

## **HOBSON HALL:**

The purpose of this booklet is:

- to provide general information about Hobson Hall and its Residences, and;
- to set out the rules applicable to Hobson Hall (known as the Hobson Hall Rules),
- to provide a copy of the Constitution of the Hall;

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

**NB:** All students are required to familiarize themselves and conform to the rules of Hobson Hall and the University as published in the student disciplinary code in the University calendar and the Hobson Hall Rules in this Booklet.

## **ORGANISATION OF THE HALL:**

Hobson Hall consists of four women's Residences – Dingemans House (76 Students), Hobson House (75 Students), Livingstone House (36 Students), Milner House (62 Students), 5 Gilbert Street (5 Students), 6 Gilbert Street (3 Students) and the Gilbert Street Post Graduate Annex (8 Students).

The Hall Warden is the chief executive, administrative and disciplinary officer of the Hall. The Hall Committee, which 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.

## **STAFF AND HALL COMMITTEE MEMBERS:**

<b>HALL / DINGEMANS WARDEN:</b>	<b>Ms. Tracey Chambers</b>	
	Tel:	046 - 603 8290 or 046 - 603 8025
	Cell:	082 802 8108
	Email:	<a href="mailto:t.chambers@ru.ac.za">t.chambers@ru.ac.za</a>
<b>SUB-WARDENS:</b>	Jessica Allschwang	<a href="mailto:g18A2227@campus.ru.ac.za">g18A2227@campus.ru.ac.za</a>
	Kwakhanya Mafu	<a href="mailto:g18M8242@campus.ru.ac.za">g18M8242@campus.ru.ac.za</a>
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<b>HEAD STUDENT:</b>	Ruponeso Nyakurimwa	<a href="mailto:g18N7486@campus.ru.ac.za">g18N7486@campus.ru.ac.za</a>
<b>HOBSON WARDEN:</b>	<b>Ms. Fortunate Gunzo</b>	
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<b>LIVINGSTONE WARDEN:</b>	<b>Ms. Zukiswa Kota</b>	
<b>GILBERT STREET WARDEN:</b>	Tel:	046 - 603 8826 or 046 - 603 8583
	Cell:	072 648 3398
	Email:	<a href="mailto:z.kota@ru.ac.za">z.kota@ru.ac.za</a>
<b>SUB-WARDENS:</b>	Thandeka Boyce	<a href="mailto:g17B0238@campus.ru.ac.za">g17B0238@campus.ru.ac.za</a>
	Nhlamazi Risaba	<a href="mailto:g18R5451@campus.ru.ac.za">g18R5451@campus.ru.ac.za</a>
<b>HEAD STUDENT:</b>	Avuxeni Tyala	<a href="mailto:g19T2050@campus.ru.ac.za">g19T2050@campus.ru.ac.za</a>
<b>GILBERT STREET SUB-WARDENS:</b>	Chishimba Kasanga	<a href="mailto:g19K4016@campus.ru.ac.za">g19K4016@campus.ru.ac.za</a>
	Thobile Mthethwa	<a href="mailto:g15M3101@campus.ru.ac.za">g15M3101@campus.ru.ac.za</a>
<b>MILNER WARDEN:</b>	<b>Ms. Michelle Isaacs</b>	
	Tel:	046 - 603 8855 or 046 - 603 8365
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<b>SUB-WARDENS:</b>	Lindeka Namba	<a href="mailto:g09N2205@campus.ru.ac.za">g09N2205@campus.ru.ac.za</a>
	Joy Mahamba	<a href="mailto:g17M6164@campus.ru.ac.za">g17M6164@campus.ru.ac.za</a>
<b>HEAD STUDENT:</b>	Sherlyn Khorombi	<a href="mailto:g17K9330@campus.ru.ac.za">g17K9330@campus.ru.ac.za</a>
<b>HALL ADMINISTRATOR:</b>	<b>Ms. Natasha Botha</b>	
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<b>HALL SRC REPRESENTATIVE:</b>	Yamkela Koti	<a href="mailto:g18K3534@campus.ru.ac.za">g18K3534@campus.ru.ac.za</a>
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## **EMERGENCY CONTACT DETAILS:**

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

<b>SERVICE:</b>	<b>NUMBER:</b>	<b>ALTERNATIVE NUMBER:</b>
Student Bureau	046 603 8276	
Hobson Hall Housekeeper	046 603 8486 / #5240	
Hobson Hall Kitchen	046 603 8478	
Campus Protection Unit (CPU)	046 603 8146	046 603 8147
Counselling Centre	046 603 7070	ER24 (Crisis Number) - 010 205 3068
Electrical Services	Call Campus Protection Unit (CPU)	
Engineering	Call Campus Protection Unit (CPU)	
ER24 (Crisis Number)	010 205 3068	
Health Care Centre	046 603 8523	ER24 (Crisis Number) - 010 205 3068
Fire Brigade/Department	046 622 2923	
Police	046 603 9152 / 9146 / 9147	After hours phone CPU
Settlers Hospital Ambulance	046 622 9102	

## **ADDRESS FOR THE HALL:**

(Name of Student)

(Name of Residence)

Hobson Hall

Private Bag X 1030 OR Gilbert Street

GRAHAMSTOWN

6140

***NB: Please ensure that you save the address for future use!***

Please ensure that the name of your Residence is shown on all correspondence sent to you. All Hobson Hall 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 collect and distributed by your Sub-Wardens. All mail will be placed in the House mailboxes during the course of the day from Mondays to Fridays.

All changes of home addresses and telephone numbers should be promptly reported to the House Warden and/or Hall Administrator and the appropriate forms filled in at the Student Bureau.

All deliveries should be sent to the Hall Administrator, the Kitchen or to the House Warden if the kitchen is closed.

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.

## **EXAMINATIONS:**

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. This assists to accommodate students in the Residence that use their time to study.

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

- During Swot Week and Examinations, Visiting Hours are from 9.00 am to 10.30 pm every day.
- Visitors must leave promptly by the time stipulated above.
- All visitors must be escorted at all times by his/her hostess. The front door must always be locked at all times.
- Only have a maximum of 5 visitors in your Room. More than 5 visitors is considered a party and results in an automatic disciplinary fine.
- Only non-alcoholic liquids are allowed.
- No loud music, use earphones if you're playing music.
- Noise levels in the Common Rooms must be kept at a low, keep the doors closed.
- No warnings for noise will be issued. Noise will not be tolerated as each student has a different studying routine.
- No talking in the passages or in the kitchens.
- 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:**

*(These rules are subject to change)*

### **LATE COMERS WILL NOT BE PERMITTED TO WRITE EXAMINATIONS:**

Students must report to the examination venue on time before the scheduled start. At the scheduled start the venues will be locked and no further access permitted.

### **SECURITY CHECKS AND NO ACCESS TO EXAMINATIONS WITHOUT ID:**

A photo ID must be produced to gain entry to the examination hall (ID, passport, driver's license or student card). In addition to checking ID, a check will be made to ensure that the student is registered for an examination to be written in the venue.

### **NO BAGS, CELL PHONES OR WATER PERMITTED:**

Nothing may be brought into the examination venue other than items in a transparent plastic sleeve which must be placed on the desk. No other bags are permitted and the system of placing bags at the front or back of the venue will be discontinued. No facility to store cell phones will be available so they are simply not permitted in examination venues. Only items of clothing that are being worn are permitted, no additional items. Water will be provided but may not be brought into the venue.

**NO EARLY EXIT WILL BE PERMITTED:**

For security reasons the opening and closing of doors will be limited. The venues will be locked down at the start and only opened at the end of the examination. Students completing early will be required to remain seated until the end of the examination.

**IMPORTANT NOTICE:**

*All examination venues will be under CCTV surveillance. In addition to providing an additional measure to ensure that examination infringement is detected, they will provide sufficient evidence to prosecute offenders should there be any disruption of an examination. Offenders will be evicted, receive 0% for the examination, suspended from the University and prosecuted in terms of the interdict.*

*Entrance to the Great Hall Verandah will be through the main entrance to the Great Hall.*

**EXAMINATION ENTRY:**

1. Candidates should note that they are eligible to write examinations ONLY in those courses which appear on their CURRENT course record. Students who have been attending a course without being properly registered for it will NOT receive results for it.
2. If you have stopped participating in a course, without formally dropping, your results will show DNW (Did Not Write) for that particular course.
3. If you have not already done so, it is imperative that you check your course record. Ask for a copy in the Student Bureau, if you are unable to use ROSS (Rhodes Online Student System). If necessary, have your record corrected now to avoid the difficulties mentioned above.
4. Stationery should be carried in an A4 clear plastic sleeve.
5. Examinations MAY NOT be written in the Health Care Centre (Sanatorium). Consideration will only be given to candidates with supporting evidence of exceptional medical conditions, i.e. if isolation is needed due to highly contagious diseases, and in these instances candidates must be admitted to the Health Care Centre a minimum of 24 hours before the date of the examination. Students admitted to the Health Care Centre less than 24 hours before an examination will be required to apply for an aegrotat examination.
6. WARNING: Candidates may be disqualified:
  1. If they take into any examination hall or are found there, during the examination, in possession of any books, memorandum, notes or any papers whatsoever, except such answer books or other books, papers or materials as may be supplied by the Examinations Office;
  2. If they are in possession of any mobile/wireless digital devices with data storage and/or communication capabilities (e.g. cell phones, PDAs, etc.), in particular, cellphones are not permitted in any venue - leave them at home. Candidates are warned that they may be liable to a fine;
  3. If they aid or attempt to aid another candidate, if they obtain or attempt to obtain aid from another candidate, if they communicate or attempt to communicate, in any way, with another candidate or any unauthorized person.
7. Any such candidate may be further dealt with in such manner as Senate may determine.
8. Candidates are not permitted to leave the halls for the purpose of smoking.

## **E-WALLET INSTRUCTIONS:**

If it is the very first time you are using eWallet dial \*120\*277# and select 1 to activate your terms and conditions, EVEN IF YOU DO NOT WISH TO WITHDRAW FROM EWALLET THAT DAY. If you experience problems with this please speak to your Hall Warden. This activates your terms and conditions and ensures that the next payment we send won't fail for you.

You can withdraw at a FNB ATM. Please note that if your pin expires after four hours or you never receive one, you can request another by dialling \*120\*277#.

This enables you to withdraw later in the week if you so wish. Dial the string just before you wish to withdraw the cash).

1. Go to the ATM with your temporary Pin
2. If it has been four hours since your pin was sent or you deleted it accidentally or you never received one dial \*120\*277# to get your pin. If you have no airtime dial \*130\*277# to get airtime and then dial string \*120\*277# to get your pin. The airtime transaction will deduct R6 from your eWallet but will leave you with airtime in your bundle.
3. At the ATM select 'eWallet Services'.
4. Enter your cellphone number and the temporary ATM PIN sent via SMS, and choose the amount of cash you would like to withdraw. The first withdrawal will not incur any fees.

You can buy airtime, data or electricity using your eWallet. Use your cell-phone Dial \*120\*277#:

1. Select 'Prepaid'
2. Select 'Airtime', 'Data' or 'Electricity'
3. For airtime or data, select 'Me' or 'Enter Number' to use a different cellphone number
4. For Electricity, Enter the Meter Number
5. Select the amount you wish to buy for
6. Select 'Confirm'

**Please note:** Hall Wardens will not be reimbursing students. If you had no number you may collect your voucher from Infrastructure and Operations during the times communicated in the initial email to the Wardens.

### **PLEASE ENSURE YOUR EWALLET CONTACT NUMBER IS ALWAYS UPDATED**

*(Inform your House Warden or Hall Administrator if any contact details change). Rhodes will not be liable for reimbursing students where funds were sent to an incorrect E-Wallet number.*

## **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 be 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.

**1. 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:

- Please ensure that you have signed up for Box-Room regardless if you require to use 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.
- 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.
- Any missing keys are to be reported to the Warden/Hall Administrator and the replacement will be charged to your account.

**2. IF YOU ARE LEAVING THE RESIDENCE PERMANENTLY:**

Anything left behind and not fetched by you before the end of the 1st vacation (April of the following year) will be disposed of.

## **GENERAL HOUSE 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.

### **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:**

- No student may possess or consume any liquor other than beer, wine or sherry whilst on the premises of Hobson Hall i.e. the Residences, Dining Hall, the grounds and environs thereof.
- No spirits e.g. whisky, brandy, gin etc. are allowed.
- No ready-mixed spirit coolers unless the alcohol volume is less than 8%.
- Beer, cider, wine, sherry, in moderate quantities only, may be consumed only in Students Rooms; or on occasions with the consent of the Hall Warden in the Common Room after 5 p.m.

#### **FOR THE SAKE OF CLARITY:**

- This means that 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.
- Students may not carry open bottles or glasses of liquor in the areas mentioned above.
- 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. (This is in accordance with an instruction from the Vice Chancellor as these acts contravene the Liquor Act).
- 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.
- No "parties" may be held in private rooms or the Common Rooms without the Hall Warden's authority. Loud Noise with or without music and alcohol will be construed as being a party.
- The holding of "down downs", "boat races", "funnelling" or other drinking competitions is prohibited.
- 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.
- Under no circumstances may any liquor be given to any University employee for any reason at any time.
- You are reminded that in terms of a Senate Resolution, drunkenness is an aggravating and not a mitigating circumstance.
- You are also reminded that drunk and disorderly conduct will not be tolerated. It is regarded as "Conduct Unbecoming".
- Any departure from these instructions may only take place with the express authority of the House Warden in writing.



**NOTE: Heavy sentences may be imposed for a breach of this rule. Drunk and disorderly conduct, including but not limited to vomiting or urinating in public, will not be tolerated and is subject to Disciplinary Action.**

**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").

**CAMPUS PROTECTION 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.

**CANDLES AND INCENSE:**

Candles and incense shall not be lit in the Residences. Candles or incense may only be lit for spiritual purposes with the written permission of the House Warden.

**CLEANLINESS AND HYGIENE:**

- Housekeeping staff are responsible for cleaning all the public areas and passages in the Residences. Each student is to clean their own room.
- Vacuuming of rooms should be conducted at reasonable times – not before 09h00 on Saturday and Sundays and not after 21h00 on any evening.
- Bedrooms, common rooms, corridors, bathrooms and toilets must be kept clean and tidy.
- Students must keep their rooms acceptably tidy and clean.
- No washing may be hung at or out of windows or left to drip on room or bathroom floors.
- Net Curtains must be drawn aside and on no account may they be knotted or hooked up at any time.
- 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 house-keeping will be charged to student accounts and students may be fined with compulsory hours for failing to obey an instruction.
- 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.

**CONDUCT:**

- No student of Hobson Hall may engage in any form of conduct that may reasonably be regarded as unbecoming, be it on or off the University Campus.
- The Hall Warden has the right to exclude from Resident any student who, by her behaviour or actions, brings the Hall into disrepute. Similarly, any student who persistently ignores the rules laid down by the Hall Committee may be refused admission to the Hall for the following year.

### **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.

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

- 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.
- 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.
- 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 in writing to the House Warden by the student within 24 hours of its occurrence.
- 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.
- No student shall wilfully or negligently damage any property in Hobson Hall belonging to either, the University, a member of staff or another student.
- Damage done to any property of the University must be reported in writing to the House Warden by the person or persons responsible.
- NOTE: A student who damages property whilst under the influence of alcohol/liquor or drugs will be severely dealt with.

### **EARLY CLOSING:**

- As from the last day of lectures prior to the June and November exams, there will be no visiting in the evenings after 10.30 pm.
- All visitors are to leave Residence by this time and no more visitors to be admitted.

### **ELECTRICAL APPLIANCES:**

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

- Only one (1) 3 or 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.
- Only one extension cord per room is permitted.
- Kettles must be used on a tray so as to catch any water which may boil over.
- 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.
- Hand hair dryers, radios etc. are allowed in rooms.
- Immersion heaters are a fire hazard and should not be used.
- No personal heaters may be used.
- No electric blankets, no fridges, no toasters are permitted.

- Heaters must be switched off when a student goes to bed or the room is vacated. NOTE: Failure to switch off a heater is a serious disciplinary offence.
- No person may interfere with the lights, plugs, lighting systems, or heating systems.

#### **EMPLOYMENT OF LABOUR:**

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

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

- 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).
- 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.
- Your House Warden and Sub-Wardens will provide each student with information regarding the fire drill as well as a fire drill exit procedure.
- 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:**

- The Residence front door must be kept closed and locked at all times.
- All students must ensure that when they leave and enter Residence that the front door is securely closed.
- 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).
- All students should be registered with the fingerprint system.
- If you have a problem gaining entry please see the Hall Administrator during office hours.
- If a door sticks, or if there has been an error with the doors, (after hours) inform the House Warden or Sub-Warden. The matter, in any event, must be reported to the House Warden first thing next morning.
- 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).

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

**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.

**INITIATION:**

Initiation at Rhodes University is STRICTLY FORBIDDEN.

**INTERCOM:**

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

**KEYS AND ACCESS:**

- No student may give or lend or otherwise dispose of her room key to any other person under any circumstances.
- No student may borrow or acquire in any other way a room key of any other student.
- 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.

**LAUNDRY:**

- The University provides Washing Machines and Tumble Driers for students to do their own laundry.
- Students are required to book slots between 6am and 10pm so as not to disturb residents with rooms in close proximity to the laundry.
- Students are not permitted to put shoes, underwire bras and belts in the machines. Also 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 Warden.

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

- 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.
- Students are also advised to check that their property is covered by their parents or personal insurance while at university.
- Ensure your laptop or any of your valuables is not placed close to open Windows.
- Do not let anyone through the front door of the Residence, ensure that the door closes behind you.
- 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:**

- Please report any repairs that need to be carried out either in the "Maintenance" books kept in each house or reported to the Hall Administrator at [hobsonhall@ru.ac.za](mailto:hobsonhall@ru.ac.za) if urgent.
- All IT related problems (network points, printer issues, etc.) must be directed to your Student Networking Representative.

### **MOTOR VEHICLES:**

- Students who own a motor vehicle, or motorcycle are required by the university to register their vehicle at registration. 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.
- Proof of such registration (in the form of a registration disc) should be displayed on your vehicle.
- NO BOOT PARTIES ARE TO BE HELD IN OR AROUND MOTOR VEHICLES.

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

- ENSURE YOU READ the Notice Boards at the Dining Hall and in the Residences, emails, Residence Facebook Pages and RUconnected regularly as this is our main means of keeping you informed.
- 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.

**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:**

- 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.
- The maximum penalties that may be imposed are -
- Hall Warden or Hall Disciplinary Committee = 12.5% of the Bachelor of Arts Degree fee; exclusion from Residence in the Hall.
- House Wardens, House Disciplinary Committee and Sub-Wardens = 7.5 % of the Bachelor of Arts Degree fee.

**PETS:**

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

**POSTERS AND PRESTIK:**

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

**PRIVACY:**

- All students are entitled to the privacy of their rooms.
- 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.
- No student may enter another student's room without the latter's permission.
- No student may tamper with another student's property or post.
- Students are advised to keep their rooms locked at all times.

**QUIET HOURS:**

- Reasonable quietness must be observed in the Houses and Hall and within the precincts of the Houses and Hall at all times.
- No musical instruments may be played in the Residences or grounds.
- No music may they be played so loudly as to disturb students or staff in the houses.
- 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 24 hours' 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.

**REVIEW OF COMPULSORY HOURS:**

- If you consider that:-
- The penalty imposed on you is so excessive as to be unjust, the facts found proved do not constitute an offence, or
- That you have been prejudiced by not being afforded your rights in (and other similar complaints)

- You may have the matter reviewed either by the Hall Warden or by a Proctor. Speak to your Warden or Sub-Warden immediately if you wish to take a matter on review.
- It is a serious disciplinary offence to give false or incorrect information when a student is asked by Campus Protection or a member of the University staff to supply his/her name and/or place of Residence.

### **ROOM ALLOCATIONS:**

- Room Allocations are done annually by the House Warden and Sub-Wardens.
- A Room Allocation form will be placed in your Residence during the Fourth Term Swot Week and be removed two weeks thereafter.
- The Sub-Wardens and House Committee will have first preference. The Fourth year students will have second preference. The Third year students will have third preference. The Second year students will have fourth preference.
- Each student will give the House Warden three Room options.
- The finalised decisions regarding Room Allocations will be confirmed when you return to your Residence at the beginning of the next year.

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

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

### **SAFETY AND SECURITY:**

- Please do not conduct conversations through your bedroom windows.
- If the door sticks, or there has been an error with the locks, inform the Warden or a Sub-Warden, or the Hall Administrator.

### **SMOKING:**

- NO SMOKING is permitted in ANY University Residence or in the Dining Hall.
- This includes "Hubbly".
- 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.
- Smoking is not permitted inside any University building or partially 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.
- Smoking outside is not permitted to be closer than 10 meters from any window, inlet or entrance.
- No smoking on the balconies or roofs of any Residence.

- 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.
- 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.

### **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:
  - Permission is sought from the Hall and House Warden, in writing.
  - 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.
  - The use of University property in unoccupied rooms for any reason without permission will result in disciplinary action being taken.
  - Under no circumstances may empty rooms be entered or used without the permission of the House Warden.

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

- Grahamstown 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.
- There are several water tanks within the vicinity of the Hall.
- 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).
- 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.
- The Sub-Wardens and House Committee Members from each Residence will ensure that the bathtubs in the Residences are filled with water.
- 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.
- Students may, when water shortages are particularly severe, be required to refrain from using Residence washing machines.
- 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.
- 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.



- Due to the water restrictions placed on Residences, the following will apply:
  - 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.

### **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 Hobson Hall.

### **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 to treat the Dining Hall facilities with respect at all times. Courtesy towards the Catering Staff and fellow students is expected 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. 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.
5. 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.
6. No one may enter the Dining Hall for any reason other than for a meal and having booked a meal.
7. Students may not come into Dining Hall with bare feet. (For safety reasons-Glass breakages).
8. You may not share your meal with anyone that does not have a meal booked.
9. 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).
10. All meals are served on a cafeteria type basis.
11. 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).
12. NO CASH CHANGES HANDS AT ALL.
13. 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.
14. Students ARE NOT allowed in the Kitchen / Servery area unless accompanied by a member of the Catering Staff.
15. 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.

16. Smoking is not permitted within the precinct of the Dining Hall.
17. 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).
18. If plates, cups, cutlery etc. belonging to the University are found in Residences, students will be charged accordingly.

### **COMPLAINTS REGARDING FOOD AND SERVICE:**

1. Any complaints about the food or service in the Dining Hall must be recorded in the "Food Comments" book provided in each House OR email your complaints/photos to [hobsonhall@ru.ac.za](mailto:hobsonhall@ru.ac.za).
2. The elected House Food Representative will direct your comments or complaints to the Manager Catering Services and Hall Warden.

### **MEAL TIMES:**

<b><u>BREAKFAST:</u></b>	Monday – Friday	07h00 – 08h15
	Saturday & Sunday	08h00 – 09h15
<b><u>LUNCH:</u></b>	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.*

<b><u>DINNER:</u></b>	Daily	17h00 – 18h30
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*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.*

*The meal times are subject to change during Swot-Week and the Examination Periods.*

### **SPECIAL FUNCTIONS/FORMAL DINNERS:**

1. Several special functions are held during the year - dates are announced in advance.
2. Punctuality is requested.
3. PLEASE KEEP THE NOISE LEVELS DOWN AT ALL TIMES!!!

## **HEALTH CARE CENTRE:**

- 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.
- In addition to providing primary health care, the Health Care Centre also runs educational campaigns.
- Emergency assistance is provided by ER24 (emergency responses for asthma attacks, trauma counselling panic attacks and any kind of stabilizing).

## **CLINIC AND VISITING HOURS:**

During Term Time:	Monday to Friday	Saturday, Sunday and Public Holidays
	08:00 – 12:30    14:00 – 17:00	09:30 – 12:30    14:00 – 17:00
During University Vacations:	Weekdays 09:30 - 12:30	
Easter Weekend / Workers Day:	Closed	
ER24 (Crisis Number)	010 205 3068	
Health Care Centre	046 603 8523	
	Email: <a href="mailto:healthcarecentre@ru.ac.za">healthcarecentre@ru.ac.za</a>	

- 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.
- No ill student may stay in Residence for longer than 24 hours without seeing the Health Care sister.

## **HOUSEKEEPING SERVICES:**

### **BED LINEN CHANGE:**

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: 13:00 – 14:00	Thursdays: 13:00 – 14:00
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NB: 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.

## **STUDENT DISCIPLINARY CODE:**

1. In an ideal world there would be no need for disciplinary codes. In reality disciplinary codes are indispensable. The Rhodes Student Disciplinary Code is available at: <http://www.ru.ac.za/registrar/discipline/studentdisciplinarycode/> and all students are expected to have read it. There are a wide range of issues that are covered in the Code, from making excessive noise to the most serious of criminal offences. In reality, if students adopt a common-sense approach, they are likely to be all right 95% of the time.
2. The source of the University's discipline procedures is the Student Disciplinary Code, which is published on the website.
3. The Vice Chancellor is the Chief Disciplinary Officer of the University. He/she may delegate such authority.
4. The Vice Chancellor has appointed two officials called the University Prosecutors. Their duties, functions and powers are set out in the Code. In effect they act as the prosecutor in all cases that are heard by the Proctors, in higher discipline cases.
5. The most serious disciplinary cases are heard by the Proctors who have the powers to exclude students from the University permanently or for a specified period (e.g. two years), in addition to various other powers that are set out in the Code. The Proctors are appointed by the Vice-Chancellor and are usually members of the staff of the Faculty of Law who have served as judicial officers or practiced as advocates or attorneys. [Prosecutors are assisted in investigating and prosecuting by final year law students. The right to a fair hearing is critical and is taken very seriously].
6. There are a number of other disciplinary officers or bodies as well. These are Hall Wardens (including Oppidan Warden's), House Wardens, Hall and/or House Disciplinary Committees, Sub-Wardens and the SRC Disciplinary Board. The Library, Information Technology Department, CPU and Sports Council Disciplinary Committee have the power to run cases in their area of jurisdiction.
7. Normally, sanctions take the form of a number of hours of 'compulsory service' which must be completed within a given time-frame. Failure to complete these hours results in further charges being laid for the failure to obey a lawful instruction, and may result in exam results being withheld.
8. The rules in the Student Disciplinary Code are applicable to all students. Issues like theft, assault and cheating in exams are obvious. Perhaps less obvious is the fact that, unlike in the criminal justice system where intoxication sometimes acts as mitigation, at Rhodes intoxication is an aggravating factor.
9. Some offences that are worth noting are all the usual traffic offences, unlawful possession of drugs, failure to give one's name and to produce one's student card when required to do so, removing street signs or car number plates and being violent or disorderly.
10. It is also an offence to harass people or engage in hate speech - making disparaging remarks about people on the basis of their race, gender or sexual orientation.
11. If it is probable that the sanction will not exceed seventy-five hours compulsory service, or 10% of a first year academic fee, then the issue may be dealt with by a Hall or House Warden - including the Oppidan Hall Warden.
12. Hall Wardens may exclude students from Residence for serious offences, an obvious example being for theft. In addition to the University Disciplinary Code, every Hall has its own rules dealing with less serious matters, for example making noise after certain hours.

## **RULES AND DISCIPLINARY OFFENCES:**

1. 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.  
A contravention of the following rules during the jurisdictional period is an offence:
2. A student must comply with any lawful notice, instruction, request, order, and direction or sanction issued in terms of this Code.
3. A student may not commit any common law crime.
4. A student may not contravene the offence sections of the Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007.
5. 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.
6.
  - (a) A student possessing a motor vehicle or motor cycle 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, shall apply, with the necessary changes, to all roads on the campus of the University.
  - (d) A student charged with certain offences under Rule 4.6 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.
7.
  - (a) A student may not contravene the offence sections of the Liquor Act 27 of 1989.
  - (b) A student may not contravene the offence sections of the Drugs and Drug Trafficking Act 140 of 1992, as read with the Protocol for Students on the Use of Illicit Drugs. Student Disciplinary Code: Council 18 June 2015; Disciplinary Committee 22 April 2015 Page 5
  - (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.
8.
  - (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.
9. (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.
10. A student may not be violent or disorderly.
11. (a) A student may not contravene the Acceptable Computer Use Policy or IT Facilities Use and Conduct Code as published by the Information Technology Department, as read with the relevant legislation.
- (b) A student may not contravene the Policy for Advertising on Campus by Students and Student Organisations.
12. (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.
13. (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.
14. (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.
15. (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.
16. (a) A student may not initiate, raid, or coerce another student, with or without the consent of the participants.
- (b) 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.

- (c) A student may not interfere, even by omission, with the governance and proper administration of the University.
  - (d) 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.
17. (a) A student may not engage in any conduct which is offensive/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, discriminating, and derogatory material based on a person's race, 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.
18. (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 rules 7.3 and 7.5 – 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.
    - (iii) 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.
19. A student may not conspire with or aid and abet anybody in committing an offence.
20. A student may not contravene the Library Use and Conduct Code.



## **VISITING RULES:**

**PLEASE NOTE:** *That failure to observe the visiting rules may result in immediate exclusion from Residence as this is regarded as a serious offence by the University.*

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. Visiting will be from 9.00 am to 12 midnight every day. Therefore, no visitors are allowed after midnight. VISITORS MUST LEAVE PROMPTLY. 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 commit a second offence within the same academic year, they may be excluded from the residence at the Hall Warden's discretion.
5. A visitor is to be escorted at all times by his/her 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.
6. 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.
7. 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 THAT FAILURE TO OBSERVE THE VISITING RULES MAY RESULT IN IMMEDIATE EXCLUSION FROM RESIDENCE.**

## **RHODES UNIVERSITY PROTOCOL FOR EARLY RETURN AND LATE DEPARTURE FROM UNDERGRADUATE RESIDENCES**

### **EARLY RETURNS:**

Students are normally permitted to return to residence 24 hours before the start of term. This section describes the procedure to be adopted if a student wants to return earlier than that.

#### **1. 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 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 under-graduate residences.
6. Students will not be provided with meals until the first meal for returning students (usually Sunday dinner).

## **2. 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.

## **3. SPECIAL PROVISIONS FOR SUB-WARDENS:**

1. Sub-Wardens must normally return 48 hours before the start of term
2. They are provided with lunch and supper on Saturday, and breakfast and lunch on the Sunday (to be taken in a shared Dining Hall).
3. Hall Wardens must supply Residential Operations with their names at least 48 hours prior to their arrival.

## **4. SPECIAL PROVISIONS FOR THE FIRST TERM:**

1. Sub-Wardens and House Leadership teams must normally return for leadership training by the Monday before first-year registration begins (usually on a Saturday).
2. All costs for the meals and accommodation of Subwardens are covered by the University, as well as the costs for the early return of SEVEN House Committee members per residence. An EIGHTH member will be sponsored for residences with more than 100 students. In addition the costs of the Hall Senior Student will be paid for.
3. Halls must supply Residential Operations with the names of all Subwardens and House Committee members 5 working days prior to their arrival.
4. Each Hall may make its own arrangements for informal leadership training during the previous weekend. The DoS Office will make a per-head contribution towards the costs of this training. Res Ops makes a contribution towards meal costs.

5. Formal training for Subwardens commences on the Monday before registration.
6. Formal training for House Committees commences on the Wednesday before registration.
7. SRC members who stay in residence are also permitted to return at the same time as Subwardens, but must pay for their meals
8. SRC helpers are permitted to return on the Thursday before registration, and there is no charge for their meal costs. Their first meal will be supper.

### **LATE DEPARTURES:**

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). In terms 2 and 4, they must depart 48 hours after their last examination.

#### **1. 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 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 under-graduate residences.

#### **2. STUDENTS REMAINING FOR LONGER**

Students who wish to depart from residence more than 24 hours later than 48-hours after their last exam will be accommodated in supplementary examination or vacation student accommodation when and if available (vacation accommodation is not usually available during the June/July vacation).

#### **3. SUB WARDENS**

Sub-Wardens who, through their conditions of service, have to depart late must be provided with lunch and supper on the Saturday, and breakfast and lunch on the Sunday (to be taken in an open Dining Hall). The Hall Warden must advise the Residential Operations Office of the names of those Sub-Wardens who will be requiring meals at least three days in advance.

#### **4. 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 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.

### **VACATION ACCOMMODATION AND PROCEDURES:**

Every student must sign the ARRIVAL BOOK at the beginning of each term.

1. Every student must sign the DEPARTURE BOOK at the end of each term. 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.
2. 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.
3. 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 key cut.
4. 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.
5. 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.

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

In addition to the rules that apply, early returners and students staying after official term end 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 acclimatized to the campus without interference from the negative behaviour of more senior students.
4. Student's 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 until when residences open officially to all students.

## **POSTGRADUATE UNITS - HOUSE RULES:**

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

### **ARRIVAL AND DEPARTURE OF POST GRADUATE STUDENTS**

Post-graduate students are not expected to go home during the vacations and can stay in their residences during these period. They do not have a fixed arrival date or departure date and this must be co-ordinated with your warden.

There are other rules, such as the visiting rule during exam times that are only applicable to undergraduate students and students writing exams. As post-graduate students do not write exams, they are exempt from this rule.

### **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.

### **NOISE CONTROL:**

- Is to be self-imposed.
- At no time may noise of any kind be so loud as to disturb neighbours or fellow students. This applies also to your visitors, for whom you will be held responsible. Should any student not co-operate in this regard the matter must be reported to the Warden for disciplinary action.

### **SECURITY:**

- Is the joint responsibility of all.
- Always keep your room locked for your own safety and that of your possessions.
- Report any loss of keys to the Warden/Hall Administrator immediately.

### **SOCIAL FUNCTIONS:**

- All social functions held are to conform to the University's Rules for Social Functions.
- You are permitted to keep sufficient alcohol for your own personal use in Residence. Any abuse of this privilege will result in its being withdrawn.

### **VISITING:**

- Is permitted daily from 9am to 12 midnight. The front door is to be locked at all times and visitors must call on the intercom to be let in, and the door locked after them. The visiting rules for post-graduate students are the same as those for undergraduate students.