

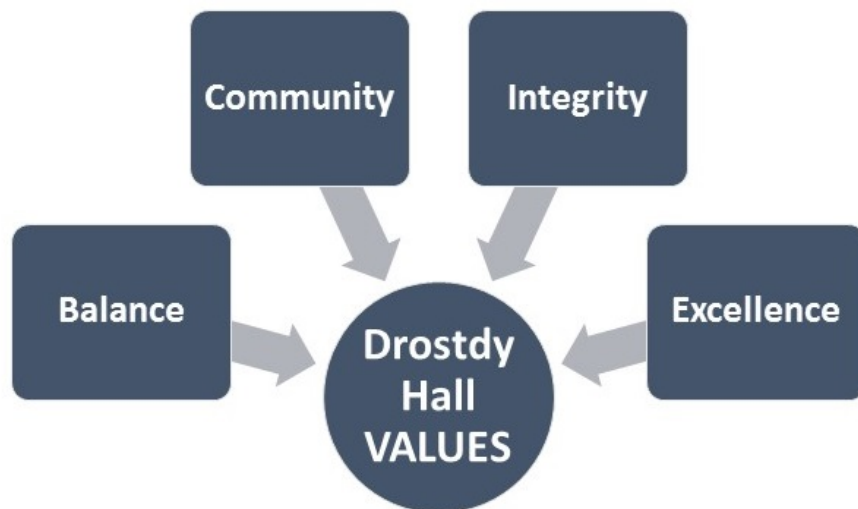
**RHODES UNIVERSITY**

*Where leaders learn*

# **DROSTDY HALL**

# **HALL RULES**

**2021**



**DROSTDY HALL 2021**

**HALL WARDEN**

**Mrs Catherine Parkinson**

**ALLAN GRAY HOUSE**

**Warden  
Sub-Wardens**

**Ms Tlamelo Mothudi  
Andiswa Cibi  
Kwamkele Mkize  
Ayakha Saba  
Lavisa Sibiya**

**Head Student**

**CELESTE HOUSE**

**Warden  
Sub-Wardens**

**Mr Sean Nkosi  
Kgotso Ndlovu  
Rutendo Gandidze  
TBA**

**Head Student**

**GRAHAM HOUSE**

**Warden  
Sub-Wardens**

**Dr Albert Chakona  
Furman Nzama  
Mohammed Bera  
Ricky Mutasa**

**Head Student**

**PRINCE ALFRED HOUSE**

**Warden  
Sub-Wardens**

**Mrs Catherine Parkinson  
Nkosinomsa Ngwenya  
Antonique Dick  
Cara Dube**

**Head Student**

**HALL ADMINISTRATOR**

**Ms Candice Webber**

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# RHODES UNIVERSITY

## DROSTDY HALL

Welcome to Drostdy Hall. This booklet explains the structure and functioning of the Hall, and contains valuable information which will assist you in settling in to life in Drostdy Hall. Please ensure that you read it through thoroughly as students are expected to be *au fait* with the rules of the Hall and University.

Drostdy Hall consists of two female undergraduate residences, Allan Gray House which accommodates 84 students and Prince Alfred House which accommodates 52 students. Graham House is an undergraduate male residence providing accommodation for 54 students. Celeste House is a mixed postgraduate residence accommodating 32 students.

The Hall's address is :

(Name of House)  
Private Bag 1025  
Drostdy Hall  
Rhodes University  
GRAHAMSTOWN  
6140

Please ensure that the name of your residence is shown on all correspondence sent to you. **Change of address and telephone numbers must be promptly changed on ROSS.**

Your Hall and House Warden, Sub-Wardens and House Committee are available to help you, and they will be pleased to assist with any problem, even those which do not directly affect your life in the residence. *All concerns of individual students, or a constituency, will be treated with due seriousness, provided the correct channels of addressing such concerns are followed.*

### ***RULES AND DOMESTIC INFORMATION***

The following rules have been compiled on the basis of consideration for others and co-operation in the general running of the Hall and each House. They ensure your privacy, safety and security and enable you to study or sleep without being disturbed by other students.

These Hall Rules are supplementary to the Rules for Students published in the University Calendar in the section titled "Student Disciplinary Code" and other University Rules notified to students by the Registrar. Any breach of these Hall Rules, the Rules for Students, or any other University Rules constitutes an offence and is punishable in terms of the Student Disciplinary Code.

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

**Drunkenness is an aggravating factor, not a mitigating one.**

The Hall Warden has the right to exclude from residence any student who, by his/her behavior or actions, brings the Hall into disrepute, e.g. indulging in raids on other residences or in other irresponsible behavior. 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.

These Rules may be amended or additional rules made from time to time. These will be e-mailed to all students.

**Students are responsible to keep up to date with all Rhodes University Policies, which can be found on the Rhodes Website, as these are routinely updated.**

## **1. RESIDENCE ROOMS**

- 1.1 No furniture, furnishings, including common room furniture, or bedding/linen may be removed from any room or residence without the consent of the Hall or House Warden.
- 1.2 Bedding must be used for its normal purpose and may not be used to cover tables, trunks or for any other form of decoration.
- 1.3 Mattresses may not be used on the floor.
- 1.4 Curtains/clothing may not be hung out of the windows. Curtains may only be tied up loosely.
- 1.5 Bed boards are available on request.
- 1.6 Students may not bring their own beds to residence.
- 1.7 After leadership elections in the 4<sup>th</sup> term, registers will go up in each Drostdy undergrad res for students to indicate their room choices for the following year. Students must give a first, second and third choice, with a different room number for each choice.

Although the Warden and Sub-Wardens do their best to allocate students to the rooms of their choice, decisions will be based on the order of allocation listed below, in addition to the diversity needs of the res. This means for example, there will not be one section of a corridor filled with only first years, or just seniors, etc.

The policy for the order of room allocations is as follows:

1. Sub-Wardens
2. Head Student
3. Hall Senior Student (in own res)
4. Hall SRC Representative (in own res)
5. House Committee
6. Postgrads, 4<sup>th</sup> years, 3<sup>rd</sup> years & 2<sup>nd</sup> years, not in leadership positions, will be allocated to their room of choice as long as no other student has requested that room. If more than one student requests a particular room then the student with the best academic performance for the year (previous year, in which room choices were indicated) will be allocated to this room, regardless of academic year. This will be based on a points system determined by number of firsts, passes, DPR's & fails and divided by the number of subjects in the year.
7. Transfer students (if any)
8. New students (first years)

No swapping of rooms is allowed unless the Warden approves.

## **2. SERVICING OF ROOMS AND BATHROOMS**

- 2.1 Private rooms are not serviced. Students are expected to keep their rooms tidy and hygienic and to clean their rooms regularly. Vacuum cleaners, brooms and cleaning materials are available in each residence.
- 2.2 Rooms are to be left clean and tidy and hygienic at the end of each term.

- 2.3 Students are expected to clean the bath/shower after use and to leave the bathrooms tidy.

### 3. DAMAGE TO UNIVERSITY PROPERTY

- 3.1 Intentional damage to any University property is considered a serious offence and offenders will be severely dealt with. Any damage must be reported immediately to the Warden or Sub-Warden.
- 3.2 In the case of damage to, or loss of University property, the student or students responsible, if known, may be required to bear the cost. If not known, such cost may be charged either against a particular group of students or against the general fund of the body of students.
- 3.3 Prestik, double-sided tape, hooks, sticky tape, nails or anything that may cause damage to room surfaces is prohibited. Students will be liable for the costs incurred if any room surfaces are damaged by the abovementioned.
- 3.4 The Room & Linen Statement Form must be completed upon arrival, for each term, and any deficiencies or damage found in any room at the beginning of the year, or the beginning of any other term, must be recorded on the Room & Linen Statement Form and handed to a Sub-Warden within 24 hours of 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, as well as disciplinary action.
- 3.5 Any deficiencies or damage which may occur in a student's room while he/she is in occupation, and for which he/she is not responsible, shall be reported, with a satisfactory explanation, in writing to the House Warden by the student within 24 hours of its occurrence. If such a report is not made it will be presumed that the deficiencies or damage are the responsibility of the occupant of the room, who will be required to bear the cost thereof.
- 3.6 No person may interfere with the lights, lighting system, heating systems or fire fighting equipment.
- 3.7 The Common Room facilities in each House of the Hall are for the use of the students of that House and it is expected that each member will respect and protect the equipment provided and will adhere to the rules laid down. Students are also expected to take responsibility for any guests which may be invited to share these facilities. Further rules in respect of such facilities may be made by the relevant House Committees of a House from time to time, and these will be communicated to all students in the residence.

### 4. LAUNDRY

- 4.1 Bottom sheets, pillow cases and duvet covers can be changed weekly at the following times (unless otherwise stated):
- |           |                       |  |
|-----------|-----------------------|--|
| Monday    | 1.00 p.m. - 2.00 p.m. | Graham House and Celeste House           |
| Wednesday | 1.00 p.m. - 2.00 p.m. | Allan Gray House and Prince Alfred House |
- 4.2 Personal linen and bedding may not be handed in with Rhodes linen/bedding for laundering.

### 5. PRIVACY

- 5.1 All students are entitled to the privacy of their rooms. **No students may enter another**

**student's room without the occupant's permission.**

- 5.2 The Hall Warden, House Warden, Sub-Warden, Hall Administrator or Housekeeping staff may have to enter student rooms in the course of their duties.

**6. RESIDENCE SECURITY**

- 6.1 Theft is a serious problem in Grahamstown. Students are strongly advised to ensure that they carry the necessary insurance against theft, burglary, fire and other similar risks. The University will in no way hold itself responsible for any loss in damage by theft, fire or any other means to student's property kept at the University or in the residences either during term time or during vacations.
- 6.2 All student rooms are fitted with locks, however, students are urged to take every possible precaution to avoid becoming a victim of crime.
- 6.3 Check your windows and lock your door at all times, even if it is only to go to the toilet or bathroom.
- 6.4 Report the presence of anyone acting in a suspicious manner, or who does not appear to be an authorised visitor/workman etc. to your Warden, Sub-Warden, or anyone in authority **immediately**.
- 6.5 Students are warned about loiterers on the campus and unauthorized persons entering residences, and other buildings. When questioned, such people often say they are employed to clean motor vehicles or to do other odd jobs. There is a standing instruction of the University Senate to the effect that **no casual labour may be employed by students within the precincts of the University**. Please co-operate in an effort to keep a check on crime on campus.
- 6.6 If you find your room has been entered and items have gone missing, please report the matter to Campus Protection Unit and to the House Warden immediately.
- 6.7 All entrance/exit doors of each residence must remain locked at all times.

**7. KEYS**

- 7.1 No person other than the authorised key holder may use the key issued and no other person may come in or go out on a key.
- 7.2 Lost keys are to be reported immediately to Campus Protection Unit and to the Warden, Sub-Warden or Hall Administrator. Students are responsible for the cost of ordering a new key/s.
- 7.3 No student may borrow or acquire in any other way, a room key of any other student. Keys must be handed in at the end of every term.
- 7.4 In cases of emergency, Sub-Wardens or the Warden may be asked to assist students who are locked out of their rooms. Students who abuse this privilege may be given compulsory service. **UNDER NO CIRCUMSTANCES WILL STUDENTS BE PERMITTED TO USE THE MASTER KEY WITHOUT BEING ACCOMPANIED BY THE SUB-WARDEN OR WARDEN.**
- 7.5 Any abuse of these rules may result in the key holder being given compulsory service.

- 7.6 Friends of students may not request a Warden or Sub-Warden to open a student room to retrieve possessions when the student concerned is not present.
- 7.7 A breach of these rules will lead to serious consequences.

## 8. ELECTRICITY/WATER

- 8.1 Students are to abide by the rules for the use of electricity and water as laid down by the University, Hall Warden or the House Wardens.
- 8.2 Students are requested to be economical in their use of water and electricity.
- 8.3 The Rhodes University Water Outage Protocol can be found on the Rhodes Website at the following link:  
[https://www.ru.ac.za/media/rhodesuniversity/content/infrastructureandoperations/Draft\\_residence\\_water\\_outage\\_protocol\\_-\\_updated-21\\_July\\_2017.pdf](https://www.ru.ac.za/media/rhodesuniversity/content/infrastructureandoperations/Draft_residence_water_outage_protocol_-_updated-21_July_2017.pdf)
- 8.4 During water outages, or water problems:
  - 8.4.1 Students to use water very sparingly (no more than the indicated amount of water/day for drinking, showering, ablutions and laundry). The allocations are adjusted by the Municipality and University from time to time as the situation requires.
  - 8.4.2 Only flush toilets when necessary.
  - 8.4.3 Take 3 minute showers.
  - 8.4.4 Bathing is restricted to students who, for medical reasons, are unable to shower.
  - 8.4.5 Reuse towels.
  - 8.4.6 Restrict laundry to only one load per week. Share with a friend to ensure you wash a full load.
  - 8.4.7 Do not do laundry when there is water shedding.
  - 8.4.8 It may be necessary to lock down laundry facilities and allocated bathrooms and toilets. Students to use the emergency/allocated bathrooms and toilets when this is implemented.
  - 8.4.9 Students MUST make sure that taps are turned off during water outages, and that the plug is not left in basins, to avoid flooding when the water comes back on.
- 8.5 During a CRITICAL WATER SHORTAGE PERIOD, the Restricted Water Supply Campus Plan will be e-mailed to all students, as well as any updates.
- 8.6 During a CRITICAL WATER SHORTAGE PERIOD:
  - 8.6.1 Students to use water very sparingly. (No more than the indicated lt/day for drinking, showering, ablutions and laundry)
  - 8.6.2 Water basin must be taken with to the showers whenever a student plans to shower. Students who are menstruating or have a stomach ailment may then leave their basin outside the shower and not collect grey water over that period of time
  - 8.6.3 Students to collect water whilst showering and decant into the allocated grey water containers in their residence bathrooms. (Students to stand in the allocated basins whilst showering)
  - 8.6.4 Do not extend your shower over the 10lt mark on your shower basin.
  - 8.6.5 Flush toilets ONLY with water collected from grey water containers (filled with shower water) – use allocated buckets to decant from water containers.
  - 8.6.6 Do not flush the toilets after each urination. Monitor the paper level in the toilet bowl, to ensure that there is not dry paper in the bowl. Use your discretion. “If its yellow let it mellow, if it’s brown flush it down.”
  - 8.6.7 Do not take baths – take a 2-minute shower instead.
  - 8.6.8 Re-use towels.
  - 8.6.9 Restrict laundry to only one load per week.



8.6.10 Partner up with a laundry buddy and share one washing machine to ensure that there is a full load of washing.

8.6.11 Laundry must not be done when the instruction for laundry lock-down has been given.

8.6.12 Students must ensure that taps are closed at all times and that plugs are not left in basins, particularly during water outages and when students are not in their rooms.

8.6.13 Water meters have been installed in each residence, such that residences who go over their daily water quota will have to wait until the following day for their water allotment to be given.

8.7 Water buckets and basins must ONLY be used for the collection, storing and transferring of water, and for handwashing clothing. They must not be used as toilets.

8.8 Failure to comply with the water protocols/plans/procedures will result in disciplinary action.

## 9. APPLIANCES

9.1 **NO COOKING IS PERMITTED IN RESIDENCE.** Students may not use or be in possession of any electrical appliances for the preparation of food e.g. TV-grills, electric frying pans, emersion heaters, hot plates, snackwich maker, pots, pans, microwave ovens etc. (Celeste Students ONLY may use the stove and microwave (ONLY) in their flat's kitchen)

9.2 The residence microwave ovens are for re-heating food only and each House Committee will decide on further rules determining the use of the microwave ovens in their own residences.

9.3 Students may apply to the Hall Warden for permission to have a medical fridge in their room for medical reasons only. Such applications will only be considered if accompanied by a suitable Doctor's certificate, and the production of such a certificate does not automatically ensure permission being granted. Students should not bring fridges into residence prior to such permission being obtained.

9.4 Heaters, lights and radios must be switched off or unplugged when the room is vacated or when the student is asleep.

9.5 Rules governing the use of the residence washing machines and tumble dryers will be decided on by the House Committee of the residence and published accordingly.

9.6 Irons may not be used in student rooms, but only in areas designated for ironing.

9.7 No loose standing heaters of any kind are allowed in student rooms.

## 10. VISITING

Note: Visitor/s includes both male and female visitors

10.1 No visitors may stay overnight. Any breach of this rule is regarded in a serious light and may result in the person responsible being excluded from the Hall.

10.2 **Students are allowed visitors in their rooms between 07h30 and 24h00 daily.** Each House may determine the specific details of visiting within this period at the beginning of the academic year. A two-thirds majority vote on the hours must be obtained. **During swot week and exams visiting hours will be reduced.**

- 10.3 Visitors to the residence must be escorted at all times by their host/hostess. They must be signed in and out in the appropriate book/register.
- 10.4 Visitors must be escorted at all times by a resident of the house in which they are visiting. The penalties for a breach of this regulation will be severe including prosecution for trespassing when the offender is not a member of the University.
- 10.5 Visitors may not use any of the residence appliances, e.g. washing machines etc. These are for the sole use of residents. Visitors may only watch the residence TV if accompanied by a resident.
- 10.6 Visitors may not take showers or baths in the house. Visitors must use the visitor's toilet in each residence, however, each residence may have their own specific rule regarding visitors using residence toilets. (Celeste House does not have a visitor's toilet)
- 10.7 Students of the residence are responsible for controlling the noise and behaviour of their visitors. This does not preclude appropriate disciplinary action being instituted against visitors to residence where necessary.
- 10.8 In the event of any breach or abuse of the above visiting rules, the House Warden shall retain the right to suspend visiting privileges for a period, either for individuals or for the entire residence. The Hall Warden may exclude from residence anyone found guilty of a breach of visiting rules.

## **11. HOURS OF QUIET**

- 11.1 Reasonable quietness must be observed in the Houses and Hall and within the precincts of the Houses and Hall at all times.
- 11.2 Strict silence must be maintained except at the following daily times.  

12 noon - 2.00pm	5.00pm - 7.30 pm
------------------	------------------

These times may change during examination periods
- 11.3 At all times, noise may not be excessive. If musical instruments (including radios, monitors, speakers etc.) are played in breach of rule 11.1 and 11.2 above, they may, in addition to any other penalty which may be imposed, be confiscated.
- 11.4 The creation of a disturbance in the residence, e.g. letting off fire crackers, throwing water bombs, fruit, or any other such missiles is prohibited.
- 11.5 No shouting or running is permitted in corridors or on the stairways.
- 11.6 Drunkenness is an aggravating factor, not a mitigating one.

## **12. PETS**

- 12.1 No pets with the exception of fish may be kept in residence rooms. Suitable arrangements must be made for their care during vacation time or other absence from residence.

## **13. SMOKING / INCENSE / CANDLES**

- 13.1 In accordance with South African legislation smoking is prohibited in all publically owned

spaces. Accordingly smoking is prohibited within all areas within the residence buildings and closer than 10 metres from any window, inlet or entrance.

13.2 The burning of incense or candles is not allowed.

13.3 The Rhodes University Smoking Policy can be found on the Rhodes University Website at the following link: <https://www.ru.ac.za/safety/resources/smoking/>

#### **14. HOUSE MEETINGS**

14.1 Each residence will conduct compulsory House meetings during the year. Any student unable to attend must present a written excuse to the House Warden at least 24 hours in advance.

14.2 Students are urged to consult residence notice boards regularly.

#### **15. FIRE DRILLS**

15.1 Regular Fire Drills are held in each residence and attendance is compulsory unless you have signed out for overnight leave.

#### **16. MAINTENANCE**

16.1 Repairs required must be reported on the residence repairs list. Urgent matters should be directed to the Sub-Wardens or Warden.

16.2 All University staff are issued with identity cards. Students should check that maintenance staff have official identity cards before allowing them access to the residence.

#### **17. MOTOR VEHICLES**

17.1 Students with motor vehicles or motor cycles are required by the University to register the vehicle at registration. Should a vehicle be acquired after registration, it must be registered at the Student Bureau within 72 hours of receiving it.

17.2 The relevant House Warden must be informed of the vehicle's details within 72 hours of it being brought onto campus.

17.3 Students must adhere to the rules of the road on and off Campus.

17.4 All parking including parking in the Celeste House garages is at the owner's risk.

#### **18. COMPLAINTS**

18.1 Any complaints about residence matters are to be directed to the Warden, Sub-Wardens, Head Student or Hall Warden.

#### **19. HALL AWARDS**

19.1 Each Year the Hall presents the following awards:

##### **19.1.1 ACADEMIC AWARDS**

- **First Year:** This award is presented to the first year student with the best overall academic performance as judged from his/her mid-year examinations.

- Second year: This award is presented to the second year senior student with the best overall academic performance as judged from his/her previous November examinations and the mid-year exams.
- Third year: This award is presented to the third year student with the best overall academic performance as judged from his/her previous November examinations and the mid-year exams.

#### 19.1.2 SPORTING AWARDS (SUBJECT TO REVIEW)

- Internal Sportsman of the year: This award will be presented to the best overall sportsman of the Hall who has shown commitment and dedication to inter-residence sports for their residence and who has obtained the highest points in the Hall's inter-residence points system.
- External Sportsman of the year: This award will be presented to the best overall sportsman of the Hall who has shown commitment, dedication and excellence not only in residence sports but also in Rhodes sports in various sporting domains.

#### 19.1.3 CELESTE HOUSE STUDENT OF THE YEAR

- This award will be presented on the recommendation of the Celeste House Warden and Sub-Wardens following nominations by the members of the House to the individual deemed to have made an outstanding contribution to the residence or other meritorious action.

#### 19.1.4 CULTURAL AWARD (SUBJECT TO REVIEW)

- This award will be presented on the recommendation of the Drostdy Hall Committee following nominations received from the students of the Hall.

#### 19.1.5 DEAN OF STUDENTS LEADERSHIP AWARD (SUBJECT TO REVIEW)

- This award will be presented on the recommendation of the Drostdy Hall Wardens.

### **20. EXPECTED BEHAVIOUR OF STUDENTS**

- 20.1 Members of the Hall must abstain from conduct which may in any way infringe upon the rights and interests of other members of the Hall.
- 20.2 All members of the Hall are expected to show due consideration for others.
- 20.3 In terms of a Senate resolution any student found guilty of disorderly or objectionable conduct, whether occasioned by drunkenness or not, will be severely punished. In no circumstances will physical violence or threat of violence be tolerated.
- 20.4 Students are requested to be neatly dressed when they attend any of the functions associated with registration, lectures, seminars, and tutorials or when calling on any of the senior members of the Administration or attending any Committee meeting of the University. The Senate has empowered any member of staff or senior administrative officer to ask a Student to withdraw from his class or office if, in his opinion, the student is unsuitably dressed.
- 20.5 Members of the Hall must refrain from any behaviour which may bring the Hall into disrepute.

**21. TREATMENT OF NEW STUDENTS**

- 21.1 First-year students may not be subjected to any physical violence or threat of violence.
- 21.2 **Initiation, in any form, is strictly prohibited.**
- 21.3 First-year students who are aggrieved should discuss their complaint with the House or Hall Warden.
- 21.4 Infringement of these rules will be punishable to the limit allowed by the Disciplinary Code.

**22. DISCIPLINE**

- 22.1 No student or body of students, with the exception of the SRC, the Sports Union and the Hall or House Committees of the Halls may impose punishment of any kind on fellow students.
- 22.2 The appointed University Disciplinary Authorities are specified in the Student Disciplinary Code.
- 22.3 Each House Warden is responsible to the Hall Warden for the welfare and discipline of the students in his/her house. The Sub-Wardens are the Warden's deputy. Certain disciplinary powers may be delegated to the Sub-Warden/s by the Warden to be used at their discretion.
- 22.4 Compulsory service hours and/or fines may be imposed when rules are not observed.
- 22.5 All students are expected to acquaint themselves with the rules applying to the residence. **It is an offence for students to aide and abet other students in breaking the rules of the University.**
- 22.6 The University has approved an Admission of Guilt procedure in respect of certain less serious offences. Further information in this regard is published annually in a circular by the Student Affairs Division or Registrar's Division.
- 22.7 Non completion of compulsory service hours leads to doubling of hours and/or a disciplinary hearing.

**23 WEEKENDS AND OVERNIGHT LEAVE**

- 23.1 The appropriate book/form for weekend or overnight leave must be signed on leaving and again on return. An address or destination and a contact telephone number as well as an expected date of return, must be given.
- 23.2 In the event of the need to absent overnight from the residence between 24h00 and 05h00, a student must inform his/her Warden by signing out in the overnight leave book/form..
- 23.3 Any student attending a University excursion or function of any kind outside Grahamstown must notify the Warden of his/her house at least 48 hours prior to departure.

**24. ARRIVAL AND DEPARTURE FROM RESIDENCES**

- 24.1 Students wishing to leave residence before the end of term or who are unable to return to res at the start of term must inform the Warden accordingly.

- 24.2 At the end of the second and fourth terms, students are required to vacate their rooms within 48 hours of their last exam. In exceptional circumstances, the student who cannot vacate his/her room within this time may make written application to the Hall Warden who, in consultation with the House Warden, may grant permission to extend their stay. The relevant daily rate will be charged.
- 24.3 Students are required to sign in and out on the arrivals/departure register at the beginning and end of each term. Students are required to hand in their room key and have their room checked by the Sub-Warden on duty before they leave at the end of each term. Students are permitted to leave their belongings in the designated box rooms in the residences during the vacations. Please note that the University does not hold itself responsible for any loss of student property stored in box rooms.

## **25. BOX ROOM PROTOCOL**

The University uses its residences for conferences and the National Arts Festival, and has the right to require the students in any residence to vacate their rooms for the vacation periods during the year. The box room protocol aims to ensure that there are provisions in place to ensure reasonable security for students' possessions during this time:

- 25.1 If possible, box rooms must be provided with secure locking facilities, including a metal security gate and at least 2 different locks.
- 25.2 A notice will be permanently displayed on the outside of the box rooms, alerting all students to the need to insure all their personal belongings, and reminding them 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.
- 25.3 Keys to the box rooms must be handled only by the Hall Warden, House Warden and Sub-Wardens of each Residence
- 25.4 During term time, the keys must be locked in the House Warden's key cabinet or a Hall safe.
- 25.5 No box room keys must ever be made available to Conference Wardening staff.
- 25.6 Only the Hall Warden, House Warden or Sub-Warden may open a box room.
- 25.7 No items should be placed in the box room unless they are boxed, sealed and labelled by the student.
- 25.8 A complete record must be kept of all boxes etc. stored in the box rooms for each vacation period, signed in by the student concerned and countersigned by the Sub-Warden or House Warden in attendance. The student signs so that s/he can certify s/he placed the items in the box room and the person on duty signs as a record of who was on duty, and verifying that particular boxes etc. were placed in the box room.
- 25.9 Students may only place their goods in the box room at the times agreed on by the Warden in consultation with Sub-Wardens. These should be made widely known well in advance of the vacation.
- 25.10 No goods whatsoever will be returned to students during vacations on request.

- 25.11 Specified times will be advertised on two or three consecutive days for the box rooms to be opened, and on such occasions BOTH key-holders will be present to unlock the room.
- 25.12 Students will then sign their boxes etc. out of the box room on the list, countersigned by the Sub-Warden or House Warden.
- 25.13 If a student arrives later than the agreed dates, advance arrangements must be made to open the room at a later stage.
- 25.14 The box rooms should then be locked for the rest of the term. Empty boxes etc. stored there may be removed by pre-arrangement with the Warden before the end of term.
- 25.15 Box rooms are not to be used to store items belonging to anyone who does not currently reside in that particular Residence.
- 25.16 Subject to approval from the Hall Warden, students who are moving from residence into digs may store their goods in the usual way over the December/January holidays, as long as they conform to the time frame.

Students who have to pack up their rooms for the vacation, and leave any of their belongings in any area of the residence, excepting in a box room, will result in their belongings being donated to charity, and being disciplined in the new term. ALL items MUST be placed in a box room, and cannot be left anywhere else in residence.

## 26. DINING HALL

- 26.1 Meal times will be displayed on the Dining Hall notice boards.
- 26.2 **NO** cutlery, crockery or glasses may be removed from the Dining Hall.
- 26.3. REMOVAL OF FOOD FROM THE DINING HALL
  - 26.3.1 Students may **not** take food out of the Dining Hall with the exception of their allotted portion of fruit. After supper only, 2 slices of bread may be taken out subject to the following conditions
    - 26.3.1.1 Any student who has booked **supper** may take 2 (two) slices of bread from the dining room at the end of the meal.
    - 26.3.1.2 The two slices of bread may be wrapped in paper napkins for removal.
    - 26.3.1.3 Students may **not** take containers into the dining hall to remove the bread.
    - 26.3.1.4 The two slices are **not** to be taken in addition to the four slices permitted at supper, but to be taken **from** the four slices permitted at supper.
    - 26.3.1.5 Any student found attempting to remove more than two slices of bread from the dining hall after supper will be subject to disciplinary proceedings.
    - 26.3.1.6 Sub-Wardens are required to monitor the bread allowance from the dining hall and to prohibit any student from taking more than the stipulated amount out of the hall.
- 26.4 Smoking is prohibited in the Dining Hall and in the precincts of the Dining Hall.

- 26.5 Students must familiarise themselves with the specified portions allowed at every meal. **TAKING FOOD WITHOUT BOOKING A MEAL IS TANTAMOUNT TO STEALING AND SUCH ACTION WILL BE HARSHLY DEALT WITH.**
- 26.6 No meals may be served in bedrooms. Students who are too ill to eat in the Dining Hall should report to the Rhodes Health Care Centre for medical assistance.
- 26.7 It is expected that good manners and consideration for others be maintained at all times in the Dining Hall.
- 26.8 No music/devices (including phones) are allowed to be played in the Dining Hall, except at official Hall events. At all times, noise may not be excessive. No shouting or screaming will be permitted.
- 26.9 The possession and/or consumption of liquor in the Dining Hall is strictly prohibited except at guest evenings and formal dinners. Students may not bring their own private liquor to these functions.
- 26.10 The wearing of bathing costumes, aerobic leotards, pajamas, slippers or coming into the Dining Hall barefoot is not permitted.
- 26.11 No person may enter the kitchen or move into the area behind the serving counter. Any complaints about food or service must be directed to the Caterers or, to the respective House Food Representative or, recorded on the food complaints google spreadsheet.
- 26.12 Packed meals (due to academic or sporting commitments) can be arranged through Food Services. **At least 2 working days' notice should be given.**
- 26.13 No student may enter the Dining Hall if they do not have a meal booked for that meal time.
- 26.14 No student may obtain or attempt to obtain a meal, or salads, bread, etc. without having a meal booked.
- 26.15 Guests are only permitted in the Dining Hall if a meal has been booked for them, and must be accompanied by their host/hostess. The host/hostess must also have a meal booked for that meal time.
- 26.16 These rules apply to the residents of the houses of Drostdy Hall, as well as the Oppidan and Oakdene students registered in the Dining Hall.
- 26.17 Meals booked are not transferable.

## 27. E-WALLET

The University might use eWallet to pay students meal money whenever necessary when the dining halls are closed, e.g. on the Worker's Day Public Holiday.

- 27.1 If your eWallet cell number is not correct on ROSS at the time of payment, your money will be sent to an incorrect number and neither the University nor the bank will accept responsibility for this.
- 27.2 All students must make sure that their eWallet cell phone number on ROSS is correct at all times and that this is a South African number.
- 27.3 If your eWallet number is incorrect, or changes, please update this yourself on ROSS immediately.



- 27.4 If your phone is stolen or misplaced please remove your eWallet cell phone number from ROSS immediately and leave this blank until you have found your phone or have a new one.

## 28. ILLNESS

- 28.1 A variety of free services, information services and other services are available at the Rhodes University Health Care Centre. This information and their operating hours can be found on the Rhodes University website. Students need to make an appointment in advance unless it is an emergency.
- 28.2 Unless it is an emergency, students are not to go to the Health Care Centre outside of clinic hours.
- 28.3 Illness and injury must be reported to the Warden. If students are admitted to the Health Care Centre or hospital, they must ensure the Warden is informed of their admittance and again on being discharged.
- 28.4 No student who is ill may remain in residence longer than 24 hours without seeing the Health Care Centre Sister. No meals may be served in bedrooms. Students who are too ill to eat in the Dining Hall should report to the Health Care Centre for medical assistance.
- 28.5 A student may not summons a doctor to the residence but should go to the Health Care Centre and the Sister in Charge will attend to the appointment, either at the Health Care Centre or the Doctors surgery.

## 29. DRUGS/ALCOHOL

- 29.1 No student should be in unauthorized possession of any drug for which a prescription is required by law, or the possession of which is forbidden by law.
- 29.2 Senate requires that your attention is drawn to the rules for the use and abuse of alcohol. Alcohol is NOT to be brought onto University premises except in accordance with its rules and regulations. The Responsible Use of Alcohol Policy can be found on the Rhodes Website at the following link  
[https://www.ru.ac.za/media/rhodesuniversity/content/institutionalplanning/documents/ALCOHOL\\_POLICY.pdf](https://www.ru.ac.za/media/rhodesuniversity/content/institutionalplanning/documents/ALCOHOL_POLICY.pdf)
- 29.3 No function (including Hall and inter-Residence functions) which involves the consumption of liquor may be held during Orientation Week and the first five days of the first term without the Vice-Chancellor's permission.
- 29.4 CONSUMPTION OF LIQUOR IN DROSTDY HALL
- 29.4.1 Beer, cider, wine and sherry **ONLY** may be kept in students rooms for their own private consumption.
- 29.4.2 **NO SPIRITS** e.g. whisky, brandy, gin, vodka, cane or liqueurs are allowed. If the House or Hall Warden discovers that a student is consuming, or is in the possession of spirits in the residence, the House or Hall Warden may take the following actions:
- 29.4.2.1 If the bottle or container is sealed, the House or Hall Warden may confiscate the item and hand it to the Hall Administrator who will lock it in the hall office until the end of the term;
- 29.4.2.1.1 The storage of the item during confiscation is at the student's own risk;

- 29.4.2.1.2 The student may collect the item from the Hall Administrator at the end of the same term that it was confiscated.
- 29.4.2.2 If the bottle or container is open and being consumed in the residence, the House or Hall Warden may pour the remainder of the contents down any appropriate drain in the presence of another Warden or Sub-Warden.
- 29.4.3 Students may offer beer, wine and sherry to fellow students in their room. Alcohol may not be served to intoxicated persons.
- 29.4.4 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 constitute a contravention of the Liquor Act. Thus no drinking clubs are permitted and the holding of “down-downs” or “funneling” or any other drinking competitions is strictly prohibited.
- 29.4.5 No parties may be held in private rooms without the Hall Warden’s authority. Loud noise with or without music and alcohol will be construed as being a party. Five people or more constitutes a party.
- 29.4.6 Rules 11.1, 11.2 and 11.6 of the Drostdy Hall Rules concerning Hours of Quiet and the behaviour of visitors will be strictly adhered to.
- 29.4.7 Students may not carry open bottles or glasses, or consume beer, cider, wine or sherry in the Dining Hall OR in the passages, foyers, common rooms, telephone booths, bathrooms and toilets in the residences **OR** in the grounds and environs of the Hall and Houses.
- 29.4.8 The Hall Warden, may, at her discretion, further limit the time and places during which, and in which, beer, wine, cider and sherry may be consumed in the residences of the Hall.
- 29.4.9 The Graham House Bar is run according to specific rules which are published annually. Breach of those rules may result in the closing of the Bar.

## 30. SOCIAL FUNCTIONS

First year students along with the House Committees are responsible to set-up and clean-up at all Hall and Residence social events

(Incorporating the University “Rules for Social Functions held in Halls or Residences”)

### 30.1 Preamble

Recognising the value of social functions in promoting social cohesion these rules aim to contribute to the creation of safe spaces for social functions which do not impinge on the comfort of neighbouring residences, or in the case of halls adjacent to residential areas, to neighbours.

### 30.2 Definitions

A house function is a social gathering taking place within the precincts of a residence organised and attended by the students in that residence.

A hall function is a social gathering taking place within the precincts of a hall (or any of the constituent residences of that hall) organised and attended by students in that hall.

An open function (“party”) is organised by a residence or hall, but to which other Rhodes students are invited. A rule of thumb is that every guest attending a function should be known to at least one student in the house or hall. For this reason invitations to social functions should be on a personal basis (i.e. students invite their friends from other residences, people who they know personally) and the use of social media to invite anyone should be strongly discouraged.

Due to security concerns members of the public are not allowed to attend hall or residence functions held on campus, with community engagement or environmental awareness events, both which would not normally be labelled as “social functions” being the exception.

### 30.3 Consent

- i The written consent of the Hall Warden is necessary if a Hall function is to be held either in a Hall or elsewhere.
- ii The consent of the Hall Warden and of the House Warden is necessary if a House function is to be held either in a House or elsewhere.
- iii In the case of a social function termed: “Open-Party”, other than the Hall Warden and the House Warden concerned, the consent of the Director of Student Affairs is necessary where a security plan is clearly stipulated and approved.
- iv The students of the Hall or the residence should not be charged for any social function held in the Hall or the residence in which access to the residence is controlled by such a fee.
- v No function (including Hall and inter-residence functions) which involves the consumption of liquor may be held during Orientation Week and the first five days of the first term without the Registrar’s permission.
- vi No function may be held on campus during the 3 week period prior to June and November examinations (i.e. 2 weeks before Swot Week / 3 weeks before examinations). Neither may they be held during the examination period, except when permission is given by the Registrar.
- vii Functions other than Hall or House functions may not be held within the precincts of a Hall or House, without the consent of the Hall Warden and of the House Warden. Applications for these to be made in writing.

### 30.4. Venue

- (a) All official Hall and House functions must normally be held on University property (an official Hall and House function is a function where food is provided by the Catering Department in lieu of a meal, or which is paid for, partly, or in full by Hall or House funds). However, the Hall Warden may authorise an official Hall or House function to be held off campus subject to the provisions set out in subparagraphs 1 above; 30.3(f); 30.5(f); 30.5(g) and 30.5(h).

### 30.5. Time

- a) The times and dates of Hall & House functions shall be at the sole discretion of the Hall Warden (in consultation with Food Services in cases where food is required).

- b) Hall and House functions may be held at the Prospect Field braai centre at the following times (subject to the consent of the Hall Warden of the Nelson Mandela Hall):

***Fridays or Saturdays***

***18h00 - 23h00***

Permission for liquor to be served at this venue must be obtained from the Registrar.

- (c) Hall and House functions may be held in the precincts of a Hall within the following period ONLY:

***Fridays or Saturdays or the eve of public holidays -***

***18h00 - 21h00 (Music to be limited to background music only)***

- (d) Hall and House Functions termed "open-parties" may be held once per year in the precincts of the residences at the following time:

***Fridays and Saturdays, eve of public holidays or on public holidays –  
18h00 – 22h00***

- (e) Hall or House functions termed "garden parties" may be held in the precincts of the residences at the following time:

***Saturdays***

***11h30 - 14h30***

Catering sources will provide ingredients in lieu of the meal missed; students to organise the preparation of snacks.

- (f) House functions termed "champagne breakfasts" may be held in a House at the following times:

***Saturdays or Sundays***

***08h00 - 09h30***

- (g) Brunches which take the place of Breakfast & Lunch may be held in the Dining Hall twice a year\* at the following times:

***10h00 – 12h30***

- (h) Hall formal dinners may be held twice a year\* on dates negotiated with the Head: Food Services.

\*NB: Halls are permitted to hold the equivalent of four formal functions per year (this includes dinners, brunches and garden parties). Any catering costs incurred which exceed the costs of four formal dinners must be paid by the Hall.

- (i) Functions held off campus may be held at any convenient time.

### **30.6. Music**

Music should be played at a reasonable noise. Music should be limited to background music from 21h00. Complaints with regard to music that is too loud from the warden of neighbouring residences or from neighbouring residents (in the case of residences adjacent to residential suburbs) should be responded to immediately.

### 30.7. Organisation

- (a) Having obtained the necessary consent referred to in 1 above, the organisers of the Hall or House function must
  - (i) invite the Hall and House Wardens concerned;
  - (ii) give Food Services written notification with all final catering and attendance details no later than 5 working days before the function is to take place should Food Services be required to provide catering;
  - (iii) supply Food Services with the names of students who will NOT be attending 5 working days prior to the function; failure to comply with this provision may result in the cancellation of the function by the Hall Warden as well as the recovery of costs incurred by Food Services from the organisers;
  - (iv) provide separate toilet facilities in the House for the visitors;
  - (v) notify neighbours in the immediate vicinity of a House or Hall in which a social function is to be held beforehand;
  - (vi) Tidy the venue immediately after the event.

### 30.8 Notification

Residences or halls organising social functions are required to notify the wardens of neighbouring residences (for residences far away from residential suburbs) or the residents of neighbouring houses (for residents adjacent to residential suburbs) of the social function in writing (per letter or email), specifying

- the date of the function,
- the times when the function will start and end, and
- the names and contact details of the organisers of the function,

with an invitation to contact the organisers should any aspect of the function become unsatisfactory or unbearable. These letters should preferably be delivered in person or left in the post box or under the door if the neighbours are not available.

### 30.9. Supervision

- a) The House Warden is required to be present in the House for the duration of the function. Should the function be held in the precincts of another House the host House Warden shall ensure that the Rules for Social Functions are strictly adhered to.
- b) House Wardens concerned shall ensure that noise at a House function does not reach a level which may reasonably be regarded as disturbing to the occupants of a neighbouring building.
- c) The Hall or House Committees concerned will be responsible for the maintenance of good behaviour during any Hall or House function.
- d) The organisers of any other function approved under (a) above, will be responsible for the maintenance of good behaviour during the function.

- e) The provisions of (b), (c) and (d) above do not exclude the normal jurisdiction of Hall Wardens, House Wardens, Sub-Wardens, Hall Committees and House Committees.
- f) Where an official Hall or House function is held off campus the Hall or House Warden must accompany the Hall or House to such function.
- g) Where an off-campus Hall or House function is to take place at a venue to which students have to be transported, the Hall Warden must be satisfied that the qualified and reliable drivers are available to drive the vehicles concerned. These drivers will have to abstain from alcoholic drinks for at least 10 hours before the trip, during the trip and function and on the return journey.
- h) Where an official off-campus Hall or House function is to take place at a beach or a dam the Hall Warden must be satisfied that suitable steps have been taken to ensure that the safety of all students swimming in the sea or dam.

### 30.10. Catering

- a) For one House function per year Catering Services will provide prepared snacks in place of the meal not taken by students of the House attending the function. The organisers must supply a like quantity of food for all others attending the function or the students of the House can double book the meal to provide for their guests.
- b) Catering Services will cater for Hall or House functions on the following days only. *Braais* – from the perspective of Food Services there is no restriction on the day and/or the number of braais which may be held. The frequency, times and dates of braais are to be regulated by the Hall Warden.
  - Hall Balls* - Fridays or Saturdays only.
  - Garden Parties* - Saturdays and public holidays only.
  - Champagne Breakfasts* - Saturdays or Sundays only.
  - Brunches* – Saturdays & Sundays only
  - Formal Dinners* – Tuesday or Wednesday nights only.
  - Beach braais or picnics* - on Saturdays/Sundays. Food in lieu of a meal will be provided, provided it is collected by no later than 16h00 on the preceding Friday.
  - Open parties* – Fridays & Saturdays, eve and or on public holidays.

### 30.11. Alcohol and other drinks

- a) Written permission must be obtained from the Hall Warden for the consumption of alcohol at any Hall or House function or any other function within the precincts of the Hall.
- b) Written permission must be obtained from the Registrar for the consumption of beer and/or wine at a braai or at a party which is held on University property, other than within the precincts of the Hall or House (this includes the Prospect braai area and the Great Hall).
- c) Normally alcohol that IS ALLOWED in residence should be in the form of beer, wine, spirit coolers and premixes, where the concentration of alcohol should not exceed 20% by volume, (ethanol 20%v/v), ONLY with the permission of the Hall Warden and when Wardens are in Residence.

When punch is made for functions, the alcohol concentration should not

exceed 20% v/v (e.g., in a 20 L bucket - no more than 4 litres of hard liquor may be used). The mixture must be brought up to 20L with juices, water, concentrates and wine). Hard tack is defined as spirit. Please refer to the Policy for the Responsible Use of Alcohol.

- d) Liquor, where the concentration ethanol exceeds 20%v/v, and this would include whiskey, brandy, rum, vodka, cane spirits, gin, and similar spirit liquors. Hard tack can ONLY be mixed under the supervision of the Warden.
- e) Residence bars are permitted to operate only at restricted times in Halls which allow such pubs to operate, and are run in terms of the signed agreement with the Hall Warden, closely supervised by the Hall and House Wardens. This agreement must be made available to the Registrar, and the Registrar must agree with it.
  - i ***In all such cases the bar must close at 22h00.***
- f) Drinking in public on campus is prohibited unless part of an organised hall or residence event.
- g) (i) With the express permission in writing of the Hall Warden a temporary liquor licence (issued in terms of the Liquor Act ) for the sale by a recognised liquor outlet only (for the profit of that outlet only in terms of the Liquor Act ) of beer, wine and soft drinks may be obtained for Hall Balls. This must be done through the office of the Deputy Director: Residential Operations.
  - (ii) No other liquor other than what is stipulated in the Hall rules may be brought to the Event.

The preparation and consumption of drinks containing more than one alcoholic beverage and the holding of 'boat races' and 'down downs' will be regarded as serious punishable offences.

- h) The organisers must supply soft drinks in a quantity regarded as sufficient by the Hall Warden.
- i) Alcohol may not be served to intoxicated persons.
- j) Halls may only serve punch where the containers are supervised. Any punch being mixed, must be mixed in the presence of a Warden.
- k) Non-alcoholic drinks, and food, must be served / on sale at all events and venues where alcohol is served.
- l) Students and staff who serve alcohol to students are deemed to have read and understood this policy.

### **30.12. Binding effect of these rules**

These rules were formulated by the Hall Wardens of the Halls of Residence of Rhodes University.

They have been approved by the Vice-Chancellor and are binding on all Halls.

**31. CAMPUS PROTECTION UNIT**

- 31.1 The Campus Protection Unit is responsible to the Infrastructure & Operations Division for all matters concerning the security of University property, fire safety and fire drills, the control of traffic and any other duties assigned to them.
- 31.2 All officers of the University, including the Campus Protection Unit staff, have the right to request the name and place of residence of any students suspected of, or committing, an infringement of the University Rules or the Student Disciplinary Code. Failure to comply with such a request constitutes an offence in terms of the Disciplinary Code.
- 31.3 Students should be aware of the potential danger of moving around the campus alone after dark. Students requiring a member of the Campus Protection Unit as an escort at night between venues on the campus, should please contact the officer on duty who will make the necessary arrangements.
- 31.4 Firearms (including air-rifles and air-guns) may NOT be brought into or used on any part of the University Property without the permission of the Vice-Chancellor. Application for such permission should be made through the Campus Protection Unit. Students wishing to bring a firearm onto Campus should report to the Campus Protection Unit with certified copies of any firearm licences and the firearm will be kept at the Protection Unit during the term.

**32. TRAFFIC REGULATIONS ON CAMPUS**

- 32.1 Students are requested to take care when driving on campus roads and your co-operation is sought to observe the speed limit and to exercise courtesy when driving. The rules of the Road Traffic Act of 1989 are applicable to the roads on campus and any infringements will be punished.
- 32.2 Please take note of the following schedule of admission of guilt penalties which is in accordance with the Student Disciplinary Code:

	<u>Penalty</u>
(1) Contravention of Rule 4.6 - unregistered vehicle	20 hours
(2) Contravention of Rule 4.6:	
• Parking in areas reserved for University Staff	12 hours
• Parking in an area other than designated for the parking of student vehicles	12 hours
(3) Other contraventions of the Road Traffic Act (where no danger is caused to persons) e.g disregarding direction arrows, failure to stop at a stop street	between 6 & 20 hours
(4) Parking on the wrong side of the road (facing oncoming traffic)	40 hours



## **USEFUL TELEPHONE NUMBERS**

### **HALL WARDEN**

Mrs Catherine Parkinson 046 603 8016 (Home)  
082 883 9210 (Cell)

### **HALL OFFICE**

Hall Administrator (Ms Candice Webber) 046 603 8586

### **ALLAN GRAY HOUSE**

Warden (Ms Tlamelo Mthudi) 046 603 8014 (Home)  
071 256 8254 (Cell)

### **CELESTE HOUSE**

Warden (Mr Sean Nkosi) 046 603 7602 (Home)  
046 603 7543 (Work)  
081 272 1346 (Cell)

### **GRAHAM HOUSE**

Warden (Dr Albert Chakona) 046 603 8015 (Home)  
046 603 5849 (Work)  
084 523 3793 (Cell)

### **PRINCE ALFRED HOUSE**

Warden (Mrs Catherine Parkinson) 046 603 8016 (Home)  
082 883 9210 (Cell)

### **CAMPUS PROTECTION UNIT**

046 603 8146/8147

### **RHODES CAREER CENTRE**

046 603 8180

### **FIRE BRIGADE**

046 622 4444

### **AMBULANCE**

10177

### **PRIVATE AMBULANCE**

ER24 : 084 124 / 010 205 3068  
083 318 5204 (Medlife)  
082 911 (NetCare)  
073 065 6660 (GardMed)  
046 622 7976 / 082 708 2928

### **POLICE**

046 9111 / 10111 / 046 603 9146

### **PSYCHOLOGICAL EMERGENCY**

Call ER24 : 084 124 / 010 205 3068

### **RHODES HEALTH CARE CENTRE**

046 603 8523

### **SETTLERS HOSPITAL**

046 602 5000

### **RHODES COUNSELLING CENTRE**

046 603 7070

### **STUDENT FEES**

046 603 8153