

Rhodes University

Hilltop Hall



Hall Rules 2021

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## HILLTOP HALL RULES

The purpose of this section is twofold:

- to provide general information about Hilltop Hall and its residences, and;
- to set out the rules applicable to Hilltop Hall (known as the Hilltop Hall rules).

NB

All students residing in Hilltop Hall and their guests are required to conform to the rules of Rhodes University as published in the Student Disciplinary Code (SDC), in the University Calendar, and the Hilltop Hall Rules.

Some of these rules are **ADDITIONAL** to those set out in the Student Disciplinary Code.

A breach of any of these rules will be regarded as a disciplinary offence, which may result in a disciplinary penalty being imposed.

These rules are applicable to all residences in the hall.

## 1 ABSENCE FROM RESIDENCE

If a student is to be absent from his or her house overnight or longer they are required to sign out in the book at the entrance door. (Note: this rule has been made in the interest of the student's safety and the safety of others, in the event of an emergency situation such as a fire. It will also be of assistance in the event of urgent messages from relatives' e.g. serious illness at home).

## 2 ALCOHOL

### *Possession and consumption of liquor/alcohol*

2.1 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). Other forms of alcohol are only permitted during functions with the written permission of the Hall Warden and when Wardens are in Residence.

Beer and wine, in moderate quantities only, may be consumed only in:

- Student rooms; or
- One Common Room in each house.

2.2 Beer and wine may only be consumed in the House Common Room (one) at the following times:

Weekdays	17h00 (5.00pm) until 22h30 (10.30pm)
Saturdays	12h30 (12.30pm) until 14h00 (2.00 pm) and 17h00 (5.00pm) until 23h30 (11.30 pm)

2.3 For the sake of clarity

2.3.1 This means that no liquor may be consumed in the dining halls (including the balconies, toilets, passages, bathrooms and entrance foyers of the houses, the grounds and environs of the Hall and Houses).

2.3.2 Students may not carry open bottles or glasses of beer or wine in the areas mentioned above in (2.1).

2.4 House Wardens may at their discretion further limit the times and places during which and in which beer and wine may be consumed in their residences.

2.5 No liquor of any sort may be sold, bartered or exchanged at any time. This is a contravention of the liquor act. Thus no beer clubs are permitted. Those students operating the kiosk in each residence may not buy liquor on behalf of other students in residence.

2.6 The holding of any kind of drinking games or drinking competitions, including but not limited to "down downs", "boat races", "funnelling" is prohibited.

2.7 No "parties" may be held in private rooms or the common rooms without the House Warden's authority. The presence of three people in one room with loud noise, music and alcohol will be construed as being a party.

2.8 Any departure from these instructions may only take place with the express authority of the House Warden in writing.

2.9 No alcohol shall be taken into or consumed in a House, the Hall or Hall premises

otherwise than in accordance with the rules issued by the Hall Warden.

- 2.10 Under no circumstances may any liquor be given to any University employee for any reason at any time.
- 2.11 Drunk and disorderly conduct, including but not limited to vomiting or urinating in public, will not be tolerated and is subject to disciplinary action.

**NOTE:** Heavy sentences may be imposed for a breach of this rule.

### 3 AMENITIES

*Each residence has its own:*

- television set (with M-Net and DSTV)
- DVD player
- washing machines
- tumble dryers
- microwave oven
- fridge

These amenities constitute University property and are protected as such (see section 12, “Damage and Loss of University Property”).

### 4 ARRIVAL AND DEPARTURE

*Every student must:*

- 4.1 report to his/her Warden/Sub-warden by signing the arrival and departure register at the beginning of each term and also when leaving the Hall for vacations.
- 4.2 return his/her room keys to the sub-wardens before he/she leaves for vacation, unless specifically instructed otherwise.

### 5 BOX ROOMS

- 5.1 The box room keys should be handled only by the warden or sub warden of the respective residences.
- 5.2 One of the abovementioned persons must be in attendance whenever the box rooms are opened.
- 5.3 A list, provided by the Hall Administrator, will be used to record contents checked in and out. This is to be filled in by any student who places items in the box room and countersigned by the warden or sub warden in attendance. The student signs so that s/he can certify s/he has placed the items in the box room and the person on duty signs so that a record of who was on duty exists and that person verifies that particular items were placed in the box room.
- 5.4 No items will be put into the box room unless they are boxed, sealed and labelled by the student (e.g. Box 1, Student Name and Student Number).
- 5.5 If the student rooms are to be packed up (at the end of a term or end of the year), students may only place their goods in the boxroom 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.
- 5.6 At the beginning of the term a time should be set aside on two or three consecutive days for the box rooms to be opened (say 6pm - 7pm) where the warden or sub warden are in

attendance. The students will then sign their boxes out of the box room on the list countersigned by the warden or sub warden. The box rooms should then be locked for the term and the keys given to the warden or sub warden for safekeeping for the rest of the term. Naturally if a student arrives later than the above dates arrangements must be made with the warden or sub warden to open the box room at a later stage.

- 5.7 All property left in the box rooms must be removed by the end of the first term. If such property is still in the box room at the beginning of the second term it will be disposed of. The house committee will decide which charity to donate the items to. Students must adhere to the residence specific arrangements regarding box room usage.

## 6 CAMPUS PROTECTION STAFF

No student shall interfere with or obstruct a Campus Protection Officer or Guard in the execution of his duties.

## 7 CANDLES AND INCENSE

Candles and incense shall not be lit in the residences as these pose a fire hazard and safety risk.

## 8 CASUAL LABOUR

- 8.1 Casual labour may not be employed on the Hall premises (e.g. for washing cars).  
8.2 The employment of the University's staff to perform casual labour for students is prohibited.

## 9 CHANGE OF ADDRESS

Change of address and/or telephone numbers of parents or next of kin and other changes of particulars must be reported on ROSS (<https://ross.ru.ac.za>) within 72 hours of their occurrence.

## 10 COMPLAINTS REGARDING FOOD AND SERVICE

- 10.1 If you have any complaints regarding food these must be directed to your house Food Representative by placing it in the food comments book who will take the matter up with the catering staff.  
10.2 Complaints directed to a House Food Representative must be brought to the attention of the Hall Warden, in writing, as soon as possible.

## 11 COOKING

The cooking of meals or the making of snacks (using electrical appliances) in residence is not permitted. (This is a serious fire hazard. Heavy penalties may result in a breach of this rule). Food and drink may, however, be warmed in the microwave ovens in each residence.

## 12 DAMAGE AND LOSS OF UNIVERSITY PROPERTY

- 12.1 In the case of damage to, or loss of, University property the student or students responsible, if known, will be required to bear the cost and if not known, such cost will be charged either against a particular group of students or against the general fund of the body of students, i.e. House Funds.  
12.2 If any room or its contents (walls, doors, windows, floor, furniture, fittings, etc.) is damaged in any way, the student occupant will be liable for the cost of repairs.

- 12.3 Room Statements must be completed immediately when a student arrives in residence and must be handed to a sub-warden within 24 hours of arriving to the residence. Failure to do so will result in the student concerned being held responsible for damage to and/or loss of property subsequently found.
- 12.4 **NOTE:** Special care must be exercised to avoid damaging carpets by flooding. In particular, taps must not be left on when the water supply is turned off. If you are not sure whether the tap is turned off take the plug out of the basin.
- 12.5 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 in writing to the House Warden by the student within 24 hours of its occurrence.
- 12.6 If the report mentioned above is not made it will be irrefutably presumed that the deficiencies or damage are the responsibility of the occupant of the room, who will be required to bear the cost thereof.
- 12.7 No student shall willfully or negligently damage any property in Hilltop Hall belonging to either, the University, a member of staff or another student.
- 12.8 Damage done to any property of the University must be reported in writing to the House Warden by the person or persons responsible.
- 12.9 **NOTE:** A student who damages property whilst under the influence of alcohol/liquor or drugs will be severely dealt with.

### 13 DINING HALL

- 13.1 All meals are served on a cafeteria basis.
- 13.2 The procedure to be adopted is as follows:
- Place your fingerprint in the meal access system at the entrance.
  - collect your chip
  - Pass through the servery area, collecting your full meal in exchange for your chip. Once you have passed through, you may NOT re-enter to fetch any other food.
- 13.3 No student may enter the kitchen without the permission of a caterer or a warden, except the house Food Representative.

#### 13.4 Meal Times

Breakfast:	Monday to Friday	7.00 am - 8.15 am
	Saturdays & Sundays	8.00 am - 9.15 am
Lunch:	Monday to Friday	12.00 pm - 2.00 pm
	Saturdays & Sundays	12.00 pm - 1:30 pm
Supper:	Monday to Friday	5.00 pm - 6.30 pm
	Saturdays & Sundays	5.00 pm – 6.30pm

On public holidays, the meal times are the same as weekend times. During exams the meal times might be changed. Refer to Rule 19 (eWallet Instructions) in the event that meals cannot be provided.

- 13.5 **NB:** Students may enter the dining hall between any of the above times but are requested to vacate the dining hall at latest 10 minutes after closing time, to allow the staff to clean up and go home.



## 13.6 Meal Booking System

13.6.1 Meals will be supplied on the basis of a computerised meal booking system. Alternate menus are available to students who book the alternatives in advance e.g. fast foods, salad platters, etc. See <https://ross.ru.ac.za/> and click on Meal Bookings.

13.6.2 You are not allowed in the dining hall if you have not booked a meal.

## 13.7 Food Limitations

- Breakfast Allowance: 2 glasses of juice OR 1 glass of milk OR 1 fruit juice or 2 fruit only, no juice. 4 slices of bread.
- Lunch Allowance: 2 glasses of juice OR 1 fruit and 1 juice OR 2 fruit, no juice. 4 slices of bread.
- Supper Allowance: 2 glasses of juice OR 1 fruit and pudding OR 1 fruit and 1 juice OR 2 fruit, no juice. 4 slices of bread.
- When salads are available at a meal, students may serve themselves, but must please be reasonable with their servings. The piling up' of salads on their plate is not permitted.

## 13.8 Removing food from the Dining Hall.

13.8.1 Meals may not be served in student bedrooms without the express permission from a Warden in writing and this will only be granted to severely sick or injured students in residence, on a temporary basis. This authority must be presented to the caterer on duty when collecting a student's meal (note, as is mentioned elsewhere in this document a sick student may only remain in residence for 24 hours before being admitted either to the Health Care Centre or the hospital).

13.8.2 No food may be taken out of the dining hall except a student's own portion of fruit of the day. No bread may be removed from the dining hall except two slices of bread at the supper meal from the four slices of bread allowed for supper.

13.8.3 A student may not share their meal with anyone that does not have a meal booked. Should a student not have booked an extra meal they are not entitled to any of the salad, juice or bread.

13.8.4 No persons other than bona fide residents of Hilltop Hall or their guests, for whom a meal has been booked (this refers to both residents and guests) are permitted in the dining halls at meal times without the authority of the Hall Warden (i.e. if you have not booked a meal you are not allowed in the dining hall).

## 13.9 Wastage

A student should only take what they can and intend eating – please do not waste food.

## 13.10 Seconds

- Seconds will be served provided there is food left over and once everybody has been served. Please note that seconds is a privilege and is not specially catered for. Seconds will not be served at breakfast, but

only at lunch and supper. Seconds' are only available to students who have booked and taken a meal.

- Seconds are served strictly at the meal closing time.

### 13.11 Vegetarian and Special Diets

13.11.1 All students who require vegetarian meals, Halaal meals, or special diets are required to register for these at registration.

13.11.2 Special requests and extra privileges (i.e. diets, packed meals, medical, etc.) will not be granted unless prior arrangements are made with the Manager, Catering Services.

### 13.12 Removal of crockery and cutlery

No crockery or cutlery is to be removed from the dining hall. If plates, cups, cutlery etc. belonging to the University are found in passages and/or common rooms of residences, students are requested to return them to the dining hall.

The throwing of food, fruit, tea, coffee, milk, juice, water or any other solid or liquid at other persons or onto the floors and/or tables is prohibited.

### 13.13 Dress

The following is not allowed in the dining hall:

- No bathing costumes or sarongs may be worn
- No pyjamas/night shirts or bedroom slippers may be worn
- Foot wear must be worn at all meals.
- You are encouraged to remove your hat/beanie in the dining hall.

13.14 No smoking is permitted in the dining hall or on its balconies.

## 14 DISCIPLINE

All students are required to conform to the rules of the University as published in the Student Disciplinary Code (published in the University Calendar) or on the following link: <https://www.ru.ac.za/registrar/discipline/>

### 14.1 Aiding and Abetting

It is an offence for students to aid and abet other students to break the rules of the Hall or the University.

### 14.2 General Conduct

14.2.1 No student of Hilltop Hall may engage in any form of conduct that may reasonably be regarded as unbecoming of a student of the Hall or the University, be it on or off the University Campus.

14.2.2 Ignorance of the rules is NO excuse.

### 14.3 Compulsory Service

14.3.1 Penalties may be imposed by the Hall or House Wardens, Sub-Wardens and the Disciplinary Committees of the Hall or House. The maximum penalties that may be imposed are:

- A Hall Warden or Hall Disciplinary Panel may impose the following sanctions:
  - a) Exclusion from the Hall.
  - b) Compulsory service up to 75 (seventy five) hours.
  - c) Exclusion from participation in any Hall or House activity for a maximum of 1 (one) term.
  - d) Exclusion from any post or office in the Hall, except that of Sub-Warden.
  - e) Suspension of all or part of any of the above sanctions for a period of up to 5 (five) years.
  - f) A fine not exceeding 10% of the Bachelor of Arts fee.
  - g) Payment of compensation to make good any loss, damage or expense caused to the University or to any other person as a result of the offence; and
- A House Warden may impose the following sanctions:
  - a) Compulsory service up to 50 (fifty) hours.
  - b) A fine not exceeding 5% of the Bachelor of Arts fee.
  - c) Suspension of all or part of any of the above sanctions for a period of up to 1 (one) year subject to a specified condition; and

#### 14.3.2 Plea of Drunkenness

You are reminded that in terms of the student disciplinary code, drunkenness is an aggravating and not a mitigating circumstance. You are also reminded that drunk and disorderly conduct will not be tolerated.

#### 14.3.3 Rights

Before any disciplinary action is taken against you, you have the right:

- to be given the particulars of the alleged disciplinary offence;
- to three days' notice of the disciplinary hearing (only if you are denying the charge);
- to put forward your side of the story to the Warden, Sub-Warden; etc.
- to have a friend with you at the hearing.

#### 14.3.4 Appeal

A student who has been found guilty and sanctioned shall have the right to appeal such decision. Such an appeal will be a 'wide appeal', which may incorporate grounds of appeal and/or review.

Please refer to the Student Disciplinary Code on the following link:

<https://www.ru.ac.za/registrar/discipline/>

- 14.3.5 It is a serious disciplinary offence to give false or incorrect information when a student is asked by a senior member of the University staff including a Campus Protection Officer/Guard to supply his/her name and/or place of residence to such person.

## 15 DOCUMENTATION

With the exception of Room Statements, which must be handed in immediately, all students are required to complete and hand to their Warden or sub-wardens within 24 hours of arrival the documentation required each term e.g. emergency details, personal records etc.

## 16 DRESS

- 16.1 Students' dress should be appropriate to the place and the occasion.
- 16.2 Dress appropriately when seeing Wardens and other staff in their offices.
- 16.3 In case of any dispute regarding what is inappropriate, the decision of the House/Hall Warden will be final.

## 17 ELECTRICAL APPLIANCES

- 17.1 Students' attention is drawn to the university's rules regarding the use of electricity as provided in the electrical notices.
- 17.2 Students are reminded that no irons may be used in student bedrooms and that immersion heaters, private fridges, dry-vacs and all forms of cooking appliances are forbidden. Heavy penalties are imposed for breaches of these rules as they constitute a serious fire risk.
- 17.3 Medical fridges may be kept if authorised by the Division of Student Affairs on receipt of a doctor's certificate.
- 17.4 Kettles must be used on a tray so as to catch any water which may boil over.
- 17.5 Lights and plugs must be switched off when a room is vacated or when the student goes to sleep. Note: failure to switch off a heater is a serious disciplinary offence - heavy penalties will be imposed should they not be switched off.
- 17.6 Students may not use or possess electrical appliances in section b above in residence or other building in the hall, other than those supplied by the university, without the house warden's permission.
- 17.7 Heaters must be turned off when a student is out of his/her room or when asleep.  
No person may interfere with the lights, plugs, lighting systems, or heating systems.

## 18 END OF TERM (whenever students pack up)

- 18.1 Before a student leaves, they together with a Sub-Warden will check the student's room. Anything found missing or damaged will be charged to the student's account.
- 18.2 The student's room should be locked and all room keys are to be handed in when they leave. Any missing keys are to be reported to the sub-warden.
- 18.3 If a student is leaving the residence for good:
- 18.3.1 Anything left behind and not fetched by the student by the end of graduation or the beginning of second term will be disposed of. The student is to make sure they remove all their belongings from the box rooms when they finally pack up

or when they collect their belongings.

18.3.2 Please remember that it is the student's responsibility to make arrangements to have their belongings fetched.

18.3.3 **NB:** Once the residences are closed the student will have to arrange with their Warden to unlock the residence and box rooms for them, should they find this necessary. This is subject to the availability of your warden.

18.4 If a student is returning next year:

18.4.1 A student may leave their trunks, boxes, etc. in the box rooms at their own risk. No luggage or boxes etc. are to be left on the landings or in passages. Please ask for and look at the rules pertaining to the use of box rooms.

18.4.2 Please securely seal boxes, trunks, etc. and label their belongings clearly.

## 19 EWALLET INSTRUCTIONS

Please refer to the Rhodes University protocol regarding eWallet process. Below are the current guidelines.

19.1 If it is the very first time a student is using eWallet dial \*120\*277# and select 1 to activate the terms and conditions, **EVEN IF THE STUDENT DOES NOT WISH TO WITHDRAW FROM EWALLET THAT DAY.** If a student experiences problems with this, they should speak to their Hall Warden. This activates their terms and conditions and ensures that the next payment that is sent won't fail for them.

19.2 Students can withdraw at a FNB ATM. Please note that if the student's pin expires after four hours or they never received one, they can request another by dialing \*120\*277#. This enables a student to withdraw later in the week if they so wish. They should dial the string just before they wish to withdraw the cash).

- Students can go to the ATM with their temporary Pin
- If it has been four hours since their pin was sent or they deleted it accidentally or never received one, they should dial \*120\*277# to get their pin. If a student has no airtime they should dial \*130\*277# to get airtime and then dial string \*120\*277# to get their pin. The airtime transaction will deduct R6 from the student's eWallet but will leave them with airtime in their bundle.
- At the ATM select 'eWallet Services'.
- Student is to enter their cellphone number and the temporary ATM PIN sent via SMS, and choose the amount of cash they would like to withdraw. The first withdrawal will not incur any fees.

19.3 A student can buy airtime, data or electricity using their eWallet

- Using their cellphone Dial \*120\*277#
- Select 'Prepaid'
- Select 'Airtime', 'Data' or 'Electricity'
- For airtime or data, select 'Me' or 'Enter Number' to use a different cellphone number
- For Electricity, Enter the Meter Number

- Select the amount the student wishes to buy for
- Select 'Confirm'

**PLEASE NOTE:** Hall Wardens will not be reimbursing students. If a student had no number they may collect a voucher from Infrastructure and Operations during the times communicated in the initial email to the Wardens.

Students are to please ensure their eWallet number is updated. Rhodes will not be liable for reimbursing students where funds were sent to an incorrect eWallet number.

## 20 FIRE ALARMS/FIRE DRILLS

20.1 Students must exit the building immediately when the fire alarm is set off.

20.2 Fire escapes and fire exits must be kept clear at all times.

## 21 FIREARMS

A student may not bring a firearm (including an air-rifle and air-gun) or use a firearm on any part of the University property without the permission of the Vice-Chancellor.

## 22 FIRE DRILLS AND FIGHTING EQUIPMENT

Fire drills are held at least four times a year. Additional fire drills will be held should the evacuation procedure not be completed satisfactorily. Students are required to vacate the residence in a quick and calm manner and meet at the muster station.

No student may interfere with or use the fire alarm or fire fighting equipment in the residence or dining halls or the grounds of the houses and hall i.e. fire hydrants (very severe penalties will be imposed for a breach of this rule).

Every possible precaution should be taken to avoid a potential fire. In particular, ensure that heaters are switched off while unattended or while you are sleeping, extinguish cigarettes properly and ensure that all electrical appliances are safe and correctly connected.

## 23 FIREWORKS

No fireworks or other explosive materials are to be kept on or set off on the premises of Hilltop Hall.

## 24 FORMAL DINNERS

24.1 A welcome dinner is held in the first term and a leaver's dinner is held in the fourth term of each year. Guests are invited at the invitation of the Hall Warden to sit at the high table.

24.2 As these meals are served at the tables, all students are required to be seated in the dining hall at the start of the meal at 6.30pm.

24.3 Dress at these dinners will be indicated on the dinner invitation. Dress should be appropriate to the occasion. is formal.

24.4 A student who arrives late for the welcome or leavers Dinner or wishes to leave such meal early, is expected to excuse himself/herself from the High Table. Students may not arrive more than five minutes late for these meals. A student may not leave the welcome or leavers dinner before the members of the High Table leave.

24.5 Students may not invite their own guests.

## 25 FRONT DOOR OF RESIDENCE

25.1 The residence front door must be kept closed and locked at all times.

25.2 All students must ensure that when they leave and enter residence that the front door is securely closed.

25.3 All students should be registered with the fingerprint system

25.4 If you have a problem gaining entry please see the Hall Administrator during office hours. Her office is in the dining hall.

25.5 If a door sticks, or if there has been an error with the doors, (after hours) inform the warden or sub-warden. The matter, in any event, must be reported to the warden first thing next morning.

25.6 No student may leave the front door open for others to enter. (NB this will be regarded as a serious disciplinary offence as it endangers the safety of all members of the residence).

## 26 FUNCTIONS AND EXCURSIONS

26.1 Parties, functions and excursions may NOT be held in the Hall or House or elsewhere without the House Warden's permission (if in the House) or Hall Warden's permission (if a Hall event).

26.2 The rules for Social Functions are set out in a separate document entitled "Rules for social functions in halls of residence" published by the University. These will apply to Hilltop Hall. The House Entertainment Representatives will have a copy.

## 27 FURNITURE AND OTHER UNIVERSITY PROPERTY

No furniture or property of any sort belonging to the University may be removed from any room or building including Common Rooms at any time without the consent of the Housekeeper, the Hall or House Warden.

## 28 HALL ADDRESS

*The Hall's address is:*

(Student's Name & Surname)

(Name of House)

Hilltop Hall

Private Bag 1038

GRAHAMSTOWN

6140

Please ensure the name of the student's House is clearly stated on all correspondence sent to them.

## 29 HOUSEKEEPING SERVICES

29.1 All students are required to clean their own rooms. Cleaning equipment is available in each residence. Untidy or dirty rooms will not be tolerated.

29.2 Students are responsible for making their own beds. Clean bed linen may be obtained in exchange for dirty linen once a week during the times set out in section 35, 'Linen.'

- 29.3 Vacuum cleaners may not be stored in student's rooms.
- 29.4 Students are responsible for cleaning their dishes in the kitchen and for cleaning the fridges.

### 30 HOUSE MEETINGS

- 30.1 The attendance of house meetings is compulsory, unless otherwise specified.
- 30.2 If a student is unable to attend the house meeting, apologies are to be sent in writing (e-mail/hand-written) to the head student 24 hours prior to the meeting.

### 31 HOUSE RULES

Each house may also have its own internal rules. Each student must ensure they know them.

### 32 ILLNESS OR INJURY

- 32.1 Illness or injury must be reported at once to the House Warden or Sub-Warden.
- 32.2 In the event of a student being admitted to hospital or the Health Care Centre the House Warden must be informed immediately.
- 32.3 A daily clinic is held at the Rhodes University Health Care Centre. Details of clinic times are displayed on notice boards.
- 32.4 No ill student may stay in residence for longer than 24 hours without seeing the Health Care Centre sister.

### 33 INITIATION AND INTIMIDATION

The harassment and intimidation of a student on the grounds of participation or non-participation in activities, or on gender, racial, religious or political grounds will not be tolerated. Initiation of students is strictly prohibited. It may result in permanent expulsion. (See disciplinary code)

### 34 LAUNDRY

- 34.1 All residences have their own washing machines and tumble driers. Students are required to do their own personal laundry. Each house has its own rules for the use of the laundry room. Students will be required to supply their own soap etc.
- 34.2 Students are forbidden to do laundry for friends in digs or elsewhere.
- 34.3 No clothing or any items of laundry may be hung out of windows.

### 35 LINEN

Clean linen may be collected in exchange for dirty linen from the Housekeeper once a week. Times will be published on the notice board.

### 36 LOSS AND THEFT OF PRIVATE PROPERTY

- 36.1 The University accepts no responsibility for the loss or theft of student's private property. Students are therefore advised to keep their rooms locked at all times.
- 36.2 It is strongly advised that all your possessions, including clothing, be marked. It is difficult to trace an owner if articles are not marked.
- 36.3 Students are also advised to check that their property is covered by their parents or personal insurance while at university.



36.4 All property left in box rooms is left there entirely at the students own risk. The University will not accept responsibility for any losses. (See separate rules for use of box rooms)

### 37 MAINTENANCE

37.1 Please report any repairs that need to be carried out either in the requisition folder. This must be done as soon as possible. Please provide sufficient detail on the damage/defect for the maintenance division to find and attend to the problem.

37.2 IT related problems (network point, printer, etc.) must be directed to your Student Networking representative. (IT issues will not be picked up if reported in the requisition folder.

### 38. MASTER KEYS

A Warden or Sub-Warden must accompany students who require the use of a master key in order to enter his or her room. Excessive requests for use of the Master-key between 0h00 and 07h00 will result in disciplinary action.

### 38 MATTRESSES AND BEDDING

38.1 Mattresses and/or bedding are not permitted to be on the floor.

38.2 Bedding (sheets, blankets, duvets etc.) must be used for their normal purpose and may not be used to cover trunks, tables or used as curtains, decorations or room dividers.

38.3 All bedding not being used should be placed in a large plastic bag in the top of the student's cupboard. Plastic bags may be obtained from housekeeping.

38.4 If any linen etc. is locked away and not visible to the housekeeper at stocktaking time, it will be presumed that the linen etc. is missing and you will be charged for these items.

### 39 MOTOR VEHICLES

A student possessing a motor vehicle or motorcycle which is to be kept at Hilltop Hall must produce proof of its registration with the University authorities to his/her House Warden within seven days of his/her acquiring possession of it.

### 40 NOISE

40.1 Reasonable quietness must be observed in the Houses and Hall and within the precincts of the Houses and Hall at all times.

40.2 Silence must be strictly maintained at the following daily times:

08h00 to 12h30 (8am - 12.30pm)

14h00 to 17h00 (2pm - 5pm)

19h00 to 06h30 (7pm - 6.30am)

**NB:** These times may change during examinations.

40.3 **NOTE:** If musical instruments (including radios, TV's etc.) are played in breach of rules 40.1 and 40.2, they may be confiscated, in addition to any other penalty which may be imposed.

40.4 The occupant of each bedroom shall be responsible for the quietness and behaviour of

all persons in his/her bedroom.

#### 41 NOTICE BOARDS / COMMUNICATION

- 41.1 Students must ensure they read the notice boards in the Dining Hall and Residences, emails and RUconnected regularly as this is our main means of keeping students informed.
- 41.2 Notices, posters, advertisements etc., may only be placed on Notice Boards if they have the name of the issuer and date of expiry; non-compliance with this requirement will result in removal and destruction of the offending matter. Please ensure they are removed on the expiry date.
- 41.3 Notices and posters placed anywhere other than on Notice Boards will be removed and destroyed e.g. glass doors, walls etc.

#### 42 ORGANISATION OF THE HALL

- 42.1 The Hall Warden is the chief executive, administrative and disciplinary officer of the Hall. The Hall Committee, which comprises some members of the House Committees and Fellows acts as an advisory committee to the Hall Warden.
- 42.2 Each House Warden is responsible to the Hall Warden for the welfare and discipline of students in his/her house and for the maintenance of the fabric of his/her house and its moveable assets.
- 42.3 The House Committee is selected by the students at the end of each year, in accordance with the Hall Constitution. The members of the House Committee act as an advisory committee to the House Warden.

#### 43 PERSONAL SECURITY

Students are warned of the dangers of lonely places, especially after dark. Security Guard escorts are available on request from the Campus Protection Unit (CPU).

#### 44 PETS

- 44.1 No pets may be kept in residence.
- 44.2 Students may not feed or bring animals into the dining hall or a House.

#### 45 POST (MAIL)

- 45.1 All Hilltop Hall's mail is delivered to the Hall Administrator by the mail room. This mail is then sorted by the Hall Administrator into the various residences, which is collected and distributed by your sub-wardens. Students are requested to advise their correspondents at all times to use the following address:

Student Name  
Hilltop Hall  
(Name of Residence) Calata, Hilltop 7, Hilltop 8 or Sisulu House  
Private Bag 1038  
GRAHAMSTOWN  
6140

Please ensure the name of the student's residence is clearly stated on all correspondence sent to them.

45.2 Post will be placed on the House post boards after lunch from Monday to Fridays.

45.3 No persons, other than the Sub-Wardens, may collect post from the mail boxes in the dining hall.

#### 46 POSTERS

Posters, pictures etc., may be affixed to cupboards, doors, and noticeboards. No prestik may be used. Should the walls be marked or punctured, the student concerned will be held responsible for the cost of repainting.

#### 47 PRESTIK

Prestik may not be used to affix posters/pictures etc. to the walls.

#### 48 PRIVACY

48.1 All students are entitled to the privacy of their rooms.

48.2 No student may enter another student's room without the latter's permission.

48.3 No student may tamper with another student's property or post.

48.4 Members of the Housekeeping staff, the Hall Warden, House Warden and Sub-Wardens may however have to enter rooms in the course of their duties, i.e. checking on assets or for prohibited fire risk items e.g. snackwiches, etc.

48.5 Students are advised to keep their rooms locked at all times.

#### 49 RECYCLING

Recycling in the residence is strongly encouraged. All paper, plastic, and metal should be placed in the recycling bins. Glass cannot be placed in the green bins.

#### 50 ROOM KEYS

50.1 No student may give or lend or otherwise dispose of his room key to any other person under any circumstances.

50.2 No student may borrow or acquire in any other way a room key from any other student.

50.3 A breach of these rules will lead to serious consequences.

50.4 Excessive key requests made between midnight and 7:00 AM is a punishable offense.

#### 51 ROOM SWOPPING / MOVING INTO AN EMPTY ROOM

51.1 No student is allowed to swop rooms or move into an empty room without the expressed permission of the Warden.

51.2 Once permission has been granted, a sub-warden needs to check the room using the room and linen statement form, which must be signed and handed to the housekeeper, to ensure that the room is cleaned immediately.

51.3 The sub-wardens must make sure that the student fills in a new room statement form for the new room they have moved into, in case requisitions need to be sent in.

## 52 SERVICE FACILITIES

No student is allowed to enter the Service facilities. This includes, but is not limited to: - the boiler room, the linen room, the chemical store and the IT room.

## 53 SMOKING

No smoking is permitted in the dining hall, its foyers and balconies.

No smoking is permitted in any part of a residence (including students' rooms) or dining hall. This includes within 15 meters from the building's main entrance and within 5 meters from the building itself.

## 54 SQUATTING IN RESIDENCES

54.1 The sub-letting or use of residence rooms without permission is strictly forbidden. Any student found contravening this instruction may be excluded from residence.

54.2 Aiding and abetting squatting of any nature may also result in exclusion from residence. This includes the use of amenities such as showers and baths.

54.3 Guests will only be permitted to stay in residence overnight on the following conditions:

54.4 Permission is sought from the Hall and House Warden, in writing. The relevant application form is available from the hall administrator.

54.5 The student must submit an application at Res Ops for the overnight guest at least 48 hours in advance. The cost of such accommodation will be debited to the host/hostesses account, provided that account is in credit.

54.6 The use of University property in unoccupied rooms for any reason without permission will result in disciplinary action being taken.

54.7 Under no circumstances may empty rooms be entered or used without the permission of the House Warden.

## 55 TELEPHONES

No student may interfere in any way with the normal functioning of the telephones in the residence.

## 56 TIDINESS

56.1 Students are to ensure their rooms are kept in a reasonable state of tidiness.

56.2 Bedrooms, common rooms, corridors, bathrooms and toilets must be kept tidy.

56.3 Waste must not be thrown out of windows.

56.4 All fire escapes and fire exits must be kept clear at all times.

## 57 TRAFFIC AND PARKING

57.1 All traffic signs, directions and directional arrows on campus must be complied with.

57.2 Any traffic signs (or other similar signs e.g. estate agents nameplates) found in residence will result in disciplinary action.

57.3 No vehicles may be parked in any place other than designated parking areas.

57.4 Traffic or parking violations are subject to disciplinary action.

57.5 Reckless, negligent or dangerous driving or driving whilst under the influence of alcohol/drugs in the Hilltop Hall area is prohibited.

## 58 VISITING

58.1 Section 4.15a of the Student Disciplinary Code reads as follows:

There will be no visitors to any residence between 24h00(midnight) and 07h30 without the express permission of the Warden. Students must take responsibility for their guests conduct and escort them at all times.

58.2 "In effect this means that no visitor may be in a residence unless the hall rules allow this and further only during such times as the hall rule provides but these may not exceed the times or places set out above.

58.3 Students are allowed visitors in their residences (this includes bedrooms, common rooms, foyers, balconies and TV rooms) each day of the week.

The number of people is limited to three per room (the host/hostess and two visitors), to control noise.

58.4 The duration of these visits will be from 07h30 to 24h00 each day. Note that each house may restrict these times by a referendum early in the first term.

58.5 Being in the foyer of a residence during restricted hours is a breach of the rule.

58.6 If the residence has a visitors book, any student, who is hosting visitors in the residence, as well as the visitors themselves, shall sign their names and student numbers, if applicable, in the book in the foyer on arrival and departure.

58.7 All visitors are subject to the rules of the Hall.

58.8 Failure to comply with the silence rules whilst visitors are present will result in the visiting privileges of the host concerned being withdrawn.

58.9 Failure to observe the visiting rules is regarded as a serious offence by the University.

58.10 The Hall Warden retains the right to suspend visiting privileges for a period, either for individuals or for an entire residence in the event of any breach of the rules and conditions.

58.11 No guest shall be accommodated in a residence overnight without the student's successful submission on an application at Res Ops at least 48 hours in advance and with the Hall and House Warden's authority, in writing.

## 59 WATER OUTAGES

During water outages the following measures are placed to meet the immediate needs of all students:

- Catering will provide drinking water per student, every lunch and supper during meal times.
- The laundry rooms and allocated ablutions will be locked. Only the abluion on the ground floor will be left open.
- Water is provided to all residences, in the form of water bins, placed in the ablutions of the ground floor to ensure the flushing of toilets.
- It is the responsibility of the student to flush their toilet with a bucket of water after usage.
- Housekeeping will distribute wet wipes or waterless hygiene hand cleanser to all affected residences for hygiene and sanitation purposes.
- The Division of Student Affairs will pair up Residences who have water with effected residences to allow students to do their laundry and take showers.
- The Grounds and Gardens division with the Municipal Fire Brigade will try and re-fill all tanks on campus on a daily basis.

- Students are requested to check their emails and noticeboards regularly for updates.
- All students are urged to be meticulous regarding issues of hygiene.

## 60 WATER SAVING TIPS

60.1 Turn off taps while washing your face, brushing your teeth or shaving.

60.2 Limit shower times.

60.3 Do not leave a running tap or shower if you need to leave the bathroom.

60.4 Kettles should be filled with just enough water for your needs and not to the brim.

## 61 ADDITIONAL RULES

Additional rules may be made from time to time. These will be posted on the notice boards in each house and on the Hall Notice Boards. It is the duty of all students to familiarize themselves with all rules applicable to Hilltop Hall.