



RHODES UNIVERSITY
Grahamstown • 6140 • South Africa

Rhodes University Policy on the Allocation of Residence Places

Policy Volume	Academic Faculty and Students
Policy Chapter	Registrars' Division Policies and Protocols
Responsible Committee/Unit/Division/Faculty	Registrar's Division
Responsible Chairperson/Director/Manager	Manager: Student Bureau
Dates of First and Subsequent Council Approvals	10 September 2020
Revision History: Approved Reviews	New Policy
Review Cycle (e.g. every 2/5/7 years etc)	Every five years
Next Review Date	09 September 2025

POLICY PARTICULARS

Policy Title	Rhodes University Policy on the Allocation of Residence Places
Policy Statement (State in a single paragraph the policy mandate and how this relates to the University Mission and Vision)	<p>Rhodes University is a research-intensive university located in a small town. The University benefits from a well-functioning residence system that accommodates a large proportion of all registered students. The residence system is designed to accommodate both undergraduate and postgraduate students. The mandate of this policy is to ensure that the residence system services the strategic goals identified in planning processes through the allocation of places.</p> <p>The University residence space accommodates students who are academically vulnerable as well as those who are performing academically. This Policy attempts to balance diversity in the residence system as it plays a critical role as learning and living spaces.</p>
Reason for Policy (What this policy aims to achieve)	<p>The main objective of this policy is to guide the allocation of places in residences. More specifically, it aims to ensure that those students most in need of accommodation in the residence system because of financial or other kinds of vulnerability are allocated spaces. In doing this, the policy also aims to ensure that the leadership and governance structures in the system are maintained by allocating spaces to more senior as well as first year students. The policy meets these aims by:</p> <ul style="list-style-type: none"> ▪ Identifying a set of principles related to the allocation of residence places; ▪ Identifying roles to be played by relevant stakeholders; ▪ Specifying the requirements of each of these roles ▪ Providing guidance with regards to administrative systems that need to be set in place.
People affected by this Policy (e.g. All units of the University)	<p>This policy applies to:</p> <ul style="list-style-type: none"> • The Registrar's Division (in particular the Student Bureau and Student Recruitment Officers); • The Residence System; • The Financial Aid Office; • Communications and Advancement Division
Who should read this Policy (People who need to heed this policy to fulfil their duties)	<ul style="list-style-type: none"> • Relevant members of staff in the Registrar's Division; • Wardening and Administrative Staff in the Residence System; • Staff in the Financial Aid Office; • Staff working with communications in the Communications and Advancement Division
Website address/link for this Policy	https://www.ru.ac.za/institutionalplanningunit/policies/

RELATED DOCUMENTS FORMS AND TOOLS

(University Policies, Protocols and Documents (such as rules/policies/protocols/guidelines related to this policy))

Relevant Legislation (Legislation/Regulatory requirements/Organisational Reports – name these)
NSFAS Regulations
Related Policies
Student Disciplinary Code Residence Rules Admissions Policy Constitution of the Students
Related Protocols
Registration procedures and advice booklet
Forms and Tools (documents to be completed in support of this policy implementation)

POLICY DEFINITIONS

(Technical or Conceptual terms used in the policy)

TERM	DEFINITION
Student	In this Policy, a student is a full-time undergraduate student or postgraduate student at Rhodes University.
Hall of Residence	A hall of residence refers to the houses grouped around a dining hall. A Hall of Residence is led by a Hall Warden who has overall responsibility for hall affairs. A hall may be single-sex or mixed. Postgraduate halls are mixed.
House	A house refers to the building containing residence rooms. Three or more houses are grouped together to form a hall. A house is led by a House Warden.
Hall Warden	The term 'Hall Warden' refers to the individual with overall responsibility for a Hall of Residence.
House Warden	The term 'House Warden' refers to the individual with the responsibility for running a residence house. A House Warden reports to a Hall Warden in relation to residence matters.
Sub-Warden	The term 'Sub-Warden' refers to a student appointed by the University to assist the Warden in running a residence.
Residence Operations	Residence Operations refers to the subsection of the Infrastructure, Operations and Finance Division responsible for the provision of food, housekeeping and other matters related to the running of the residence system.
Oppidan	Oppidan means a student not living in a University residence

PRINCIPLES GOVERNING THIS POLICY

OVERVIEW
Rhodes University strives to carry out the following, as far as is reasonably practicable:
1. Ensure that residence places are allocated fairly and in a way that serves the strategic goals of the University.
2. Ensure that vulnerable students are provided with space in the residence system when a need has been identified.
3. Ensure that the composition of the residence system reflects the demographics of the University more generally.
4. Ensure that the leadership structures in a hall and house are maintained by allocating spaces to senior students serving on Hall and House Committees, subject to the initial fee deadline having been met.
5. Ensure that students who have outstanding compulsory service or have contravened the Disciplinary Code are not normally allocated spaces as set in the Student Disciplinary code.

DIRECTIVES FOR IMPLEMENTING THIS POLICY

(Actions and processes by which the objectives of the policy will be achieved.)

Directive 1: The allocation of residence places is the responsibility of the Student Bureau.
Directive 2: Places in residences are allocated according to the following principles: A. FIRST YEAR STUDENTS <ul style="list-style-type: none">• Priority is given to students living with disabilities.• All students receiving funding from the National Student Financial Aid Scheme (NSFAS) will be allocated to a place in residence provided they have indicated that they are accepting a place at the University and have NSFAS funding approved and cleared by the University prior to the Initial Registration Fee deadline, subject to availability of accommodation.• NSFAS students must apply for University residence accommodation when they apply to the University. Only if the University accommodation is not available may a student seek alternative accommodation, with written authorisation from the Director Student Affairs.• Students will normally only be allowed to leave residence if approved by the Director of Student Affairs. This motivation will include details of the way the student will meet the need for i) security, ii) access to campus and to internet; iii) the provision of an adequate and balanced diet iv) the conditions necessary for study (for example, a quiet space).• Normally all first-year students will be allocated a place in residence; subject to availability of accommodation. B. RETURNING STUDENTS <ul style="list-style-type: none">• Returning students will be required to apply for residence in October each year, via the online residence booking system.• Allocation to residence will be confirmed subject to the student meeting the Initial Fee (IF) deadline as set out in correspondence.• Oppidan students will be allowed to apply for residence, however they will be held on a waiting list and will be assisted if their Initial Fee (IF) is cleared and space allows in January.• -Preference will be given to vulnerable and students with strong academical-performance.

- After the release of results, the residence allocation for all students who have been academically excluded will be cancelled. Should the student be re-admitted on appeal they may apply for re-allocation. If space allows they will be allocated a space in residence.
- After the Initial Fee deadline, all returning residence students whose Initial Fee has been cleared will be allocated back to the residence.
- Where returning students have missed the IF deadline, these spaces will be re-allocated with vulnerable and students with a strong academic performance being prioritised.
- Students will normally only be allowed to leave residence upon receipt of a motivation approved by the Director of Student Affairs.
- In cases where Deans identify students as vulnerable, a recommendation must be made to the Student Bureau for on-campus residence allocation

C. ALL STUDENTS IN UNIVERSITY RESIDENCE

- Students granted approval to leave the residence system will not be entitled to any food, connectivity or transport services from the University.
- Normally, all students declaring a disability on application will be granted a place, suitable to their disability; subject to meeting the Initial Fee deadline.
- Places in a specific house are not allocated according to preference but rather according to principles set out in this policy;
- In addition to the allocation criteria as in A and B above, incoming students are allocated to the residence system taking into account
 - The racial composition of halls and houses;
 - The gender composition of halls and houses;
 - The need for a mix of junior and senior students in any house and hall;
 - The need for a mix of students studying in different disciplinary areas in any house or hall.
 - Deposit and Initial Fee deadlines are met

Directive 3: The need for student leadership and hall governance will be taken into account when allocating residence places to senior students. This means that members of House Committees will be accommodated in the system subject to them meeting the academic requirements and having their Initial Fee cleared by the relevant deadline.

Directive 4: As per the Student Disciplinary Code, students with particular sanctions will not normally be allocated a space in residence.

Directive 5: Once the number of residence places deemed necessary to accommodate incoming first year students has been established and the Sub-Wardens, SRC and House Committees have been accommodated, remaining residence places will be allocated in the following order:

- Vulnerable and students with a strong academic performance as identified by Deans.
- Any student deemed to be at academic risk and identified by the Deans and Wardening staff in consultation with the Dean;
- Any student deemed to be at psychological or emotional risk identified by the Counselling Centre and Wardening staff in consultation with the Director Student Affairs;
- Subject to Initial Fee clearance by the relevant deadline.

Directive 6: Should demand make it necessary, any remaining spaces will be allocated on the basis of a computerised random allocation system.

Directive 7: Double rooms will normally be allocated to first year students requesting them. Thereafter they will be allocated to students requesting them on the basis of a lottery if requests exceed availability.

ROLES AND RESPONSIBILITIES

(Roles and responsibilities of Key personal/Divisions/Faculties/Departments)

ROLE	RESPONSIBILITY
ROLE 1	The Student Bureau is responsible for managing admissions and departures from the residence system.
ROLE 2	Students are responsible for declaring any disabilities on application.
ROLE 3	Hall and House Wardens are responsible for identifying vulnerable students who may be in need of residence space. Communicate policy with students timeously.
ROLE 4	The Counselling Centre is responsible for making recommendations regarding students who may be at risk if a residence space is not provided.
ROLE 5	The Director of Student Affairs is responsible for making recommendations regarding requests from students on NSFAS to leave the residence system.
ROLE 6	Deans are responsible for identifying students at academic risk.

CONTACTS (Please see Appendix A)

Direct any questions about the policy to the relevant Office-bearers, designations and contact details are listed in Appendix A.

POLICY REVIEW PROCEDURE

(Actions and processes by which the policy will be reviewed)

Policy approval and review will take the following route:

1. Student Services Council
2. Board of Residences
3. Senate
4. Council

The Policy will normally be reviewed every FIVE years.

Communication of the review process

LIST OF APPENDICES

APPENDIX A

CONTACTS

(Direct any questions about the policy to the relevant Office-bearers; designations and contact details are listed below)

Area of Concern	Division/Faculty/Department	Telephone	Email
All	Registrar's Division	046 603 8276	registrar@ru.ac.za
Withdrawing from Residence	Registrar's Division and Student Affairs	046 603 8276	registrar@ru.ac.za