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## **HOBSON HALL:**

This booklet explains the structure and functioning of the Hall and contains valuable information to assist you in settling into Hobson Hall. This booklet has been compiled on the basis of consideration for others and cooperation in the general running of Hobson Hall and each Residence.

Please ensure that you read it through thoroughly as all students are required to familiarise themselves and conform to the rules of Hobson Hall and the University.

**NB:** All students residing in Hobson Hall and their guests are required to familiarise themselves and conform to the rules of Rhodes University as published in the Student Disciplinary Code, in the University Calendar, and the Hobson Hall Rules.

**NB:** 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.

Please visit the Hobson Hall Webpage (<https://www.ru.ac.za/hobsonhall/>). All necessary forms, policies, links etc. that you might require will be there.

## **ORGANISATION OF THE HALL:**

Hobson Hall consists of five Residences – Dingemans House (76 students), Hobson House (74 students), Livingstone House (34 students), Milner House (63 students), 5 Gilbert Street (5 students), 6 Gilbert Street (3 students), Gilbert Street Postgraduate Accommodation (8 students) and Hobson New Residence (99 students).

- The Hall Warden is the chief executive, administrative and disciplinary officer of the Hall.
- The Hall Committee comprises of the Hall and House Wardens, the Hall Senior Student, the Heads of Houses, the Sub-Wardens, the Student Representative Council Representative and the Fellows of the Hall.
- Each House Warden is responsible to the Hall Warden for the welfare and discipline of students in her house and for the maintenance of the fabric of her house and its moveable assets.
- The House Committee is elected 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.

## **IMPORTANT CONTACT INFORMATION:**

### **STAFF CONTACT DETAILS:**

#### **HOBSON HALL WARDEN & DINGEMANS HOUSE WARDEN:**

Ms. Tracey Chambers  
Tel: 046 603 8290 (W) 046 603 8025 (A/H)  
Cell: 082 802 8108  
E-mail: [t.chambers@ru.ac.za](mailto:t.chambers@ru.ac.za)

#### **HOBSON HOUSE WARDEN:**

Dr. Fortunate Gunzo  
Tel: 046 603 7225 (W) 046 603 8026 (A/H)  
Cell: 072 525 8559  
E-mail: [f.gunzo@ru.ac.za](mailto:f.gunzo@ru.ac.za)

#### **GILBERT STREET & LIVINGSTONE HOUSE WARDEN:**

Ms. Zukiswa Kota  
Tel: 046 603 8826 (W) 046 603 8583 (A/H)  
Cell: 064 870 5700  
E-mail: [z.kota@ru.ac.za](mailto:z.kota@ru.ac.za)

#### **MILNER HOUSE WARDEN:**

Ms. Michelle Isaacs  
Tel: 046 603 7043 (W) 046 603 8855 (A/H)  
Cell: 082 747 9210  
E-mail: [m.isaacs@ru.ac.za](mailto:m.isaacs@ru.ac.za)

#### **NEW RESIDENCE:**

Ms. Nomaxabiso Silo  
Tel: 046 603 8753 (W) 046 603 8107 (A/H)  
Cell: 073 162 5700  
E-mail: [n.silo@ru.ac.za](mailto:n.silo@ru.ac.za)

#### **HALL ADMINISTRATOR:**

Ms. Natasha Botha  
Tel: 046 603 8578 (W)  
Cell: 083 611 1191  
E-mail: [n.botha@ru.ac.za](mailto:n.botha@ru.ac.za) or [hobsonhall@ru.ac.za](mailto:hobsonhall@ru.ac.za)

### **USEFUL CONTACT DETAILS:**

<b><u>SERVICE:</u></b>	<b><u>NUMBER:</u></b>	<b><u>EMAIL ADDRESS:</u></b>
Rhodes Career Centre	046 603 8180	
Student Fees	046 603 8153	<a href="mailto:studentfees@ru.ac.za">studentfees@ru.ac.za</a>
Student Bureau	046 603 8276	<a href="mailto:registrar@ru.ac.za">registrar@ru.ac.za</a>
Hobson Hall Housekeeper	046 603 8486	
Hobson Dining Hall	046 603 8478	
Division of Student Services and Development	046 603 8181	<a href="mailto:studentaffairs@ru.ac.za">studentaffairs@ru.ac.za</a>

### **EMERGENCY CONTACT DETAILS:**

In the event of an emergency, please contact one of the below:

<b><u>SERVICE:</u></b>	<b><u>NUMBER:</u></b>
Ambulance	010 205 3068
Campus Protection Unit (CPU)	046 603 8146 / 046 603 8999 / 066 530 2294 (WhatsApp Number)
Electrical Services	Call Campus Protection Unit (CPU)
Engineering	Call Campus Protection Unit (CPU)
Makhanda SAPS (Police)	046 603 9152 / 9146 / 9147 / After-hours phone CPU
Makana Fire & Rescue Services	046 622 4444 or toll-free: 080 111 4444
ER24 (Crisis Number)	084 124
Psychological Emergency	Call ER24: 084 124 / 010 205 3068
Health Care Centre	046 603 8523 / ER24 - 010 205 3068 (16h30 - 08h00)
Counselling Centre	046 603 7070 / ER24 - 010 205 3068 (16h30 - 08h00)
Settlers Hospital	046 602 5000
Fort England Hospital	046 622 7003

## **MEDICAL SERVICES:**

### **MEDICAL DOCTORS:**

<b>PRACTITIONER</b>	<b>TELEPHONE</b>	<b>ADDRESS</b>	<b>MEDICAL AID INFORMATION</b>
Meta-Clinic	046 622 6362	Shop 49 Peppergrove Mall	DO NOT accept the following medical aids: Momentum Ingwe, Discovery Essential Smart Plan, Discovery Flexicare, Gems Beryl, Gems Sapphire, Boncap, KeyHealth Equilibrium.
Drs Godlonton Dr Lloyd Dr Mutesasira	046 636 1732 / 082 554 7800 a/h	The Colcade, 41 Hill Street	Do NOT accept the following medical aids: Discovery and Key Care
Dr Murali	046 636 1114 / 083 400 1422 a/h	5 Bathurst Street	ALL medical aids are accepted
Dr Swanepoel	087 701 6194	29 African Street	
Dr Santhia	046 622 6648 / 082 555 0799 a/h	10 High Street	Do NOT accept the following medical aids: Momentum Ingwe and Care Cross
Dr M Gainsford Dr G D Baart Dr RC Walsh Dr F Zietsman Dr F Meihuizen Dr M Slyper	046 636 2063	120 High Street	Do NOT accept the following medical aids: Boncap, Primecure & Beryl, Ruby, Sapphire, Care Cross, Renaissance, Africa, Managed Care, Network GP, Network X, Foundation and Nessess

### **OPTOMETRIST:**

<b>PRACTITIONER</b>	<b>TELEPHONE</b>	<b>ADDRESS</b>	<b>OTHER INFORMATION:</b>
Dr Davies	046 622 6205	18 Bathurst Street	
Du Raan & Gippert	046 622 3845	41 Hill Street	
Dr Jenny Gopal	061 458 2212	4B Allen Street	
The Eyestore	046 622 2828	8 Allen Street	
Spec-Savers	046 622 2295	Pepper Grove Mall	<a href="http://specsavers.co.za">specsavers.co.za</a> (appointments)

### **DENTIST:**

<b>PRACTITIONER</b>	<b>TELEPHONE</b>	<b>ADDRESS</b>
Dr Dittmar Eichhoff	046 622 3789	6 Allen Street
Dr T du Toit	046 622 4258	15 Milner Street
Dr CMR Herring	046 622 8503	The Colcade, 41 Hill Street

## **ADDRESS FOR THE HALL:**

### **POSTAL ADDRESS:**

(Name of Student)  
(Name of Residence)  
Hobson Hall  
Private Bag X 1030  
Rhodes University  
MAKHANDA  
6140

### **COURIER ADDRESS:**

(Name of Student)  
(Name of Residence)  
Hobson Hall  
Gilbert Street  
Rhodes University  
MAKHANDA  
6139

1. Please ensure that you save the address for future use.
2. Please ensure that the name of your Residence is shown on all correspondence sent to you.
3. All Hobson Hall mail is delivered to the Hall Administrator by the mail room. This mail is sorted and placed in the Residence mailboxes during the course of the week. All mail is collected and distributed by your residence Sub-Wardens.
4. All courier deliveries should be sent directly to the students.
5. Change of address and contact numbers must be changed on **ROSS** (<https://ross.ru.ac.za/>).

NB: Students must ensure that all persons who send mail to them are informed when they leave Hobson Hall or Rhodes University.

## **GENERAL HALL RULES AND 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 and the Hobson Hall Rules in this booklet.

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.

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

Unless stipulated otherwise - these rules apply to undergraduate and postgraduate residences of the Hall alike. Rules that are unique to postgraduate residences are included in the relevant section.



Students are fined by sub-wardens and wardens according to the Lower Discipline schedule (see below). The fine is compulsory hours that are completed and cannot be changed to a monetary fine unless for exceptional circumstances (e.g., the student is leaving the university). Students have the right to plead either guilty or not guilty and to dispute a fine. This must be discussed with your warden and students who have been fined more than TEN hours can request a formal hearing.

**ADDITIONAL RULES:**

Additional rules may be made from time to time, depending on various events and situations. These will be emailed to students as and when necessary. It is the duty of all students to familiarize themselves with all rules applicable to Hobson Hall.

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.

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

**ADMISSION OF GUILT PENALTIES:**

<b>OFFENCE</b>	<b>COMPULSORY SERVICE</b>
1 Needlessly pushing a panic button	40 hours
2 Parking on the wrong side of the road (facing oncoming traffic)	40 hours
3 Smoking in a prohibited area	30 hours
4 Streaking/indecent exposure	25 hours
5 Vomiting in public while under the influence of alcohol	20 hours
6 Urinating in public	20 hours
9 Using loud, abusive or offensive language in public	20 hours
8 Holding a “boot party” on campus and causing noise and disturbance	20 hours
9 Not registering a motor vehicle with the University	20 hours
10 Disregarding a stop sign	20 hours
11 Breach of water protocol	20 hours
12 First-time visiting offence (receiving a visitor/visiting a residence other one’s own outside visiting hours)	15 hours
13 Driving a vehicle on the pavement	12 hours
14 Parking in areas reserved for University staff	12 hours
15 Parking on a red line	12 hours
16 Driving on the wrong side of the road	12 hours
17 Failure to pack up as per formal instruction	10 hours
18 Parking on a yellow line/loading zone or lawn	6 hours
19 Failure to sign a guest in or out	6 hours
20 Failure to evacuate a residence in a fire drill	6 hours
21 Leaving a heater on in a residence room during a period of absence	6 hours
22 Failure to do a scheduled duty	4 hours

23	Failure to sign out for weekend/overnight/end of term	4 hours
24	Not wearing footwear in the dining hall	4 hours
25	Prestik on walls	4 hours
26	Any minor noise offence	4 hours
27	General littering within the precincts of the Hall	4 hours
28	Non-attendance at Hall/House meetings	3 hours
29	Removal of food from the dining hall (other than permitted) without permission	2 hours
30	Taking more than the allotted fruit or juice portion from the servery	2 hours
31	Boiling a kettle without a tray	2 hours
32	Not handing in forms/keys	2 hours
33	Excessive use of the master key between 00h00 and 07h00	2 hours
34	Contravention of any Hall/ House Rule	Up to 6 hours
35	Bringing unauthorised guests into the Dining Hall	20 hours

### **STUDENT DISCIPLINARY CODE:**

The following schedule is the lower disciplinary fines issued in residential halls in terms of Rule 9 of the Student Disciplinary Code 2023.

- 4.1. A disciplinary offence is behaviour which, without justification
- Unlawfully infringes another person's human rights as contained in the Bill of Rights, Chapter 2 of the Constitution, 1996.
  - Is an offence in terms of South African Law (common law or statutory law), including any regulations, instructions or protocols promulgated in terms thereof, and such act is prejudicial, or potentially prejudicial, to any member of the University Community.
  - Materially interferes with the safety, security or well-being of any member of the University community.
  - Materially interferes with the governance and proper administration of the University.
  - Materially interferes with the conditions necessary for teaching, learning, research or community service.
  - Materially interferes with the maintenance of order and discipline at the University.
- Without restricting the generality of Rule 4.1 the following are examples of disciplinary offences if committed during the jurisdictional period:
- 4.2 A student must comply with any lawful notice, instruction, request, order, direction or sanction issued in terms of this Code. A written mediated agreement has the same status as a lawful notice. Breach of a written mediated agreement is a disciplinary offence. The breach of a no-contact order is a disciplinary offence.
- 4.3 A student may not commit any common law crime. As far as common law crimes are concerned, the provisions of Section 2 of the Criminal Law Amendment Act 1 of 1988 shall apply.
- 4.4 A student is bound by the Disaster Management Act 57 of 2002, and its regulations. The offences sections shall be applicable as disciplinary offences.

- 4.5 A student may not contravene the offence sections of the Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007.
- 4.6 A student may not commit *furtum usus* (unlawful use or removal of the property of another person without their permission but without any intention to steal e.g., borrowing of another person's clothing without permission) of another's property.
- 4.7 (a) A student possessing a motor vehicle or motorcycle in Grahamstown must register it with the Student Bureau when registering as a student each year, and supply the make, registration number, and the student's address. In the event of a student acquiring possession of a vehicle in Grahamstown after registration, s/he must register it with the Student Bureau within 72 hours of acquiring it.
- (b) A student may not park a vehicle in any area in the precincts of the University reserved for other purposes.
- (c) A student is bound by the provisions of the National Road Traffic Act 93 of 1996, and its regulations, as amended, with the necessary changes, to all roads on the campus of the University.
- (d) A student charged with certain offences under Rule 4.7 may elect to admit their guilt in accordance with an admission of guilt penalties as laid down from time to time by the Disciplinary Committee.
- 4.8 (a) A student may not contravene the offences sections of the Liquor Act 27 of 1989.
- (b) A student may not contravene the offences sections of the Drugs and Drug Trafficking Act 140 of 1992, as read with the Protocol for Students on the Use of Illicit Drugs.
- (c) A student may not consume alcohol on any part of the University property without the written permission of the Vice- Chancellor, or such other person to whom the Vice- Chancellor has in writing delegated the authority to control the possession of or use of alcohol.
- (d) A student may not be under the influence of alcohol or drugs where this interferes with the rights of other persons or their property.
- (e) A student may not be in possession of any glass bottles and glasses containing liquor and soft drinks whilst on any part of the campus that has been designated by the Registrar to be a glass free area.
- 4.9 (a) A student may not contravene section 2 of the Makana Local Municipality Prevention of Public Nuisances By-Law as published in the Provincial Gazette no.1991 dated 10 October 2008.
- (b) A student may not at any time make an unreasonably loud noise. Sound systems shall be turned off at 22h00 on Mondays, Tuesdays, Wednesdays, Thursdays and Sundays and at 24h00 on Fridays and Saturdays. This rule applies equally to students in residence and in 'digs'.
- (c) A student may not use abusive or threatening language that is audible beyond the precincts of a digs or a residence.
- (d) A student may not remove motor vehicle registration number plates, street signs, street numbers, hotel names, doctor's name plates or any other similar property without the authority of the lawful owner or occupant.

- 4.10 (a) A student may not contravene the offence sections of the Firearms Control Act 60 of 2000, the Dangerous Weapons Act 71 of 1968 and the Explosives Act 26 of 1956.
- (b) 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.
- 4.11 A student may not be violent or disorderly.
- 4.12 (a) A student may not contravene the Acceptable Use Policy or IT Facilities Use and Conduct Code as published by the Information & Technology Services Division as read with the relevant legislation.
- (b) A student may not contravene the Policy for Advertising on Campus by Students and Student Organisations.
- 4.13 (a) A student shall notify the Student Bureau of their contact details i.e., home address, address in Grahamstown, e-mail address and cell phone number. In the event of a student moving residences or digs, s/he must notify the Student Bureau of his/her new address within seven days.
- (b) A student must identify him/herself by producing a student card or any other satisfactory form of identification upon request by any member of the University staff. Such power shall only be exercised where the staff member seeking the information has reasonable cause to believe that the student has committed a disciplinary offence, or that the student in question is in a position to give information about the commission of a disciplinary offence. Failure by a student in these circumstances to answer promptly and truthfully and provide satisfactory identification will be regarded as a serious breach of discipline.
- (c) A student may not damage or deface any property of the University or any property whatsoever within the precincts of the University.
- (d) A student may not intentionally interfere with any Rhodes University emergency equipment (emergency assistance buttons, fire-extinguishers, cameras and telephones, etc.).
- (e) A student may not put up a poster on any surface not specifically designated or reserved for putting up of posters.
- (f) A student may not occupy or use any portion of the University premises otherwise than in accordance with the Rules and Regulations of the University or in any manner contrary to the purposes for which such premises have been intended to be used by the University or for which they are, in fact, normally used.
- 4.14 (a) A student shall obey all lawful instructions given by any member of the University staff concerning his/her conduct, including an order to proceed immediately to, and remain at, his/her place of residence or the Campus Protection Unit office.
- (b) A student shall obey a lawful instruction by the Prosecutor/s to furnish information to him/her or to appear before any disciplinary authority provided:
- (i) that any student appearing before the Prosecutor shall be cautioned that she/he need not answer any question the answer to which is likely to expose him/her to a disciplinary hearing.
- (ii) that an accused student appearing before the Prosecutor shall not be compelled to furnish him/her with a written statement. An accused student may, however, furnish the Prosecutor with a written statement if s/he freely chooses to do so.

- 4.15 (a) A student may not take into an examination/test venue or have in their possession whilst in such a venue, any cell phone, book, memoranda, notes, papers or other materials whatsoever, except answer books or such other books, or other materials as shall have been supplied by the Examinations Officer or authorised by the examiners.
- (b) A student may neither aid/attempt to aid another candidate during an examination/test, nor obtain/attempt to obtain aid from another candidate. A student may not communicate or attempt to communicate in any way with any other candidate during an examination/test.
- (c) Absence without authority: The incident of a student being absent without authority will be dealt with as an academic matter.
- (d) Instances of plagiarism will be dealt with in terms of the University Plagiarism Policy. All students are required to familiarise themselves with and comply with this policy.
- (e) Every member of the academic staff shall have the right to exclude from class any student guilty of misconduct or insubordination in such class. If the exclusion is for more than one lecture or other class meeting it shall be reported in writing to the Head of the Department concerned. The HOD may, after an enquiry where the student/s concerned have been given the right to explain his/her/their alleged misconduct, confirm or vary the order of exclusion. If the order of exclusion is for more than two weeks, it must be reported, in writing, by the Head of the Department to the Dean of that Faculty. After considering the Head of Department's report, the Dean of the Faculty may confirm or vary the order, or refer the matter to the Prosecutor/s.
- 4.16 (a) While a student may receive visitors in a University student residence (this includes balconies, verandas and common rooms) no visitors are permitted in a University student residence between 24h00 (midnight) and 07h30 daily, without the express permission of the warden. All visitors to any residence must be escorted at all times and hosts are responsible for their guests' conduct during this time.
- (b) In application of the above rules, there are residence rules applicable to each hall of residence. Students are required to familiarize themselves with their own residence rules and to ensure that the friends partners who visit them in the residence are aware of the relevant Hall or House rules.
- 4.17 (a) A student may not initiate, raid, or coerce another student, with or without the consent of the participants.
- (b) A student may not be present in a residence of which he/she is not a member, without being in compliance of the rules of the University.
- (c) A student may not engage in conduct which interferes or is likely to interfere with teaching, studying, research, lectures, meetings, or other events at the University, any constituent part of the University, an associated research institute, the administration of the University, or of any other of the normal processes and activities of the University.
- (d) A student may not interfere, even by omission, with the governance and proper administration of the University.
- (e) A student may not engage in conduct which obstructs or interferes with an officer, member, employee, and any other student in the performance of his/her lawful duties.

- 4.18 (a) A student may not engage in any conduct which is offensive to and/or defamatory of any staff member, student, or member of the public.
- (b) A student may not be insubordinate towards any member of the University staff.
- (c) A student may not utter, distribute, display, show, screen or project disparaging, discriminatory, and derogatory material based on a person's race, cultural identity, gender or sexual orientation – this includes hate speech.
- (d) A student may not engage in conduct likely to bring the University, or any part of it, into contempt or disrepute.
- (e) A student may not engage in any form of harassment or discrimination.
- 4.19 (a) A student may not intimidate, interfere with, or harass potential University witnesses.
- (b) A student may not deliberately mislead a Prosecutor or University official in an attempt to affect the outcome of disciplinary action during an investigation.
- (c) A student may neither deliberately nor negligently respond untruthfully to any relevant and lawful question put to him/her in the course of a disciplinary hearing or by a Prosecutor during an investigation into an alleged disciplinary offence.
- (d) A student may neither hinder nor obstruct the hearing of any disciplinary proceedings or fail to obey an instruction given by the person chairing or conducting the proceedings.
- (e) A student may not fail to attend a disciplinary hearing. During a hearing, a student must remain in attendance until excused.
- (f) If a student fails to attend a disciplinary hearing and the person chairing/conducting the proceedings is satisfied that service of the notice had been effected – in terms of rule 7.3 and that all reasonable attempts to contact the student have been made, then the disciplinary hearing shall proceed in his/her absence.
- (g) A student may not intentionally:
- (i) Insult any person lawfully present at a disciplinary hearing during its sitting.
- (ii) Interrupt the proceedings or otherwise misbehave during a hearing.
- A student who contravenes this rule is liable to exclusion from the hearing and to immediate punishment on condition that s/he is first given an opportunity to either explain or to apologise.
- 4.20 A student may not conspire with or aid and abet anybody in committing an offence.
- 4.21 A student may not contravene the Library Use and Conduct Code.
- 4.22 A student may not contravene Rule 1.3.1 subject to the recognition of his/her rights in terms of South African law.
- 4.23 Voluntary intoxication caused by any substance to the extent that a person lacks intention or capacity is not a defence to any offence in this Code.

### **TREATMENT OF STUDENTS:**

Students may not be subjected to any physical violence or threat of violence.

Initiation, in any form, is strictly prohibited.

Students who are aggrieved should discuss their complaint with the House or Hall Warden.

Infringement of these rules will be punishable to the limit allowed by the Disciplinary Code.

## **VISITING RULES:**

1. The University Council has delegated to the Hall Warden and Hall Committee the authority to decide on the hours of visiting permitted in each hall. The overall and final control is vested in the Hall Warden.
2. A student is NOT allowed to let anyone into their Residence, other than their own guests. All guests must be signed in. If a student allows others into the Residence and they cause any damage to property, the student allowing them into Residence will face Disciplinary Action.
3. The visiting rules are set out below and you are required to know them and to inform your visitors of them.
4. During term time (with the exception of swot-week and examinations) visiting is allowed from 09h00 (am) to 00h00 (midnight) every day. VISITORS MUST LEAVE PROMPTLY BY MIDNIGHT.
5. During swot-week and the examination period, visiting is allowed from 09h00 (am) to 22h00 (pm) every day. VISITORS MUST LEAVE PROMPTLY.
6. For first offences, the fine for breaking the visiting rule is normally 15 hours compulsory service and a suspended exclusion but can be increased or decreased depending on aggravating or mitigating factors. Should a student have a suspended exclusion and be found guilty of committing a second offence within the same academic year, they may be excluded from the Residence at the Hall Warden's discretion.
7. A visitor is to be escorted at all times by the hostess; the penalties for a breach of this regulation are severe, including prosecution for trespassing when the offender is not a member of the University.
8. Any member of the Residence who is hosting a visitor, shall sign their names in the visitor's book in the duty room on arrival and departure.
9. Should a student wish to have an overnight visitor in Residence, the application forms are available from the Hall Administrator or Residence Operations. Please note there are costs and rules pertaining to this.

### **PLEASE NOTE:**

***FAILURE TO OBSERVE THE VISITING RULES MAY RESULT IN IMMEDIATE EXCLUSION FROM RESIDENCE AS THIS IS REGARDED AS A SERIOUS OFFENCE BY THE UNIVERSITY***

## **GENERAL INFORMATION FOR STUDENTS:**

### **AMENITIES:**

Each Residence has its own:

- Television
- Washing Machines and Tumble Dryers
- Microwave Oven and Fridge
- These amenities constitute University property and are protected as such (see section “Damage and Loss of University Property”).

### **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.

### **ALCOHOL AND PLEA OF DRUNKENNESS:**

#### **POSSESSION AND CONSUMPTION OF LIQUOR/ALCOHOL:**

1. Drunkenness is an aggravating factor, not a mitigating one.
2. No student may possess or consume any liquor except at social functions that have been approved by the warden and Hall Warden. (See Social functions policy).
3. NO SPIRITS e.g., whisky, brandy, gin etc. are allowed to be consumed on Rhodes University premises,
4. No ready-mixed spirit coolers unless the alcohol volume is less than 8%.
5. Other than at approved events, NO liquor may be consumed in the Dining Hall, the passages, bathrooms, toilets, entrance foyers, Duty Rooms of the Houses nor the grounds and the environs of the Hall and Houses. NO alcohol is permitted in student bedrooms.
6. Students may not carry open bottles or glasses of liquor in the areas mentioned above.
7. No liquor of any sort may be sold, bartered or exchanged at any time. This is a contravention of the Liquor Act. Thus, no drinking clubs or bars are permitted. Those students operating the tuckshop in each Residence may not buy liquor on behalf of other students in Residence. (This is in accordance with an instruction from the Vice Chancellor as these acts contravene the Liquor Act).
8. Students are not permitted to have more than FOUR guests in their room at any time (therefore no more than FIVE people in a room at any, including the host). Exceeding this amount will be construed as a “party”. In residences that have double rooms, no more than TWO guests are permitted per student.
9. No “parties” may be held in the Common Rooms without the House Warden and Hall Warden’s permission. Loud Noise, with or without music, and where alcohol is being consumed will be considered as being a party.
10. The holding of "down downs", "boat races", "funneling" or other drinking competitions is prohibited.
11. Under no circumstances may any liquor be given to any University employee for any reason at any time.
12. Drunk and disorderly conduct (including being intoxicated and vomiting or urinating in public) will not be tolerated. It is regarded as “Conduct Unbecoming of a Rhodes student and is a disciplinary offence.”.



### **BURNING OF VARIOUS SUBSTANCES:**

NO burning of any sort is permitted in residence rooms or general areas (common rooms, study area, roofs, and balconies) (*including Imphepho, candles and incense*).

### **BOX-ROOM PROTOCOL:**

1. These are rooms available for students to leave their belongings during vacations when they need to pack up their rooms.
2. Keys to the Box-Rooms are handled ONLY by the Hall Warden, House Warden and Sub-Wardens of each Residence.
3. During term time, the keys are locked in the House Warden's safe.
4. NO Box-Room keys are EVER made available to Conference Wardening Staff.
5. NO Box-Rooms are opened during any vacation. Returning students requiring access to their belongings in Box-Rooms prior to the official commencement of the first term (i.e., O-week or before) must arrange to do so in advance with the relevant House Warden and Sub-Wardens.
6. Please note that all items left in the Box-Rooms are left at your own risk. The Warden and Sub-Warden will not be held responsible for any damages or loss.
7. No luggage or boxes etc. are to be left on the landings or in passages.
8. Please securely seal your boxes, trunks, and label your belongings clearly.
9. Number your boxes and record your belongings on the list on the Box-Room door. If you do not put your boxes in the Box-Rooms during the vacations and leave them in the passages they will be donated to charity.
10. If students are leaving Rhodes permanently, they are encouraged to collect their items before the end of the 1st vacation (during Graduation). All items left in the Box-Rooms will be kept until the end of the second term vacation and will be donated to charity thereafter. If students cannot make this deadline they can make an alternative arrangement that has been agreed to in email correspondence with the House Warden but under no circumstances will items in box rooms be held for more than one-year academic year.

### **END OF TERM:**

*(Second and Fourth terms only; or short vacations if Residences are being used).*

If your Residence is being used during the vacation:

1. Please ensure that you have signed up for Box-Room regardless if you require to use the Box-Room. The Residence Sub-Wardens will use this time to assist you with your room check that must be completed before you leave (for each Vacation period). Anything found missing or damaged will be charged to your account.
2. All Room Keys are to be handed in when you leave. Students will be fined for not signing out and/or not leaving their room keys at Residence. Students being in a rush to catch buses or other transport will not be accepted as an aggravating factor.
3. Any missing keys are to be reported to the Warden/Hall Administrator and the replacement will be charged to your account.

### **IF YOU ARE LEAVING THE RESIDENCE PERMANENTLY:**

Any items that are left in the box-rooms after the commencement of the second term will be sold. Please note that wardens are only available for collections when the residences open.

### **CAMPUS PROTECTION UNIT STAFF:**

No student shall interfere with or obstruct a Campus Protection Officer or Guard or any other security staff in the execution of his/her duties.

### **CLEANLINESS AND HYGIENE:**

1. Housekeeping staff are responsible for cleaning all the public areas and passages in the Residences. Each student is to clean their own room and students are required to keep their rooms acceptably tidy and clean.
2. Vacuuming of rooms should be conducted at reasonable times – not before 09h00 on Saturday and Sundays and not after 21h00 on any evening.
3. Bedrooms, common rooms, corridors, bathrooms and toilets must be kept clean and tidy.
4. No washing may be hung at or out of windows or left to drip on room or bathroom floors.
5. Net Curtains must be drawn aside and on no account may they be knotted or hooked up at any time.
6. Student rooms must be cleaned before students vacate their rooms during vacation period and the end of the year. Rooms that require a deep clean by housekeeping staff will be charged to student accounts and students may be fined with compulsory hours for failing to obey an instruction.
7. Each student room is provided with a bucket to use for water, personal hygiene and sanitation purposes. Please ensure that you use this bucket to flush the toilets in the Residence during water outages.

### **COMPLAINTS:**

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

### **COUNSELLING CENTRE AND HARASSMENT CENTRE:**

1. The Counselling Centre is situated on the top floor of the Bantu Steven Biko Building (off Prince Alfred Street).
2. Professional, registered psychologists and interns are available to discuss a variety of issues related to student's mental health and well-being.
3. The centre is OPEN DAILY from 08h00 - 17h00 and has an AFTER-HOURS PSYCHOLOGICAL EMERGENCY LINE (082 803 0177).
4. If you would like to make an appointment, please call the Counselling Centre (046) 603 7070 or [counsellingcentre@ru.ac.za](mailto:counsellingcentre@ru.ac.za).
5. The Harassment Office is situated at the Counselling Centre.

### **DAMAGE AND LOSS OF UNIVERSITY PROPERTY:**

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 Committee Funds.
2. If any room or its contents (walls, doors, windows, floor, furniture, fittings, etc.) is damaged, the student occupant will be liable for the cost of repairs.
3. Any deficiencies or damage which may occur in a student's room while she is in occupation, and for which she is not responsible, shall be reported to the Hall administrator by completing a Maintenance Google form. Link: <https://forms.gle/CnZbPhKrFg3jWyiHA>.
4. 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.

### **DINING HALL:**

*These rules are general rules which are applicable to Hobson Dining Hall*

#### **GENERAL RULES:**

1. Crockery, cutlery or glasses MAY NOT be removed from the Dining Hall without permission from the Caterer.
2. Students are to treat the Dining Hall facilities and staff with respect at all times. Students are also expected to be courteous to our catering staff and fellow students at all times.
3. Students MAY NOT take food out of the Dining Hall except the students own portion of bread and fruit for the day (bread: two slices for breakfast and lunch and four slices for supper).
4. Students may not take containers into the Dining Hall to remove food, including bread.
5. No meals may be served in rooms without written permission from a Warden and this will only be granted to sick or injured students on a temporary basis. Students who are unable to eat in the dining hall for longer periods must consult with their Warden so that a longer-term solution can be considered. Should you be too ill to eat in the Dining Hall you should report to the Health Care Centre for medical assistance.
6. No one is permitted to remove food from the Dining Hall on plates, in plastic containers or in any other containers. No food may be taken out of the Dining Hall except the student's OWN PORTION of fruit and bread.
7. No one may enter the Dining Hall for any reason other than for a meal and having booked a meal.
8. Students must familiarise themselves with the specified portions allowed at every meal.
9. TAKING FOOD WITHOUT BOOKING A MEAL IS TANTAMOUNT TO STEALING AND SUCH ACTION WILL BE HARSHLY DEALT WITH.
10. Students may not come into the Dining Hall with bare feet. (For safety reasons - glass breakages).
11. You may not share your meal with anyone that does not have a meal booked.
12. Students are expected to be appropriately dressed for meals and footwear must be worn (you can wear slippers on condition that they have proper solid soles. NO pyjamas allowed).
13. All meals are served on a cafeteria type basis.

14. Meals are block booked for the entire year, and on Registration, the student is booked into a specific diet, e.g., Vegetarian, Halaal, Default etc. If a meal is not required, it must be un-booked 48 hours ahead. Those meals un-booked during the year are credited to the student's account on the last day of the 2nd Term and last day of the 4th Term. (Limited to the amount in the Fees Booklet).
15. NO CASH CHANGES HANDS AT ALL.
16. A meal may be un-booked, and two meals booked in its place should a student wish to bring a guest into the Dining Hall for a meal.
17. Students ARE NOT allowed in the Kitchen/Servery area unless accompanied by a member of the Catering Staff.
18. The possession and or consumption of liquor in the Dining Hall is STRICTLY PROHIBITED except at Formal Dinners. Entering the Dining Hall under the influence of alcohol is strictly not permitted.
19. Smoking is not permitted within the precinct of the Dining Hall.
20. Students may request a "packed meal" by completing the relevant documentation required – obtainable from the Kitchen or Hall Administrator's Office and handing in such form timeously (48 Hours before required date).
21. If plates, cups, cutlery etc. belonging to the University are found in Residences, students will be charged accordingly.

#### COMPLAINTS REGARDING FOOD AND SERVICE:

The Dining Hall will always try their utmost to provide the best services to the students. Any complaints, compliments or suggestions regarding the service or food can be recorded by completing the Hobson Dining Hall Feedback Google Form: <https://forms.gle/mofTrQP3qmvwDK2i8>.

1. The elected House Food Representatives will direct your comments or complaints to the Manager of Catering Services and Hall Warden at the Food Representative meeting.
2. *The mealtimes are subject to change during Swot-Week and the Examination Periods.*

#### **MEALTIMES:**

BREAKFAST:            Monday – Friday            07h00 – 08h15

                                Saturday & Sunday        08h00 – 09h15

LUNCH:                 Daily                            12h00 – 14h00

*A bell will be rung at 13h30 to indicate that you can collect "seconds" and a second bell will be rung at 13h45 to indicate that you need to leave the Dining Hall.*

DINNER:                Daily                            17h00 – 18h30

*A bell will be rung at 18h30 to indicate that you can collect "seconds" and a second bell will be rung at 18h45 to indicate that you need to leave the Dining Hall.*

#### SPECIAL FUNCTIONS/FORMAL DINNERS:

1. Several special functions are held during the year - dates are announced in advance.
2. Students are expected to be seated before the Wardens and guests arrive. Punctuality is therefore requested and once the Wardens and guests are seated, entry to the venue will be denied.

### **DRUGS INCLUDING MARIJUANA:**

1. The smoking of marijuana is not permitted in Residences or in any public spaces - including grounds and vicinities of the campus. By law, it is illegal and therefore the punishment is severe and will be heard by the Hall Warden. The fine is 75 hours and an exclusion from the RESIDENCE.
2. Dealing in marijuana is also a very serious offence and will result in immediate exclusion from the UNIVERSITY for periods up to 10 years and includes an endorsement of one's transcript.

NOTE: A student who damages property whilst under the influence of alcohol/liquor or drugs will be severely dealt with.

### **ELECTRICAL APPLIANCES AND 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. Students are not permitted to have any cooking appliances in their possession (toasters, blenders, gas cookers etc).

Students' attention is drawn to the University's rules regarding the use of electricity.

1. Only one (1), three (3) or five (5) plug multi-adaptor may be used in the round pin wall plug. The multi-adaptor must have a pilot light and a dedicated on/off switch for each plug and only one appliance may be used in each socket on the multi-adaptor.
2. Only one extension cord per room is permitted.
3. Kettles must be used on a tray so as to catch any water which may boil over.
4. Students are reminded that no irons may be used in student bedrooms and that immersion heaters, electric blankets, private fridges, snackwich makers, dry-vacs and all forms of cooking appliances are forbidden.
5. Hand hair dryers are allowed in rooms.
6. No personal heaters may be used.
7. Heaters must be switched off when a student goes to bed or the room is vacated.  
*NOTE: Failure to switch off a heater when a room is vacant is a serious disciplinary offence.*
8. NO person may interfere with the lights, plugs, lighting systems, or heating systems.

### **EMPLOYMENT OF LABOUR:**

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

### **EXAMINATIONS:**

1. Hobson Hall encourages an academic space to all students. As a student, you are required to adhere to the change of the visiting rules during the Mid-Year and Final-Year Examination Periods.
2. This assists to accommodate students in the Residence that use their time to study.

NOTE: These rules are not applicable to students residing in postgraduate accommodation (normal visiting hours apply throughout the year).

Please note that the following rules are in effect from the 1st day of Swot Week until the end of the term.

1. During Swot Week and Examinations, visiting hours are from 09h00 am to 22h30 pm every day.
2. Visitors must leave promptly by the time stipulated above.
3. All visitors must be escorted at all times by his/her hostess.
4. The front door must always be locked at all times.
5. No loud music - use earphones if you're playing music.
6. Noise levels in the Common Rooms must be kept low, keep the doors closed.
7. Noise will not be tolerated as each student has a different studying routine. No warnings for noise will be issued.
8. No talking in the passages or in the kitchens.
9. While it is accepted that there will be noise during lunch and dinner hours as students enter and depart the Residence and while they talk outside, these are not deemed "Noise hours" and students who are making a noise will be fined – regardless of the time of day.

#### GENERAL EXAMINATION INFORMATION:

*Please ensure that you familiarise yourself with all Rhodes University examination rules.*

#### **EXPECTED BEHAVIOUR OF STUDENTS:**

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.
2. All members of the Hall are expected to show due consideration for others.
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.
4. Students are requested to be neatly dressed when they attend any of the functions associated with registration, lectures, seminars, and tutorials or when calling on any of the senior members of the Administration or attending any Committee meeting of the University. The Senate has empowered any member of staff or senior administrative officer to ask a Student to withdraw from his class or office if, in his opinion, the student is unsuitably dressed.
5. Members of the Hall must refrain from any behaviour which may bring the Hall into disrepute.
6. For the safety of all students, no one is permitted at student residence windows. This includes talking through student windows and receiving parcels etc.

Students should be respectful and ensure that noise levels are adhered to and kept to a minimum at all times. Particularly, students shouting from their bedroom windows and across spaces is not allowed.

#### **FIRE DRILLS AND FIRE FIGHTING EQUIPMENT:**

1. 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 Residences and Hall i.e., fire hydrants (very severe penalties will be imposed for a breach of this rule).
2. A fire drill (when the alarm is set off and all students are required to vacate the Residence in the shortest possible time) is held each term.

3. Your House Warden and Sub-Wardens will provide each student with information regarding the fire drill as well as a fire drill exit procedure.
4. Fire escapes and fire exits must be kept clear at all times.

### **FIRST AID KITS:**

Your House Warden and Sub-Wardens will have a First Aid Kit in your Residence. Please note that your House Warden and Sub-Warden are not allowed to disperse medication.

### **FRONT DOOR OF RESIDENCE:**

1. The Residence front door must be kept closed at all times.
2. All students must ensure that when they leave and enter Residence that the front door is securely closed.
3. No student may leave the front door open for others to enter. This will be regarded as a serious disciplinary offence as it endangers the safety of all members of the Residence.
4. All students are registered with the fingerprint system.
5. If you have a problem gaining entry, please see the Hall Administrator during office hours.
6. If a door sticks, or if there has been an error with the doors, (after hours) inform the House Warden or Sub-Warden immediately.
7. Students are not permitted to ask another student to open the Front door to gain access to the residence, they are required to use their fingerprint access.

### **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. Students are not permitted to remove chairs, couches or other furniture into their rooms from common rooms or other areas.

### **GRIEVANCES:**

The procedure to follow for any grievances: If any student has a grievance with regards to their Residence, they are encouraged to contact their House Warden, Head Student or SRC Representative. They will table this at the Hall Committee meetings (held termly) for discussion.

### **HEALTH CARE CENTRE:**

1. The Health Care Centre is the building on the left, near the top of Rhodes Avenue, the steep road that goes up the hill past Hobson House and CPU.
2. The nursing staff in the Health Care Centre are ready to provide a professional and caring service to keep you healthy and well during your time as a student and staff member at Rhodes University.
3. In addition to providing primary health care, the Health Care Centre also runs educational campaigns.
4. Emergency assistance is provided by ER24 (emergency responses for asthma attacks, trauma counselling panic attacks and any kind of stabilizing).
5. Any illness or injury must be reported to the Warden. If you are admitted to the Health Care Centre or the Hospital please make sure that the Warden, Hall Warden or Administrator is informed.
6. No ill student may stay in Residence for longer than 24 hours without seeing the Health Care sister.

### HOW TO MAKE AN APPOINTMENT:

If you would like to make an appointment, please make an appointment online via ROSS, call (046) 603 8523, or email: [healthcarecentre@ru.ac.za](mailto:healthcarecentre@ru.ac.za).

For any medical emergencies AFTER HOURS (16h30–08h00), please contact the RU ER24 (Crisis Number) 010 205 3068.

Please ensure that you take your student card, ID card and your medical aid card (if you have a medical aid) with you.

### CLINIC AND VISITING HOURS:

During term time: Monday - Friday: 08h00 - 12h30 and 14h00 - 16h30

Saturday, Sunday and Public holidays: 08h00 - 13h00

During university vacations: Monday - Friday: 09h30 - 12h30  
(call 010 205 3068 from 12h30)

Easter Weekend / Workers Day: Closed

### MEDICAL EMERGENCY AFTER HOURS:

For any medical emergencies after hours (from 16h30–08h00) daily and on the weekends), please contact the RU ER24 emergency number 010 205 3068. If the problem is not an emergency, then rather come go the Centre during office hours.

### **HOUSE MEETINGS:**

The attendance of House Meetings is compulsory, unless otherwise specified.

If you are unable to attend the House Meeting, apologies are to be sent in writing (email/ handwritten) to your House Warden 48 hours prior to the meeting.

### **HOUSEKEEPING SERVICES:**

The Housekeepers of Hobson Hall strive to ensure that the cleanliness of the Residences is up to standard. All Housekeepers and Room Attendants report to the Housekeeping supervisor of Hobson Hall: Ms Ndileka Ncula (e-mail: [n.ncula@ru.ac.za](mailto:n.ncula@ru.ac.za)).

### BED LINEN CHANGE:

1. You are required to take your linen (duvet and pillow covers, sheets, blankets and mattress protectors) to the Housekeeper. Her office is situated in the basement of Hobson House. You can access the basement through the black gate facing Milner House.

NOTE: Should a student wish to supply their own linen, you will need to launder it yourself. Keep supplied linen in your room for each vacation. Do not hand it to the Housekeeper.



Please note that used bed linen is to be taken by each student to the Linen Room in Hobson House and exchanged for clean linen by the Housekeeper weekly as follows:

Wednesdays: 13h00 – 14h00

Thursdays: 13h00 – 14h00

Hobson New Residence students must take their used bed linen to the Linen Room in Hobson New Residence weekly on a Wednesday from 13h00 – 14h00

### **INITIATION:**

Initiation at Rhodes University is STRICTLY FORBIDDEN.

### **INTERCOM:**

Intercoms are not to be used for conversations, only to call residents.

### **KEYS AND ACCESS:**

1. No student may give or lend or otherwise dispose of her room key to any other person under any circumstances.
2. No student may borrow or acquire in any other way a room key of any other student.
3. If you have lost your room key, please report to the Hall Administrator who will order you a replacement and the cost thereof will be charged to your student account.
4. Students are not permitted to abuse the use of the Master key. Abuse is considered asking for the Master key more than FIVE times in one term. Students will be fined accordingly for the abuse of the Master key.
5. Students are not permitted to ask Sub-Wardens or Wardens for the Master key between 00h00 and 07h00. Requesting during these times will be considered abuse of the Master key and fined accordingly.

### **LAUNDRY:**

1. The University provides Washing Machines and Tumble Driers for students to do their own laundry.
2. Students are required to book laundry slots according to the timetable set out in the residence. This is to avoid disturbing residents with rooms in close proximity to the laundry.
3. Students are not permitted to put shoes, bras with underwire and belts in the machines. Any tampering with the cycles of the machines can result in a fine as this is equivalent to damage to property.

## **LEAVE OF ABSENCE FROM RESIDENCE:**

### **EXTENDED OR OVERNIGHT:**

1. If you are absent from your Residence overnight or longer you are required to sign out in the Weekend book provided prior to your departure (at the entrance door/duty room); indicating details of your destination, estimated date of return and contact information. This also applies to students absent for academic reasons such as field trips and teaching practical's. (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. If you are not able to return from vacation within a day or two of Residence re-opening please inform your House Warden or Hall Administrator.
3. Leave of Absence Forms for leave of absence and compassionate leave are obtainable from the Student Bureau in the Administration Block.
4. Please note that the Health Care Centre will not sign a leave of absence form unless you present to them while you are ill.
5. Wardens cannot approve a Leave of Absence Form but can offer support your application.

### **LEAVING RESIDENCE:**

If you are leaving the Residence, please inform your House Warden.

## **LOSS AND THEFT OF PRIVATE PROPERTY:**

1. The University accepts no responsibility for the loss or theft of student's private property.
2. Students are therefore advised to keep their rooms locked at all times.
3. Students are also advised to check that their property is covered by their parents or personal insurance while at university.
4. Ensure your laptop or any of your valuables is not placed close to open Windows.
5. Do not let anyone through the front door of the Residence, ensure that the door closes behind you.
6. All property left in box rooms is left there entirely at the student's own risk. The University will not accept responsibility for any losses. (See separate rules for use of box rooms)

## **MAINTENANCE:**

1. The Residences will no longer have maintenance requisition books in foyers. If you need to submit a requisition for your residence and/or rooms, please complete this a Maintenance Google form: <https://forms.gle/CnZbPhKrFg3jWyiHA>.
2. You will have to log in to Google using your student number campus email address (g\_\_ X \_ \_ \_ \_ @campus.ru.ac.za).
3. For urgent matters (i.e., tap or toilet running) should be directed to the Housekeeper, Hall Administrator, Sub-Wardens or Warden.
4. All IT related problems (network points, printer issues, etc.) must be directed to your Student Networking Representative.

### **MEALS:**

ROSS (<https://ross.ru.ac.za/>) is a Rhodes University programme you must use to book or unbook your meals. If you require assistance with meal refunds or bookings, please email [meals@ru.ac.za](mailto:meals@ru.ac.za).

### **MOTOR VEHICLES:**

1. Students who own a motor vehicle, or motorcycle are required by the university to register their vehicle at registration.
2. If you acquire a vehicle after registration, you must register it with the Student Bureau within 72 hours of acquiring possession of it. Failure to do so is a serious offence.
3. Proof of such registration (in the form of a registration disc) should be displayed on your vehicle.
4. NO BOOT PARTIES ARE TO BE HELD IN OR AROUND MOTOR VEHICLES.

### **NOTICE BOARDS/COMMUNICATION:**

1. ENSURE YOU READ the Notice Boards at the Dining Hall and in the Residences, emails and RUconnected regularly as this is our main means of keeping you informed.
2. WhatsApp is often used to send out emergency information.
3. 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.
4. All social media groups should be used in a respectful manner and no online bullying will be tolerated.
5. Notices and posters placed anywhere other than on Notice Boards will be removed and destroyed e.g., glass doors, walls, dining hall windows etc.

### **PENALTIES:**

1. Penalties may be imposed by the Hall or House Wardens and the Sub-Wardens for infringements of these rules in accordance with the provisions of the Student Disciplinary Code.
2. The maximum penalties that may be imposed are -
  - 2.1. Hall Warden or Hall Disciplinary Committee = 12.5% of the Bachelor of Arts Degree fee; exclusion from Residence in the Hall.
  - 2.2. House Wardens, House Disciplinary Committee and Sub-Wardens = 7.5 % of the Bachelor of Arts Degree fee.

### **PETS:**

No pets may be kept in the Residence. Only goldfish are permitted with written permission of your House Warden. Students may not feed or bring animals into the Dining Hall or the Residence.

### **PERSONAL AND MEDICAL INFORMATION:**

Please update your medical information and personal details on ROSS (<https://ross.ru.ac.za>). The onus is on you to provide the University with your medical details. It is vital that you keep your medical information and personal details updated on ROSS. In the event of an emergency the details will be shared with the hospital and/or medical staff.

Please follow the steps below to update your medical information and personal details on ROSS:

1. Log onto ROSS.
2. Select MY DETAILS.
3. Select PERSONAL DETAILS (include all contact numbers - contact details for your next of kin in case of emergency; cell, work, home | e-mail address | home address).
4. Use the dropdown menu on the right and scroll down to MEDICAL DETAILS. If you do not have medical aid; please state "no medical aid".
5. Click on DO YOU WANT TO EDIT YOUR DETAILS?
6. UPDATE and provide as much information as possible.
7. Click on SAVE when you are finished.

### **POSTERS / PRESTIK:**

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.

### **PRIVACY:**

1. All students are entitled to the privacy of their rooms.
2. Members of the Housekeeping staff, the Hall Warden, House Warden, Hall Administrator and Sub-Wardens may however have to enter rooms in the course of their duties, i.e., checking on University assets or assisting with maintenance issues.
3. No student may enter another student's room without the latter's permission.
4. No student may tamper with another student's property or post.
5. Students are advised to keep their rooms locked at all times.

### **QUIET HOURS:**

1. Reasonable quietness must be observed in the Houses and Hall and within the precincts of the Houses and Hall at all times.
2. While the playing of musical instruments is encouraged, please be mindful of the time and place where you play musical instruments.
3. No music may they be played so loudly as to disturb students or staff in the houses.
4. Students are responsible for controlling the behaviour of, and noise made by their visitors and will be held responsible for this.

### **RECYCLING:**

Recycling in the Residence is strongly encouraged. All paper, plastic, and metal should be placed in the recycling bins.

### **RIGHTS:**

Before any disciplinary action is taken against you, you have the right: to be given the particulars of the alleged disciplinary offence, and to a minimum of 24 hours' notice of the disciplinary hearing if you would like to deny the charge and to put forward your side of the story to the Warden, Sub-Warden, etc

### **ROOM ALLOCATIONS FOR RETURNING STUDENTS:**

1. Room Allocations are done annually by the House Warden and Sub-Wardens.
2. A Room Allocation form will be placed in your residence during the Fourth Term Swot Week and be removed two weeks thereafter.
3. Each student will give the House Warden three room options.
4. The finalised decisions regarding room allocations will be confirmed when you return to your residence at the beginning of the following year. While every effort is made to accommodate students' requests, this is not always possible and the decision by the Warden will be final.

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

1. Sub-Wardens
2. Head Student
3. Hall Senior Student (in own residence)
4. Hall SRC Representative (in own residence)
5. Hall Representatives (in own residence)
6. House Committee Members
7. Postgrads, 4th years, 3rd years & 2nd 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.
8. Transfer students (if any)
9. New students (first years)
10. General courtesy should be observed, and students should - wherever possible - avoid requesting a room that is already occupied.

### **ROOM SWOPPING / MOVING INTO AN EMPTY ROOM:**

1. No student is allowed to swop rooms or move into an empty room without the express permission of the House Warden.
2. Once permission has been granted, the House Warden or Hall Administrator will inform the housekeeper, to ensure that the room is cleaned.

3. The Sub-Warden needs to check the room using the room statement form, which must be signed and handed to. 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.

### **RESIDENCE ROOMS:**

1. No furniture, furnishings, including common room furniture, or bedding/linen may be removed from any room or residence without the consent of the Hall or House Warden.
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.
3. Mattresses may not be used on the floor.
4. Curtains/clothing may not be hung out of the windows. Curtains may only be tied up loosely.
5. Students may not bring their own beds to residence.

### **SAFETY AND SECURITY:**

1. Please do not conduct conversations through your bedroom windows.
2. If the door sticks, or there has been an error with the locks, inform the House Warden or a Sub-Wardens or the Hall Administrator.
3. Always keep your room locked for your own safety and for the security of your possessions.
4. Report any lost keys to the Warden/Hall Administrator immediately.
5. Any malfunctions with the residence biometric access or alarm system must be reported immediately.
6. Postgraduate Unit safety gates are to be locked at all times.
7. The back doors and front doors at Gilbert 5 and 6 must remain locked at all times.
8. Do not tamper with installed alarm systems. Should these be activated in error - inform the House Warden or Sub Wardens.

### **SMOKING:**

1. NO SMOKING is permitted in ANY University building, residence, or enclosed public space (e.g., covered patios, verandas, balconies, walkways and parking areas). A 'public space' is any indoor or enclosed / semi- enclosed area which is open to the public and includes a workplace and a public conveyance. This includes all residences (including balconies or roofs) and buildings attached to halls of residence. This includes the smoking of "Hubbly"
2. In terms of the Tobacco Products Control Act (83 of 1993), as amended (63 of 2008), as well as the Occupational Health and Safety Act (1993), Rhodes University approved a motion that no smoking be permitted in any University building (a public place), effective from 1998.
3. Smoking outside is not permitted to be closer than 10 meters from any window, inlet or entrance.
4. Smokers should dispose of extinguished cigarettes in Butt Bins - bearing in mind that cigarette butts contain non-biodegradable and toxic material which can remain in the environment for up to 10 years, and that littering is a legal offence.
5. The Tobacco Products Control Act provides for the protection of non-smokers and the health and safety of all persons and applies in all public places.

### **SOCIAL FUNCTIONS:**

1. Recognising the value of social functions in promoting social cohesion the 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.
2. The consent of the Hall Warden and of the House Warden is necessary for all Hall and Residence functions.
3. First year students along with the House Committees are responsible to set-up and clean-up at all Hall and Residence social events.
4. House Committees, when planning events, must ensure that that all events are aligned with the “Rules for Social Functions held in Halls or Residences”.
5. No function (including Hall and inter-residence functions) which involves the consumption of liquor may be held during Orientation Week and the first five days of the first term without the Registrar’s permission.
6. 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.
7. Functions other than Hall or House functions may not be held within the precincts of a Hall or House, without the consent of the Hall Warden and of the House Warden. Applications for these to be made in writing.

### **SQUATTING IN RESIDENCES:**

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.
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.
3. Guests will only be permitted to stay in Residence overnight on the following conditions:
  - 3.1. Permission is sought from the Hall and House Warden, in writing.
  - 3.2. The student must submit an application at Residential Operations for the overnight guest at least 48 hours in advance. The cost of such accommodation will be debited to the hostesses account, provided that account is in credit.
  - 3.3. The use of University property in unoccupied rooms for any reason without permission will result in disciplinary action being taken.
  - 3.4. Under no circumstances may empty rooms be entered or used without the permission of the House Warden.

### **STUDENT ACCOUNTS:**

If you require assistance regarding your student account, please email [studentfees@ru.ac.za](mailto:studentfees@ru.ac.za).

### **WATER OUTAGES AND WATER RESTRICTIONS:**

1. Makhanda has experienced intermittent water shortages in recent years. This has a direct impact on the availability of water across Rhodes University for drinking and ablution purposes.
2. There are several water tanks within the vicinity of the Hall for use by staff and students.
3. Notifications of water outages, etc. will be sent to each student via the "list" email and Facebook (please ensure that your Head Student has added you to the necessary groups).
4. The Sub-Wardens from each Residence will inform the Hall Administrator if the water pressure is low or if there is no water at all.
5. The Sub-Wardens and House Committee Members from each Residence will ensure that the bathtubs in the Residences are filled with water.
6. Each student room is provided with a bucket to use for water, personal hygiene and sanitation purposes. Please ensure that you use this bucket to flush the toilets in the Residence during water outages.
7. Students may, when water shortages are particularly severe, be required to refrain from using Residence washing machines. Laundries should be considered closed during these restrictions. When washing machines are not permitted to be used, tumble driers are also not to be used as hand washing damages the tumble driers.
8. A fine of 20 hours compulsory service will be imposed on any student who floods their room or bathroom by leaving the tap on; regardless of whether this is a first offence. No warnings will be given.
9. All students are to obey the water restrictions rules as communicated from time to time and failing to do so will result in compulsory hours for not obeying an instruction.
10. Due to the water restrictions placed on Residences, the following will apply:
11. Students are to comply with all procedures implemented during water restrictions. Failing to comply with the instructions of the university will result in 20 hours compulsory service. This includes, but is not restricted to, ensuring that laundry and showering times are adhered to, water is collected when showering and toilets are flushed with grey water.
12. Students are limited to showering for no longer than 5 minutes. During this time, the showers should be switched off while lathering and switched on again when needing to rinse oneself.

### **EARLY ARRIVALS AND LATE DEPARTURES:**

#### **EARLY ARRIVALS**

1. Rhodes University protocol for early return and late departure from undergraduate residences.
2. This section describes the procedure to be adopted if a student wants to return earlier than that.
3. Students are normally permitted to return to Residence 24 hours before the start of term.

#### **STUDENTS RETURNING 24 HOURS EARLY:**

1. A student who wishes to return to Residence 24 hours earlier than the day before University starts (i.e., on Saturday) must apply timeously to the Hall Warden (with support from the Warden) for permission to return early, using the Application to Return Early to Residence form. They must provide evidence of valid reasons (e.g., limitations of public or Rhodes transport, schedules for long-distance flights).
2. These completed forms must be forwarded to Residential Operations.



3. All students who return early will be charged the standard daily rate as determined by Council for such additional accommodation. Special arrangements to eat meals in the vacation Dining Hall can be made with Residential Operations, for an additional fee.
4. Students requesting that the fee be waived on the grounds of unique academic or financial grounds must obtain signed permission from the Director of Student Affairs (application form available from the Hall Administrator).
5. All students who are required to return before the term begins by academic departments will still require the Hall Warden's consent and will also be liable for this fee. This includes post-graduate students who are in undergraduate Residences.
6. Students will not be provided with meals until the first meal for returning students (usually Sunday dinner).

#### STUDENTS RETURNING MORE THAN 24 HOURS EARLY:

1. Students who wish to return to Residence earlier than 24-hours before the normal opening time of the Residence (this would be Friday before term, or earlier) will be accommodated in the Residence being used for supplementary examination or vacation student accommodation.
2. All such students will be charged the standard daily rate as determined by Council for such additional accommodation.
3. Such accommodation is not usually available during the June/July vacation.
4. Such students must return to their own Residences at 10.00am on the day before normal opening time (i.e., on Saturday if the term starts on Monday).
5. If the student's 'home' Residence has been used for vacation/conference accommodation, they may have to wait until 2.00pm before they can return.

*STUDENTS FAILING TO FOLLOW THE PROCEDURE TO RETURN EARLY - AS STIPULATED ABOVE  
WILL BE FINED FOR FAILURE TO OBEY AN INSTRUCTION AND FINED TEN (10) HOURS.*

#### LATE DEPARTURES:

1. In Terms 1 and 3, students are normally required to depart from Residence 48 hours after the end of term (i.e., Sunday when the term ends on Friday).
2. In Terms 2 and 4, they must depart 48 hours after their last examination.

#### STUDENTS REMAINING 24 HOURS LATE:

1. The student must apply timeously to the Hall Warden (with support from the Warden) for permission to remain late, using the Application to Remain Late Departure / Early Arrival form. They must provide evidence of valid reasons (e.g., limitations of transport).
2. These completed forms must be forwarded to Residential Operations.
3. All students who remain late will be charged the standard daily rate.
4. Students will not be provided with meals after the last meal for departing students.
5. Students requesting that the fee be waived on the grounds of unique academic or financial grounds must obtain signed permission from the Director of Student Affairs (application form available from Res Ops).

6. All students who are required to remain after the term ends by academic departments will still require the Hall Warden's consent and will be charged on a per-night basis. This includes post-graduate students who are in undergraduate Residences.

**STUDENTS REMAINING FOR THE VACATION:**

1. Students who wish to remain in Residence for the entire vacation will be accommodated in the Residence being used for supplementary examinations or vacation student accommodation.
2. All such students will be charged the standard daily rate as determined by Council for such additional accommodation.
3. Such accommodation is not usually available during the June/July vacation.
4. Such students must return to their own Residences at 10h00am on the day before normal opening time (i.e., on Saturday if the term starts on Monday).
5. If the student's Residence has been used for vacation/conference accommodation, they may have to wait until 14h00 before they can return.

NOTE: not applicable to students in postgraduate accommodation

**VACATION ACCOMMODATION AND PROCEDURES:**

1. Every student must sign the ARRIVAL BOOK at the beginning of each term.
2. Every student must sign the DEPARTURE BOOK at the end of each term.
3. Students will be fined for not signing out and/or not leaving their room keys at Residence. Students being in a rush to catch buses or other transport will not be accepted as an aggravating factor.
4. Students are required to leave their room key before departing at the end of each term. A notice will be given as to where to leave your room key.
5. Failure to sign out and/or not leaving your room key will result in a disciplinary fine comprising of compulsory service and the cost of having a new key cut.
6. Vacation accommodation is available to students for the April and September Vacation period. You are required to complete an Early Arrival Form or Late Departure Form. These forms are available from your House Warden or Hall Administrator. Please note that your House Warden must approve your request. There is a daily fee for accommodation; this includes meals.
7. Regardless if you are staying in your Residence for the April and September Vacation Periods; you are required to complete your Room Statement form with your Sub-Warden.

***STUDENTS FAILING TO FOLLOW THE PROCEDURE TO DEPART LATE - AS STIPULATED ABOVE  
WILL BE FINED FOR FAILURE TO OBEY AN INSTRUCTION AND FINED TEN (10) HOURS.***

### **RULES FOR EARLY ARRIVALS AND LATE DEPARTURE STUDENTS:**

In addition to the rules that apply, early returners and students staying after the official term ends are required to note the following additional conditions that they accept when being granted an early arrival or late departure:

1. Students acknowledge the right of all students living in Residence to an atmosphere conducive to studying.
2. More specifically, students acknowledge that an atmosphere conducive to studying can be impacted by a wide range of forms of misconduct, particularly those fuelled by alcohol.
3. Students also acknowledge the right of students registering at Rhodes University for the first time at the beginning of the year and during Orientation Week in which they can become acclimatised to the campus without interference from the negative behaviour of more senior students.
4. Students therefore understand that the Student Disciplinary Code will be strictly enforced from the moment that the students first enter Residence at the beginning or end of year for the purpose of taking supplementary examinations. Those students found guilty of offences impacting negatively on the quality of life of other students living in Residence risk being excluded from Residence for a period ranging from a few weeks until lectures start to permanent exclusion.
5. Students also understand that no alcohol can be consumed in or in the vicinity of the Residences during the periods of their early arrival or late departure.

### **HALL AWARDS:**

Each Year the Hall presents the following awards:

#### **ACADEMIC EXCELLENCE AWARDS:**

1. 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.
2. 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.
3. 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.

#### **HOBSON HALL MERIT AWARD:**

Criteria: This trophy may be presented to a student in Hobson Hall who, although not necessarily in a formal position of leadership, sets an example in their House, by demonstrating exceptional leadership qualities throughout the year. This could include, but not limited to, the criteria. Because we felt that there was more than one person who met the criteria for this award, a trophy will not be presented.

#### **SPORTING EXCELLENCE AWARD (EXCELLENCE-IN-SPORTS AWARDS):**

Criteria: The Excellence-in-Sport award is given to one or more student(s) in Hobson Hall who achieved excellence in sports within Rhodes or Community in the current year. The objective of this reward is to encourage the student(s).

#### MOST VALUED STUDENT AWARD:

Criteria: For contribution that a student has given to their residence life. This award will be made to students, in the various residences, who in the estimation of the House Committees contributed significantly to a high quality of residence life, helped to maintain good residence spirit, were generally supportive of their colleagues in residence. These activities may include for contribution to facilitating sporting achievements in the residence.

#### HOBSON HALL COMMUNITY ENGAGEMENT AWARD:

Criteria: A student who consistently volunteers their time either via the RUCE formal programme or any form of community engagement that does not necessarily form part of their academic requirements.

#### MOST BALANCED STUDENT:

Criteria: A student who has a very good balance between her academic life and her residence life and who shows a keenness to participate and contribute to excellence in the Hall.

#### HOBSON EMERGING ACADEMIC AWARD:

A postgraduate student with one or more peer-reviewed publication and/or attendance of conferences.

#### HOBSON ENGAGED ACADEMIC AWARDS:

A postgraduate student who consistently volunteers their time either via the RUCE formal programme or any form of community engagement that does not necessarily form part of their academic requirements.

#### HOBSON HALL LEADERSHIP AWARD TROPHY:

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

## **POSTGRADUATE ACCOMMODATION - HOUSE RULES:**

*(These are Residences accommodating postgraduate students attached to Hobson Hall).*

### **ARRIVAL AND DEPARTURE OF POSTGRADUATE STUDENTS:**

Post-graduate students are not expected to vacate the residence during the vacations and are permitted to stay in their Residences during these periods. While the beginning and end of term arrival and departure times are not fixed in the same way as undergraduate times - it is vital to ensure that you inform your House Warden in advance of your travel arrangements to avoid inconvenience.

### **COOKING:**

Post Graduate students who have the facilities to cook, may do so.

### **GUESTS:**

Should a student wish to have an overnight visitor in Residence, the application forms are available from the Hall Administrator or Residence Operations.

Please note there are costs and rules pertaining to this which are on the reverse of the abovementioned form.

### **VISITING:**

The general visiting rules for post-graduate students are the same as those for undergraduate students with the exception of the use of a sign-in register.