

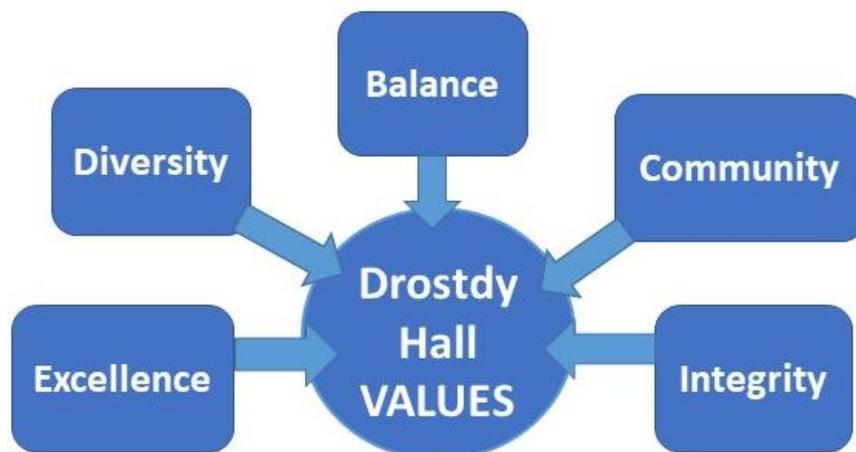
**RHODES UNIVERSITY**

*Where leaders learn*

# **DROSTDY HALL**

# **RULES & HALL CONSTITUTION**

**2025**



## Drostdy Hall Values

As a hall, we believe that values are an integral part of being able to live as a student and being able to live in a residence system. We believe that values play a role in determining principles and standards of behaviour and one's judgement of what is important in life. As Drostdy Hall, we stand firmly in the values of:

- BALANCE
- COMMUNITY
- INTEGRITY
- EXCELLENCE
- DIVERSITY

These values reflect our appreciation of diversity and our commitment to a rich communal life within the academic context of the University. Our involvement in the Makhanda community grows every year with service taking on a higher profile. Community also includes our commitment to family – both family at home and the “family” that we become for each other through the joys and challenges of University life. The students in the hall belong to greater communities beyond the walls of the hall, including spiritual communities of several different faiths. We value each individual's contribution and respect one another's culture and beliefs. Our leadership development strategies are being strengthened, along with recognition for individual achievements outside of the academic arena. Our vision is to be a home where each individual feels valued and respected, and is able to excel in their chosen field of study, while growing as a complete person.

**Balance** is about being able to live a life that is holistic, where every part of your life is weighed out to suit what is more important to you. This means that having balance is being able to evaluate what is important in life such as academics, social life, sports, having a healthy mind and body, being a participant in res activities and giving time to each aspect of your life in order of what is important to you. Balance is key to being able to cope with student life and balancing your time and assessing one's priorities.

In a residence and hall, we live in a **community** where we have to always maintain respect and understanding for ourselves and each of the members of your hall and res. Community is a broad based vision for campus life that allows us to learn and grow while feeling included, as a valued member of our hall. Community is also about helping our surrounding community in Makhanda through community engagement projects we do throughout the year.

**Integrity** is knowing the difference between what is right and wrong. This is being able to see that choosing to do what is right, is important in being able to respect the rules and each member of the hall. Integrity is adhering to moral and ethical principles and having virtue.

**Excellence** is doing things to the best of your ability. It is not about being perfect and outstanding, but doing a job or task as well as you possibly can do it. It is about giving your best every day and getting better every day. It is about moving from good to great and improving on your actions each day.

As a hall, we recognise and celebrate the fact that our residents come from different class, language, cultural and religious groups. We also acknowledge that amongst our residents we have people who are of different sexual orientations, gender identities, nationalities and abilities/disabilities. Our **diversity** is what makes our hall unique and is a valuable characteristic of ours. We do not tolerate any discrimination, hate speech or other expressions of bigotry. We are proud of the diversity amongst the residents of Drostdy Hall and aspire to be a hall where everyone feels accepted regardless of who they are.

**DROSTDY HALL 2025**

**HALL MANAGER**                      **Mrs Catherine Parkinson**

**ALLAN GRAY HOUSE**              **Residence Manager**                      **Ms Samantha Carolus**  
**Residence Student Assistants**              **Zintle Kave**  
**Head Student**                                      **Priyasha Naicker**  
**Onke Msomi**

**CELESTE HOUSE**                      **Residence Manager**                      **Mr Sean Nkosi**  
**Residence Student Assistants**              **Milani Mgaga**  
**Head Student**                                      **TBA**  
**TBA**

**PRINCE ALFRED HOUSE**              **Residence Manager**                      **Mrs Catherine Parkinson**  
**Residence Student Assistants**              **Amy Mabaso**  
**Head Student**                                      **Christabel Makuba**  
**Lesego Selamolela**

**HALL SENIOR STUDENT**                      **Kelly Matandabuzo (Allan Gray House)**

**SRC HALL REPRESENTATIVE**              **Zizo Mpila (Prince Alfred House)**

**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. (*However, Graham House will not be in operation in 2025*)

Your Hall Manager, Residence Manager, Residence Student Assistants 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 Manager 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 Residence Manager.
- 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 residence (*or an online form*) 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 Residence Manager and Residence Student Assistants 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. Residence Student Assistants
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 Residence Manager 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 Residence Manager or Residence Student Assistants.

- 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 Residence Student Assistant 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 Residence Manager 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
Tuesday	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 Manager, Residence Manager, Residence Student Assistants, Hall Administrator or Housekeeping staff will have to enter student rooms in the course of their duties, this includes entering student rooms when maintenance and housekeeping activities need to take place in a room, even if the student is not in their room at the time, and they will supervise while these activities take place in the room and make sure the room is locked

thereafter.

## 6. RESIDENCE SECURITY

- 6.1 Theft is a serious problem in Makhanda. 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 Residence Manager, Residence Student Assistant, or anyone in authority **immediately**.
- 6.5 Students are warned about loiterers on the campus and unauthorised 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 Residence Manager 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 Residence Manager, Residence Student Assistant 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, Residence Student Assistants or the Residence Manager 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 RESIDENCE STUDENT ASSISTANT OR RESIDENCE MANAGER.**
- 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 Residence Manager or Residence Student Assistant

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 Manager or the Residence Managers.

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.

8.9 Restricted Water Supply Campus Plan:

<https://drive.google.com/file/d/1-UnHR284kxnui9P1jO59K8R5LHIIHIF/view?usp=sharing>

## 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 Manager 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/music devices 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 Residence Manager shall retain the right to suspend visiting privileges for a period, either for individuals or for the entire residence. The Hall Manager 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
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These times may change during examination periods
- 11.3 At all times, noise may not be excessive. If musical instruments (including radios, cell phones, monitors, speakers, alarm clocks/cell phone alarms, 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 Residence Manager at least 24 hours in advance.
- 14.2 Students are urged to consult residence notice boards/e-mails/Res WhatsApp Group 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 shared google spreadsheet for maintenance requests. Urgent matters should be directed to the Residence Student Assistants or Residence Manager.
- 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 Residence Manager 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 Residence Manager, Residence Student Assistants, Head Student or Hall Manager.

## **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 Residence Manager and Residence Student Assistants 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 LEADERSHIP STUDENT OF THE YEAR AWARD (SUBJECT TO REVIEW)**

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

## **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/her class or office if, in their 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 Residence or Hall Manager.
- 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 Residence Manager is responsible to the Hall Manager for the welfare and discipline of the students in his/her house. The Residence Student Assistants are the Residence Manager's deputy. Certain disciplinary powers may be delegated to the Residence Student Assistant/s by the Residence Manager 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 Division of Student Services & Development.
- 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 Residence Manager by signing out in the overnight leave book/form.
- 23.3 Any student attending a University excursion or function of any kind outside Makhanda must notify the Residence Manager 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 Residence Manager 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 Residence Manger who, in consultation with the Hall Manager, 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 Residence Student Assistant 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 Manger, Residence Manager and Residence Student Assistants of each Residence
- 25.4 During term time, the keys must be locked in the Residence Manager'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 Manager, Residence Manager or Residence Student Assistants 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 Residence Student Assistant or Residence Manager 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 Residence Manager in consultation with the Residence Student Assistants. 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 box rooms.
- 25.12 Students will then sign their boxes etc. out of the box room on the list, countersigned by the Residence Student Assistant or Residence Manager.
- 25.13 If a student arrives later than the agreed dates, advance arrangements must be made to open the box 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 Residence Manager 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 Manager and/or Residence Manager, 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 Residence Student Assistants 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 At the servery, when collecting meals, students must be able to hear the Caterer and Food Services Staff as the staff may need to ask you questions or communicate with you, and therefore NO ear pods/phones/headsets and cell phones may be in use at the servery.

26.17 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.

26.18 Meals booked are not transferable.

## 27. ILLNESS

27.1 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.

27.2 Unless it is an emergency, students are not to go to the Health Care Centre outside of clinic hours.

27.3 Illness and injury must be reported to the Residence Manager. If students are admitted to the Health Care Centre or hospital, they must ensure the Residence Manager is informed of their admittance and again on being discharged.

27.4 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.

27.5 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.

## 28. DRUGS/ALCOHOL

28.1 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.

28.2 **Alcohol may only be consumed and served at house or hall functions in which it has been approved by the Hall Manger. Under no other circumstance is alcohol permitted in the residences or hall.** The Hall Manager is guided by the rules for social functions policy.

28.3 No res or hall function (including 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.

### 28.4 CONSUMPTION OF LIQUOR IN DROSTDY HALL

28.4.1 If the Residence or Hall Manager discovers that a student is consuming, or is in the possession of alcohol in the residence, the Residence or Hall Manager may take the following actions:

28.4.1.1 If the bottle or container is sealed, the Residence or Hall Manager 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;

28.4.1.1.1 The storage of the item during confiscation is at the student's own risk;

28.4.1.1.2 The student may collect the item from the Hall Administrator at the end of the same term that it was confiscated.

- 28.4.1.2 If the bottle or container is open and being consumed in the residence, the Residence or Hall Manager may pour the remainder of the contents down any appropriate drain in the presence of another Residence Manager or Residence Student Assistant.
- 28.4.2 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.
- 28.4.3 No parties may be held in private rooms without the Hall Manager’s authority. Loud noise with or without music will be construed as being a party. Five people or more constitutes a party, and no alcohol is allowed.
- 28.4.4 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.
- 28.4.5 Students may not carry open bottles or glasses, or consume alcohol, in the Dining Hall OR anywhere in the residences **OR** in the grounds and environs of the Hall and Houses.

## 29. SOCIAL FUNCTIONS

**First year students along with the Hall & 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”)

### 29.1 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.

### 29.2 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. The Residence Manager must be in attendance.

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. The event must be approved by the Hall Manager.

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. Students may be requested to present their student cards upon request.

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.

### 29.3 Consent

- i The written consent of the Hall Manager is necessary if a Hall function is to be held either in a Hall or elsewhere.
- ii The consent of the Hall Manager and of the Residence Manger 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/Open function”, the consent of the Hall Manager, Residence Manager and the Director of Student Services & Development is necessary. A security plan must be clearly stipulated for approval. In the case of joint residence functions, the Hall Manager and Residence Managers’ consent is required.
- 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, House 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.
- 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, the Director of Student Services and Development, and by the Food Services Manager.
- 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 Manager and of the House Manager. Applications for these to be made in writing.

### 29.4 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 Food Services Department in lieu of a meal, or which is paid for, partly, or in full by Hall or House funds). However, the Hall Manager may authorise an official Hall or House function to be held off campus subject to the provisions set out in subparagraphs 1 above; 29.3(f); 29.5(f); 29.5(g) and 29.5(h).

### 29.5 Time

- a) The times and dates of Hall & House functions shall be at the sole discretion of the Hall Manager (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 Manager 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/open-functions" 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***

Food Services will provide snacks in lieu of lunch on the Saturday and students are to organise the preparation of the snacks.

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

***Saturdays or Sundays*** ***08h00 - 09h30***

- (g) Hall 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/cocktail parties). Any catering costs incurred which exceed the costs of four formal functions must be paid by the Hall.

- (i) Functions held off campus may be held at any convenient time. However, Food Services will not cater for these.

## **29.6 Music**

Music should be played at a reasonable volume and should be limited to background music from 21h00. Noise and disruption to neighbouring residences, or neighbouring households, should be avoided after 21h00 and events must end at 22h00.

## **29.7 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 Managers concerned. Managers must attend events where alcohol is served.

- (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. Hall Functions will be 7 or more working days in advance of the function date. A Public Holiday is discounted as a working day.
- (iii) supply Food Services with the names of students who will NOT be attending at least 5 working days prior to the function, and at least 7 or more working days prior to the function for Hall events. Failure to comply with this provision may result in the cancellation of the function by the Hall Manager as well as the recovery of costs incurred by Food Services from the organisers.
- (iv) should the need arise, 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.

### **29.8 Notification**

Residences or halls organising social functions are required to notify the House Managers 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/e-mails should preferably be delivered in person or left in the post box or under the door if the neighbours are not available.

### **29.9 Supervision**

- a) The Residence Manager 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 Residence Manager shall ensure that the Rules for Social Functions are strictly adhered to.
- b) Residence Managers 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 Managers, Residence Managers, Residence Student Assistants, Hall Committees and House Committees.

- f) Where an official Hall or House function is held off campus the Hall or Residence Manager 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 Manager 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) Currently no Hall or House function is to take place at a beach, river or dam.

### 29.10 Catering

- a) For ONE House function per year Food Services will provide prepared snacks/fingerfood in lieu of a dining hall meal for the 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) Food 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 Manager.
  - Hall Balls* - Fridays or Saturdays only.
  - Garden Parties* - Saturdays and public holidays only.
  - Champagne Breakfasts* - Saturdays or Sundays only.
  - Hall Brunches* – Saturdays & Sundays only
  - Hall Formal Dinners* – Tuesday or Wednesday nights only.
  - Open parties* – Fridays & Saturdays, eve and or on public holidays.

### 29.11 Alcohol and other drinks

- a) Written permission MUST be obtained from the Hall Manager for the consumption of alcohol at any Hall or House function held anywhere on Campus, or off Campus.
- b) Written permission must also 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) On approval to serve alcohol at a house or hall function, only alcohol in the form of beer, wine, spirit coolers and premixes are permitted and where the concentration of alcohol does not exceed 20% by volume, (ethanol 20%v/v). Spirits, such as Brandy, Vodka, Cane, Rum, Whiskey, Gin, etc. are not permitted.

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). Hard liquor is defined as a spirit and would include whiskey, brandy, rum, vodka, cane spirits, gin and other similar spirit liquors. Wine may not be used instead of hard liquor. The mixture must be brought up to 20L with juices, water and concentrates). Any punch being mixed, must be mixed in the presence of the Residence Manager and the serving of punch must be supervised by either the Residence Manager or the Residence Student

Assistants.

- d) Drinking in public on campus is prohibited unless part of an approved and organised hall or residence 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.

- e) The organisers must supply soft drinks in a quantity regarded as sufficient by the Hall Manager.
- f) Alcohol may not be served to intoxicated persons.
- g) Non-alcoholic drinks, and food, must be served / on sale at all events and venues where alcohol is served.
- h) Prizes and awards may not take the form of alcohol, or alcohol branded items.
- i) Halls and Residences should reserve the label "cheese & wine" for functions, which genuinely serve a range of cheeses, biscuits and wine, along with non-alcoholic beverages.
- j) Students and staff who serve alcohol to students are deemed to have read and understood this policy.

### **29.12 Binding effect of these rules**

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

They have been approved by the Vice-Chancellor and the DVC Deputy Vice Chancellor, Academic & Student Affairs, and are binding on all Halls.

## **30. CAMPUS PROTECTION UNIT**

- 30.1 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.
- 30.2 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.
- 30.3 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.
- 30.4 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.

### 31. TRAFFIC REGULATIONS ON CAMPUS

31.1 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.

31.2 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	30 hours
• Parking in an area other than designated for the parking of student vehicles	40 hours
• Parking in a handicapped bay	75 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)	12 hours

## **HALL CONSTITUTION**

Subject always to the authority of the Council of the University and the powers of the Senate to superintend and regulate the administration of the residences and the discipline of students, the following Constitution has been duly approved for Drostdy Hall.

### **1. NAME**

The name of the Hall is “Drostdy Hall”, (hereinafter referred to as “the Hall”).

### **2. MEMBERSHIP OF THE HALL**

Members of the Hall shall be:

- 2.1 The Hall Manager
- 2.2 The Residence Managers
- 2.3 The Residence Student Assistants
- 2.4 All students residing in constituent houses of the Hall
- 2.5 All fellows of the Hall (hereinafter referred to as “fellows”) elected in terms of the Constitution or appointed by the Senate of the University.
- 2.6 Any other members of the Hall Committee, who are not members of the Hall in terms of paragraphs 2.1, 2.2 and 2.3.

### **3. MANAGERS**

#### **3.1 HALL MANAGER**

The Hall Manager shall be appointed by the Council of the University to be Chief Executive and Administrative Officer of the Hall. The Hall Manager shall be responsible to Senate and Council for the management of the Hall (including Hall and House grants) and, subject to the provisions of the Student Disciplinary Code, for the discipline of all students in the Hall, and for carrying out of any other duties as may be required of him/her from time to time.

#### **3.2 RESIDENCE MANAGERS**

A Residence Manager shall be appointed by the Council of the University to be the Chief Executive and Administrative Officer of the House. The Residence Manager shall be responsible to the Hall Manager, the Senate and the Council for the management of his/her House, for the social and academic welfare of all the students in the House and, subject to the provisions of the Student Disciplinary Code for the discipline of all students in the House and for carrying out of any other duties as may be required of him/her from time to time.

#### **3.3 RESIDENCE STUDENT ASSISTANTS**

The Residence Student Assistants shall be appointed by the Council of the University.

He/she will be responsible through the Residence Manager to the Hall Manager, the Senate and the Council for carrying out of such duties as may be required of him/her from time to time.

#### **4. HALL COMMITTEE**

- 4.1 The Hall Committee shall operate as an advisory committee to the Hall Manager provided that the Hall Manager may delegate authority to the Hall Committee to act in certain matters.
- 4.2 The Hall Committee shall consist of the following:
  - 4.2.1 the Hall Manager, who shall be *ex-officio* Chairperson
  - 4.2.2 the Residence Managers
  - 4.2.3 the Residence Student Asssistants
  - 4.2.4 the Senior Student of the Hall
  - 4.2.5 the Senior Student of each Constituent House
  - 4.2.6 the Fellows of the Hall
  - 4.2.7 the SRC Hall Representative
- 4.3 The Hall Committee shall meet at least once per term. Special meetings of the Hall Committee may be called if necessary.
- 4.4 Meetings of the Hall may be called by the Hall Manager or, with the Hall Manager's approval, by the Hall Senior Student. Should the Hall Manager not permit the Hall Senior Student to call a meeting, he/she must provide full reasons to the Committee for this decision at the next scheduled Hall Committee meeting. If dissatisfied with such reasons, the Hall Committee may request the Director of Student Services & Development to intercede.
- 4.5 The Hall Committee shall operate as an advisory committee to the Hall Manager on issues relating to the administration, management and general policies of the Hall. The Hall Manager is obliged to consider such advice, but retains the discretion to accept or reject such advice. The Hall Manager may not unreasonably refuse to follow the Hall Committee's advice. In the event of the Hall Manager refusing to accept the Hall Committee's advice, he/she must provide full reasons to the Committee for the decision at the next scheduled Hall Committee meeting, or at a special meeting called for that purpose. If dissatisfied with such reasons, the Hall Committee may request the Director of Student Services & Development to intervene.
- 4.6 A quorum should comprise two thirds of the members to be present at the meeting.

#### **5. HALL DISCIPLINARY COMMITTEE**

- 5.1 In the event of a Hall Disciplinary Committee being required to exercise disciplinary powers, it shall consist of the following:
  - 5.1.1 the Hall Manger (Chair)
  - 5.1.2 the Hall Senior Student
  - 5.1.3 one Residence Manager

- 5.1.4 one Fellow
- 5.1.5 one Hall Committee Representative
- 5.1.6 In the event of any member of the Committee being unavailable or unwilling to take part, the Hall Manager shall elect some other student member of the Hall Committee. If no students are available or prepared to take part the hearing shall proceed in their absence.

5.2 The Hall Disciplinary Committee shall reach its decisions upon the verdict and penalty by a majority vote. In the event of an equality of votes the Chairperson shall exercise a casting vote in addition to his/her ordinary vote.

5.3 The University disciplinary authorities shall have the right to refer a disciplinary matter to the Hall Disciplinary Committee in terms of the Student Disciplinary Code.

## **6. RIGHT TO REVIEW TO PROCTOR OR DISCIPLINARY BOARD**

Any student aggrieved by the verdict of or penalty imposed by the Hall Disciplinary Committee may exercise his/her right of review in terms of the Student Disciplinary Code. The procedures to be followed are detailed in the Student Disciplinary Code, contained in the University Calendar.

## **7. ELECTION OF FELLOWS**

There shall be four Fellows of the Hall, who are nominated by the Hall Committee for a period of two years. The Fellows shall act as advisors to the students and shall enjoy the privilege of dining and participating in the cultural and social events within the Hall. Hall Fellows will not automatically be re-elected for further terms unless exceptional grounds exist.

## **8. SENIOR STUDENT OF THE HALL**

8.1 Only students who have resided in the Hall for two full academic terms and who are currently resident in the Hall may stand for election as Senior Student of the Hall, and may nominate, second and vote for candidates for election.

8.2 Only students who meet the following academic criteria may stand for election:

8.2.1 Any student who has not failed on average more than one full course credit (or two semester credits) in an academic year, and should not fail more than one full credit (or two semester credits) in the year of application. (Under exceptional circumstances, the candidate may appeal to the Hall Manager prior to the holding of elections);

8.2.2 In addition, should a student be elected Hall Senior Student, but subsequently fails more than two full credits or four half credits or the equivalent in the November examinations, he/she shall be deemed ineligible to take up the position. The candidate who secured the next highest number of votes at the elections and who is still willing to serve, and who meets the academic criteria, shall automatically be deemed to be elected and shall fill the vacancy. In the event that only one candidate ran for the position and there is no one else to take up the position, a new election will be held. This will also

apply should the Hall Senior Student not return for his/her term of office.

- 8.3 The Senior Student of the Hall shall hold office for one full academic year and shall remain in office for only as long as he/she is resident in the Hall. The Senior Student shall be eligible for re-election.
- 8.4 The Hall Senior Student shall be a full member of the House Committee of his/her House and shall have observer status on the other House Committees in the Hall. The Hall Senior Student serves on the Hall Committee and is a liaison between the House Committees and students of the Hall and the Hall Manager/Hall Committee.
- 8.5 The following procedure shall be followed in the election of the Senior Student:
  - 8.5.1 The Hall Manager shall appoint a chief scrutineer and one scrutineer from each constituent house to conduct all elections in the Hall.
  - 8.5.2 The chief scrutineer shall at a time to be determined by the Hall Manager, call for nominations for Senior Students, and shall specify a date and time at which nominations will close. This shall be at least twenty four hours after nominations were first called.
  - 8.5.3 All nominations must be made in writing and must be signed by both the proposer and seconder, who shall have ascertained beforehand that the candidate will accept office if elected.
  - 8.5.4 The scrutineers appointed in terms of the constitution shall receive the nominations, shall draw up a list of votes as defined in paragraph 8.1 above, and shall specify the times and places at which voting may take place. A grazzle is to be held during the period between close of nominations and commencement of voting.
  - 8.5.5 Voting shall be by secret ballot.
  - 8.5.6 A 60% poll is necessary to constitute a valid election.
  - 8.5.7 To be declared elected a candidate must obtain a clear majority. Where there are more than 2 candidates, to be declared elected, the successful candidate must have obtained a clear majority of not less than 40%. Should this percentage not be obtained, a by-election between the top two candidates shall be held within 24 hours of election.
  - 8.5.8 In the case where only one candidate is nominated, nominations shall be reopened for a further 24 hours. Should there still only be one candidate, it will be announced to the Hall that such candidate shall be elected by default unless a further nomination is received during a further 24 hour period. Should no further nomination be received, such candidate shall be deemed to have been elected by default. Should any other candidates be nominated during this extended period, the election process shall commence in accordance with 8.5.3 to 8.5.7 above.
- 8.6 Any candidate who wishes to contest the results of an election must do so in writing, to the Hall Manager, within 24 hours of the result being released.

8.7 No campaigning is permitted in the vicinity of the voting area.

## **9. SRC HALL REPRESENTATIVE**

9.1 The SRC Hall representative is elected in terms of the SRC Constitution.

9.2 The SRC Hall representative shall be a full member of the House Committee in his/her house and shall have observer status on the other House Committees in the Hall.

## **10. ELECTION OF THE HOUSE HEAD STUDENTS**

10.1 Election of the House Head Students shall follow the election of the Hall Senior Student in the following way:

10.1.1 Only students who have resided in the House for at least two full academic terms and who are currently resident in the House shall be eligible for election and shall have the right to nominate, second and vote for candidates for election.

10.1.2 Only students who meet the following academic criteria may stand for election:

10.1.2.1 Any student who has not failed on average more than one full course credit (or two semester credits) in an academic year, and should not fail more than one full credit (or two semester credits) in the year of application. (Under exceptional circumstances, the candidate may appeal to the Hall Manager prior to the holding of elections);

10.1.2.2 In addition, should a student be elected Head Student, but subsequently fails more than two full credits or four half credits or the equivalent in the November examinations, he/she shall be deemed ineligible to take up the position. The candidate who secured the next highest number of votes at the elections, and who is still willing to serve, and who meets the academic criteria, shall automatically be deemed to be elected and shall fill the vacancy. In the event that only one candidate ran for the position and there is no one else to take up the position, a new election will be held. This will also apply should the Head Student not return for his/her term of office. The remaining members of the House Committee shall administer the affairs of the House in the interim period.

10.1.3 Nominations which must be supported by two seconders, shall be handed in writing to the scrutineer in each House. Nominations shall remain open for 24 hours during which the names of candidates shall be made public. A grazzle is to be held during the period between close of nominations and commencement of voting.

- 10.1.4 Nomination lists, together with the names of the proposers and seconders, shall accompany the ballot boxes in the Houses for separate elections by ballot, lasting at least 24 hours.
- 10.1.5 To be declared elected a candidate must obtain a clear majority. Where there are more than 2 candidates, to be declared elected, the successful candidate must have obtained a clear majority of not less than 40%. Should this percentage not be obtained, a by-election between the top two candidates shall be held within 24 hours of election.
- 10.1.6 For elections to be valid in all voting there shall be at least a 60% poll. No student shall be persuaded to vote against his/her will.
- 10.1.7 In the case where only one candidate is nominated, nominations shall be reopened for a further 24 hours. Should there still only be one candidate, it will be announced to the House that such candidate shall be elected by default unless a further nomination is received during a further 24 hour period. Should no further nomination be received, such candidate shall be deemed to have been elected by default. Should any other candidates be nominated during this extended period, the election process shall commence in accordance with 10.1.1 to 10.1.6 above.
- 10.2 Any candidate who wishes to contest the results of an election must do so in writing, to the Hall Manager, within 24 hours of the result being released.
- 10.3 No campaigning is permitted in the vicinity of the voting area.

The House Head Student shall be a member of the Hall Committee and shall liaise between the Residence Manager and student members of their House.

## **11. ELECTION OF HOUSE COMMITTEE PORTFOLIO REPRESENTATIVES**

- 11.1 Following the election of the House Head Student, the residents of Allan Gray, Graham and Prince Alfred Houses will elect House Committee Portfolio Representatives in the following way:
- 11.1.1 Eligibility for voting and nominating shall be as detailed in 10.1.1 above.
- 11.1.2 Only students who meet the following academic criteria may stand for election:
- 11.1.2.1 Any student who has not failed more than one full credit (or two semester credits) in the year of application. (Under exceptional circumstances, the candidate may appeal to the Hall Manager prior to the holding of elections);
- 11.1.2.2 In addition, should a student be elected as a House Committee member, but subsequently fails more than two full credits or four half credits or the equivalent in the November examinations, he/she shall be deemed ineligible to take up the position. The candidate who secured the next highest number of votes (for the specific portfolio or the total votes in general, depending how the House decided to vote in terms of 11.1.5) at the elections, and

who is still willing to serve, and who meets the academic criteria, shall automatically be deemed to be elected and shall fill the vacancy. In the event that only one candidate ran for a specific portfolio (if the House decided to elect candidates to specified portfolios as in terms of 11.1.5), and there is no one else to take up the position, a new election will be held. This will also apply should a House Committee Member not return for his/her term of office. The remaining members of the House Committee shall administer the affairs of that specific portfolio in the interim period.

11.1.3 Nominations shall be called for by Head Students who shall act as scrutineers. Voting will follow the procedure stipulated in 10.1.4. Each residence may choose whether to hold a grazzle during the period between close of nominations and commencement of voting.

11.1.4 For elections to be valid, in all voting there shall be at least a 60% poll.

11.1.5 The number of House Committee Portfolio Representatives in each House will be as follows:-

Allan Gray House	9
Celeste House	9
Graham House	9
Prince Alfred House	9

Each residence may choose annually whether to fill the above positions with candidates obtaining the highest number of votes, or whether to elect candidates to specified portfolios.

11.2 Any candidate who wishes to contest the results of an election must do so in writing, to the Hall Manager, within 24 hours of the result being released.

11.3 No campaigning is permitted in the vicinity of the voting area.

11.4 In Celeste House, the House Committee Portfolio representative elections will be held at the first fully constituted house meeting of the year.

## 11.5 DUTIES AND POWERS OF THE HOUSE COMMITTEE

11.5.1 The composition of the House Committee is as follows:

Residence Manager  
 Residence Student Assistants  
 Head Student  
 Portfolio Representatives  
 Hall Senior Student (with observer status, unless member of the House)  
 SRC Hall Representative (with observer status, unless member of the House)

11.5.2 The Residence Manager shall be chairperson of their House Committee.

11.5.3 The House Committee shall share with their Residence Managers

responsibility for the general welfare of the members of their House and shall assist in maintaining a high standard of good order and discipline among student members of the House. It shall act as intermediaries between the student members of the one hand and the Hall and Residence Managers on the other.

11.5.4 Subject to prior approval having been obtained from the Hall or Residence Manager, the House Committee shall be responsible for all social events and other events affecting students in the House.

11.5.5 Each house shall have a Treasurer who shall post a statement of income and expenditure on the House notice board at the end of each half year and a copy of these statements shall be submitted to the Hall Manager.

## 11.6 RESIGNATION OF HOUSE COMMITTEE MEMBERS

11.6.1. If a member of the House Committee plans on resigning during their term, the following procedures must be met:

11.6.1.1. House Committee Members must give notice in writing to his/her Residence Manager in the event that he/she wishes to resign in his/her position, stating reasons for the resignation.

11.6.1.2. The Residence Manager has the discretion to accept or reject such resignation, or require such Member to stay on for a period of up to 2 weeks in order for there to be enough time to arrange for a replacement Member.

11.6.2. If the House Committee Members resign within the first academic term, the candidate who secured the next highest number of votes at the elections and who is still willing to serve and fulfils the criteria (as stated in 10.1.1 and 11.1.2) shall automatically be deemed to be elected and shall fill the vacancy

11.6.2.1. If the position was uncontested, then nominations shall be called for by Head Students who shall act as scrutineers. Voting will follow the procedure stipulated in section 10.

11.6.3. If the House Committee Members resign after the first academic term, nominations shall be called for by Head Students who shall act as scrutineers. Voting will follow the procedure stipulated in section 10.

11.6.4. If the resignation is made in the third term, no election will take place and duties will be delegated to the rest of the House Committee.

## 12. HOUSE DISCIPLINARY COMMITTEE

12.1 In the event of a House Disciplinary Committee being required to exercise

disciplinary powers it shall consist of the following:

- 12.1.1 the Residence Manager (Chair)
- 12.1.2 one Residence Student Assistant
- 12.1.3 the house Senior Student

In the event of any student member of the Committee being unavailable or unwilling to take part after having been duly invited, the Residence Manager shall select some other member of the House Committee. If one or more or no students are available or willing to take part, the remainder of the Committee or Residence Manager alone shall proceed in their absence.

- 12.2 The House Disciplinary Committee shall reach its decisions upon the verdict and penalty by a majority vote. In the event of an equality of votes the Chairperson shall exercise a casting vote in addition to his/her ordinary vote.

### **13. REVIEW TO HALL MANAGER**

- 13.1 Any student aggrieved by the verdict of or penalty imposed by a Residence Manager, a House Disciplinary Committee or any member of a House exercising delegated disciplinary powers shall have the right to take the matter on review before the Hall Manager in terms of the Student Disciplinary Code. The procedures to be followed are detailed in the Student Disciplinary Code, contained in the University Calendar.

### **14. POWERS TO MAKE RULES**

- 14.1 The Hall Manager shall have the power to formulate rules and regulations pertaining to the Hall after consultation with the Hall Committee.
- 14.2 If the Senate or the Council is of the opinion that the repeal or alteration of any of the rules made in terms of paragraph 13.1 is necessary, it may, after giving the Hall Manager an opportunity to state his/her views, repeal or alter such rules.

### **15. AMENDMENTS TO THE CONSTITUTION**

- 15.1 The Hall Manager may, after consultation with the Hall Committee, recommend to the Senate and the Council any amendments to the constitution.
- 15.2 The Hall Constitution and any rules made in terms of paragraph 13.1 shall always be within the declared policy of the Senate or the Council.
- 15.3 If the Senate or the Council is of the opinion that the repeal or alteration of any of the provisions of this Constitution is necessary, the Senate may, after giving the Hall Manager an opportunity to express his/her views, repeal or alter any such provision or provisions.

## **USEFUL TELEPHONE NUMBERS**

### **HALL MANAGER**

Mrs Catherine Parkinson 046 603 8016 (Home)  
046 603 8174 (Work)  
082 883 9210 (Cell)

### **HALL OFFICE**

Hall Administrator (Ms Candice Webber) 046 603 8586

### **ALLAN GRAY HOUSE**

Residence Manager (Ms Samantha Carolus) 046 603 8014 (Home)  
046 603 7119 (Work)  
071 462 4935 (Cell)

### **CELESTE HOUSE**

Residence Manager (Mr Sean Nkosi) 046 603 7468 (Home)  
046 603 7534 (Work)  
081 272 1346 (Cell)

### **PRINCE ALFRED HOUSE**

Residence Manager (Mrs Catherine Parkinson) 046 603 8016 (Home)  
046 603 8174 (Work)  
082 883 9210 (Cell)

### **CAMPUS PROTECTION UNIT**

046 603 8146/8147 / 066 530 2294

### **RHODES CAREER CENTRE**

046 603 8180

### **FIRE BRIGADE**

046 622 4444

### **AMBULANCE**

10177

### **PRIVATE AMBULANCE**

ER24 : 010 205 3068 (For RU Students)  
083 708 2928 (Medlife)  
082 911 (NetCare)  
073 065 6660 (GardMed)  
046 622 7976 / 083 708 2215

### **POLICE**

046 9111 / 10111 / 046 603 9146

### **PSYCHOLOGICAL EMERGENCY**

Call ER24 : 010 205 3068

### **RHODES HEALTH CARE CENTRE**

046 603 8523

### **SETTLERS HOSPITAL**

046 602 5000 / 046 622 2215

### **RHODES COUNSELLING CENTRE**

046 603 7070

### **STUDENT FEES**

046 603 8253