 40.6 Bedding: linen, blankets, sheets and pillows, may NOT be removed from the residence for any reason whatsoever. Students must provide their own bedding for weekends away and field trips.
- 40.7 When a student has a female guest staying overnight, the extra mattress and bedding may be used on the floor.

#### **41 MAIL**

- 41.1 Mail addressed to students will be placed in each House after 12.00 from Monday to Friday. No persons, other than the Residence Student Assistants, may collect the post for the residences.
- 41.2 Refer to item 59. TELEPHONES, for a Fax address which may be used by students.

#### **42 MAINTENANCE**

- 42.1 All housekeeping complaints/problems are to be recorded in the books kept in each house, or reported to the Residence Manager, Housekeeper or Hall Administrator if the matter is urgent.
- 42.2 Faults with residence telephones may be reported to the Residence Manager, Housekeeper or Hall Administrator.
- 42.3 IT related problems (network point, printer, etc.) must be directed to your Student Networking representative.

#### **43 MASTER KEY**

Any student who requires the Master Key in order to enter her room must ask a Residence Student Assistant or Residence Manager, who will accompany the student and open the door for her. No student room is to be opened for anyone other than the occupant unless authorised to do so. Between the hours of midnight and 7.00am, a fine may be charged for the use of the Master Key.

#### **44 MOTOR VEHICLES**

- 44.1 Students possessing/acquiring a motor vehicle/cycle for use in Makhanda must register it with the Administration, either at registration each year, or within 72 hours if the car is acquired after registration.

#### **45 NOISE HOURS/QUIETNESS**

- 45.1 Reasonable quietness must be observed in the Houses and Hall and within the precincts of the Houses and Hall at all times.
- 45.2 Silence must be strictly maintained except for the following times:
  - Weekdays    12:30pm – 2:00pm  
                    5:00pm – 7:30pm
  - Saturdays & 12:00pm – 2:00pm
  - Sundays       5:00pm – 8:30pm

**At no times may noise or music be excessively loud.**
- 45.3 These times may change during examination periods.
- 45.4 If musical instruments, radios, TVs, etc. are played in breach of the rules stated above, they may, in addition to any other penalty which may be imposed, be confiscated.
- 45.5 Students are responsible for controlling the behaviour of, and noise made by, their visitors and will be held accountable for any breach of the noise rules, as will the visitors.

#### **46 NOTICE BOARDS**

- 46.1 Students should regularly consult Notice Boards in the precincts of the Hall and Houses, as well as read emails and RU Connected regularly, to be aware of current information. Failure to read notices and messages is not an excuse for misinformation.
- 46.2 Only notices, posters, advertisements, etc. bearing the name of the issuer and the date of expiry, may be displayed on notice boards.

- 46.3 Notices placed anywhere else other than on notice boards will be removed and destroyed.
- 46.4 Only drawing pins may be used to put up notices, messages, etc. on residence notice boards; NO Prestik, staples or tape of any kind may be used.
- 46.5 Notices bearing alcohol advertisements or messages/graphics considered to be sexist or offensive to any cultural or social group will be removed.
- 46.6 Pens, pencils, or other writing implements may not be used to write messages directly on notice boards, including the small notice boards on student room doors.

#### **47 PARTIES**

- 47.1 No "parties" may be held in private rooms, duty room or the common rooms without the Hall Manager's authority. Loud noise with or without music and alcohol will be construed as being a party.

#### **48 PERSONAL PROPERTY**

- 48.1 Although reasonable care is taken to ensure the safety of student property in the residences during term time and vacations, the University accepts no responsibility for loss or theft of students' private property.
- 48.2 Students are advised to keep their rooms locked at all times and to have their belongings covered by private insurance.
- 48.3 It is strongly advised that all your possessions, including clothing, be marked. It is difficult to trace an owner if articles are not marked.

#### **49 PETS**

- 49.1 No pets may be kept in the residences. Only fish in bowls will be permitted.
- 49.2 Students may not feed or bring animals into the Dining Hall or residences.

#### **50 PRESTIK/MIRROR TAPE/ADHESIVES**

- 50.1 No adhesives (e.g., any adhesive putty like Prestik, mirror tape) may be used to affix posters, pictures, or anything else, to the notice boards or painted walls.
- 50.2 Students found guilty of damaging walls or furniture through the use of adhesives will have to bear the additional cost of repainting or repairs as necessary.

#### **51 PRIVACY**

- 51.1 No student may enter another student's room without the latter's permission.
- 51.2 No student may tamper with another student's property or post.

**Note: Members of the Housekeeping staff, the Hall Manager, Residence Manager, Residence Student Assistants and Hall Administrator may enter student rooms in the course of their duties, i.e., for maintenance and assets checks, for reasons of health, safety, or emergency; for purposes of ensuring compliance with these rules; for inventory or inspection; and for making necessary repairs.**

#### **52 RESNET/STUDENT NETWORKING**

- 52.1 ResNet is an extension of the University's Computer Network. Students who wish to have a connection to the Student Network should speak to the Student Networking Representative in their House.
- 52.2 Annual charges, determined from time to time by the University Council, will be levied for the connection and use of ResNet.
- 52.3 Use of the Residence Network is subject to the IT Division's Acceptable Use Policy which can be found on the University's web pages.

#### **53 RETURNS OF STATEMENTS/ DOCUMENTS**

- 53.1 All students are required to complete and return to their Residence Manager the documentation required each term, e.g., room and linen statements (see item 14.3), emergency details, personal details. From time-to-time students are requested to fill in other forms or lists, including those placed on notice boards, sign receipt of hand outs, or return issued items. Failure to respond to such instructions punctually may result in a fine being imposed.

#### **54 ROOFS OF RESIDENCES**

The roofs of residences are out of bounds to all students.

#### **55 SECURITY**

Personal security is important to all residence students. By looking out for themselves, and for one another, students can increase security substantially. To prevent theft and vandalism, or entry by unauthorised persons, you are urged to be security conscious:

- keep your room door locked at all times;
- do not leave valuables in open view;
- insure your belongings as RU does not take responsibility for lost, damaged or stolen property;
- never prop open exterior doors;
- do not allow unknown people to follow you into residence (tailgating);
- report any persons who appear suspicious to your Residence Manager or Residence Student Assistants;
- report malfunctions of the Access Control;
- do not walk alone in isolated areas, especially after dark. S t u d e n t s should not walk alone in the Botanical Gardens.

#### **56 SMOKING/INCENSE/CANDLES**

- 56.1 Smoking is NOT permitted in any residence rooms or any public places, including the courtyards, in the residences.
- 56.2 Smokers are expected to be considerate about their smoking, even when outside the building. Do not smoke within ten meters of an entrance/exit door or outside an open window of a residence room or the dining hall. Smoking is also not permitted in partially enclosed public places such as covered patios, verandas, balconies, walkways, and parking areas. The Tobacco Products Control Act (1993) aims to protect the rights of non-smokers, and the health and safety of all persons.
- 56.3 Cigarette butts must not be left to litter the Hall verandas and grounds and gardens – they may be disposed of in refuse bins.
- 56.4 The burning of incense or candles is not allowed in residence.

#### **57 SQUATTING IN RESIDENCES**

- 57.1 The sub-letting or use of residence rooms without permission is strictly forbidden. Any student found contravening this instruction may be excluded from residence.
- 57.2 Aiding and abetting squatting of any nature may also result in exclusion from residence. This includes the use of amenities such as showers and baths.
- 57.3 Guests will only be permitted to stay in residence overnight on the following conditions:
- The student must fill in and submit an application form, available from the Hall Administrator, requesting permission for the overnight guest to the Hall and Residence Managers.
  - The student must submit this application to the Division of Infrastructure and Operations, South Street, at least 48 hours in advance. The cost of such accommodation will be debited to the host/hostesses account, provided that account is in credit.
  - If the account is not in credit, the student should pay the Student Bureau cashier and take the receipt to Res Ops.
  - No overnight visitors allowed during swot week, exams and intervarsity (guests will only be allowed at the Residence Manager's discretion).
- 57.4 The use of University property in unoccupied rooms for any reason without permission will result in disciplinary action being taken.
- 57.5 Under no circumstances may empty rooms be entered or used without the permission of the Residence Manager.

#### **58 STAFF**

Members of staff must be treated courteously at all times.

**Members of the Housekeeping staff, the Hall Manager, Residence Manager, Residence Student Assistants and Hall Administrator may enter student rooms in the course of their duties.**

## **59 TELEPHONES**

- 59.1 Students are not permitted to interfere with the normal functioning of the residence telephones.
- 59.2 Complaints regarding telephone faults should be reported to the Hall Administrator.
- 59.3 Students may use the Student Bureau for faxes, 046-6038300. Ensure your name and student number is on any fax sent to you.
- 59.4 The public telephone in Oriel House is Telkom Voucher Phone, 046 6229022.

## **60 TELEVISION**

Visitors may only watch the residence TV if accompanied by a resident.

## **61 THEFT**

- 61.1 If you are a victim of theft, please notify the Residence Manager, and give a statement to the Campus Protection Unit, as well as the police for insurance purposes.
- 61.2 If you are found guilty of theft of any property, University or private, it is a Proctor's offence and may lead to exclusion from the Hall and the University.

## **62 TIDINESS**

- 62.1 Student rooms are to be kept in a reasonable state of tidiness and cleanliness.
- 62.2 Students must leave all public areas, common rooms, corridors, bathrooms and toilets, acceptably tidy.
- 62.3 No litter is permitted in the precincts of the Hall and nothing should be thrown out of windows.

## **63 TRAFFIC AND PARKING**

- 63.1 All traffic signs, directions and directional arrows on campus must be complied with.
- 63.2 Any traffic signs (or other similar signs e.g. estate agents nameplates) found in residence will result in disciplinary action.
- 63.3 No vehicles may be parked in any place other than designated parking areas.
- 63.4 Traffic or parking violations are subject to disciplinary action.
- 63.5 Reckless, negligent, or dangerous driving or driving whilst under the influence of alcohol/drugs is prohibited.

## **64 VACATIONS**

Students will be issued with instructions specific to procedures to be followed for each vacation. In June and November students must vacate their rooms within 48 hours of writing their last exam. Refer to item 5 "Arrival and Departure".

## **65 VISITING**

- 65.1 The University Council has delegated to the Hall Manager and Hall Committee the right to make decisions in the case of any dispute. The final control rests with the Hall Manager.
- 65.2 In special circumstances (e.g., Hall functions) the Hall Manager, in consultation with the Residence Manager and Residence Student Assistants, will decide when visiting will stop.
- 65.3 Limited visiting will be permitted during "Swot Weeks" and the examination period.
- 65.4 In the event of any breach or abuse of these rules, the Hall Manager shall retain the right to suspend visiting privileges for a period, either for individuals or for an entire residence.

### **Immediate exclusion from residence may result should a student be found guilty of a breach of the visiting rules.**

- 65.5 Visitors to residences, both male and female, should ascertain the rules governing those residences and should ensure that the laid down rules are obeyed. Visitors to the residence are subject to the same rules that apply to their hostess and the resident student is responsible for the behaviour of their visitors (refer 30 and 66).
- 65.6 Visiting in all the houses of Courtenay-Latimer Hall is normally permitted between 08:30 and 24:00 from Monday to Sunday. The onus is on each student to ensure that their visitors have left the residence by the end of the visiting time.
- 65.7 Limitations to visiting are applied:
  - (i) During Orientation Week, there is NO visiting from 19:00 the Saturday that First Years arrive (parents and immediate family are excepted) until the following Saturday 19:00;
  - (ii) During swot week and exams (from the Saturday) 09:00 – 21:00 until end of term.
  - (iii) During Intervarsity: NO visiting for male or female guests will be permitted:



- a) when it is held in Makhanda, from the Friday 14:00 until Sunday 09:00;
- b) when held out of Makhanda, from the Friday 19:00 until Sunday 09:00.

- 65.8 Any visitor must be escorted at all times by /her hostess. The penalties for a breach of this regulation will be severe - including prosecution for trespass should the offender not be a student of the University.
- 65.9 Details of visitors and their arrival and departure must be entered in the visiting Book by hostesses.

## **66 VISITORS**

- 66.1 Visitors to the residence are subject to the same rules that apply to their hostess and it is the duty of the hostess to control the behaviour of their visitors.
- 66.2 If you should see an unaccompanied visitor around the residence, please offer them your assistance and/or politely ask them to leave the residence.
- 66.3 You are asked to accompany your guests at all times (including in residence Common Rooms etc.) Refer to item 65 "visiting" and item 30 "Guests".

## **67 WATER**

The severity of the ongoing water crisis means that the University's Water Saving Protocol should be adhered to at all times. The below have been implemented in all residences across campus:

- Smart water meters were installed in each residence with an automated water shut off mechanism and water usage monitoring. Once quota for each residence has been used up, the smart water meter will automatically turn off water supply to the residence.
- Drinking water: Residence students were issued with water bottles. Ensure that water is dispensed from the Khaki coloured water tanks that are labelled (MUNICIPAL -DRINKING WATER) placed inside/outside each dining hall. Students to be reminded to fill their allocated water bottles from these tanks and to top up when required. Dining halls will not be providing bottled water.
- Students must use water very sparingly. (No more than 50lt/day for Drinking, Showering, Ablutions and Laundry).
- Students were supplied with buckets. When taking a hot shower, students must collect the initial cold water from the shower in your buckets before the hot water starts running. This water may be used to wash small items of clothing or may be used for flushing your toilet.
- Students must flush toilets with the water collected from showers as indicated above. Students must be encouraged not to flush the toilets after each urination. They should monitor the paper level in the toilet bowl, to ensure that there isn't dry paper in the bowl. Use your discretion.

For further information regarding the water crisis and water saving measures please see <https://www.ru.ac.za/environmentalsustainability/resources/watersustainability/>.

## Admission of guilt penalties



### ADMISSION OF GUILT PENALTIES FOR RESIDENCE STUDENTS IN TERMS OF RULE 9 OF THE STUDENT DISCIPLINARY CODE: 2024

#### PREAMBLE

1. These penalties **MAY NOT** be **REDUCED OR INCREASED** without a disciplinary hearing being held. The object of this procedure is to do away with disciplinary hearings in certain limited cases.
2. These penalties may only be imposed upon a student where s/he admits guilt. If the student does not admit guilt then a disciplinary hearing **MUST** be held.
3. The disciplinary authority does not have to utilise the admission of guilt procedure and may decide to hold a hearing.
4. This schedule does not create offences: it only relates to penalties for existing offenses.

	OFFENCE	COMPULSORY SERVICE
1.	Parking in a handicapped bay	75 hours
2.	Parking in a no parking area (e.g: loading zone, yellow / red line area, lawn)	40 hours
3.	Needlessly pushing a panic button	40 hours
4.	Smoking in a prohibited area	30 hours
5.	Parking in areas reserved for University staff	30 hours
6.	Streaking/indecent exposure	25 hours
7.	Vomiting in public while under the influence of alcohol	20 hours
8.	Urinating in public	20 hours
9.	Using loud, abusive or offensive language in public	20 hours
10.	Holding a "boot party" on campus and causing noise and disturbance	20 hours
11.	Not registering a motor vehicle with the University	20 hours

12.	Disregarding a stop sign	20 hours
13.	Breach of water protocol	20 hours
14.	Bringing unauthorised guests into the Dining Hall	20 hours
15.	First-time visiting offence (receiving a visitor/visiting a residence other one's own outside visiting hours)	15 hours

16.	Failure to pack up as per formal instruction	10 hours
17.	Failure to sign a guest in or out	6 hours
18.	Failure to evacuate a residence in a fire drill	6 hours
19.	Leaving a heater on in a residence room during a period of absence	6 hours
20.	Contravention of any Hall/ House Rule	Up to 6 hours
21.	Failure to do a scheduled duty	4 hours
22.	Failure to sign out for weekend/overnight/end of term	4 hours
23.	Not wearing footwear in dining hall	4 hours
24.	Prestik on walls	4 hours
25.	Any minor noise offence	4 hours
26.	General littering within the precincts of the Hall	4 hours
27.	Non-attendance at Hall/House meetings	3 hours
28.	Removal of food from dining hall (other than permitted) without permission	2 hours
29.	Taking more than the allotted fruit or juice portion from the servery	2 hours
30.	Boiling a kettle without a tray	2 hours
31.	Not handing in forms/keys	2 hours
32.	Excessive use of the master key between 00h00 and 07h00	2 hours

Last updated January 2024

## Application form for packed meals



RHODES UNIVERSITY  
Where leaders learn

### PACKED MEALS REQUEST FORM

The Head of Food Services · Rhodes University · [foodservices@ru.ac.za](mailto:foodservices@ru.ac.za) 046 - 622 9971

Complete **all the fields** and email / fax / hand in to the Head of Food Services for approval.

**TWO WORKING DAYS** in advance

Food Services is located at 33 South Street.

Name & Surname of student	<input type="text"/>	Student number	<input type="text"/>
Residence:	<input type="text"/>	Dining hall to collect from:	<input type="text"/>
Cellphone number:	<input type="text"/>		

**Reason for packed meal request:** (Please attach proof of Academic Commitment OR proof of Sporting Commitment from the relevant Dept.)

Meals required: ☐ B ☐ L ☐ S

Diet preference: ☐ Default ☐ Halaal ☐ Veg

Select day (tick applicable box/es) ☐ Mon ☐ Tue ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

#### PACKED MEAL OPTIONS

Monday: 1 x Roast Chicken pie / 1 x veg curry pie	Tuesday: 2 x chicken hot dog / 2 x soya hot dog	Wednesday: 1 x foot long roll with tuna mayo / egg mayo OR 1 x footlong roll with cheese and salad
Thursday: 1 x chicken burger / 1 x soya burger	Friday: 1 x roast chicken pie / 1 x spinach & feta pie	Saturday: 1 x chicken burger / 1 x soya burger
Sunday: 1 x Wors roll OR Burger (chicken/beef) 1 x footlong roll with cheese and salad	COMMON ITEMS IN ALL PACKED MEALS: Fruit juice; fruit; muffin	Breakfast packed meal Sandwich 4 slices, fruit, and Juice

NOTE: LATE REQUESTS ARE SUBJECT TO MENU CHANGES

#### **RULES FOR ORDERING PACKED MEALS:**

- Packed meals will not be produced for more than two (2) consecutive meals per day - as per food hygiene handling requirements
- Incomplete forms will not be processed

Date of first packed meal	<input type="text"/>	Date of last packed meal	<input type="text"/>
Collection time	<input type="text"/>		
Signature of applicant	<input type="text"/>	Date	<input type="text"/>

#### FOR OFFICE USE:

DATE RECEIVED:	<input type="text"/>	APPROVED BY	<input type="text"/>
KITCHEN NOTIFIED	<input type="text"/>	MEALS COORDINATOR NOTIFIED	<input type="text"/>

## Emergency Contact Details

Position	Name	Work	Home	Cell	E-Mail
Beit Residence Manager	Ms Ayanda Qomfo	-	046 6038044	084 810 1273	<a href="mailto:a.qomfo@ru.ac.za">a.qomfo@ru.ac.za</a>
Hall Manager & Charlotte Maxeke Residence Manager	Ms Nandi Fumbatha	-	046 6038045	073 6005077	<a href="mailto:n.fumbatha@ru.ac.za">n.fumbatha@ru.ac.za</a>
Oriel Residence Manager	Ms Quintabella Andangnui		046 6038886	078 037 3837	<a href="mailto:q.andangnui@ru.ac.za">q.andangnui@ru.ac.za</a>
Hall Administrator	Ms Janine Hayward	046 6038575	-	074 892 7077	<a href="mailto:j.hayward@ru.ac.za">j.hayward@ru.ac.za</a>
2025 Student Office Bearers					
Name	Surname	Stud no	Portfolio	Cell	
Beit House					
Bele	Sesethu	22B4880	Residence Student Assistant	062 5316942	
Malange	Alani	22M7494	Residence Student Assistant	081 3125603	
Maqetuka	Sipesihle	23M8843	Head Student	078 2881550	
Charlotte Maxeke House					
Samkelisiwe	Mahlangu	22M8484	Residence Student Assistant	060 6662506	
Booi	Sandiswa	23B6811	Residence Student Assistant	066 0435773	
Sikota	Ayola	24S3854	Head Student	083 2382999	
Dhlamini	Chantelle	21D2911	Hall Senior Student	071 9275152	
Oriel House					
Marageni	Madzanga	22M8985	Residence Student Assistant	083 6197186	
Ngantweni	Anathi	23N9934	Residence Student Assistant	060 5677168	
Nobongoza	Emihle	23N8354	Head Student	073 1938706	
Msomi	Milaninandesonwbe	23M5342	SRC Hall Rep	063 4518728	
Services		Phone Number			
ER24 (Private Service)		010 2053068			
Guardmed (Private Service)		073 0656660			
Ambulance (Provincial)		046 6229102/10177			
St John’s Ambulance		046 6361650			
Campus Protection Unit (CPU)		046 6038146 or 6038147			
Career Centre		046 6038180			
Counselling Centre		046 6037070		After hours emergency: ER24 at 0102053068	
Dr Gainsford & Partners (High Street)		046 6362063			
Electrical Services / Emergency electrical maintenance		046 6038034		After hours, phone CPU 046 6038146/ 8147	
Fire Station, Makhanda		046 6224444		After hours, phone CPU 046 6038146/ 8147	
Hall Housekeeper		046 6038488			
Hall Kitchen		046 6038475			
Health Care Centre		046 6038523			
Plumbing & Building Maintenance		046 6038421		After hours, phone CPU 046 6038146/ 8147	
Police		046 6038146 (CPU) Police: 046 6039111 or 10111		Always call CPU first; they will call Police	
Psychology Clinic		046 6038502		Emergency, 082 8030177	
Settler’s Hospital		046 6025000		046 6223033	
Student Bureau		046 6038276			

