



Wardens' Manual 2014

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Message from the Dean of Students

I am particularly proud of the Rhodes residential system, and delighted that, as Dean of Students, one of the key aspects of my job is to ensure that it continues to be well-run. Rhodes is more than simply an educational institution – it's a community, and one of the Hallmarks which makes that community especially remarkable is the Residence System, which is integral to the holistic development of students. The key component of the Residential System is the dedicated team of Wardens who are committed to ensuring that their residence is a "home" for their students. I believe that the central reason why the Rhodes Residence System is so special and successful is the role played by all the Wardens and Sub-Wardens, who provide excellent role-models. We have a great deal to be proud of in terms of what we offer in our residences, and we can claim to be "a home for all", a place "where leaders learn". Notwithstanding this, we need to be aware that there is no room for complacency. There are many issues such as substance abuse, xenophobia, HIV/AIDS, student diversity, harassment etc. which we need to tackle head on. Solutions to these problems are never quick and easy 'fixes', but require long-term commitment and the hard work of the entire Wardening team. Please remember that I am here to support you in your undertakings, and to provide assistance and guidance wherever possible, in our common aim: to provide an excellent Residential System in which all of our students can feel that they have a place.

Good luck in your endeavours this year.

Vivian de Klerk, Dean of Students

THE RESIDENTIAL SYSTEM

The 52 residences at Rhodes are grouped into 12 Halls and the postgraduate village, all in lovely gardens, with different atmospheres and traditions to suit all kinds of people. Nearly all students have single rooms, which provide private space for rest and study, and it was recently confirmed that the ideal size for our future residences is 85 students. The residences are arranged in groups of three to five Houses around a central dining hall and recreation area. Some Halls are for men or women only; others have men's and women's Houses. Each House has its own Warden, usually a member of the University staff, who administers the House with the assistance of two or more Sub-Wardens and the student-elected House Committee. Wardens are chosen for their interest in and understanding of young adults. Each Hall is managed and administered by a Hall Warden, who is usually a senior member of the University staff. The Hall Warden, in consultation with the Wardening staff and the Hall Committee, is responsible for the effective and efficient management and administration of the Hall.

What's so special about Rhodes Residences?

- they are much smaller than residences on other SA campuses, so students can walk to the library, computer labs and sports fields;
- some of the buildings are really old and beautiful; all are set in well-tended gardens, and add hugely to the aesthetic appeal of the campus;
- most students have their own rooms, with basins and linked computer access, as well as good quality furniture, linen and appliances;
- food in the dining halls is marvellous (so the students tell us!);
- Wardens provide a safety net so students can explore their personal boundaries;
- we have a carefully structured Student Disciplinary Code, which encourages responsible behaviour;
- new students form instant social groups of friends which tend to last for life;
- students are exposed to a wide range of diversity in terms of race, class, religion and culture;
- senior students in residences provide useful role models and continuity;
- each Hall has its own ethos and is democratically run;

- there is a range of opportunities for students to develop personal skills, take leadership roles and get involved in the host of sporting and cultural activities on offer;
- annual award ceremonies in Halls recognise these achievements;
- cocktail parties and Hall Formal Dinners offer students the opportunity to socialise in a formal way, and acquire useful social skills;

In the words of a current student in res: “res rocks, man!”

STRUCTURE OF THE DEAN OF STUDENTS DIVISION

In terms of the management structure of the University, the Residences fall under two divisions of the University:

1. Wardening, Sub-Wardening and general student management falls within the Dean of Students Division under Dean of Students, Dr Vivian de Klerk.
2. Infrastructural aspects, including Catering and Housekeeping Services and maintenance, fall within the Infrastructure & Operations Division under Deputy Director, Ms Jay Pillay

VISION AND MISSION

The Dean of Students Division undertakes to endorse and complement the vision and mission of Rhodes University by striving to provide an internationally-respected student support service to all students at the University at all times. The Rhodes University Residential system aims to provide an attractive, comfortable, high-quality living environment which meets international standards and which supports and fosters the academic success and personal growth of tomorrow’s leaders.

The Division is committed to the establishment and implementation of policies, procedures, programmes and services which will enhance, enrich and complement the total educative experience of students at Rhodes University, and which will provide an environment conducive to effective academic learning and holistic development of all students in our community. The Division affirms that quality and a commitment to continuous improvement are essential to the realisation of its vision, underpinned by a clear understanding of the needs, aspirations and expectations of students at the University and the provision of services that aim to meet those expectations.

In support of the vision and mission of Rhodes University, we aim

- to provide a caring and nurturing environment
 - * which fosters academic success and personal growth;
 - * free from discrimination, intimidation or harassment;
 - * which is clean, safe and secure;
 - * in which there is respect for and safety of personal property;
 - * and in which the rules are fair and just, and sufficient to maintain an orderly environment conducive to learning, research and community life.
- to be a community
 - * which embraces diversity;
 - * which recognises the value of all its members;
 - * whose members are proud of their residence, Hall and University;
 - * whose members share the responsibility for supporting the Residence System’s vision and mission;
 - * whose members receive due support and recognition for their contributions.
- to have a staff of Wardens who are
 - * dedicated and committed to their own integrated involvement in the residence system;
 - * committed to establishing an atmosphere which is conducive to academic study, research and personal growth;
 - * provided with appropriate skills and training;
 - * supported by a responsive, empathetic, efficient and effective management and administrative structure.

THIS MANUAL

For the first-time House and/or Hall Warden, the job can seem overwhelming and daunting. This Manual provides guidelines, procedures and advice (in alphabetical order) which, it is hoped, will make your task a little easier and clearer. However, no manual can replace the value of consultation and, should you feel unsure or insecure, you are urged to contact your wardening colleagues or the Dean of Students (Vivian de Klerk) at any time.

While each Hall has its own ethos and its own set of Hall Rules with which you, as a Warden, need to be familiar, this manual has been compiled to provide Wardening staff with an easily accessible source of more general information about the residential system, the other support services in the Dean of Students Division and operational guidelines. The role of Wardens is constantly changing and adapting – and so the manual is always a “work in progress”. Please let Vivian de Klerk know of any additional points that you think should be included in future editions by e-mailing her at v.deklerk@ru.ac.za.

Please note that all documents and annexures mentioned in this manual are available on the Dean of Students’ website at <http://www.ru.ac.za/deanofstudents/documents/>

ACADEMIC SUPPORT

One of the primary aspects of the Residential system is to provide a living environment conducive to successful study. The Wardens must be proactive in ensuring that the right conditions for study prevail, and that there is a consistent and unambiguous emphasis in the residence on the primary reason for being at

University: to get a degree. Regular awards and public congratulations to academically successful students in the residence is one way of achieving this spirit. In addition, Wardens must monitor the academic progress of all students in their residence, usually by meeting with each student at least once a semester – preferably before exams. In cases where students are experiencing difficulties, timely intervention can prevent a great deal of heartache. Options for assistance include:

1. Discussing the matter with the student to understand the nature of the problem – often it is not academic and can be solved in different ways.
2. A referral to the Dean of the appropriate Faculty in the case of a student taking too many subjects.
3. A referral to a Head of Department if the problem is subject-specific.
4. A referral to lecturers in the Centre for Research, Teaching & Learning (CHERTL)

Judith Reynolds	Humanities	8866
Leela Pienaar	Science	8945
Karen Ellery	Science	8864
Oscar Eybers	Commerce	8944

5. Referral to the Careers Centre (Ms Sarah Green) if the problem relates to bad subject choices and worries about future career.
6. Referral to the Counselling Centre, who run group workshops on Anxiety management and Study Skills
7. Setting up informal volunteer mentoring programmes between successful senior students in your res who have done similar subjects.
8. Regular feedback and sustained interest in the student’s progress.

ACCIDENTS, ATTEMPTED SUICIDES, DEATHS AND SERIOUS ILLNESS

1. See "Suicides" below. The Hall Warden and Dean of Students must be notified immediately (whatever time of the day or night it may be) in the event of death, attempted suicide, any serious injury or illness or admissions to hospital (including Fort England and similar hospitals).
2. The Counselling Centre must be informed as soon as possible.
3. Where the student is admitted to the Health Care Centre, the Hall Warden should be informed as soon as possible.

ACHIEVEMENTS AND AWARDS

An important aspect of the overall development of each student in the residential system is public recognition of their individual achievements, be they academic, sporting, cultural or community related. All these aspects contribute to the future leadership qualities of our graduates and need to be nurtured. Different residences and Halls have devised their own ways of ensuring such recognition, ranging from simple certificates to

trophies. House Wardens must inform the Hall Warden of all notable achievements by students or teams in their Houses (e.g. special academic awards, prizes and bursaries, selection for provincial, national sports teams etc.) as soon as they are aware of them. Each Hall annually awards the Dean of Students Leadership Trophy to the student who fits their criteria for outstanding leadership.

ALCOHOL ON CAMPUS

The University's Alcohol policy is available on the Dean of Students' and the Registrar's Division's website.

Aspects pertaining to residences are as follows:

1. No function (including Hall and inter-Residence functions) which involves the consumption of liquor may be held during Orientation Week and the first ten days of the first term without the Vice-Chancellor's permission.
2. In Residences, only wine, beer and cider may be served at special functions, usually only twice a term, and only with permission of the Hall Warden and when Wardens are in Residence.
3. Students are permitted to have only beer, cider, wine or fortified wine in their rooms.
4. Wardens, Sub-Wardens and house committees must repeat advice about the misuse of Alcohol during the course of the year.
5. the University community will encourage events which promote "low-risk" social drinking and give special support to alcohol-free events in terms of provision of venues and resources
6. Hall Wardens, Wardens and Sub-Wardens will actively seek to arrange social events where no alcohol is available.
7. All social events on campus must provide suitable non-alcoholic refreshments for students.
8. The Registrar's permission must be obtained to serve alcohol at any official University event (including all society's evenings) other than Hall and Residence functions, which must be approved by the Hall Warden.
9. Drinking in public on campus is prohibited.
10. Residence pubs may not sell alcohol; they only store it for students who have bought it in advance.
Residence bars are permitted to operate only at restricted times in Halls which allow such pubs to operate, and are run in terms of the signed agreement with the Hall Warden, closely supervised by the Hall and House Wardens, and only the residents of a particular House/Hall may participate in the pubs.
11. All drinking clubs of any kind involving students on or off campus are expressly prohibited.
12. Student clubs and societies are encouraged to use the licensed venues on campus such as the Rhodes Club and the Sports Bar for their functions.
13. Events involving rapid and/or excessive consumption of alcohol are forbidden, and all SRC societies are forbidden from holding such events both on and off campus.
14. Non-alcoholic drinks, and food, must be served / on sale at all events and venues where alcohol is served
15. No glass is permitted in areas of the campus which are declared glass-free zones, including all sports fields.

16. Sports clubs and student societies should not use alcohol as an incentive for recruitment.
17. Functions which encourage rapid and/or excessive consumption of alcohol will not be permitted.
18. Prizes may not take the form of large quantities of alcohol (e.g. cases of beer).
19. Advertisements promoting alcohol consumption must be restricted to the Students Union, and must be approved by the SRC and the Registrar, whose stamp of approval must be clearly visible on all posters.
20. Adverts may not portray alcohol as necessary to social or sexual success.
21. Clubs, societies, residences and departments should reserve the label "cheese and wine" for functions which genuinely serve a range of cheeses, biscuits and wine, along with non-alcoholic beverages.
22. The Health Care Centre and Counselling Centre should continue to play a key role in identifying and referring students who appear to have alcohol-related problems and providing them with confidential and effective support.
23. Special training workshops should be held regularly on alcohol-linked problems and the value of brief interventions.
24. Students worried about their own use or another person's use of alcohol are encouraged to seek confidential assistance on or off campus.
25. Students appearing before Residence disciplinary authorities and Proctors for disciplinary offences which are alcohol related are strongly advised to seek confidential assessment and counselling.

As part of awareness raising, the Dean of Students Office runs a Live Smart Challenge annually, with a prize for the Hall that runs the most successful event which promotes healthy living.

AMBULANCES SERVICES

(also see "Medical Insurance")

If a student in your residence undergoes a medical crisis, your first port of call is the Health Care Centre, where staff will make the necessary decisions regarding the need for doctors or an ambulance. If the situation is more critical, call Netcare immediately (082911 or 073 065 6660). As a Warden, you need to understand that all medical expenses (apart from the basic services provided by the Health Care Centre) are the student's responsibility, and if the student does not have any medical aid, they will have to rely on state medical services (consult the hospital emergency numbers under "emergency contact details"). You are not personally obliged to transport a critically ill student to hospital in your own car. Should you decide to do so, you will be personally responsible for any associated risks. Unfortunately the University cannot offer assistance in this regard. In the case of extreme emergencies for students who are not on medical aid, Rhodes will pay for the initial assessment and attendance by Drs Marx, Bennett and partners, in order to stabilise the patient. Following this there will be consultation with the patient (if conscious) and parents/guardians as to the way forward.

ANNUAL HALL REPORTS

Each Hall is required to submit a report on their activities by year end. Suggested structures of these reports is provided below but Halls may choose to adopt different styles:

Please could Halls submit these in electronic formats. You are encouraged to post relevant portions of your reports on your Hall websites: please first make sure that sensitive personal details are not included. Photographs are welcome

Note: Annual reports from House Wardens, minutes of house and hall meetings and financial statements for the year should be available on request, but need **not** be included in the Hall Report.

Due date: end of the year.

1. List all **Wardening Staff** in the Hall per residence, including sub wardens and house committee members (with portfolios), and Hall Fellows
2. **Highlights and Celebrations:** as you see fit
3. **Orientation:** comment critically on your Hall's 'ratings' in the orientation survey which was conducted in February this year, and on the practice of serenading.

4. **Academic matters:** (please include a copy of your Hall's 'ranking' in your report). Comment critically on how your students have fared this year, and specific strategies to foster success
5. **Quality of Life Survey:** Comment on anything interesting in your results during the past year, noting strengths and weaknesses and possible reasons for these.
6. **Wardening:** comment on
 - a. Wardens training, support, mentorships, discussion groups for the past year (plus suggestions for 2014)
 - b. sub warden selection, training and performance monitoring
7. **Discipline:** include the Hall's disciplinary summary, and comment critically on problems experienced, trends noted, solutions offered.
8. **Leadership:** comment on
 - a. the leadership training programme at the start of the year
 - b. mid-year refresher training: what you did, whether it worked etc. (supply a copy of your programme?)
 - c. performance / progress of House Committee; problems experienced and solutions offered.
 - d. *Optional:* short report from Senior / Head Student
9. **Student Support Services:** please comment on:
 - The Career Guidance Centre
 - The Counselling Centre
 - The Health Care Centre
10. **Community Engagement:** Supply a summary reflecting your Hall's activities, including particular highlights.
11. **Sport:** Provide details of particular highlights and successes or problems experienced. Comment critically on the programme overall
12. **Environmental Awareness:** Supply a summary reflecting your Hall's activities, including particular highlights.
13. **Problems and Challenges:** (if not already covered) Reflect on the major crises and problems which you had to handle during the past year.
14. **Suggestions for change:** as you see fit.

ARRIVAL OF STUDENTS

- No student may be admitted into your residence at the beginning of the year unless his/her name appears on the Residence System / computer printout provided by the Residence Officer (Student Bureau). Only students who have MIP clearance are to be allowed into residence. Students who do not have MIP clearance are to be referred to the Registrar's Office.
- In the event of a student's name not appearing on the computer printout or where a student arrives after receipt of the printout, such student must not be admitted into your residence unless you have written authority from the Registrar's Office.
- Only those returning students whose names appear on the Residence System / computer list at the beginning of the year and who have MIP clearance may be re-admitted to the residence concerned. If a returning student arrives whose name is not on the list you must contact the Hall Warden immediately.
- You are required to see and meet all new students and any parents/guardians who wish to see you in your residence on the official day of arrival at the beginning of Orientation Week.
- All students must complete the following forms when they first arrive in residence:
 - * Room/linen statements;
 - * Student Emergency Details form and Student Information form to be updated each semester. These forms contain a full "history" of each student and vary in format from Hall to Hall. It must be properly and completely filled in. This information (including room numbers, medical details etc.) must be updated into the Residence System by the Hall Administrator as soon as possible each year.
 - * A motor vehicle/cycle registration form, if applicable.

BARS IN RESIDENCE

The Rhodes “Responsible Use of Alcohol Policy” permits residences to operate bars subject to specific Hall rules. These rules should take into account the following points:

- Only beer, fortified wine or wine should be stored or consumed in the bar.
- The Senior Student should be responsible for the control and maintenance of the bar. S/he should produce a roster for bar and tuckshop duties, and ensure that the duties are delegated to a member of the house in his/her absence.
- The consumption of alcohol should be allowed only in the bar or in student rooms.
- Noise must be kept within reasonable limits, and should not, at any time, disturb students trying to study or sleep.
- Alcohol should not be consumed in Common rooms and Braai areas without the prior permission of the House Warden. In particular, alcohol may NOT be consumed in the corridors and the front of any residence.
- Drunken and unruly behavior should not be tolerated.
- The sale of alcohol is forbidden, i.e. money may NOT pass over the counter, but it is permissible to use a ticket system, in which members of the residence may store their beer and wine in the bar's fridge and must produce a beer ticket when claiming their drink. Credit should NOT be extended under any circumstances.
- The bar should always have reasonable quantities of non-alcoholic beverages, crisps, peanuts and sweets for sale
- The profits should go towards house funds for the use and benefit of the residence.
- At the end of each term the Senior Student should present a Financial Statement and an estimated Profit/Loss Statement, duly audited the House Treasurer.
- The bar should be primarily for the use and enjoyment of the current residents of the house. Guests may be invited by members of the residence, but they are then responsible for their good behavior (i.e. the inviting member will be held responsible if the guest misbehaves).
- The bar should only open at specified times. The following times are suggested:

Monday to Thursday	6.15pm to	7.30pm
Friday	6.15pm to	9.30pm
Saturday	6.15pm to	8.00pm

Other opening times must be authorised by the Warden.

BOARD OF RESIDENCES

The current membership includes (among others)

- all the Hall Wardens, including the Oppidan Hall Warden,
- one House Warden from each Hall
- All the Hall Senior Students
- All the Hall SRC Representatives
- A student representative from each Hall to be elected by the Hall Committee, including the Oppidan Hall

The aims and objectives of the Board are:

- to formulate policies and procedures with regard to residential accommodation for full-time students;
- to provide a healthy, clean, safe and educationally supportive environment that complements the academic mission of Rhodes University;
- to encourage research and evaluation programmes, services and the assessment of emerging needs of students and staff;
- to facilitate and encourage the training and development of residence staff and students;
- to encourage, enhance and monitor quality assurance within the residence system;
- to encourage the development of student responsibility, character, leadership, scholarship and citizenship;

- to promote diversity, gender equality and transformation within the residence system.

BENEFITS AND ALLOWANCES

1. Dependents: all Wardens are entitled to have kin / dependents (restricted to spouse, children, long-term partner, siblings, parents or in-laws) living with them as long as the number of such dependents does not exceed the accommodation available in their flat, at a rate of 2 persons per room. (i.e. 3 dependents for a 2-bedroom flat, 5 dependents for a 3-bedroomed flat etc.)
2. Meals: (*this dispensation does not apply to the GRPGV Hall Warden*) To encourage interaction between Wardens and students, free meals for Hall and House Wardens and their dependents are provided in the dining Halls throughout the year except those times (such as Christmas) when all dining rooms are closed. All such dependents must be living with the Warden on a permanent basis (excepting children who are home from boarding school or university for holidays), and should be accompanied at meals by the Warden. In the event of the closure of a kitchen due to industrial action, where students are reimbursed for meals missed, Wardens and dependents will receive the same reimbursement.
 - 2.1 Hall and House Wardens and their families are entitled to free meals in the Dining Hall during the vacations for as long as one of the Dining Halls is open.
 - 2.2 All such meals must be booked in advance, and all meals not taken must be unbooked in advance.
 - 2.3 If the Warden is acting as a Vacation Warden, normal meal privileges apply.
 - 2.4 Wardens and their families cannot accrue credit for meals not eaten.
 - 2.5 Wardens may bring occasional guests to meals, but will need to pay for the meals, and to accompany the guest. The guest's meals cannot be substituted by meals which have been booked for dependents. Paying for the meal of a guest entails a) finding out from the Systems Administrator in Res Ops what the current charge is (R26.00 for lunch or supper at the moment); (b) Paying for it at the cashier in Eden Grove; (c) Getting the System Administrator to book it.
 - 2.6 Wardens are expected to attend at least two meals each day in the dining Hall, and to attend all Hall functions (e.g. Formal Dinners, Braai's, Champagne Breakfasts and Hall Ball). You are also expected to attend "business" meals in the Dining Hall as required by your Hall Warden.
 - 2.7 Wardens and Wardens' family members are subject to the same Dining Hall rules as the students and may not take out any items other than 2 slices of bread at supper, and the fruit allocation.
3. Accommodation and furniture: Accommodation will be provided for Wardens for the full period of their appointment. Your flat is your home, and you are entitled to accommodate guests, family and friends etc., but under no circumstances may you sublet your flat or charge for accommodation. Except for curtains and carpets and a stove, no other furniture and fittings will be provided. Refrigerators may be loaned for up to one year.
4. Water and Electricity will be provided free of charge
5. Servicing of accommodation:
 - 5.1 During term time all Hall Wardens will be provided with cleaning services up to two hours per week day. Services include vacuuming, dusting and cleaning the ablution areas. Support staff are not required to carry out the garbage, wash dishes, etc.
 - 5.2 House and Assistant Wardens will be provided with cleaning services for up to one hour per week day.
 - 5.3 Those not wishing to make use of the cleaning services will not be eligible for any reimbursement.
 - 5.4 During vacations when a Warden is involved in Conference Wardening he/she is eligible for the same cleaning service as outlined above.
 - 5.5 Wardens who require additional service will be expected to make private arrangements at their own expense.
6. Telephone: wardens must pay 60% of their monthly telephone accounts.
7. Access to Facilities: Rhodes staff and their dependents have access to certain facilities on campus, at a small fee. A Family Swimming card can be purchased from Sports Admin for R150, which allows a staff member plus 5 guests to use the pool for December and January. A general Facilities Card costs R60, and permits access to tennis and

squash courts etc. all year.

8. Garden: Grounds & Gardens will mow the lawns and trim hedges of Wardens' gardens. They are not responsible for maintaining or planting flower beds.
9. Fee remissions: Consult the Rhodes University Comprehensive Guide for Members of Staff which is available from the Human Resources Division.
10. Entertainment allowances: see section on "Entertainment".

BOX ROOM PROTOCOL

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

1. All future residences must have sufficient Box Room space to accommodate the possessions of the number of students in the residence who live far away and cannot reasonably be expected to take their belongings home in the vacation. (Estimated at 8 packed 'apple cartons' per student). Existing residence may allocate specific rooms for use as temporary box rooms as long as these are supplied with secure locking facilities.
2. If possible, box rooms must be provided with secure locking facilities, including a metal security gate and at least 2 different locks.
3. A large notice must be permanently displayed on the outside of the box room, alerting all students to the need to insure all their personal belongings, and reminding them that, although the University takes all reasonable precautions to ensure the safety of the contents of the box room, the risk ultimately rests with the student. The notice should advise students that items of particular value, such as laptop computers and other electronic equipment should be stored in the central box room. The office of the Dean of Students will supply copies of this notice to each residence.
4. Hall websites and rule books must contain this information as well.
5. Keys to the box rooms should be handled only by the Hall Warden, House Warden and Sub-Wardens of each Residence
6. During term time, the keys must be locked in the House Warden's key cabinet or a Hall safe.
7. No box room keys must ever be made available to Conference Wardening staff.
8. Only the Hall Warden, House Warden or Sub-Warden may open a Box Room.
9. No items should be placed in the box room unless they are boxed, sealed and labelled by the student.
10. A complete record must be kept of all boxes stored in the box rooms for each vacation period, signed in by the student concerned and countersigned by the Sub-Warden or House Warden in attendance. The student signs so that s/he can certify s/he placed the items in the box room and the person on duty signs as a record of who was on duty and verifying that particular boxes were placed in the box room.
11. Students may only place their goods in the box room at the times agreed on by the Warden in consultation with Sub-Wardens. These should be made widely known well in advance of the vacation.
12. No goods whatsoever will be returned to students during vacations on request.
13. Specified times will be advertised on two or three consecutive days for the box rooms to be opened and on such occasions BOTH key-holders will be present to unlock the room.
14. Students will then sign their boxes out of the box room on the list, countersigned by the Sub-Warden or House Warden.
15. If a student arrives later than the agreed dates, advance arrangements must be made to open the room at a later stage.
16. The box rooms should then be locked for the rest of the term. Empty boxes stored there may be removed by pre-arrangement with the Warden before the end of term.
17. Box rooms are not to be used to store items belonging to anyone who does not currently reside in that particular Residence.

18. Students who are moving from residence into digs may store their goods in the usual way over the December/January holidays, as long as they conform to the time frame.
19. If this procedure is not closely followed, students would have reasonable grounds for complaint.

CAMPUS PROTECTION (SAFETY AND SECURITY)

The Campus Protection Unit Office and Control Room is situated in Rhodes Avenue next to Hobson House. The 24 hour Control Room operates 365 days of the year and is the nerve centre of the security operations on campus. It has radio communication with the guards, monitors burglar and fire alarms, is the after-hours switchboard and call centre for the University, responds to first information of crime reports, calls out University standby technicians and deals with lost and found property. It employs 18 Rhodes guards and 10 guards from a local security company, Hi-Tec. Rhodes CPU guards wear blue uniforms, while Hi-Tec guards wear black uniforms with a yellow badge. These guards are highly “visible” and patrol campus 24 hours a day, both on foot and on bicycles. The CPU also controls traffic. The Manager is Mr Dave Charteris and Mr David Brown is the Protection Officer. He is the investigating officer and performs stand-by duties after hours. The Head Guards are the shift supervisors and run the Control Room and Help Desk. In addition to their patrol work, guards also open and close lecture venues, administrative buildings and after-hours function venues, escort students and staff on campus, perform traffic and parking duties and report defunct lights on campus. They also operate a ‘lost and found’ service.

All emergencies must be reported immediately to the Control Room on telephone number: 046 6038146 / 7.

Wardens can phone the Control Room for assistance with any matter at any time of the day or night. On receipt of a call, a guard will be despatched immediately to assist the Warden and, if necessary, the Control Room will call out the standby technicians and/or the emergency services such as police, fire, ambulance, etc.

Safety hints

- Guards will accompany students on campus at night for protection if requested and students are encouraged to make use of this facility. Students can approach the nearest CPU guard or visit the CPU offices on Rhodes Avenue and request an escort.
- All incidents should be reported immediately for assistance.
- Students should make use of the “Blue Route”, a well-lit, clearly demarcated patrolled route that runs from the bottom of Prince Alfred Street (across the road from the Drama Department), all the way to the top of the hill, past Nelson Mandela Hall. It also runs along St Peter’s Campus and up to Winchester House on Beaufort Street.
- 12 “SOS panic buttons” have been installed around campus. These can be pushed by a student in trouble and CPU will pick up the signal at their headquarters. The response time to these buttons is between 30 seconds and one minute.
- The CPU team includes a number of students who assist at the CPU help desk (answering phones, assisting visitors) and provide additional security bicycle patrols at night. These students are each issued with a reflective vest (so as to be visible at night) and a walkie-talkie. They radio in suspicious incidents and CPU guards then join them to investigate. This is a safe, proactive way for Rhodes students to get involved in keeping campus safe.
- Students are also encouraged to remember that common sense is their best defence! Students should be aware of their surroundings and of the people in their environment at all times.

It is also not advisable for students to walk around Grahamstown alone, particularly at night. Students should always walk in groups, stick to well-lit areas or try to arrange a lift home. They can also use the Get Home Safe service, a free service for students who find themselves frightened, stranded and/or vulnerable late at night. It operates on Wednesday, Friday and Saturday nights from 10p.m. to 3a.m. (tel 084 8699 679) Rhodetrip is a shuttle service which offers transport all over town, at all hours, for a fee. Students can register for Rhodetrip during Orientation Week, and are charged a once-off membership fee. This means that they can call Rhodetrip at any time of the night to or-

ganise a lift, and they needn't carry cash around town.

Details are available at <http://www.ru.ac.za/rhodetrip/>

Other hints to pass on to students include the following:

- take out personal insurance;
- lock your doors and windows when leaving your room and when going to sleep;
- keep items such as laptop computers, cell phones, ipods and cameras etc. away from the window and out of sight, preferably in a locked cupboard;
- report the presence of strange people in your residence to someone in authority immediately;
- do not keep large sums of money in your room;
- keep serial numbers of your valuables, and take them with you during vacations;
- do not leave any messages on your door to indicate that you will be away for any length of time;
- do not leave bags unsupervised in public areas such as cafeterias, computer labs and the library;
- keep your cell phone on you at all times (preferably out of sight);
- if you have a car, invest in a gear-lock and anti-theft wheel nuts;
- never leave items on display, i.e. jackets and valuables inside your car;
- report theft of items immediately.

CAREER COUNSELLING

The Rhodes University Career Centre is in the Bantu Stephen Biko Students Union (first floor) and it is open Monday to Friday from 08h00 –16h30. The following services are provided:

- A voluntary structured 'Career Development Programme' designed to assist students in their career development at Rhodes University.
- A Career library containing information leaflets, books and videos and information on careers, employers, and other educational institutions (here and overseas).
- Assistance with developing a CV (from First Year) and preparing for job interviews.
- Career Development Seminars and Job Search Workshops throughout the year.
- Career Publications.

CATERING SERVICES

On a daily basis, Catering provides convenient and flexible access to a variety of value-for-money, nutritious meals in the Hall dining rooms. Students who are unhappy with the service provided should channel their complaints through the elected food rep on their House Committee, who will take the matter forward on their behalf to the Caterer in the relevant dining Hall.

Meal Times: Meal times for all Dining Halls are the same and are provided in the table below. During the exams, breakfast time on Saturdays will be the same as during the weekdays (07h00 - 08h15.)

Weekdays (Monday – Friday)

<i>Breakfast</i>	<i>Lunch</i>	<i>Supper</i>
07h00 - 08h15	12h00 - 14h00	17h00 - 18h30

Saturdays

<i>Breakfast</i>	<i>Lunch</i>	<i>Supper</i>
07h00 - 09h15	12h00 - 13h30	17h00 - 18h30

Sundays

<i>Breakfast</i>	<i>Lunch</i>	<i>Supper</i>
08h00 - 09h15	12h00 - 13h30	17h30 - 18h30

The Meal-booking System: Rhodes uses a computerised Meal Booking System that allows each student to choose the meals that they want and to select the diet they prefer. The fingerprint access system is used to identify the student to the computer at the dining Hall. Students may only eat at the Hall with which their residence is associated.

Making a booking: In order to book meals, users must log onto 'ROSS' with their access number and pin and follow the options under "meal booking". There they can:

- Print their meal list;
- Un-book meals (single or blocks);
- Book meals (provided a positive balance is available);
- Change their preferred diet and all meals forward to this diet.

All of these options may only take place 48 hours in advance of a particular meal. If a student does not take a meal and has not un-booked 48 hours in advance, the meal is regarded as taken and no credit will be given for that missed meal.

Refunds: This system allows students to un-book meals when they go away for weekends or if they are going out to dinner etc. The value of the meals that they un-book is credited to their accounts at the end of each semester. Meal refunds will only be credited to the student's fees account at the end of June and at the end of November. Menu Choices: Menu choices available are posted on the notice boards of the various Halls so that students can see what their options are (they do change from time to time, depending on the availability of ingredients.) Choices are as follows:

- Default
- Fast-food Normal
- Fast-food Halaal
- Fast-food Vegetarian
- Vegetarian
- Health Platter
- Halaal/Hindu
- African

Menus, which cover four week periods, are also available online. All students are automatically booked for all meals according to the diet that they specified at registration. After this, any changes which they would like to make can be done online.

CLUBS AND SOCIETIES

The following clubs and societies currently operate under the auspices of the SRC at Rhodes:

Activate	ACTS	African Drum
Afrikaans	Amnesty International	ANCYL
Ansoc	Astrosoc	Atheist
Azasco	Ballroom Dancing	Botswana
Bua Poetry	Chamber Choir	Chemistry
Chi Alpha Ministries	Debating	East African
ElectroSoc	French	Friends of Choir
GameSoc	GAP	Golden Key
GRASS	Habitat for humanity	Hellenic (Greek)
Hindu Students Soc	His People	Isi Xhosa Open
Law Students	Legal Activism	Lesotho
Live Music	Mapantsula	Masinedane
Methodist Students	Muslim Students	Namibian
Neko Anime	Oppidan Press	OutRhodes
Paintball	PhotoSoc	President's Award
RBS	Rhodes Adventist	ROAR
Rocksoc / Geology	ROTARACT	RUCUS
RUPSA	SASCO	SCF

SCO	SHARC	SIFE
SwaziSoc	Toastmasters	VOG
West African	Wine Tasting	Young Royals
ZimSoc	Zoology	

CLOSURE OF HALLS DURING VACATIONS

Please note that no Warden or Sub-Warden may leave residence at the end of the second and fourth terms (and possibly the first and third terms if conferences etc. are to be held in their Houses in these short vacations) until all the closing procedures have been completed. (See “End of term” in the manual and Residence Closure Procedures and Certificate of Closure on the Res ops website)

CODE OF CONDUCT FOR WARDENS

All Wardens and Hall Wardens are subject to the usual guidelines for University staff, and the same Disciplinary rules apply in the event of breaches or offences. In particular, Wardens need to remember that they are role models to the students in their residences.

COMPULSORY SERVICE (also see “Discipline”)

Punishments for offences at Rhodes are served in terms of hours of compulsory service (see the Discipline section for a list of admission of guilt penalties). The underlying idea behind these punishments is restorative justice: we want the student to learn something positive from the experience. The following lists provides some options for Compulsory Service:

1. doing supervised service in your Hall kitchens
2. cleaning of the residence, bathrooms etc., especially when the offence caused a mess in the residence: supervised by housekeepers
3. cleaning the fridges: supervised by subwardens
4. working at the Student Bureau, doing filing and other menial clerical work: supervised by Ruth Jackson
5. cleaning the outside of your residence buildings (e.g. removing cobwebs, dust): Estates Division
6. washing cars: Estates Division
7. digging and weeding: Grounds & Gardens or warden
8. service at the SPCA (for volunteers only, with own transport)
9. work at the CPU (e.g. accompany guards on patrol and record all lights that are out of order).
10. work in the library, e.g. cleaning keyboards and rubbing out pencilled marks in books.
11. working in the Health Care Centre
12. policing noticeboards on campus to remove old notices: contact CPU

Please do not assign punishments of the following kind:

1. anything which endangers the student in any way e.g. climbing on ladders or handling of toxic substances
2. anything which could be perceived as working for the warden personally, e.g. cleaning the warden’s flat or attending to warden’s children.

COMMUNICATIONS WITH DEAN OF STUDENTS

It is important to report all critical incidents to the DoS when they happen. The office of the Dean of Students is always open to all Wardens in times of crisis. In addition, there are meetings twice a term with the Hall Wardens, as well as a meeting of the Board of Residences once a term. These are all opportunities to raise concerns and discuss mutual problems.

CONFERENCES

From time to time Hall and House Wardens of the university residences host:

- Rhodes students during the vacations, including those attending Summer School, RUMEP and ISEA courses and similar.
- Internal and external conferences, festivals, graduation and similar. Arrangements for these are made in the Conference Office under Residential Operations and comprise:
 1. A roster that allows a break in the demand on any one residence and in any one year. Relevant House Warden(s) are advised as to when they are required to be available.
 2. Collating bookings from the event organiser or guest and processing these accordingly.
 3. Sourcing and appointing conference Wardens, where required.
 4. Each conference Warden is provided with a set of guidelines relating to pre-conference, during the conference, and post conference.
 5. The required number of temporary Sub-Wardens is scheduled to work in each House at the appropriate times. Each Sub-Warden is provided with a document titled 'Conditions of Service'.
 6. Temporary Sub-Wardens:
 - 6.1. Rhodes students apply for the position of temporary Sub-Warden during conferences.
 - 6.2. Application forms are presented to the House Warden, who makes recommendations accordingly
 - 6.3. Hall secretaries inform any unsuccessful applicant and keep records of these in the event of cancellations.
 - 6.4. Temporary Sub-Wardens are:
 - 6.4.1. Generally expected to take up their appointment one day before guests are due to arrive.
 - 6.4.2. Permitted to stay in a designated residence free of charge prior to the conference/festival guests' arrival and prior to point (6.4.1) above. No meals are provided.
 - 6.4.3. Permitted to stay free of charge should there be a short gap between conferences to which they have been appointed Sub-Warden. No meals are provided.
 - 6.4.4. Permitted to stay after a conference ends if the timing is such that it is near to the commencement of the next term. Application should be submitted to the Director of Residential Operations. The student is charged the stipulated daily rate, inclusive of meals.
 - 6.4.5. Should a conference be cancelled after the appointment of temporary Sub-Wardens, a notice period of 48 hours is given. No compensation is paid out.
 - 6.4.6. Each House is provided with guest registers and alpha lists.
 - 6.4.7. A code of conduct as set out by the university should be utilised for visitors to the residences and School groups in Rhodes University residences (obtainable from Res Ops).

Contact details for further information: Conference Manager: tel. 046 603 8138 (8138); cell speed dial: 5183;
e-mail: conference@ru.ac.za

CONFIRMATION OF APPOINTMENTS OF WARDENING STAFF

- Hall and House Wardens are appointed for one year in the first instance, at which point reports are called for to support reappointment for up to four years.
- Hall and House Wardens who have served one plus four years may be reappointed for five year contract periods thereafter.
- In the case of House Wardens, reports are requested from the Hall Warden, the Senior Student of the residence and a designated Sub-Warden from the residence, i.e. the same Hall complement applicable to House Warden selection. The Hall Warden must discuss these reports with the Warden (while keeping sources confidential) and allow the Warden to respond and give input, with a view to ongoing improvements. The Hall Warden submits a written recommendation to the Dean of Students. If reappointment is not recommended, the way forward must be discussed in a meeting with all parties.
- In the case of Hall Wardens, the Dean of Students interviews the Hall Warden concerned and obtains reports from all the House Wardens in the Hall and from the Senior Student and a designated Sub-Warden of the res of

which the staff member is Warden. If necessary, the Dean of Students will discuss any negatives with the Hall Warden and/or recommend reappointment.

CONTACT DETAILS OF WARDENING STAFF

ALLAN WEBB HALL:

Hall Warden

Mr Markus Mostert	m.mostert@ru.ac.za	082 441 6783	8171	8010
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Administrator

Ms Leigh-Anne Moffatt	l.moffatt@ru.ac.za	082 903 5099	8474	--
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CANTERBURY

Ms Judy Seymour	j.seymour@ru.ac.za	084 597 3404	8246	8577
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CANTERBURY ANNEX

Ms Phumza Gesha	p.gesha@ru.ac.za	072 455 9358		7238
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SALISBURY

Mr Markus Mostert	m.mostert@ru.ac.za	082 441 6783	8171	8010
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TRURO

Ms Danel-Mari JV Rensburg	d.jvensburg@ru.ac.za	072 102 7246	8113	8519
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WINCHESTER

Mr Ferdi Botha	f.botha@ru.ac.za	072 500 7658	8673	8011
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COURTENAY-LATIMER HALL:

Hall Warden

Ms Veronica Moodley	v.moodley@ru.ac.za	078 766 9858	622 7985	8886
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Administrator

Ms Janine Hayward	j.hayward@ru.ac.za	074 892 7077	8575	--
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BEIT

Ms Engela Tyson	e.tyson@ru.ac.za	082 820 5590	603 5600	8044
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JAMESON

Ms Charity Gomo	c.gomo@ru.ac.za	0788287595	7213	
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ORIEL

Ms Veronica Moodley	v.moodley@ru.ac.za	078 766 9858	622 7985	8886
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Desmond Tutu HALL:

Hall Warden

Dr Swantje Zschoernack	s.zschoernack@ru.ac.za	073 812 4943	8472	8336
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Administrator

Ms Cindy Jeggels	c.jeggels@ru.ac.za	073 457 6853	7452	
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Ellen Kuzwayo

Ms Clarris Magadza	c.magadza@ru.ac.za	073 145 6256		7467
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Amina Cachalia

Ms Vicky Heideman	v.heideman@ru.ac.za	076 099 3979	7253	7468
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Calata				
Mr Jonathan Bellingan	j.bellingan@ru.ac.za	082 260 0274		7469
Margareth Smith				
Dr Swantje Zschernack	s.zschernack@ru.ac.za	073 812 4943	8472	8336
OAKDENE				
Mr Felix Munyai	f.munyai@ru.ac.za	083 627 9536		
DROSTDY HALL:				
Hall Warden				
Dr Rosa Klein	r.klein@ru.ac.za	073 445 6804	8802	8014
Administrator				
Ms Candice Webber	c.webber@ru.ac.za	083 585 7533	8586	-
Allan Gray				
Dr Rosa Klein	r.klein@ru.ac.za	073 445 6804	8802	8014
CELESTE				
Ms Precious Tanyanyiwa	p.tanyanyiwa@ru.ac.za	072 606 9912	n/a	046 622 3709
GRAHAM				
Mr Cecil Peters	c.peters@ru.ac.za	083 259 4115	8876	8015
PRINCE ALFRED				
Ms Catherine Deiner	c.deiner@ru.ac.za	082 883 9210	8367	8016
FOUNDERS HALL:				
Hall Warden				
Mr Gary Steele	g.steele@ru.ac.za	084 622 4000		8019
Administrator				
Ms Elize Everton	e.everton@ru.ac.za	072 739 6561	8588	--
BOTHA				
Mr Gary Steele	g.steele@ru.ac.za	084 622 4000		8019
COLLEGE				
Mr Office Mtini	o.mtini@ru.ac.za	072 417 1515	622 9350	8020
CORY				
Mr Eric Matambo	e.matambo@ru.ac.za	072 812 1540	8358	8021
MATTHEWS				
Mr Tinashe Ndoro	t.ndoro@ru.ac.za	073 698 8048	8814	8022
GAVIN RELLY POST GRADUATE VILLAGE				
Hall Warden				
TBA				
HOBSON HALL:				
Hall Warden				
Mrs Ruth Jackson	r.jackson@ru.ac.za	072 675 4292	8372	8855
Administrator				

Ms Chantelle Van Niekerk	c.vanniekerk@ru.ac.za		8578	
DINGEMANS				
Ms Tracey Chambers	t.chambers@ru.ac.za	082 802 8108	8288	8025
HOBSON				
Ms Michelle Isaacs	m.isaacs@ru.ac.za	082 747 9210	n/a	8026
LIVINGSTONE				
Ms Zuki Kota	z.kota@ru.ac.za	072 648 3398	8826	8583
MILNER				
Mrs Ruth Jackson	r.jackson@ru.ac.za	072 675 4292	8372	8855
JAN SMUTS HALL:				
Hall Warden				
Prof Laurence Juma	l.juma@ru.ac.za	076 689 6708	7256	8581
Administrator				
Ms Andiswa Lubengu-Bailey	a.lubengu-bailey@ru.ac.za	073 021 8735	8589	
ADAMSON				
Dr Sandile Khamanga	s.khamanga@ru.ac.za	082 547 9383	8780	8029
ATHERSTONE				
Ms Belinda de Lange	b.delange@ru.ac.za	083 410 7246	7107	8030
Ms Karabo Tledima	k.tledima@ru.ac.za	072 282 2984		
Jan Smuts				
Dr Albert Chakona	a.chakona@saiab.ac.za	0845233793	5849	
Mr Sakhe Badi	sakhe.badi@yahoo.com	0780580079		
NEW				
Ms Lisl Griffioen	l.griffioen@ru.ac.za	082 679 6317	622 7203	8032
KIMBERLEY HALL:				
Hall Warden				
Dr James Gambiza	j.gambiza@ru.ac.za	072 039 4791	7010	8582
Administrator				
Ms Selene Walters	s.walters@ru.ac.za	083 632 5310	8590	
CULLEN BOWLES				
Mr Johan Botha	j.botha@ru.ac.za	083 453 5899		8038
DE BEERS				
Dr Gladman Thondhlana	g.thondhlana@ru.ac.za	0845624109	7007	
GOLDFIELDS				
Dr James Gambiza	j.gambiza@ru.ac.za	076 532 8424	7010	8582
ROSA PARKS				
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LILLIAN NGOYI HALL:
Hall Warden

Mr Jeremy Baxter j.baxter@ru.ac.za	082 332 6734	7031	8833
Administrator Ms Genean Catto g.catto@ru.ac.za	072 044 8533	8692	
CENTENARY HOUSE Mr Jeremy Baxter j.baxter@ru.ac.za	082 332 6734	7031	8833
RUTH FIRST Ms Zinzile Kellen z.kellen@ru.ac.za	083 984 4616		8720
JOE SLOVO Mr Gregory Wilmot Gregory.wilmot@ru.ac.za	072 264 1452		7064
VICTORIA MXENGE Dr Meesbah Jiwaji m.jiwaji@ru.ac.za	073 104 4485	n/a	8697
MIRIAM MAKEBA HALL: Hall Warden Mr Michael Naidoo m.naidoo@ru.ac.za	084 443 0040	8411	8069
Administrator Ms Lyndsay Gush l.gush@ru.ac.za		8861	--
CHRIS HANI Mr Michael Naidoo m.naidoo@ru.ac.za	084 443 0040	8411	8069
PIET RETIEF Mr Rob Benyon r.v.benyon@ru.ac.za	083 250 1814		8035
THOMAS PRINGLE Ms Sibongile Matambo s.matambo@ru.ac.za	073 205 7771		8036
WALKER Ms Shelly Roodt s.roodt@ru.ac.za	073 690 6268	622 7203	8039
NELSON MANDELA HALL: Hall Warden Mrs Desiree Wicks d.wicks@ru.ac.za	082 801 1401	8653	8042
Administrator Ms Sharmia Gangiah s.gangiah@ru.ac.za	076 781 4255	7198	
ADELAIDE TAMBO Mrs Desiree Wicks d.wicks@ru.ac.za	082 801 1401	8653	8042
HELEN JOSEPH Ms Lucie Allan l.allen@ru.ac.za	083 225 8170		8916
GUY BUTLER Mr Jono Davy j.davy@ru.ac.za	072 226 0430		8693
STANLEY KIDD Mr Douglas Eastment d.eastment@ru.ac.za	082 578 2481	8311	8037
OPPIDAN HALL: Hall Warden			

Mr Raymond & raymond.harris@ru.ac.za	082 808 8557	8834	
Ms Janine Harris j.harris@ru.ac.za	082 801 2385	8119	
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Administrator			
Ms Karen Van Heerden oppidan.secretary@ru.ac.za	084 460 7514	8229	--
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ST MARY HALL:			
Hall Warden			
Ms Peta Myers l.myers@ru.ac.za	082 787 5391	8201	7510
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Administrator			
Ms Brenda Meyer b.meyer@ru.ac.za	082 873 8686	8576	--
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JOHN KOTZE			
Ms Peta Myers l.myers@ru.ac.za	082 787 5391	7028	7510
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LILIAN BRITTEN			
Ms Babalwa Magoqwana b.magoqwana@ru.ac.za	083 273 3178		8387
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OLIVE SCHREINER			
Ms Nompilo Tshuma n.tshuma@ru.ac.za	078 698 7197	7096	8049
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PHELPS			
Ms Mandy Hlengwa m.hlengwa@ru.ac.za	072 858 5841	7388	8048
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COUNSELLING CENTRE

(see also “Psychological Counselling”)

The Student Counselling Centre provides a professional, free service to all Rhodes Students experiencing psychological problems. The Counselling Centre operates from a holistic Wellness model and supports students in terms of their physical, academic, social, emotional and spiritual functioning. The counsellors will take your concerns seriously and will maintain the strictest level of confidentiality.

The following services are offered:

- Confidential individual counselling.
- Relationship counselling.
- Group therapy for students with similar interests and goals.
- An after-hours line for psychological emergencies (during office hours students experiencing a psychological emergency will be assisted immediately by the psychologist on call).
- Study Skills Workshops on issues pertinent to students such as time management, stress management and exam preparation.
- Group therapy for students with similar interests and goals.
- Self-help material and information pamphlets covering various topics.

The Student Counselling Centre is located on the top floor of the Student Union Building in Prince Alfred Street and is open Monday to Friday from 08h30 – 17h00, or telephone (046) 603 7070 during Office Hours.

The Psychological Emergency Number for students who are experiencing psychological emergencies which cannot wait until the next working day is 082 803 0177.

Private Psychological & Counselling Services

Ms Karen Andrews	114 High Street	(082) 491 3443
Ms Margaret Anema	48a Somerset Street	(046) 622 4245
Ms Ann Ashburner	Colcade, 41 Hill Street	(046) 622 4386

Mr Michael Border	7 Hodges Street	(046) 622 2318
Ms Lisa Brown	3 Parry Street	(046) 636 1035
Ms Mary Donnelly	5 Donkin Street	(083) 461 5437
Mr Martin Donnelly	5 Donkin Street	(082) 330 1086
Ms Michelle Coutinho	120 High Street	(046) 622 5816
Ms Larise du Plessis	115 High Street	(084) 505 7070
Rhodes Counselling Centre	Union Building, top floor	(046) 603 8855
Ms Asha Dullabh	117 High Street	082 255 5277
Prof Ann Edwards	Psychology Clinic	(046) 636 1296
Prof Dave Edwards	31 Hillside Road	(046) 603 8500
Ms Gwenda Euvrad	8 St Aidans Ave	(046) 622 8023
Dr Kevin Kelly	CADRE (046)	636 1415
Ms Mariaan Mavro	5 Donkin Street	(082) 395 6978
Mr Iain Reid	Fort England Hospital	(046) 622 7003
Mr Conrad Rocher	29 Somerset Street	(046) 636 1583
Ms Pumza Sakasa	Colcade – 41 Hill St	(046) 636 1732
Mr Clifford van Ommen	Psychology Dept	(046) 603 8505
Ms Adele van der Merwe		(072) 279 7952

CRISIS COMMUNICATIONS PROTOCOL

Who to call in a crisis

To streamline the process and ensure that a crisis situation can be quickly and efficiently managed, only two phone calls need be made by the person reporting a crisis. The first phone call is to the Campus Protection Unit. The second phone call is to the Dean of Students, who will liaise with the other people on this list to ensure that information is swiftly and appropriately disseminated. In the case of a physical emergency – a rape, injury, assault or any other situation in which a person or people is in need of immediate medical assistance – you should contact the SAPS or ambulance services before making internal calls. Remember, the safety of people is your number one priority. Please remember not to make statements to the press.

Chain of contact

Respondent → South African Police Services and/or

→ Ambulance service

→ Campus Protection Unit

Respondent → Dean of Students → Vice Chancellor

→ Deputy Vice-Chancellor

→ Deputy Director of Residential Operations

→ Communications

DEATH OF A STUDENT

While one always hopes that disaster will not strike, it sometimes does, and Wardens do occasionally have to deal with suicide attempts (see the section on “Suicide” below), fatal car accidents and severe injury due to a wide range of factors. It is worth spending a moment to consider how you would handle the death of a student in your residence:

- If you are informed that a student has died outside of residence as a result of an accident or a violent incident, contact the Dean of Students and the Hall Warden immediately, who will inform the next-of-kin as soon as possible, as well as informing members of the University’s senior management team and Communications Division.

- If a violent incident of a life-threatening nature occurs in your residence, call Campus Security and the police immediately. It is a criminal matter and due process must be followed.
- Contact counselling services and alert them to the crisis so that they can help you in providing support for fellow students, who will be very upset.
- Inform members of your House as soon as possible. Call a full House meeting for this purpose, rather than using word of mouth.
- Discuss with your House Comm. the various options to allow students to express their feelings, such as a “memory” book in the common room, photos, an informal memorial service in the common room etc.
- Parents and/or family will come to the residence in order to collect their child’s belongings. This can be distressing for all concerned, but you are advised, if possible, to leave all belongings as they are and allow the family to do as they see fit.
- The Dean of Students office will arrange a memorial service in the Chapel at a later date.
- Helping a student cope with news of death.
 - * Provide a good listening ear, and give as much support and comfort as you can.
 - * If the student is in a state of shock, with severe physical symptoms like shaking, get him/her into bed and offer a warm drink with sugar or ‘Rescue Remedy’.
 - * After the shock (which can last a few days), a range of confusing emotions can follow, often including anger, guilt as well as sadness. It is best to allow the student to express themselves without trying to clarify this confusion. Simply listen and reflect, without trying to judge or reassure.
 - * Depending on the circumstances surrounding the death, it may be advisable for the student to see a Psychologist.

DISCIPLINE

Please ask for guidance when you first start; and contact your Hall Warden for assistance or if you have a problem.

1. The source of the University’s discipline procedures is the Student Disciplinary Code that is on the University web-site. All wardens should read it carefully.
2. The Code sets out the various disciplinary officers and their powers. Wardens’ powers are covered in the Code as well.
3. The Principal or Vice Chancellor is the Chief Disciplinary Officer of the University. S/he may her/himself take disciplinary action against any student at any time or may appoint any person or body of persons to conduct disciplinary proceedings in a manner not provided for by the Code. In effect the Principal may suspend the operation of the Code and exercise disciplinary powers her/himself.
4. The most serious disciplinary cases are dealt with 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 University and are usually members of the staff of the Faculty of Law who have served as judicial officers or practiced as advocates or attorneys.
5. A student who is summoned to appear before a Proctor has the right to elect to be tried by a Disciplinary Board which consists of a Proctor as Chairman, one member of staff, chosen from a panel nominated by the Senate and approved by the Principal after consultation with the Proctors and one member chosen from a panel nominated by the SRC (usually senior students) and approved by the Principal after consultation with the Proctors. The student may, however, elect to be tried by the Proctor sitting alone and this is what usually happens. The procedure in a trial before a Proctor or Disciplinary Board is very similar to that followed in the ordinary courts of the land.
6. The Principal has appointed two official, called the University Prosecutors. Their duties, functions and powers are set out in the Code. They, in effect, act as the prosecutor in all cases that are heard by the Proctors. They have the power to direct any Warden or residence disciplinary committee to take disciplinary action against a student.

7. There are a number of other disciplinary officers or bodies as well. These are Hall Wardens, House Wardens, Hall and/or House Disciplinary Committees, assistant Wardens, Sub-Wardens (most Hall Constitutions also delegate disciplinary powers to members of the Hall or House Committee), the SRC Disciplinary Board, the Sports Union Disciplinary Committee and the Oppidan Union.
8. Any disciplinary action taken by a Warden, Sub-Warden, SRC etc, must be brought to the Hall Warden's attention within 24 hours. The Hall Administrator is charged with ensuring that all records pertaining to disciplinary offences are fully updated on Protea. Performance of service hours must be closely monitored, and timeous follow-up action taken for failure to perform these hours.
9. Please take note of the Alcohol policy, which states that drunkenness is an exacerbating factor
10. The following breaches of discipline must be referred to the Hall Warden:
 - Any breach of any rule by a Sub-Warden or the House/Hall Senior Student;
 - Any disciplinary offence where property (private or university) is damaged, whether a student is under the influence of alcohol or not;
 - Any offence involving drugs;
 - Any assaults/rapes/murders etc;
 - Any serious thefts;
 - Any racial incidents.
 - any second breach of the 'visiting' rules between 12 midnight and 8.30 am;
11. In addition, the following breaches of discipline must be reported via the Hall Warden to the University Prosecutor and the Registrars Division:
 - Any offence involving drugs;
 - Any assaults/rapes/murders etc;
 - Any serious thefts;
 - Any racial incidents.
12. It is necessary to bear in mind that the Hall Warden or a Proctor on review can reduce penalties that are too severe. Equally, either the Hall Warden or a Proctor can increase penalties that are too lenient. If you are in doubt please contact the Hall Warden.
13. A House Warden may not vary rules of the University or the Hall. If, for example, a rule requires "strict silence" at certain times, it may not be varied to read "reasonable quietness".
14. In the event of your deciding to take disciplinary action against a student, it is imperative that you follow the following procedure:
 - Tell the student that you are going to take action against him/her;
 - Tell the student what the charge against him/her is;
 - Ask the student if s/he understands the alleged offence;
 - Ask the student if s/he wishes to have a further two days to consider the charge, or to proceed immediately;
 - Make sure the student is informed of her right to have an observer present and the option to be tried by a Hall/House Disciplinary Committee;
 - Make sure the student knows that, if the s/he denies the charge, they are given 24 hours notice in order to prepare their defence, and;
 - That when they eventually appear before you, they are given every opportunity to present their defence. This includes the calling of witnesses.
15. Under no circumstances must a student be fined or punished without being told what the charge against him/her is, and without being afforded the opportunity to state what his/her defence is.
16. If you are satisfied after hearing the student that he/she is guilty and decide to impose a penalty, you must ensure that all details are entered onto the University's Protea database.
17. Admission of Guilt: First-time offenders for certain offences may elect to serve an Admission of Guilt penalty instead of having a disciplinary hearing. These are listed below. Note that these are NOT convertible into a

monetary value.

18. Wardens are responsible for entering the details of all disciplinary matters (charges, sanctions, dates etc) on the Residence System.

RHODES UNIVERSITY

ADMISSION OF GUILT PENALTIES FOR RESIDENCE STUDENTS IN TERMS OF RULE 9 OF THE STUDENT DISCIPLINARY

CODE: 2014

PREAMBLE

1. These penalties **MAY NOT** be **REDUCED OR INCREASED** without a disciplinary hearing being held. The object of this procedure is to do away with disciplinary hearings in certain limited cases.
2. These penalties may only be imposed upon a student where s/he admits guilt. If the student does not admit guilt then a disciplinary hearing **MUST** be held.
3. The disciplinary authority does not have to utilise the admission of guilt procedure and may decide to hold a hearing.
4. This schedule does not create offences: it only relates to penalties for existing offences.
5. A R25 fine equates to 1 hour of compulsory service. Monetary fines should be imposed only in exceptional circumstances.

	OFFENCE	COMPULSORY SERVICE
1	Needlessly pushing a panic button	40 hours
2	Streaking/indecent exposure	25 hours
3	Vomiting in public while under the influence of alcohol	20 hours
4	Urinating in public	20 hours
5	Using loud, abusive or offensive language in public	20 hours
6	Holding a "boot party" on campus and causing noise and disturbance	20 hours
7	Not registering a motor vehicle with the University	12 hours
8	Parking on the wrong side of the road (facing oncoming traffic)	12 hours
9	Disregarding a stop sign	12 hours
10	Driving a vehicle on the pavement or the wrong side of the road	12 hours
11	Failure to sign a guest in or out	6 hours
12	Smoking in a prohibited area	12 hours
13	Parking in areas reserved for University staff	6 hours
14	Parking in areas other than designated for student vehicles	6 hours
15	Failure to evacuate a residence in a fire drill	6 hours
16	Leaving a heater on in a residence room during a period of absence	6 hours
17	Failure to do a scheduled duty	4 hours

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

FORMAL DISCIPLINARY HEARING FORMAT – Revised January 2013

Date:

Time:

Student Name:

Number:

Alleged Offence:

Ask of every charged student and witness:

“Do you affirm that the evidence you are about to give will be the truth?”

Student to respond: “I do.”

Do you understand the alleged offence? If No... explain again.

Does student plead guilty to all relevant facts of the offence by explaining what happened in own words. Does this agree with information in my possession? Make sure student pleads guilty to all charges. If student pleads ‘not guilty’ (may adjourn for an additional two days) continue from *. If student pleads guilty...

Give student opportunity to have his/her say.

If satisfied that student guilty of offence, advise accordingly.

**** Presenter and Student Advisor to provide all mitigating or aggravating factors regarding sanction.**

Presenter and Student Advisor to advise Authority¹ on what sanction should be.

Authority to decide on Sanction. Provide reasons for sanction and sanction imposed. Alcohol/drugs are an aggravating factor.

Complete Notice of Sanction Form.

Advise student that he/she has right of review to Disciplinary Review Committee².

END OF HEARING.

*** When student pleads ‘not guilty’...**

¹ Authority is a Hall or House Warden or a Hall/House Disciplinary Panel.

² A letter requesting a copy of the record should be sent to the House/Hall Warden/Chairperson within three days. May only appeal (per rule 8.4 a/b/c/d) i.e. facts do not disclose (prove) the offence; sanction imposed was excessive or unjust; material irregularity in conduct of proceedings; facts found proved are in conflict with mechanically recorded record of proceedings.

If after an adjournment, again advise student of charge and proceed from where halted on previous occasion.
Advise student that he/she is not obliged to answer any questions posed.
Ask student if he/she admits any of these facts. Evidence not to be led for admitted facts.

Presenter to lead evidence in support of the charge for facts not admitted.

Accused student to tell his/her side of the story and to call witnesses. **BUT accused student must give evidence before his/her witnesses give evidence.**

Accused student or his/her representative has opportunity to cross-examine witnesses, whereafter the Presenter may re-examine. Each witness may only be cross-examined by either the Accused student or her/her Representative.

Authority may ask questions of witnesses/accused student at any time.

After all evidence has been led, the Presenter/Accused Student/Accused Student's Representative has the right to make a final statement, if so desired.

Make decision on whether guilty or not.

If guilty, advise as such and provide reasons.

Continue from **

Wardens Guidelines for the implementation of the Visiting Rule in 2014

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

The aim: achieve tighter security control, and apply the rule consistently and fairly, regardless of gender. Avoid theft or assault by strangers in any residence, and control noise between 24h00 and 7h30.

Interpretation:

1. In order to comply with the rule, the Warden must know who is "visiting" in the residence between the restricted hours. A visitors book is not a prerequisite, but Wardens will need to satisfy themselves that suitable access controls are in place which will hold students accountable for their guests.
2. "Express permission" for visiting after hours should only be granted in exceptional circumstances, such as a psychological or personal crisis. Requests to study in groups in students' rooms after midnight is not regarded as 'exceptional', unless evidence can be supplied that circumstances are indeed unique (e.g. previous illness of a group member, which necessitate last minute preparation.)
3. Permission may normally only be granted by the Warden. This authority may not normally be delegated to a subwarden
4. "Express permission" should be written, rather than verbal, and can be given in the following ways
 - a. Submit a form before a stated hour on the night in question which must be signed in advance
 - b. SMS or email in advance
5. Any residence which wishes to extend the restricted time to 8h00 or 8h30 can do so via their Hall Rules
6. Wardens may use discretion in the case of Residences which have unique study venues, or a designated common room which could be used for group study without any risk of noise. This privilege must be withdrawn if it is abused.
7. Being in the foyer of a residence during restricted hours is a breach of the rule.

Suggestions for how to implement the Visiting rule:

1. Get a visitors book, which should be used to note the names of anybody visiting a student in the residence. This book should ideally record visitors during the day as well as at night.
2. Require Subwardens to check the book and ask visitors to leave by 12h00. **NB:** Subwardens of women's Residences who are required to implement these additional safety and security measures receive 5%

- more salary. Men's residences which agree to implement the same security measures can request the same salary adjustment (see 4(g) of *Guidelines of Remuneration of Sub wardens*)
3. Encourage students to self-manage and take responsibility for their guests at all times
 4. Devise a form for 'express permission', which must be submitted to Warden in advance

Sanctions (these apply to BOTH the host and the visitor)

1. *for visiting:*
 - a. first offence 15 hours, adjusted depending on the context: Wardens may hear these case
 - b. Second offence 20 hours plus a suspended exclusion from residence
 - c. Third offence. Exclusion
2. *for failing to escort a guest:* 15 hours each

NB: A general AMNESTY applies during fire alarms. No student may be prosecuted for visiting during a fire drill, and all students must be informed of this at the start of each year.

ASSISTANCE TO HALL WARDENS IN DISCIPLINE

Hall Wardens can utilise the services of LLB students in dealing with disciplinary matters of a serious nature. These students will assist in investigating each case, setting up the hearings, and completing the relevant follow-up administration. Hall Wardens must still conduct the hearings, and retain their authority in decision-making at all times. Hall Wardens wishing to make use of this assistance should liaise with the Registrar's Division, who will arrange for a legal assistant (to be paid at the standard post-graduate hourly rate).

DOUBLE ROOMS

Where, for University convenience, students are required or permitted to share accommodation, a 25% discount of the lodging fees may be claimed by the student for the period that the room was shared. For the purpose of discounts and adjustments the residence year is taken as 240 days. (See also Room Allocation Policy on DoS website). The following rooms have been identified as 'emergency double rooms' to be used as doubles only during the first few weeks of each year, until such time as other beds become vacant. Students in these rooms should be given a clear understanding that only one of them is likely to remain in the room. Emergency rooms take precedence over 'bad' rooms.

Emergency only

Thomas Pringle 10	Thomas Pringle 20	Thomas Pringle 23	Piet Retief 10
Piet Retief 20	Piet Retief 23	Walker 10	Walker 20
Walker 23	Canterbury Annexe 110	Canterbury Annexe 210	Schreiner 66
Smuts 150	Oriel 11	Oriel 31	

DRUGS

(There is a "Protocol on the use of illicit drugs" on the DoS website). The University undertakes to deal firmly with students who commit such offences and who break the Disciplinary Code and thereby bring the University into disrepute. However, the University also recognises that in some cases substance abuse can become a medical problem, rather than solely a disciplinary matter, and we therefore supply information about the dangers of illicit drugs and will refer those who need support to the relevant support services. Students who have a substance abuse problem are encouraged to seek treatment in the first instance

PSYCHOLOGICAL AND MEDICAL SUPPORT

A range of sources of support is available to students involved in substance abuse. The students must be advised of the help that is available and encouraged to make use of it:

1. Students with substance abuse problems must be encouraged to contact the Counselling Centre (counsellingcentre@ru.ac.za) (046) 603 7070) or the Health Care Centre (healthcarecentre@ru.ac.za) (046) 603 8523 / 082 8011 409 for information or assistance. Confidentiality will be maintained.
2. Students with problems should be encouraged to attend Narcotics Anonymous (NA) meetings, which take place twice a week. Tuesdays at St. Georges Hall in High Street from 19h00-20h00 and Thursdays in the RA room of the Steve Biko building opposite Rhodes Music Radio from 19h00-20h00 (NA/AA: 082 784 7685). Confidentiality will be maintained.
3. Lifeline can offer assistance: 0861 322 322 or 0800 567 567

DISCIPLINARY MEASURES

Office-bearers of the University may not disregard any substance abuse problem and are required to assist in promoting an environment in which use of illicit drugs is actively discouraged, and to report the matter to the relevant authority. The Disciplinary Code must be strictly adhered to in cases of substance abuse *on campus*. Wardens must establish a clear sequence of 'boundaries' for students caught committing an offence. Normally the following steps should be followed on campus:

- In all cases, the substances must be confiscated and handed over to CPU.
- In cases where drug abuse is suspected, the matter should be reported to a Warden or Head of Department or some other responsible person.
- The matter must be reported to the University Prosecutors for investigation.

Over and above disciplinary interventions, the student must receive support as follows:

- a. *1st Offence*: student receives counselling support and education. Student is requested to go for counselling. At this stage parents could be informed. If not, the student must be warned by the Hall Warden or Dean of Students that parents will be informed if there is a repeat offence;
- b. *2nd offence*: Parents are informed, and are involved in the rehabilitation programme. The student is required to sign up for random testing by the HCC.

DEALING WITH THE DISCOVERY OF ILLICIT DRUGS

1. Non-emergency:
 - i. If a student is in possession of or using what is believed to be an illicit substance in residence, report the matter to the Warden.
 - ii. The Warden is obliged to adhere to the Disciplinary Code if there has been a serious breach of a rule or law, regardless of whether this is a first or subsequent offence.
 - iii. If the incident takes place elsewhere on campus, report it to CPU or an academic staff member.
 - iv. Write down all details of the incident clearly and accurately. This will help those who are involved later.
2. Medical Emergency: Acute intoxication, physical collapse, loss of consciousness or substance induced psychosis can result from even one experiment with illicit drugs. In the case of a student displaying signs of acute physical or psychological distress, where there is immediate risk to life or long term health, the individual must be medically assessed:
 - i. *If the person is unconscious*: call Netcare immediately (082911 or 073 065 6660). Notify a warden, CPU (046) 603 8146, the Health Care Centre (046 603 8523 or 082 8011409) or contact the Counselling Centre (046 6037070 or 0828030177).

While waiting for help to arrive:

- do not put the person to bed to sleep it off: death can result from choking on vomit;
- lie them in the recovery position: on their side, with support;
- loosen tight clothing around their neck and chest;

- keep them warm;
 - Keep a careful watch on them until medical help arrives.
- ii. *If a student is conscious and cooperative:*
 - Help the person stay calm and give reassurance;
 - Escort the student to the Health Care Centre for evaluation and monitoring. The nurse will then make a recommendation based on the evaluation of the patient, i.e. hospitalisation, counselling, or informing significant others.
 - The Health Care Centre may also contact the Counselling Centre for assistance.
 - iii. *If the student is conscious but uncooperative* (usually displaying symptoms of a psychotic episode):
 - do not crowd or threaten the person, or expect normal behaviour; they could react with uncharacteristic violence;
 - call Netcare immediately (082911 or 073 065 6660).
 - call CPU (046 603 8146) for extra assistance;
 - If the student refuses to co-operate, even with CPU assisting, call the South African Police (SAPS) (046 603 9111) to assist with transporting the student to Settlers Hospital.
 - iv. CPU or the SAP must confiscate the substances;
 - v. If a student is admitted to Settlers Hospital, notify the Warden and the Counselling Centre.
 - vi. Write down details of the incident clearly and accurately. This will help those who are involved later;
 - vii. Once the student is discharged from Settlers Hospital, the student must report to the Counselling Centre for an assessment.
 - viii. Recommendations regarding the way forward will be made by the Counselling Centre to the Dean of Students. Options will include disciplinary intervention, counselling (which may include drug testing at the health care centre) and/or extended Leave of Absence based on psychological or medical grounds).
3. Death: In the event of accidental death or apparent suicide
 - i. CPU must be contacted immediately, as well as the Dean of Students and Hall Warden. (CPU will call the police).
The Counselling Centre should be informed (046 6037070 or 0828030177).
 - ii. The student's parents / immediate family should be informed as soon as possible by a University official (usually the Dean of Students or Hall Warden)
 - iii. The Counselling Centre will be available to offer counselling to students affected by the death.

DUTIES

Evening Duties

- During house-committee training and during Orientation week, all House Committee members and Subwardens are expected to sleep in the residence.
- Some person in authority must be present in the residence every night from 19:30 (7:30pm) onward.
- In order to ensure that this occurs, evening duties must be planned and shared between the Warden and Sub-Wardens of each House. The Senior Student of each House may share this duty if required.
- Please let the Hall Warden have a copy of the duty roster in your residence.

Weekend Duties of Wardens

- If a Hall Warden, House Warden, or Sub-Warden, is on duty over the weekend, s/he should remain in residence as far as is possible during the day. If s/he goes out for a short period elsewhere on the campus, or within Grahamstown, s/he must leave a cell or contact number and details of whereabouts posted on the res door.
- As above, the Warden on duty must remain in residence from 19.30 onwards.

- When on weekend duty, do not leave Grahamstown unless you have made arrangements with the Hall Warden (in the case of Wardens) or the Dean of Students (in the case of Hall Wardens).

Intervarsity Weekend

- ALL Wardens must be on duty during Intervarsity Weekend, irrespective of whether it is held in Grahamstown or not. Inter-visiting of students is restricted from Friday 5.00pm until Sunday 9.00am in accordance with the rules of your respective Hall. In Courtenay-Latimer Hall there is no inter-visiting during this period.

Orientation

In addition to the requirements stipulated in item 5 of the Conditions of Service of House Wardens, House Wardens are required to be in Residence seven days (5 working days) before the start of Orientation Week at the beginning of each academic year. (See also "Leave of Absence")

EARLY RETURNS /LATE DEPARTURES

Students are normally permitted to return to residence 24 hours before the start of term, and to depart no later than 48 hours after the end of term / final exam. This document describes the procedure to be adopted if a student wants to stay on or return earlier than that to an Undergraduate Residence.

EARLY RETURNS

A 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. 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.
5. Students will not be provided with meals until the first meal for returning students (usually Sunday dinner).

B Students returning more than 24 hours early:

1. Students who wish to remain in residence for the entire vacation or 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.

C 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.

D 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. 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. (The 2010 per-head budget for all Halls was R40,000). 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. 55 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.

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.

LATE DEPARTURES

A 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 in Residence* 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 Dean of Students (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 also be liable for this fee. This includes post-graduate students who are in under-graduate residences.

B 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).

C 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.

D 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.

ELECTRICAL APPLIANCES

No fridges, microwave ovens, hot plates, immersion heaters or any cooking appliances (other than kettles) may be kept in student rooms. Fridges may be kept if authorised by the Dean of Students on receipt of a doctor's certificate.

EMERGENCY REQUISITIONS

In the case of after-hour emergencies of a technical nature, telephone Campus Protection who will call out the relevant technician.

EMERGENCY CONTACT DETAILS

DEAN OF STUDENTS: Dr Vivian de Klerk

Office: 046 603 8181 • Office Fax: 046 622 9514

Home: 046 622 6075 • Cell: 082 886 4755

Heather Ferreira	Rhodes Health Care Centre	046 603 8532/ 082 801 1409
Dr Colleen Vassiliou	Counselling Centre	046 603 7070
Rhodes Psychological	Emergency Number	082 803 0177
Campus Protection Unit	Rhodes Ave	046 603 8146/7 and 8999 (emergency)
Police	Bathurst Street	046 603 9111/10111
Private Ambulance	046 622 7976	073065 6660
Settlers Hospital	<i>Milner Street, past the bridge</i>	046 602 5000
Fort England Hospital	York Street	046 622 7003
Fire Brigade	New Street	046 622 4444

END OF TERM

1. Students must leave residence 24 hours after the end of the first and third terms, and 48 hours after completing the June and November examinations.
2. A list setting out the details below must be completed in each residence two weeks before the exams begin in June and October/November and submitted to the Director of Residential Operations:
 - Name (alphabetical order);
 - Room Number;
 - Date of Last Exam;
 - Date of Last Meal (e.g. 24/11 - lunch);

- Date Leaving Residence;

3. Room/linen statements are to be left in each student's room after their Room and Linen Checks are completed at the end of each semester, or after any vacation during which your residence has been used for a conference etc. They are collected and checked by Housekeeping and put out at the beginning of the next term, when they must again be completed by the students and collected by the Sub-Wardens. In some halls a certificate, signed by the House Warden certifying that the residence has been inspected and all the necessary maintenance and replacement requisitions have been issued, is sent to the Hall Warden / Administrator prior to the Warden and Sub-Wardens leaving for any vacations.

ENTERTAINMENT ALLOWANCE

Each Warden is allocated an entertainment allowance at the beginning of the year, and this is administered by the Director of Residential Operations. This allowance is strictly for the entertainment of the students in the House. This allowance is not to be used for presents, flowers or cards. House Warden's Conditions of Service states: "Wardens are required to utilise their entertainment allowances to entertain their students. Such functions should normally be held in the House Warden's flat".

- The allowances are to be used during the academic year only i.e. 1 February to 30 November.
- Hall and House Wardens must submit claims to the Director of Residential Operations once a quarter. The dates by which claims must be submitted are:
 - * Term 1: 30 April
 - * Term 2: 30 July
 - * Term 3: 30 September
 - * Term 4: 30 November
- Submit your cash sale slips, receipts, invoices, credit card payment vouchers etc. to Director of Residential Operations. Please separate personal items from the claim by highlighting them.
- The Administrative Assistant will sign and code the claim with the relevant account number and fill in the appropriate "advice for payment form".
- All the documentation will then be sent to the Finance Division who will then process the claim for payment, and electronically transfer the money due to you into your bank or building society account.

FEES

- Residence fees differ because discounts are allowed on some residences that lack certain facilities.
- Students' accommodation is based on single rooms. Adjustments are made in fees where students change residences or to double rooms. The total amount is debited to the student account.
- No extra charge is made for linen supplied or for laundry services. Students must provide their own towels.
- No deduction is made from residence fees if a student is away from residence because of illness, or for any other reason, other than where the prescribed course of study required such absence.
- On application to the Director of Residential Operations, a rebate may be granted when the course of study necessitates an uninterrupted absence from the residence for more than 20 days.

FIRES / FIRE DRILL

- Fire drills must be held at least once a term (i.e. 4 a year). Please note that this includes checking that extinguishers have been serviced within the last year.
- A report on the fire drill must be included in the Health and Safety Checklist, which should be signed by you and submitted to the Hall Warden/Administrator for onward transmission to the Safety, Health & Environmental Officer on safety@ru.ac.za

FRIDGES IN RESIDENCE ROOMS

The only refrigerators allowed in res rooms are small medication refrigerators for the storage of insulin or other

temperature-sensitive medication (such as ARVs) and they may not be used for food storage. In order to get permission to have such a fridge, students must present a doctor's note plus prescription, and authorisation may only be given by the Dean of Students. Students with special dietary requirements must consult the Catering Manager for guidance as to meal choices. They could also store certain special foods in the refrigerators provided for communal use.

FUNCTIONS

Each Hall may have functions amounting to the cost of four formal dinners per Hall. These functions could be converted to more, cheaper functions such as brunches on request. Any additional functions would need to be paid for by the Halls concerned. Please read the "Rules for Social Functions" on the Res Ops website.

- Please ensure that these rules are complied with. If the application for a function does not comply with these rules, you should reject it. Do not leave it to the Hall Warden to do so.
- Please read the Alcohol Policy, as there are clear guidelines relating to functions and alcohol
- It is a university rule that student functions, particularly parties, may not be held on campus during the two weeks prior to the June examination or the November examinations. Neither may they be held during the examination period.
- Please note that you are required to be present in your residence whenever the students in your House hold a social function, e.g. a braai, cocktail party etc.
- See that the Entertainment Representative has a copy of the Rules for Social Functions (on Res Ops webpage).
- The form 'Application for Permission to Hold a Social Function in the Hall/House' should be completed.

FUNDS – HALL AND HOUSE FUNDS

- Each Hall is allocated funds for general expenses within the Hall. The Hall Warden (in collaboration with the Hall Administrator) will be responsible for the operation of this account and the submission of a "Statement of Income and Expenditure" to the Director of Residential Operations for audit at the end of the second semester.
- The House Warden must be a signatory on all House Fund accounts and must approve any expenditure over R100.
- No money will be made available to a Hall/House at the beginning of the year unless these statements have been submitted to the Hall Warden. Under NO circumstances are funds to be collected from students in your residence for any purpose, not even for residence projects or gifts to any person.

GUIDELINES FOR SOCIAL ACTIVITIES DURING ORIENTATION WEEK / SERENADING

Aims

Every year Rhodes University welcomes hundreds of new students to campus and into our residences. As part of this warm welcome, residences are encouraged to devise imaginative ways to enable these students to settle down quickly and meet new friends, who come from a variety of backgrounds. These activities should provide a pleasant and relaxing background to the more formal orientation arranged by the University, and should help in acclimatising and 'inducting' new students into their new environment. It is very important that these activities assist with orientation and are not experienced as 'initiation', which is banned at Rhodes University.

What is Initiation?

Initiation (often called 'hazing') is usually compulsory, and is targeted at a specific group (e.g. all first years). It involves the performance of an activity or ceremony (often anti-social, humiliating or unpleasant, and often involving alcohol) as part of the 'requirements' to become socially accepted. Any such activity, which is forced on unwilling participants, and which is in any way degrading or embarrassing is regarded as initiation, and is strongly discouraged. When deciding whether an activity might be seen as initiation, careful thought must be given to power differences, peer pressure, and whether new students have a genuine choice not to participate, given the influence of the peer group and the power of House Committees. Any form of ridicule, or implied threat of ostracism for non-participation is regarded as initiation.

The Principles underpinning Orientation

1. To provide each student with sufficient advice and information to enable them to make sound academic choices
2. While keeping the focus on academic induction, to encourage students to balance academic and social activities, and to make lasting friendships.
3. To foster a culture which promotes tolerance and respect for human rights and celebrates diversity
4. To create an appropriate environment for living and learning in harmony.
5. To enhance equity in respect of race, gender and sexual orientation
6. To place high value on the uniqueness, personal dignity and self-worth of every student
7. To emphasize the essential balance between personal freedom and social obligations in residential communities.

The Requirements

1. A session on 'orientation' and initiation must be included in the annual training of House Committees and Sub wardens, with a detailed discussion of this document, where students are made aware of their power and the potential for unwitting peer pressure to be applied.
2. As part of the first meeting with new students in each Residence, the Warden must discuss the purpose of orientation, and the difference between orientation [and initiation]. Students must be reminded that all participation in any social event in the residence is voluntary.
3. While students should be advised of safety precautions, and normal safety talks and fire alarm training should take place, fire alarms and intercom systems may not be used in order to wake students for any social activities.
4. No social activities may commence before 7 a.m.
5. House Committees and Sub wardens must be full participants in all such activities.
6. If residences wish to arrange inter-residential visits to facilitate 'meeting and greeting', then:
 - a. A maximum of 2 such social engagements are permitted each morning, and one such engagement each evening. Residences are encouraged to set up engagements with other residences of the same gender as well as opposite genders.
 - b. Students should not make undue noise when walking to and from their destinations
 - c. Students should be sober, and should not wear revealing clothing on such occasions (jeans / t-shirts / tracksuits are appropriate). No dress code may be compulsory.
 - d. House Committees must base strategies to set up conversations on a random numerical card system (i.e. not keys, shoes etc.), and must aim to encourage interaction in threesomes or larger groups (no pairings).
 - e. The conversations that take place should be culturally neutral and 'above-board', avoiding topics which have deliberate sexual connotations.
7. If residences wish to sing as part of their social engagement:
 - a. the focus should be on fun and enthusiasm
 - b. only students who volunteer should participate
 - c. instrumental accompaniment may not be amplified or excessively loud
 - d. no lewd or lascivious gestures may accompany the songs
 - e. the lyrics of the songs must be approved by the House/Hall Warden.
 - f. Participation by any residence or student in any SRC social event (such as RU Jamming) is entirely voluntary, and any such competition should not permit lewd or foul language, or lascivious gyrations and dance moves.
8. House Committees and Subwardens should agree on a mechanism for immediate intervention in the event of any evidence of initiation being noticed or reported. A "red card" system is a possibility. Both Warden and Hall Warden must be informed immediately of all such concerns.

Wardens will be held accountable for the clear and effective communication of these guidelines to all role-players.

House Committees and Subwardens will thereafter be held accountable for any contraventions.

Vivian de Klerk

HALL FELLOWS

Each Hall should specify their own guidelines for Fellows in their Constitutions.

Definition

A Fellow is a senior member and adviser of a Rhodes University Hall of Residence. The title “Fellow” refers to all those appointed as Fellows, and the use of other sub-categories of Fellow such as “Dining Fellow” or “Associate Fellow” are discouraged. The title “Honorary Life Fellow” may be bestowed by a Hall on a Fellow who retires after serving the Hall exceptionally well over a period of 10 years or more. (Hall constitutions need to make provision for the use of this title).

Who is eligible for appointment as a Fellow?

Fellows are normally staff at the University, both from the academic and administrative areas. Members of Senior Management (e.g. the VC, DVCs, Directors of Finance, Estates and Residential Operations, Dean of Students, etc.) who could favour a particular Hall by virtue of their positions should not be invited to be Fellows, but their partners are not excluded in the same way, as long as they are also staff at the University. All support staff are eligible, since higher management has oversight and responsibility for mitigating any perceived risk. Halls are advised to seek a balance between academics and administrative and support staff in selecting Fellows. Wardening staff and Administrators may not be Fellows of other Halls.

Number of Fellows per Hall

Halls can determine the ideal number of Fellows they wish to appoint, but normally the number would not be fewer than 2 (for a small Hall such as Courtenay-Latimer, with 200 students) and would not exceed 5 (for a large Hall such as Nelson Mandela or Kimberley, with 460 students).

Process of appointment

When a vacancy for a Fellow occurs, the Hall usually calls for nominations from the student body of that Hall, giving students some guidance as to the type of person best suited to this role. After consensus is reached, the Hall

Warden should approach the nominee and indicate to him/her what they expect of their Fellows before asking them to accept an invitation. After acceptance, the Hall Warden submits the request for appointment to the Dean of Students, who may discuss any concerns s/he may have with the Hall Warden before sending the request through to Senate for confirmation through the Board of Residences.

Term of appointment

Hall Fellows are appointed for terms ranging between 2 and 5 years and may be re-appointed. Some Halls restrict service to a maximum of two terms for any individual, but such a restriction must be specified in the Hall Constitution. Senate must ratify each appointment, and must also ratify re-appointments.

Roles and responsibilities

A Fellow is usually expected to play a “hands-off” role in the Hall, acting as a wise counsellor when called upon to do so, but refraining from getting involved in the day-to-day running of the Hall. Fellows typically seek to advise, assist and support the Wardens in enhancing the residential experience in some tangible way. They should also acquire a good understanding of the nature of student life in the Hall. The following are some of the duties and services performed by Fellows in various Halls:

- attendance at all Hall Committee meetings, in order to keep informed about issues and events, but not to influence policy-making (attendance is generally regarded as mandatory)
- regular attendance at meals on a weekly / monthly basis (at no cost to the Fellow)
- attendance at meetings for Fellows (e.g. once a term)
- attendance at Hall social functions
- service on some of the sub-Warden selection committees which sit once a year
- presentation of talks to assist students in developing good study habits (in the case of academics), or advice on lifestyles etc. (depending on the Fellow’s area of expertise)
- participation in orientation (e.g. team-building, presentations etc.)
- involvement in solving problems and dealing with unforeseen crises in the Hall
- providing academic guidance, pastoral support and mentoring in the Hall when called upon to do so.

- lobbying on behalf of the Hall when circumstances demand it

HARASSMENT

Please refer to the Policy on Eradicating Unfair Discrimination and Harassment

Harassment is unwanted behaviour that is intimidating or demeaning and can include:

- verbal behaviours e.g. abusive or offensive comments;
- threats of reprisal (such as not receiving good marks) for not co-operating with sexually-oriented requests;
- the promise of a reward (higher marks) for submitting to a sexually-oriented request;
- non-verbal behaviours such as offensive gestures or posters;
- physical behaviours such as unwanted and intrusive touching (extreme forms include assault and rape).

The office of the Dean of Students deals with all types of harassment amongst students, including sexual, racial, and political, as well as harassment based on an individual's sexual orientation or religious beliefs. If a student is being harassed, they should discuss it with their Warden, and then consult Ms Larissa Klazinga (DoS office) (in the first instance), who will assist them in deciding how they wish to proceed. Options include:

- A meeting with the Dean / Deputy Dean of Students or the Student Services Officer, Ms Larissa Klazinga, and the accused to see if the matter can be sorted out informally and amicably. No penalty is involved.
- A formal mediator can be appointed to mediate the case. No penalty is involved.
- The matter can be referred to one of the University Prosecutors (Mr Gordon Barker or Ms Sarah Driver), and formal disciplinary procedures can be followed. If the individual is found guilty, the University will determine the penalty.
- Criminal charges may be laid with the SA Police. All complaints of harassment are treated in the strictest confidence. Students must be assured that the University will endeavour to support them in their chosen course of action.

HEALTH AND SAFETY REPORTS

Hall Wardens must ensure that the "Health and Safety Report" for each of their residences is submitted quarterly to the Rhodes University Safety Officer, Estates Division, safety@ru.ac.za

The form is available on the web. Queries / more info: <http://www.ru.ac.za/estates/safety> or RU Safety Officer on 046-603.7205 / safety@ru.ac.za

HEALTH CARE CENTRE

The Health Care Centre is the building on the right, half way up Rhodes Avenue, above CPU. Nursing staff in the Health Care Centre are on duty throughout term time to provide a professional and caring service to students at Rhodes.

Staff

Sister in charge: Heather Ferreira

Sister Avrill Kievitts

Sister Natasha Douglas

Sister Leeza Visagie

Doctor: (by appointment on Tuesday and Thursday mornings): Dr Barbara Bull

Opening Hours

In term time:

Monday – Friday: 08:30 – 12:30 & 14:00 – 17:30

Saturday, Sunday and Public holidays: 09:30 – 12:30 & 14:00 – 17:30

During University vacations:

Weekdays: 09:30 – 12:30

After-hours:

A Health Care Centre Sister is available 24 hours for emergencies. Just ring the doorbell or phones: 046 603 8523.

Free Services

- treatment of minor ailments such as flu, tonsillitis, etc.
- in-patient care for acute illnesses
- management and care of patients with infectious diseases
- post-operative observations
- emergency assessment and crisis management (e.g. rape)
- voluntary HIV testing, including pre- and post-test counselling
- screening tests e.g. blood pressure
- family planning advice.

Services at minimal cost

- Vaccinations (flu etc.)
- Pregnancy tests
- Pap Smears and blood tests
- Doctor's clinic: @ R120.00 per consultation
- Vitamins and appropriate antibiotics for HIV & AIDS patients

Referral services

Staff at the HCC can make referrals to a range of other medical services in the town, including private doctors and dentists, the Counselling Centre, the psychiatric clinic, the hospital, social workers and private counsellors. Students who have undergone surgery recently or who are under private medical care which requires follow-up treatment by the Health Care Centre sisters should provide a letter of consent from their doctors.

Other useful contact numbers

Settler's Hospital: 046 602 5000 (All Hours)

Settler's Day Hospital: 046 622 3033

HOUSE COMMITTEES

Structure / portfolios (combinations of portfolios are encouraged)

- Senior/Head Student (provides overall leadership, chairs meetings and co-ordinates activities);
- academic rep: arranges informal mentoring partnerships, champions academic excellence
- Secretary;
- Entertainment rep (plans and organises res entertainment and motivates students to participate);
- Sports rep (plans and organises sporting events and motivates students to participate);
- Environmental rep: raises awareness about environmental issues and initiatives
- Treasurer (controls expenditure and prepares financial reports);
- ResNet rep (promotes and administers ResNet and liaises with ResNet technician);
- Community engagement rep (plans, leads, organises community projects);
- Food rep (liaises between students and caterers and manages Kitchenettes).

Key Roles And Responsibilities

- Fulfil portfolio responsibilities (see separate specifications above);
- Participation in residence activities;
- Communication;
- Leadership;
- Teamwork (colleague & Warden assistance);

Key Performance Measurements

- Attend all Hall Social Functions;

- Support or participate in at least 75% of the inter/intra-res sporting and community activities;
- Spend at least one hour a week in the common room interacting with students;
- Sit at different meal tables frequented by House residents at least once a week;
- Attend all House Meetings and House Committee Meetings;
- Actively encourage students to participate in Residence activities;
- Where problems have been identified, work proactively to identify and implement solutions.

House Committee Meetings

- Informal House Committee meetings (students only) should be held weekly.
- Formal House Committee meetings should be held once a month. The Warden is ex officio the Chairperson of the House Committee. While the House Committee is only an advisory committee and cannot bind you or overrule you, you should try to obtain the support of the majority on all issues.
- Minutes of these meeting must be kept, and be available for inspection on request by the Dean of Students.
- The Hall Warden should be informed of any (major) concerns voiced at these meetings.

HOUSEKEEPING

The Housekeeping Services Department of Rhodes University reports to the Director of Residential Operations, and aims to ensure the cleanliness and organisation of the Rhodes University Residences. Staff and students are encouraged to approach the Housekeeper of their residence about any problems that they may encounter. Ms Janine Harris, the Manager Housekeeping Services, can be contacted via E-mail, at J.Harris@ru.ac.za or telephone 603 8119 / Speed dial 5050.

1. Housekeepers supervise and maintain the cleaning and general appearance of the Residences and their contents. They are responsible for linen in each residence, and for overseeing the repair of damaged equipment and general building maintenance. Each residence has an assigned Room Attendant that reports directly to the Housekeeper and is responsible for the cleanliness and hygiene.
2. Residence rooms: Each room comes with a wall or free-standing heater. Posters and notices may be attached only to the poster boards supplied for this purpose. The use of prestik or other similar substances is forbidden, as such products damage paintwork and furniture. Should any paintwork or furniture be damaged in this fashion, the student's account will be debited to cover the damage. Student rooms have hand basins but more extensive ablution facilities are communal in nature and cleaned daily by the service staff. TV rooms, common rooms, corridors and the ablution areas are cleaned by the service staff.
3. Students are required to clean their own rooms and do their own laundry. Each residence is equipped with automatic washing machines, tumble dryers and all other requisite cleaning equipment to make their task easy. However, soaps and softeners are to be supplied by the students. For more general laundering, the university employs an external laundry service. Soiled laundry is collected from Halls and kitchens by the laundry driver and Assistant. Laundry is then checked in and sorted by the two Laundry Attendants for collection by the external Laundry. Later, it is delivered back to the Halls, usually the following day (maximum of 48 hours).
4. Central Cleaning provides a comprehensive cleaning service to many departments within the University. There are 16 cleaners, and a supervisor, with each staff member responsible for a specific area within the University. S/he must maintain this area every day.
5. Hardware and Cleaning Materials Store: The store stocks all paper products, cleaning materials, brush ware and associated paraphernalia for the University. Stocks are issued each week on a Wednesday (cleaning materials are issued one week, and paper products the next week), and delivered to Residences, Kitchens and Departments. The two store men also cart furniture for repairs to and from Building Maintenance three afternoons a week and are responsible for carrying out fumigation requests.

6. Janitors / porters: The Janitors perform numerous duties within the University for academic areas: cleaning of the Great Hall and setting up for examinations and other functions, furniture removal for the various departments and kitchens (including collection and delivery of broken furniture to and from Building Maintenance), delivery of cleaning materials to various departments, and transporting recycling paper. Bookings for the Janitors can be done via e-mail to janitors@ru.ac.za.
7. Carpet and Window Cleaning: The University has a carpet cleaning and window-cleaning contract, and all areas stipulated in this contract are serviced once a year as a minimum.
8. General: Although Rhodes University provides all the linen for students, students may bring their own linen if they so wish. All students are required to sign a room statement listing all the contents of their room, and should items be lost or damaged, the student's account is debited with the appropriate amount.

HUMAN RESOURCES DIVISION

The Human Resources Division oversees all appointments of new staff, leave allocations and probation requirements. The following documents are available on the web for your information: Job profile for Hall Wardens; Job profile for House Wardens; Job profile for Sub-Wardens; Conditions of service of House Wardens; Conditions of service of Sub-Wardens; Policy & Procedures: Posts of part-time Hall Wardens, House Wardens and Assistant House Wardens; Policy and Procedures: Sub-Warden Posts in Undergraduate residences; Benefits and allowances of Hall and House Wardens; Leave of Absence.

Contact

Director: Sarah Fischer: 046 603 8113/4

Human Resources Assistant (Riana Henning): 046 603 8013

LEAVE OF ABSENCE

Wardens and Subwardens

1. Wardens may usually take two weekends off each term although, depending on the length of the term and the number of Hall functions, in some terms it is only possible to take one weekend off.
2. Under no circumstances may Wardens take leave during the exam period or during orientation. Wardens are expected to be in their residences over orientation / start and end of terms / during exams and for residence functions. Only in extraordinary circumstances, judged on merit, will leave be considered during these times.
3. During term time, Hall Wardens and Wardens should apply for leave of absence using the electronic form available on the Dean of Students website. In the case of Wardens, apply to the Hall Warden in the first instance.
4. Hall Wardens are requested to forward ALL leave applications to dean.students@ru.ac.za in order to keep the Office informed of the whereabouts of staff in case of a crisis.
5. Administrators must also submit the usual leave forms to HR. The Dean of Students Office must also be informed in the event of Secretaries taking leave
6. In the event of a Warden having to be out of Grahamstown during the day (as opposed to overnight) he/she must obtain oral leave of absence from the Hall Warden.
8. Sub-Wardens – The provisions regarding leave apply equally to Sub-Wardens. Applications for leave must be submitted via the House Warden to the Hall Warden for approval.
9. Wardens must be on duty in their residences to meet the new students and their parents on the designated days and when returning students come back into residence (see section on "Orientation").
10. For leave of absence over WEEKENDS, House Wardens apply to Hall Wardens for approval, and Hall Wardens apply to the Dean of Students for approval. At least one of the House Wardens in the Hall should be designated to oversee the Hall in the absence of the Hall Warden.

Students

As a Warden, you do NOT have the authority to decide whether to grant a student leave of absence from lectures for reasons which are not medical (students need a signature from a medical professional for leave based on medical grounds), but you can SUPPORT a student's application for LOA. Such reasons would relate to family crises (e.g. death of a close relative) or severe personal problems of which you are aware. You need to use your discretion in making such judgements, keeping in mind that attendance at lectures is very important for the student's chances of academic success.

MAINTENANCE REQUISITIONS

Remember: a phone call gives nobody the proof that a job was recorded, so it is ALWAYS better to generate a requisition, as no-one can escape from hard evidence

1. Go to the Intranet part of the Rhodes University webpage.
2. Click on Maintenance Requests and submit a requisition
3. To check later on the status of your request: Go to the bottom of the page and find a link that reads: Link to Query page and click on it.
4. On the screen that opens, find a block where you can enter the requisition no.
5. Press on any of the three choices given at the bottom.

The system should send an e-mail to you once a week if the job takes longer than a week.

MASTER KEYS

Because Master Keys are a high security risk, all subwardens issued with a master key must sign to acknowledge their responsibility. Below is an example of a form which you could use:

I Acknowledge that I have received master keys for..... in my capacity as Sub-Warden. I undertake that:

- I will never allow anyone other than a fellow Sub-Warden unsupervised access to the keys
- I will never take the keys assigned to me out of the precincts of the residence
- I will take appropriate steps to guard against the unauthorised use of the keys
- I will not use the master keys to open a student room for any person other than the official occupant of that room without prior permission of the student concerned
- I will not behave in any manner with the keys in my care that will be construed as being irresponsible

I further acknowledge that should I lose any of the residence keys or Master keys I will be charged for the entire cost of changing all the locks appropriate for the loss.

I understand that should I be found guilty of a breach of any of the above conditions, my term of office may be summarily terminated and may be fined or even excluded from the residence.

Signed out _____ Date _____

Medical Information

Medical Services	Telephone	Address
Rhodes University Health Care Centre	046 603 8523 082 8011 409 a/h	Rhodes Avenue Rhodes University
Settlers Hospital	046 6025000	Milner Street

Fort England Hospital	046 622 7003	York Street
Settlers day Hospital	046 622 3033	Cobden Street
Ambulance	Telephone	Address
Netcare	046 622 7976 082 911	Milner Street Settlers Hospital
St Johns Ambulance	046 636 1650	24 Hill Street
Grahamstown Ambulance	046 622 9102	Temlett Street
Acupuncturist	Telephone	Address
Dr Dwyer	046 622 4846 061 038 2765 a/h	18 Henry Street
Dr Peer	046 622 4617	35 Beaufort Street
Biokineticist	Telephone	Address
Andrea Parker	046 622 2228	26 New Street
Chiropractor	Telephone	Address
Dr Benyon	046 622 9443	8 Willshire Crescent
Dr Pienaar	046 622 2228	26 New Street
Dentists	Telephone	Address
Drs Buchner & Le Roux	046 622 6132	14 Anglo African Street
Dr du Toit	046 622 4258	15 Milner Street
Dr Eichhoff	046 622 3449	6 Allen Street
Dr Herring	046 622 8503	41 Hill Street
Dr Von Meyer	046 622 3871	14a Milner Street
ENT	Telephone	Address
Dr van der Meer	046 622 8804	Milner Street Settlers Hospital
General Practitioners	Telephone	Address
See comprehensive list below		
LifeLine	Telephone	Address
LifeLine Eastern Cape	041 373 8882/3 0800 012 322 a/h	Port Elizabeth
Occupational Therapists	Telephone	Address
Robyn Ashbolt Jolene Tarr	046 602 1154 046 602 5154	Milner Street Settlers Hospital
Optometrists	Telephone	Address
Davies & Associates	046 622 6205	18 Bathurst Street
Jenny Gopal	046 622 4310 082 780 3633	4b Allen Street
Specsavers	046 622 2295	42 High Street
Orthopedic Specialist	Telephone	Address
Dr Peterson	046 602 5130	Milner Street

		Settlers Hospital
Pediatrician	Telephone	Address
Dr Starr	083 249 1148	Milner Street Settlers Hospital
Pharmacies	Telephone	Address
Butler Pharmacy	046 622 7305	110 High Street
Clicks Pharmacy	046 636 1264	42 High Street
Grahamstown Pharmacy	046 622 7116	117 High Street
Wallace's Pharmacy	046 622 7320	Pepper Grove Mall
Psychologists	Telephone	Address
See 'Psychological Counselling' for a list of psychologists		
Physiotherapists	Telephone	Address
Mr Anderson	046 603 2392 079 381 4466	Bedford Street
Ms Palmer	046 622 3035	58c High Street
Jane Holderness	046 622 2228	26 New Street
Carey Pohl	046 622 2228	26 New Street
Radiologists	Telephone	Address
Drs Visser and partners	046 622 6464	15 Milner Street
Social Workers	Telephone	Address
Ms Matebese	046 602 5000 ext 1158	Milner Street
Ms Adam	046 602 5000 ext 1185	Settlers Hospital
Specialist Physician	Telephone	Address
Dr Jameson	046 622 8627	60 Beaufort Street

General Practitioners	Telephone	Address	Medical Aid Information
Dr Baart Dr Bennet Dr Bull Dr Evans Dr Gainsford Dr Meihuizen Dr Zietsman	046 636 2063 082 573 3678 a/h	120 High Street	<i>Do not accept the following medical aids:</i> Boncap Primecure Beryl Ruby Sapphire Care cross Renaissance Africa Managed care Network GP Network X Foundation Nessess

Dr Berenisco Dr Oosthuizen	046 622 6362 082 320 1229 a/h	Pepper Grove Mall	<i>Do not accept the following medical aids:</i> Boncap Primecure Beryl Sapphire Care cross Renaissance Africa Managed care Maxima core Network GP Ingwe Bupa Network X Foundation Nessess Metrocare
Dr Godlonton Dr Lloyd Dr Mutesasira	046 636 1732 082 554 7800 a/h	41 Hill Street	<i>Do not accept the following medical aids:</i> Discovery Key Care
Dr Murali	046 636 1114 083 400 1422 a/h	5 Bathurst Street	All are accepted
Dr Pellissier	046 622 2970 All hours	12 New Street	<i>Do not accept the following medical aids:</i> Care cross
Dr Santhia	046 622 6648 082 555 0799 (a/h)	10 High Street	<i>Do not accept the following medical aids:</i> Ingwe Care cross

MEDICAL INSURANCE / MEDICAL AID

Students are free to consult any doctor of their choice, but are responsible for all the related medical costs. All international students are legally required to have membership to a South African Medical Aid. Rhodes has appointed an ABSA Health Care Consultant to assist international students with all queries relating to appropriate medical cover and applications for membership. And all international students must have their South African medical cover facilitated via ABSA Health Care Consultants in order to be acceptable for Rhodes University registration purposes. The appointed ABSA Health Care Consultant is Ms. Marinda Potgieter. She can be contacted via email on marinda.potgieter@absa.co.za or telephonically on +27 (0)41 396 5596.

MENTORS for WARDENS

New Wardens are strongly encouraged to request a mentor during their first year. Mentors are experienced wardens, willing to offer advice, support and guidance on a confidential basis. Arrangements are informal and voluntary.

MENTORS for FIRST YEAR STUDENTS

In 2014 the “Ncedana” (help each other”) mentorship programme will be launched, with pre-selected, trained senior students assigned to mentor groups of 5-6 first years in their Faculty. Mentors will receive weekly guidance from academic supervisors, so Wardens are not obliged to assist in the programme, though you are very welcome. You will be kept informed of the names of participants in the programme, and academic reps will be asked to provide occasional administrative assistance.

MERIT AWARDS FOR WARDENING STAFF

Each year, Wardening staff can apply for, or be nominated for, a merit award on the basis of performance and service which exceeds minimal standards, in terms of the job profile. Normally, awards are calculated at a percentage (50% or 60%, depending on performance) of monthly cash remuneration, and for Wardens this is interpreted as payment 'in kind' for accommodation, water and lights, meals, security etc. The Table below reflects the estimated value of a Wardens package, at Grade 14.

House Wardens (gr 14) Value of package

Nature of remuneration	Annual value	Details
Accommodation	R48 000	Transit accommodation rate: 2 bedroom
Meals	R40 800	Based on 3 people, 3 meals a day x 340 days p.a. ave.
Water	R1 212	Estimated 18kl water per month (normal period).
Electricity	R9 984	Estimated 650 units electricity pm.
Cleaning	R9 715	1 hour x CTC of grade 1 staff member x 48 weeks for 5 days per w
Maintenance	R750	Plumbing & electrical repairs. 3 x callouts per year at approx hour
Garden services	R2 400	labour rate being charged in town Cost of mowing and general garden
Security	R4 200	cleaning service fortnightly. (GHT average size garden Cost of Hi-Tec standard monitoring and armed-response service-
Telephone	R0	residential household
Total per annum	R117 061	Not considered to be a benefit: job requirement
LESS Tax on fringe benefit	R9 444	Fringe benefit value for SARS purposes in 2013 is R2621 p.m. Take standard gr 14 rem and determine added tax due to fringe benefit. Although incumbent could be at any level of appointment at Rhodes and the tax will differ as a result, grade 14 represents average rem from gr 6-17 plus academics.
Total value nett of add. Tax	R107 617	
Adj by 35%	R145 283	Assuming 35% tax rate, value of this if person was running househ after tax deductions on salary
Hourly rate, assuming 210 h.p.a.	R691.82	Hours agreed with Dean of Students
Hourly Rem Rate gr 14 CTC	R181.78	

MOVING RES

(see 'Room Allocation Policy' on the DoS Website)

Students who have been allocated or admitted into any House in the Hall may not change Houses within the Hall without the Hall Warden's authority in writing. During the year, when a student transfers from one residence to another, moves from shared to single (or vice versa) accommodation, or moves from town to residence (or vice versa), the form titled 'Residence Accommodation: Admission, Departures and Transfers' must be completed and sent to the Registrar's Division. Hall Wardens must check the Disciplinary record of any student requesting a transfer into their Hall and discuss serious concerns with the former Hall Warden before accepting any transfer.

ORIENTATION

In addition to the requirements stipulated in item 5 of the Conditions of Service of House Wardens, House Wardens

are required to be in Residence 5 days (5 working days) before the start of Orientation Week at the beginning of each academic year. (See also "Leave of Absence")

1. Leadership camps: for Sub-Wardens, Hall Senior Students, House Senior Students and SRC reps.
 - Out of town camps: Camp food packages will be supplied to all Halls who arrange a leadership camp out of town on the Sunday and Monday prior to training. In addition, an allowance (based on student numbers in the Hall) will be made available to each Hall by the DoS to cover travel or accommodation expenses.
 - leadership training: this runs for the week preceding orientation for 1st years, and is compulsory for all leadership teams. New Wardens are strongly advised to attend as much of the programme as possible.
 - House Committee / SRC members returning for orientation: Seven House Committee members are required to return for training before the start of orientation week, as well as the Hall Senior Student and Hall SRC rep. Wardens have the final discretion as to who these students will be, but the following portfolio holders are recommended: House Senior Student, Secretary, Treasurer, Sports Rep., Entertainment Rep., Community Engagement Rep, ResNet Rep. Hall Wardens are requested to provide the personal details of all such students before the end of the previous academic year.
2. The programme for new students during Orientation Week runs for the week before the start of lectures and provides the following:
 - A range of introductory lectures on every subject offered at Rhodes. These are spread over a few days and arranged in such a way that students in each Faculty can attend those lectures relevant and interesting to them. We advise that students attend as many of these as possible, so that they can make an informed decision about their course of study.
 - Explicit guidance about career planning, so that the proposed curriculum of study will lead to a career which will give students the competitive edge (the Career lectures which are offered over the weekend are repeated two more times during the week).
 - Workshops on a range of important social issues for ALL first year students, regardless of whether they plan to stay in residence or in town. These workshops have been devised in order to provide relevant information to help students make responsible choices about their life-style at University, and to build the kind of ethos upon which Rhodes prides itself: one in which the respect for the diversity and dignity of all members of our community is highly valued. These workshops must be held within the residences, and will explore such issues as sexuality, social diversity, substance abuse, the misuse of alcohol and coping with stress and depression.
 - Guided tours of the University campus, so that students can familiarise themselves with the physical surroundings.
 - Library tours and literacy workshops, to ensure that all students understand exactly how the library works and encourage them to use this vital resource, and make it a part of their daily academic lives. In addition, there will be special exhibitions at this time, and parents and students are most welcome to visit these.
 - Computer literacy workshops for those who know very little about computers.
 - Information about other support services on campus, including counselling services, transport and computer facilities.
 - There is also a programme of daily social events organized by the Students' Representative Council (SRC).

On the final day of Orientation Week, students are required to obtain curriculum approval, which means they sign up officially for the courses which they have decided upon for their chosen degree. By this time they will have had the opportunity to find out about these subjects both by attending the introductory lectures on offer and by talking to fellow students and academic advisers.

A special "parents' orientation" is also held in the monument on the Sunday before of orientation week, during which parents are introduced to Rhodes. At the end of that day, each Hall hosts a cocktail function for their first-year students and parents.

Hall Wardens must ensure that all the workshops scheduled for their Halls are professionally delivered and well attended.

Please ensure that you have read the “Guidelines for Social Activities during Orientation” and that it is closely followed.

O-WEEK HINTS FOR WARDENS

3 Weeks Before

- Check your House Committee Members’ MIPs
- Confirm their attendance and arrival dates
- If there is a problem (and there always is eg. MIP not paid, not returning to Rhodes or failed everything and not returning) consult your Hall Warden and the Hall Constitution and ascertain whether you can select the person who received the 2nd highest number of votes or whether you are obliged to hold new elections once everyone has returned

2 Weeks Before

- Submit relevant changes to Hall Administrator
- Collect all relevant training material from the Hall Administrator – i.e. House Comm. Training Manual, Sub-Wardens’ Training Manual, O-Week Schedule
- Confirm details of Leadership Weekend – i.e. departure date and time, meal preferences, etc. - with Hall Warden and relevant House Comm. members
- Do any res admin that does not require House Comm. approval – i.e. print lists, do outstanding filing etc.

1 Week Before

- Monday: Ensure that your House Comm. has all the relevant training material and make sure that they ALL attend the House Comm. training at Eden Grove
- Take time one evening to meet with your House Comm. and work through the following –
 - * Their portfolios, identifying key performance areas, agreeing on targets eg:75% participation in Res Sport etc.
 - * Discuss what you expect from them, individually and as a team
 - * Set goals with them for the year, making sure that they all buy into them and commit to working towards achieving them.
 - * Work out a roster for O-Week i.e. who will staff the foyer, show 1st years around, etc.
- Friday: make sure you check the following:
 - * all relevant documentation is collected from the Hall Administrator, along with the tea and biscuits for parents (your House Comm. should collect this, but check that they do)
 - * the res is set up for 1st years, i.e. rooms in order and all booklets and paperwork are in the rooms ready for the 1st years
 - * the notice boards are up-to-date
 - * room labels are up
 - * common room set up for tea
 - * foyer decorated

O-Week

- Make sure your House Comm. are up and staffing the front door by 7:30am
- Don’t let anyone into your res unless they are listed as MIP cleared on the list from the Registrar’s Division – this includes your House Comm. members. When in doubt, call Desiree Wicks!
- Make sure you check the schedule and ensure that your students attend the workshops on the relevant days
- Try to attend them too, where possible. Your presence ensures that they are run properly
- Only allow non-House Comm. returning students back into res on the Thursday of O-Week, unless they are post-grads or have made prior arrangements with you.

POLICIES OF THE UNIVERSITY

There are many policies and procedures which will be relevant to you in your role as a Warden. Please go to: www.ru.ac.za/policies for more information. Take particular note of the Policy relating to Student advertising on campus.

PREGNANCY

The full Pregnancy Protocol is available on the Dean of Students webpage. In the normal course of events, provided there are no medical complications, a pregnant student may remain in residence until the 36th week of pregnancy. It needs to be kept in mind, however, that she may not be able to take an international flight after the 30th week or an internal flight after the 34th week (airlines differ in this regard). The student will need to arrange for alternative accommodation during the final weeks of pregnancy, so that the baby is born off the premises.

Wardens cannot accept any responsibility relating to the final few weeks of pregnancy, or the actual birth of the baby. While the student may return to residence after the birth of the baby, the child will not be permitted to live with her there, and she is responsible for making appropriate

child-care arrangements. There will be no financial penalty to the student if she wishes to have her room kept vacant so that she may return to it after the birth of the baby. It must be emphasised that it is unfair to expect close friends and fellow students to support the student through the final stages of the pregnancy. They need to focus on their own academic studies.

Confidentiality

The usual professional rules regarding confidentiality will be respected, but it is reasonable to expect a pregnant student to inform those parties who might be most immediately affected by their pregnancy. In particular, we strongly encourage the student to inform:

- the House / Hall Warden, if the student lives in residence, so that she is aware of the student's condition and can assist her to make the necessary arrangements for the final stages of the pregnancy, when she will have to move out of the residence;
- the Health Care Centre, to obtain basic health advice;
- a medical practitioner, to obtain expert advice (a doctors fee will be charged for this. If the student does not have medical aid, she may consult the state medical services at the local ante-natal clinic or the hospital);
- parents, where appropriate.

Management of the pregnancy

- The pregnant student needs to decide whether to allow the pregnancy to proceed to term and either keep the baby or have the child adopted, or whether to terminate the pregnancy. Fathers should also ideally be involved. Counselling and advice in this regard is available through the Counselling Centre (at the Students' Union), the Health Care Centre or a private practitioner.

Financial aspects

- If a patient has medical aid / financial means, she may consult any private doctor of her choice.
- A student with no medical aid can make an appointment at the Health Care Centre to see a doctor at the normal reduced rate, who will then refer her to the Grahamstown Clinic for ongoing treatment during the pregnancy.
- If the student has no financial means for the termination of a pregnancy, she can be referred to a state hospital.

HIV/AIDS

The Health Care Centre does not provide anti-retrovirals to deal with mother-to-child transmission (MTCT). If the student is HIV positive, she should make arrangements with her private doctor (if on medical aid) or the local clinic (if not on medical aid), who will in turn implement their protocol to deal with MTCT.

PROTEA AND THE RESIDENCE SYSTEM

Rhodes has two databases of student information which you will need to use as a Warden. For both you will need to arrange for a 'Log-in' and password with the Data Management Unit (DMU).

1. Protea: A wide range of information about all registered students.
2. The Residence System: Information about students in residence: Personal information, medical, academic and disciplinary, etc. The system also provides you with academic reports on your students.

PROTOCOL FOR THE INSPECTION AND MAINTENANCE OF WARDENS FLATS UPON RESIGNATION OF A WARDEN

The HR Division will keep a list of warden's resignations (at least one term's notice is required). When HR receives this notice, it will send out a reminder to all concerned that the following listed below needs to take place:

1. The Hall Warden to liaise with the warden leaving as regards an inspection of the flat.
2. The Hall Warden via the Hall Administrator is to arrange an inspection of the flat to be conducted by the hall Warden, Manager: Housekeeping Services and Manager: Estates Operations with a view to establishing inter alia:
 - a. Need to repaint
 - b. Any significant renovations to be undertaken
 - c. Need to clean curtains, carpets, walls etc
 - d. Need to replace curtains, carpets, tiles
 - e. Need to clean any carport/garage and outside areas.
 - f. Check whether the stove is in the flat
 - g. Need to any cleaning of the garden area.
3. This inspection should take place no later than two weeks after the notification of resignation is received by the HR Division.
4. A list of work to be carried out before the next warden takes occupation is to be compiled, along with estimated time frames;
5. Based on this inspection, the necessary requisitions for ongoing maintenance work are to be submitted by the Hall Administrator on instruction from the Hall Warden.
6. In the case of significant renovations, the Manager: Operations to do an approximate costing of this and timing of renovations and submit it to the Director: Residential Operations.
7. If this can be accommodated within the budget, the Director: Residential Operations will notify the Dean of Students and Director: HR of any problems or situation which will delay occupation of the flat by the incoming warden.
8. If the items cannot be accommodated or different Wardens' flats require prioritisation within the budget, the Director: Residential Operations will liaise with the Dean of Students to explore alternatives.
9. The Director: HR to be advised of what changes will take place and the timing of this.
10. These time frames may guide
 - a. the date of departure of the outgoing warden and
 - b. the date of occupation of the incoming warden.

This may require that the incoming Warden be accommodated in alternative accommodation until the flat has been completed or the offer of employment being from the date of the accommodation being

available.

11. When the new person is recruited, they will be advised of what work will take place in the flat and the time-frames associated with this. They will also be assured that the flat will be cleaned and sprayed for bugs etc before they arrive. This is done before the person is interviewed such that participating in the interview process implies that the person understands the condition of the flat and is happy to accept the conditions thereof should s/he be offered employment.
12. If a prospective Warden requires any additional changes, these may be requested and will be considered, but the likelihood of these being granted is unlikely given budgetary constraints. This should be subtly communicated in the offer to the person.
13. Final checks that the accommodation has been cleaned and necessary renovation work taken place will be done by the Manager: Housekeeping Services (or his/her designate). Should there be any reported problems in this regard, the House Warden should bring this to the attention of the Director: Residential Operations Division.

PSYCHOLOGICAL COUNSELLING SERVICES: see medical contacts section above.

QUALITY OF RESIDENCE LIFE SURVEY

- A survey is conducted annually to elicit students' views on their experiences of residence life.
- The survey is remedial in spirit, and seeks to identify areas of concern, so that we can address these concerns, and take the opportunity to improve overall service to students. It also aims to reveal areas of satisfaction, so that staff and students can feel affirmed in what they do in contributing to residence life.
- Summaries of responses for each residence will be sent direct to the relevant warden and all data will also be made available to the Hall Warden and to the Dean of Students, except in the case of first-time wardens, who will enjoy one year's 'grace' (when they are not obliged to share responses).
- Residences are also encouraged to publicise their results and discuss how they plan to respond to them.

RAPE / SEXUAL ASSAULT

Rhodes University seeks to provide a consistent, caring, and timely response when sexual assaults occur within the University community. The University prohibits any non-consensual physical contact of a sexual nature, including sexual assault and sexual harassment. Students are encouraged to report all instances of sexual assault and sexual harassment. Survivors / complainants who were under the influence of alcohol or other drugs at the time of the assault will not be subject to disciplinary action for such use. The personal safety of the victim of an assault is most important, and the survivor is advised to:

- Go to a safe place. Contact the Campus Protection Unit (046 603 8146) if there is immediate physical danger.
- Seek medical assistance.
- Tell someone what has occurred, in as much detail as possible, since this account could corroborate evidence if a formal report is made later.
- Call the Rhodes Psychological Emergency Number at 082 803 0177 or contact your Warden.
- Contact the Dean of Students' Office (Room 241, Main Admin Building; (Tel 046 603 8181) who can provide support and information related to rights, resources, reporting options, and the university Student Disciplinary process. They can also assist with referrals to the Rhodes Counselling Centre, and with expediting University disciplinary proceedings.

The Sexual Assault protocol is available on the Dean of Students home page, and survivors should read it carefully before deciding on action. Aspects to be considered include the need to preserve evidence, and whether to file a report with the police or the university.

- Preserving evidence will give options to report later.
- It is best for any physical evidence to be collected within the first 24 hours.
- It preferable to avoid washing the face or hands, showering, brushing teeth, drinking or eating, or changing clothes.
- If clothes are changed, each garment should be wrapped in a separate paper bag or newspaper (not plastic)

Support for the victim

Medical

Medical attention is essential, and the victim must understand that there is a limited time to preserve medical evidence that may be needed later if s/he decides to lay a charge later. The following steps are recommended:

- talk to a rape crisis counsellor through the Rhodes Counselling Centre at 046 603 7070 or 082 803 0177 in order to reach a decision. The Counselling Centre is not required to report incidents of rape
- the safest decision is to undergo an “evidence” examination by a doctor as soon as possible (in order to ensure that evidence is preserved.)
- if the victim plans to lay a charge with the Police, go to the casualty room at Settlers Hospital and report the sexual assault there (a District Surgeon does the examination). Campus Protection Unit at 046 603 8146 can arrange for transportation at no cost.
- If the victim plans to lay a charge through the University Disciplinary Code, a private doctor may perform the examination.
- The victim can have medical treatment for cuts, infections and internal injuries at the Health Care Centre, but in so doing, will lose the opportunity to preserve evidence
- Regardless of what the choice is, it is crucial that the victim receive Post Exposure Prophylaxis
- The Health Care Centre, under the orders of a GP, can offer pregnancy testing, STI testing, or baseline HIV testing, as well as Post Exposure Prophylaxis (PEP).

Advocacy and crisis counselling

- Seek out the support of family, friends, and / or a counsellor
- The student should indicate the level of disclosure with which they feel comfortable. These various levels include:
 - a. anonymous reporting to the Dean of Students (required);
 - b. (a) plus non-anonymous reporting to Warden by crisis counsellor in order to ensure suitable support;
 - c. (a) and (b) plus non-anonymous reporting to Sub-Warden by crisis counsellor in order to ensure suitable support;
 - d. (a) plus any range of disclosures to parents, friends, the general public by the survivor.

Formal reporting options

Reporting an assault of this nature requires that the victim give a detailed account of what has occurred. This can be a difficult process and the victim is encouraged to bring a friend or counsellor for support.

Filing a Police Report

- If the assault occurred off-campus, call the Grahamstown SAPS on 10111
- If the assault occurred on campus, contact the Campus Protection Unit 046 603 8146 (located between Hobson House and the Rhodes Psychology Clinic). An officer will then meet the victim at a convenient place and the CPU will contact the SAPS.
- Female students are entitled to a female detective. If the matter has been reported to the police, the survivor must go the hospital, since an examination by a district surgeon is needed for purposes of gathering evidence
- Reporting to the police does not necessarily mean prosecution will occur.

Filing a University Report

Any of the following options are available

- If the survivor does not want to involve the police, call a friend to arrange transport to the hospital or the Health

Care Centre for referral.

- Call Campus Protection Unit at 046 603 8146 to file a report involving another student, even if the assault occurred off campus.
- Regardless of whether the assailant is a student or a staff member, report the matter to the Dean of Students Office in Room 241, Main Admin Building, or schedule an appointment about “student harassment” by calling 046 603 8181 or 082 803 0177.
- The Dean of Students Office will facilitate support from the Counselling Centre, who can offer support through the process.
- If the assault was committed by another student, the Dean of Students Office can schedule an interview with the University Prosecutor in order to begin University disciplinary proceedings.
- If the assault was committed by a staff member, the Dean of Students Office can arrange for the Human Resources Division to institute a disciplinary enquiry.
- Staff-on-staff assaults should be reported to the Campus Protection Unit, not the Dean of Students Office.

REFRESHER TRAINING FOR HOUSE COMMITTEES AND SUB WARDENS

During the weekend preceding the start of term 3, all Wardens, House Committee members and subwardens are required to return early for mid-year performance evaluation and training. The content of such training is determined by each Hall. Feedback on performance is normally obtained from all students via confidential surveys on RU –connected. There is also a compulsory plenary session for all students on the first Wednesday evening of the 3rd term.

REGISTRATION

Each student must register every year. There are TWO processes required:

- Administrative registration, which ensures that the University has all the student’s personal details, such as home address, local Grahamstown address, medical aid, car registration etc. In order to complete this registration, the students needs to have paid the Minimal Initial Payment (MIP). This registration takes place on the first weekend (approximately 3-4 Feb each year). And each student is issued with a student card and student number.
- Curriculum Approval (used to be called Academic registration) takes place on the Friday at the end of Orientation week, when they sign up officially for the courses which they have decided upon for their chosen degree.

REPAIRS AND REQUISITIONS

1. All repair requests for TV / Video / MNet / DSTv must be completed by the Hall Administrator on the correct form and sent to the Administrative assistant: Director of Residential Operations
2. All items requiring maintenance in your residence should be reported to the Housekeeper or written down in the maintenance book of the Residence. Requisitions may be made to the relevant maintenance departments through the Rhodes intranet by the Administrator or Hall Warden. (Refer to Estates Division booklet on ‘Maintenance Procedures and Guidelines’. The Housekeeper should be informed of the numbers of any requisitions made through the net.
3. Requisition forms may be used when the intranet system is down. The two top copies are sent to the relevant department, and the yellow copy of the form should be given to the Housekeeper.
4. When a requisition is submitted for Videotronic Services to repair the Intercom system, mark the requisition clearly for with “VIDEOTRONIC”.
5. It is your responsibility to ensure that all the necessary requisitions for the maintenance of the residence are issued (e.g. broken windows, doors, hot water geysers not working, lights not working etc.). If these requisitions are not met in good time, get your Hall Administrator to follow-up and let your Hall Warden know in writing.

6. Before you and your Sub-Wardens leave at the end of each term you must ensure that all the necessary requisitions to bring the building up to scratch have been issued (i.e. new keys to replace those not handed in or lost, broken window panes replaced and so on). If students are liable for the loss or damage, it should be noted on the requisition as "charge to: (student name, student number)".
7. Requisitions for master keys must be sent through the Hall Warden
8. All repair requests for TV / Video / MNet / DSTv must be completed by the Hall Administrator on the correct form and sent to the Director of Residential Operations.

RESIDENCE MERIT SCHOLARSHIP

This scholarship is made available by the University to reward a student who has made a considerable contribution and been involved in areas of sport or other extra-mural Hall activities. The value of the scholarship is around R300.00 per award. The number of awards to be made per Hall each year is based upon funds available and the number of students currently resident in a Hall. Eligible students are those who have spent at least three full terms in the Hall in which s/he is presently residing. Students who held the post of Sub-Warden in the year prior to the award of the scholarship are NOT eligible.

Application and nomination process

- Application forms may be obtained from the respective Hall Administrators at the commencement of the third term.
- Nominations may be made by Wardens, House Committees or any other student. Such nominations must be submitted to the respective Hall Warden together with a written motivation giving full details of the student's contribution to the House/Hall.
- Application forms must be submitted to the respective Hall Warden by the last week of September.

Criteria

- The overriding requirement for the award of the scholarship is significant contribution to the applicant's House and Hall in the areas of residence functions and events, residence life and residence sports.
- The applicant should be of sound character.
- An award may not be held for more than two consecutive years. In exceptional circumstances this rule may be waived by the Financial Aid Sub Committee on the submission of a document explaining in full detail and giving strong motivating circumstances.
- This scholarship will be awarded on the basis of a satisfactory academic record.
- Scholarship holders excluded from the University on academic grounds will forfeit the award.
- Residence Merit Scholarship holders are required to be resident in the Hall for the academic year during which payment of this award is received. Should a scholarship holder withdraw from their Hall during this period, a refund of a pro rata portion of the award may be required.
- A residence Merit Scholarship may be held concurrently with other scholarships and grants provided no such regulation governs the scholarships/grants.

Notification of award

Applicants will be informed, in writing, of the outcome of the selection process in the second week of the first term.

Payment of the award

The value of the scholarship will be credited to the respective student's fee account after registration when it can be established that the student obtained satisfactory academic results and is in residence in the Hall for which the award was made.

Selection Committee and selection process

Applications will be considered by a Hall Committee consisting of the Hall Warden (Chair), The House Wardens, The Head Students of each of the Houses (should one of the Head Students have applied for the award of this

Scholarship, then the student elected to serve on the Residence Sub-Wardens' Appointment Committee should serve in their place) and The SRC Hall Representative. Minutes of the Hall Selection Committee, together with the completed application forms and nominations in order of preference plus motivations as mentioned above, must be submitted to the Financial Aid office by last week of October.

RESIDENCE ALLOCATION POLICY

The Student Bureau allocates students to specific residences on the basis of promoting diversity (in respect of race, religion, culture, language and levels of seniority). While a student may request allocation to a specific residence, such a request cannot necessarily be met, unless the student has been accepted and paid their deposit by July the previous year. Students who have spent a year or more in residence are given precedence over first-time entering students, on condition that they have submitted an application and paid their

Minimum Initial Payment on time. Similarly, students with physical disability or specific health problems are given precedence.

1. For all first-time entering students paying their deposit later than July, the computerised lottery system will allocate students to residences and rooms on a random basis, following principles of diversity.
2. A few days before the MIP deadline, an email is sent to each student who applied for a place in residence, either confirming that their MIP payment has been received and that they have been allocated a room, or that their payment has not been received and that they will lose their place in residence. This reminder is a courtesy only, and the onus still rests with the student to ensure that the MIP is paid, regardless of whether the reminder is received or not.
3. All Wardens are REQUIRED to contact their Subwardens and House Committee members before the MIP deadline, to remind them to pay. Those who miss the deadline will not be granted special favours.
4. No changes will be made to these allocations, and no special favours will be granted.
5. After all beds are filled, waiting lists for a place in residence will be opened. These will be updated regularly, and posted on the web and displayed in the Student Bureau, so that students can see exactly where they are on the lists.
6. Wardens are kindly requested NOT to make any promises to students, even when they become aware of a vacancy in their residence. The order as reflected on the lists in the Student Bureau will be honoured for all allocations.
7. Beds in the fifteen Emergency double rooms will not be allocated at all until after the MIP closing date. Only late arrivers, and others who urgently need accommodation will be offered a space in these rooms, and each of them will voluntarily agree to share such a room, in order to avoid complaints about unfairness, or intolerable living conditions. The first person to be allocated to such a room will be informed that they will stay in the room all year. The second student will be informed that they will have to move out when a space becomes available. The rooms will be undoubled when circumstances permit, but they will no longer receive top priority in this regard.
8. These rooms may not revert to house committee members or to subwardens during the year.
9. Acceptance forms include a section explaining how rooms are allocated, and each student has to sign acceptance of these terms and conditions.

ROOM ALLOCATION PROTOCOL

1. Allocations to double rooms

While most of the rooms at Rhodes are single, nearly all of the residences have a few double rooms, and these are reserved for first-year students (or for 2nd or 3rd years who have specifically requested to share).

Occupants of double rooms are charged 75% of the lodging component of the residence fee (i.e. full meal costs).

The Student Bureau is responsible for assigning first-year students into double rooms on a fair and transparent

basis, following a random 'lottery' system based on the overall aim of achieving diversity, with special consideration given in the case of students who request a shared room, especially siblings, and students who identify a friend with whom they wish to share a room. The lottery takes place after the relevant MIP date in January. Allocations are published on ROSS and students will be informed of whether they have been assigned to a single or double room. The following rooms are used as "emergency double rooms" (they are not ranked in any particular order): Thomas Pringle 10, 20, and 23, Piet Retief 10, 20 and 23, Walker 10, 20 and 23, Canterbury Annexe 110 and 210, Schreiner 66, Smuts 150 and Oriel 11 and 31.

2. Allocation to single rooms

Allocations to specific rooms within the residence are managed by the Warden in consultation with the House Committee and Subwardens. While returning students are able to select a room during the readmission process, choice is subject to internal demand, capacity and diversity considerations. Rooms are not reserved irrevocably at any time.

3. Requests for transfers

No transfers, either to a different room within a residence or to another residence will be made until the fifth week of term, to allow for settling in and to help avoid confusion in the room allocation process.

a. Transfer to a different room in the same residence

- In the event of a single-room vacancy arising in any residence, preference will be given to students in double rooms within that residence, in the first instance, and from other residences thereafter. Such students will be required to pay the single-room fee pro rata
- Once a student has moved out of a double room, the remaining student will enjoy the benefit of the double room at 25% discount of the lodging fee, and will not be required to move out in favour of a more senior student.
- In the event of a vacancy in a double room arising during the year, the Student Bureau may assign a short-listed student waiting for a place in residence to this room.
- If a double room falls vacant entirely, a student requesting to move into the room alone will be charged the single-room fee
- Any room swaps within a residence (double to double or single to single) must be made in consultation with the Warden and House Committee, and will normally only be made if the parties concerned mutually agree to such a change.
- The Warden should inform the Student Bureau of any changes from double rooms to single rooms and single to double rooms.

b. Transfer to a different Residence within the same Hall

- Students wishing to move to a different residence in their Hall must apply to the Hall Warden.
- Any intra-hall transfers will normally only be made if the parties concerned mutually agree to such a change, and must be approved by the Wardens of the two residences concerned.
- The Student Bureau must be informed of any changes in writing.

c. Transfer to a different Residence in a different Hall

- At the start of each year, students who are unhappy with their allocated residence may put their name on a waiting list at the Student Bureau, requesting a transfer to the residence of their choice. No such transfers will be permitted during the first month of the academic year.
- Requests from returning students for a change of residence in the following year will not normally be considered, since priority must be given to accommodating first years.
- In all transfers, the "Receiving" Hall Warden must sign consent for the transfer to take place. A student's disciplinary record will be taken into account.
- In June some rooms are vacated by international students, and these will be allocated by the Student Bureau in consultation with the relevant Warden.

4. Withdrawal from residence

- Wardens must complete the 'Departures and Transfer' form which should be forwarded to the Student Bureau.
- Students are required to inform the University in writing if they are withdrawing from a residence or from the University.

The fees liability of students who withdraw from a residence during the academic year is set out in the University Calendar.

ROOM SEARCHES BY HALL AND HOUSE WARDENS

(See the University "Search and Seizure" Protocol).

Principles

1. The power to search and seize should be undertaken with circumspection and with due regard to the rights of privacy of the individual.
2. The search shall not be more intrusive than is necessary for the purposes of locating evidence.
3. Where possible, any search and seizure should be undertaken with the consent of the student concerned.

Procedure to be followed by University officials

1. The Student Disciplinary Code permits search and seizure by certain officials of the University. These officials are a Hall/House Warden (excluding the Oppidan Warden) who is lawfully in charge of any University premises, the Campus Protection Unit, the University Prosecutors: Student Discipline, or the Vice-Chancellor or his/her nominee, who reasonably suspects the breach of any law or any offence in the Student Disciplinary Code.
2. Where a University official, excluding the Vice-Chancellor or his/her nominee, has a reasonable suspicion that a breach of the law or the Student Disciplinary Code has occurred, and that a search and seizure is necessary in order to preserve evidence, that official shall consult with a Prosecutor: Student Discipline or if in the residence system, the Hall Warden. If the Hall Warden is uncertain as to whether the circumstances warrant a search and seizure, he / she should consult with a Prosecutor: Student Discipline.
3. If the Prosecutor: Student Discipline or Hall Warden concurs that a reasonable suspicion exists, permission will be granted to proceed with the search and seizure as outlined below.
4. At the outset, the student should be told what is being sought and be given an opportunity to produce the goods. If the student does not consent to the search and seizure and/or is not prepared to voluntarily produce the goods, the search and seizure may continue –preferably with the student present.
5. The search and seizure must be conducted by a minimum of two people. One of these people must be any Hall's Warden or House Warden or a Prosecutor: Student Discipline.
6. One of the people conducting the search and seizure must be of the same gender as the student whose room is being searched.
7. A student may only be physically searched by a person of the same gender.
8. Any evidence seized during the search shall be kept in safe keeping by the Prosecutor/s: Student Discipline or the Hall Warden. At the discretion of the Prosecutors: Student Discipline, evidence may be handed to the South African Police.
9. The student must be given a written receipt at the time of the seizure specifying the goods seized.

10. A written report, signed by the persons conducting the search and seizure should be completed upon concluding the search and seizure. This report shall be sent to the Registrar for his/her records.
11. Should a prosecution in terms of the Student Disciplinary Code not take place, or in the event of an acquittal or there being no valid ground to retain the goods, they must be returned to the student within a reasonable period of time, unless the goods are in the possession of the South African Police.

Procedure to be followed in summoning the South African Police in student disciplinary matters

12. If it is the opinion of the Prosecutors: Student Discipline that the matter may more properly be dealt with by the South African Police they shall consult with the Vice-Chancellor or his/her nominee.
13. If it is the opinion of the Prosecutors: Student Discipline that the assistance of the South African Police and sniffer dogs be sought in dealing with the possession and/or sale of narcotic substances, they shall consult with the Dean of Students or his/her nominee and the Vice-Chancellor or his/her nominee. The final decision to summon the South African Police and sniffer dogs shall be that of the Vice-Chancellor or his/her nominee.

	<u>Checklist for Search and Seizure</u>	Tick ✓
1.	Does the university official have reasonable suspicion that a breach of the law or the student disciplinary code has occurred?	
2.	Is a search and seizure necessary in order to preserve evidence?	
3.	Hall or house wardens who are uncertain as to whether the circumstances warrant a search and seizure should consult with a prosecutor: student discipline.	
4.	University officials other than hall or house wardens must consult a prosecutor: student discipline.	
5.	The student must be told what is being sought and be given an opportunity to produce the evidence. The search may continue regardless.	
6.	There must be a minimum of two people conducting a search.	
7.	One of those conducting the search must be of the same gender as the student.	

8.	Evidence seized during a search must be kept in safe-keeping and the student must be given a receipt.	
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There is a need to balance students' right to privacy and the need to enforce the Student Disciplinary Code.

ROOM CHECKS & ROOM STATEMENT FORMS – PROCEDURES

Original signed Room statement forms from previous year must be kept on file with the Hall Administrator – in case any charges to student accounts are queried. This serves as evidence to support student charges and this should be taken seriously. It is recommended that the students are informed prior to signing acceptance of the room, its contents and condition, the consequences of damaged or lost items. By signing the form they are assuming responsibility for the room for the year. Failure to sign this form timeously could result in compulsory hours being issued.

BEGINNING OF YEAR/FIRST TERM:

- A room statement form is to be filled in and signed by each student, first years and returners 24 hours after the student arrives.
- Once Sub-Wardens have collected all completed room statement forms they are to be handed to the Hall Administrator – forms to be checked in case requisitions need to be sent in, Housekeeping issues to be addressed, etc. Filed under room numbers and residences in the Hall.
- The file is then handed to the Housekeeper to confirm that the forms reflect their findings in the room and pick up on any maintenance reported by the students. This is signed off as evidence that the sub wardens and Housekeepers have completed their room checks and agree on the outcomes.
- Once Housekeeper has finished with the forms the Hall Administrator needs to send them to the Printing Unit to have copies made so that the Housekeeper has a set on file kept in Housekeeper's office during the year. This is in case students try to fraudulently change their form during the year, i.e. in order not to be charged for a missing item during the year they claim that the item was missing from the beginning of the year. This can then be checked against the form kept in the Housekeepers Office to see whether or not this was in fact recorded at the beginning of the year.
- The original signed "working" set of forms to be used in res during the year by students and Sub-Wardens is kept in a file with the House Warden, to be handed back to sub wardens at the end of the term.

END OF TERM IF STUDENT IS PACKING UP:

- Hall Administrator to give Housekeeper (end 2nd term and 4th term) a list of students with their possible last exam dates and departure dates (in alpha order and date of departure order) from what the students filled in on registers. This info is not 100% accurate but can be used as a guideline and for planning.
- When students leave they sign out on the departure register (hopefully!). They are instructed to lock their doors when they leave.
- When Sub-Wardens check a room they use the student's room statement form – fill it in, make any comments and sign it, and they leave it on the desk in the room for the Housekeeper. They are instructed to lock the room once finished.
 **In the past sometimes Housekeeping Staff have got into rooms (students or sub-wardens mistakenly left open etc) and cleaned them before Sub-Wardens and/or Housekeeper has checked the rooms and have thrown away the room statement forms. Housekeeping staff therefore need to be informed not to clean rooms that Housekeeper has not checked and not to throw away room statement forms.
- Once a Sub-Warden has checked a room they sign this on the departure register.
- The Housekeeper checks the departure register daily to see which rooms s/he can check once Sub-Wardens have checked the rooms.
- The Housekeeper then checks the room/s and fills in and signs the room statement form and then keeps the room statements in the Housekeepers Office, for requisitions to be sent in, Housekeeping issues addressed etc, and until all rooms have been checked and all forms have been collected
- Once Housekeeper has finished with the forms s/he is to give them to the Hall Administrator together they will confirm any student's charges, details and student numbers.

- For maintenance charges a requisition is sent through with the student number to charge and the requisition is then emailed through to the building maintenance manager to inform them of the student charge for them to initiate repair thereof and the recovery of costs through student fees office.
- For all F&E and linen replacements, the student charge spread sheet is filled in and sent to the Housekeeping Manager to initiate the replacement thereof and the recovery of costs through the student fees office.
- The file is then given back to the Warden before returning students return for the next term.

START OF SECOND, THIRD & FOURTH TERMS (IF STUDENTS PACKED UP FOR THE VAC):

- Sub-Wardens to place each student's room statement form in their room before students start arriving back.
- Students to fill in their room statement form and return to a Sub-Warden 24 hours after their return.
- Once Sub-Wardens have collected all completed forms they are to be handed to the Housekeeper or the Hall Administrator (this needs to be done speedily) – forms to be checked in case requisitions need to be sent in, Housekeeping issues to be addressed, etc.
- Once Housekeeper has finished with the forms they are to be given to the Hall Administrator to be given back to Warden or Sub-Wardens to be kept on file in res.

STUDENT MOVEMENTS DURING TERM:

Communication is vital to ensure that room checks are done, rooms prepared and if charges are raised that the correct student is charged.

When a student leaves res:

- As soon as the student leaves a Sub-Warden needs to check the room using the room statement form and they need to fill it in and sign it and leave it on the desk in the room or give it to the Housekeeper.
- When a student leaves this needs to be communicated to Housekeeper immediately (by Hall Administrator, Sub-Warden or Warden) so that this room can be cleaned immediately (once Sub-Warden checked it) to be ready for a new student as sometimes Student Bureau allocates a new student to res straight away.

When a new student arrives:

- Sub-Warden must make sure that the new student fills in a room statement form and this form must be handed in to the Hall Administrator for a copy to be made so the Housekeeper has a copy on file and form to be checked in case requisitions need to be sent in, Housekeeping issues to be addressed, etc

When students move rooms (empty room/s available):

- When a student moves out of a room a Sub-Warden needs to check the room using the room statement form and they need to fill it in and sign it and leave it on the desk in the room or give it to the Housekeeper.
- This needs to be communicated to Housekeeper immediately (by Hall Administrator, Sub-Warden or Warden) so that this room can be cleaned immediately (once Sub-Warden checked it) so this room is ready for a new arrival, whenever that may be.
- Sub-Warden must make sure that the student fills in a new room statement form for the new room they have moved into and this form must be handed in to the Hall Administrator for a copy to be made so the Housekeeper has a copy on file and form to be checked in case requisitions need to be sent in, Housekeeping issues to be addressed, etc

When students swap rooms:

- The same procedure should be followed as for "when students move rooms – empty rooms available" but this is very difficult to co-ordinate especially if there are room charges made, as the two (or more) students move out of their rooms all at the same time and move into their new/swapped rooms all at the same time.

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When students swop rooms:

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RULES

(also see “Discipline”)

Rules affecting students fall into two categories, those which apply to the entire University and those which apply only to a Hall or House.

Rules applicable to the whole University

These rules are to be found in the Student Disciplinary Code and are applicable to all students in your Hall or House. Examples of these rules are those dealing with attendance; liquor; drugs; authority and general conduct. This particular rule relates to the idea of “conduct unbecoming”, which can be problematic to define. Basically, “any student...who engages in any conduct which may reasonably be regarded as likely to bring the University into disrepute” is “conduct unbecoming”, and there will be occasions when you, or your Hall or House Committee may have to decide whether certain conduct is “unbecoming” or not. The test here is objective and the belief of the student concerned is irrelevant; it is up to you or your Hall or House disciplinary committee to decide whether the average reasonable person would regard the conduct as unbecoming or not.

Rules applicable to a specific Hall only

In addition to the rules contained in the Code, each Hall has its own set of rules that apply to all students in that Hall and to students from other Halls or Oppidans who are visiting your Hall. It is vital that you know these rules, which normally concern such matters as inter-visiting, silence times (in some Hall referred to as “noise hours”), the use of musical instruments, consumption of liquor, smoking in the dining Halls, dress at formal meals, and others.

Smoking

No smoking is permitted in the residences, or within 5 meters of the front entrance.. This smoking ban applies to all individual student rooms as well as communal areas such as common rooms and bathrooms. “Hubblies” are also banned since they have the same polluting effect and constitute both a general health and a fire hazard.

SPORT

Involvement in sport holds the promise of opportunity, achievement, enjoyment, the establishment of life-long friendships and, above all, a well-rounded university experience. While not all students enjoy playing competitive sport, the Residence System offers all students the opportunity for non-competitive team sport, while at the same time engendering strong Hall spirit and camaraderie. The Sports Officer on House Committee is charged with organizing such events. In addition, there are a wide range of active sports clubs at Rhodes for students to choose from. Each sports club is a centre of social activities, with meetings, practices, fixtures and fun events organised by students who are assisted by professional sports administrators. All students are automatically members of the Sports Council, and are entitled to make use of the facilities. All levels of sport are catered for, enabling both competitive and recreational sports. In addition, the inter residence programme adds an important dimension to sport at Rhodes. There are some 29 clubs on offer, covering a wide variety of interest areas and students are encouraged to take part on a social, recreational or competitive level. In addition, there is the Rhodes Health Suite, with staff who are available to assist members in weight training, aerobics and spinning classes. The weight training facility consists of cardio vascular, circuit and free-weight training sections and instructors are available to assist with training programmes. There are generally three aerobics and four spinning classes per day, which are led by qualified instructors.

Guidelines relating to Inter-residence Sports

1. Sporting fixtures should be regularly scheduled every second or third weekend (preferably avoiding week-days and evenings), including Saturdays and Sundays.
 2. On such weekends, events should be scheduled for 2 or 3 sporting codes
 3. Every effort should be made to include a wide range of sporting codes over the year, and careful consultation should take place before excluding any code (with due consideration for logistical challenges and the availability and commitment of the Sports Club).
 4. In order to determine which codes will be selected each semester, Sports Admin will send out a call for interest from all residences (with a deadline) and also circulate a schedule of proposed dates to all Clubs, inviting them to select and commit to a slot. They will also use historical data on participation numbers and club efficiency in deciding which codes to include.
 5. Sports Admin must finalise and publicise the programme for each semester by the start of the semester and will do their best to avoid further changes (weather permitting).
 6. All communication regarding the competition – including last-minute unavoidable cancellations - must be timeous, and conveyed through the medium of RU-Connected.
 7. Sports Admin must ensure that their staff is skilled in updating the site, and residences must take responsibility for logging on and accessing the information themselves.
 8. All rules for the competition must be available on the RU connected site.
 9. The 'spirit award' should be held in abeyance for this year, pending clarity as regards the rules and points system being used.
 10. Any proposed changes to this format must first be approved by the Board of Residences.
- Only currently registered students can participate in the inter residence programme.
 - No Oppies are allowed in any res team; only people that live in the res may participate, this includes wardens and residence link students.
 - There is a maximum of one first team player allowed per team per event.
 - Any residence that combines with another res will share the points equally irrespective of the number of the participants from each res in the team.
 - Cory-Matthews will compete as a single unit, should they compete in any event as separate teams then all the points they have accumulated will be shared equally and they will not be allowed to rejoin again later in the programme. Winchester and Salisbury will compete as single residences.

Specific sports on offer include:

Aikido	Cricket	Mountain	Soccer
Archery	First Aid	Netball	Squash
Athletics	Fly Fishing	Pool	Surfing
Badminton	Goju Ryu	Rifle	Table Tennis
Basketball	Golf	Rowing	Tennis
Canoe	Hockey	Rugby	Underwater
Chess	Kung Fu	Sailing	Volleyball

STUDENTS REPRESENTATIVE COUNCIL (SRC)

The Rhodes Student Representative Council (SRC) represents students on the Grahamstown campus and negotiates with the university authorities on their behalf. When necessary, the SRC calls meetings of the student body. All communication with the Administration is done via the Dean of Students. The President of the SRC meets with the Dean of Students on a weekly basis. The SRC also meets with senior administration staff once a quarter and the minutes of these meetings are available to all staff and students. The University Council allocates an annual budget to the SRC, and it may raise additional funds with the permission of the Senate and Council. The SRC finances, controls and co-ordinates the activities of registered societies and clubs on campus and organises events benefiting students. Grants are also made to various committees, to publications controlled by the SRC, and for student social functions. SRC also arranges seminars and speakers on current social and political issues of particular interest to students. In terms of the Student Disciplinary Code, the SRC Disciplinary Board has the power to exclude a student from SRC functions and facilities or impose a fine of up to 10 percent of the Bachelor of Arts fee. All disciplinary action is reported to the Vice Chancellor, who deals with more serious offences.

SRC Incentives

The University has instituted an incentive scheme for students elected onto the SRC. The President receives a rebate of 50% of the BA tuition fee. The other members of the Executive Council, (Vice President Internal & Vice President External, Treasurer, General Secretary and Education Councillor), each receives a 35% rebate of the BA tuition fee. The remaining Councillors are awarded a 25% BA tuition fee rebate. In addition, there is a Leadership Bursary for the SRC President, calculated at the average tuition and residence fee for one year (regardless of whether the student lives in residence). The bursary is worth approximately R65,000. All students are eligible. SRC Presidents will also be permitted to extend their programme of study over TWO YEARS, in order to enable them to maintain high academic standards during their term of office. It is hoped that this will encourage more young leaders to stand for election to this vital position: academic high achievers, post-graduate students, and those who have to take part-time jobs to cover their costs.

SRC Staff

The SRC office is staffed by three full-time employees, who assist the SRC members with the day-to-day running of SRC activities. The SRC office is open weekdays from 08h00- 17h00.

STUDENT SERVICES COUNCIL

The Student Services Council (SSC) is a Senate committee which is made up of students, and the other half of University staff who, by virtue of their position or suitability, are elected onto the SSC. The committee meets once a term, and it discusses issues related to student life in general, such as:

First year student survey	Security and lighting on campus
HIV/AIDS Policy	Meal Booking System
Substance abuse	Student parking
Supplementary examinations	Student Entertainment facilities
Harassment Policy	Student cafeterias
Oppidan Constitution	Re-grading of residences
Postgraduate accommodation	Campus Green routes (safe routes)

SQUATTING

(see also “Visitors to Residences”)

- No squatting, no unauthorised visitors or sharing of rooms is allowed.
- No unauthorised visitors are to use showers, ablutions, washing machines, tumble driers, microwave or any other residence appliances.

SUB-WARDENS’ DUTIES

(see Sub-Warden job profile on web)

1. General duties of Sub-Wardens include the following:

- to participate in the management and administration of the Hall and the House;
- to be responsible for the general academic and personal welfare of students as well as discipline in the House;
- to take the initiative in assisting or advising students who may be experiencing academic problems and to refer the names of such students to the Hall or House Warden;
- to be well acquainted with and to implement the University’s Rules for Students, the Hall Rules and with the University’s discipline procedures;
- in the absence of the House Warden, to be available at reasonable times to meet with the parents of students in the House whenever they are in Grahamstown;
- to take an interest in the sporting and social activities of students in the Hall;
- to undertake weekend and evening duties determined in discussion with the Hall Warden or the House Warden;
- to take most of their meals in the dining Hall;
- to undertake such duties in the dining Hall as the Hall Warden may require, including supervising and controlling the entry of students into the dining Hall, attending a certain number of meals each week, and checking the meal slips of students entering the Dining Hall;
- to attend the Sub-Warden training programme prior to orientation week at the start of the year;
- to be in residence several days before the start of each term;
- to remain in the residence at the end of a term after all other students have left in order to assist the House Warden with relevant administrative procedures (the dates of this early arrival and late departure shall be determined by the Hall Warden in consultation with the Dean of Students. Other than for these periods, Sub-Wardens are not required to remain on duty during a vacation even if their House is open);
- to ensure to the best of their ability that University property is not damaged either wilfully or negligently, and to report to the House Warden any such damage as well as trying to obtain the names of those involved;
- to make regular inspections of the House and to report on issues relating to Housekeeping, lighting, heating, hot water or the need for repairs;
- to keep Hall / House lists up to date;
- to be familiar with emergency drills and services and to assist the House Warden in the conducting of regular fire, emergency and safety checks and drills in the House;
- to be aware of the procedures for contacting the University’s campus protection officers and campus guards, the local ambulance service, the local fire service and the local police in times of emergency.

2. Copies of the Sub-Warden’s contract and a document on their duties are available on the DoS web-page. Please ensure that they comply with their contract. It is part of your duty to ensure that they do. If you find that they are not carrying out their duties properly, please let your Hall Warden know immediately.

3. Leave of absence: Sub-Wardens must be in residence during term time unless leave of absence has been granted by the relevant Hall Warden in consultation with the House Warden.

4. It is recommended that Sub-Wardens sign a written undertaking when they are appointed, with annual term

dates of Sub-Wardens' arrival and departure.

5. Sub-Wardens salaries will be paid into their student accounts and if the student has a credit balance in his/her account they are welcome to withdraw their "salaries".

SUICIDAL AND PARA-SUICIDAL CRISES

A suicidal crisis is very difficult to deal with. It is usually unanticipated and requires the helper to mobilize a variety of skills and resources. Firstly, call the Rhodes Psychological Emergency Number at 082 803 0177. If the person forbids you to call, is angry about it, or upset, you must call anyway.

1. If the person is under the influence of drugs or alcohol, or if an attempt is imminent call an ambulance (10177). The person requires medical and psychological intervention as soon as possible.
2. If the student is behaving in a manner which is difficult to control or which might be placing his or her life, or your life, in danger call the police (10111)
3. If the person has indicated that they are feeling hopeless or are thinking about suicide, or "ending it all":
 - Take the person seriously. Many people have taken their lives when people thought their statements about suicide were "manipulative" or the person was being "melodramatic" or it was "just a cry for help". While it is true to say that there are times when a person is being manipulative, it is best to err on the side of caution.
 - Don't panic. Keep your voice calm and matter-of-fact.
 - Encourage the person to discuss what prompted "death" thoughts. The more the person is able to talk about the specific details of the experience, the better he or she is able to understand the source of the crisis.
 - Elicit the person's feelings. Expressing emotions is a way for the person to vent frustrations while securing validation and support. Common probes and statements include: "how did you feel when that happened" or "I would have felt hurt if that happened to me".
 - Assist the person in defining alternatives and options. Those who are contemplating death do not see life as having positive alternative solutions. Alternative solutions are available. With assistance, the person in crisis can have the option to select the best solution for the situation.
 - Involve professionals who can assist the person in crisis to deal more effectively with the problem and work to instil hope again. The challenge may be cultivating a sense of trust to include an outside person. In many cases, the suicidal person wants the helper to maintain confidentiality. It is important to emphasize that he or she came to you because of trust and confidence that you care to do the right thing. Encourage the person in crisis to value your decision to involve a professional counsellor if needed.
 - Talk with someone after the crisis is over. Taking the time to share what it was like to be in the stressful situation is important. Venting your feelings and decision processes is crucial to re-stabilizing after your adrenaline surge. In addition, you may find yourself feeling 'guilty' or 'inadequate' for securing outside help. Remember that by bringing other helpers into the situation your intention was not to betray a confidence, but to save a life.
 - Realise the limitations of your responsibility. There are a number of ways to offer assistance in a crisis. Some include connecting the suicidal person with a crisis line counsellor, accompanying the person to a counselling centre, making an appointment with a psychologist, notifying his or her parents, or calling the police. If you have taken substantial measures to prevent someone from committing suicide and the suicidal person refuses help options, there may be nothing more that can be done. Anyone who is determined to end his or her life will find a way. Your responsibility as a friend or associate is to assist, support, and possibly refer. Once you have taken care to incorporate all these aspects, your responsibility as a fellow human being ends.
 - Inform the Dean of Students of the crisis as soon as you have dealt with immediate concerns. While confidentiality will be maintained, it is obviously important that senior management is kept aware of such extremely serious incidents.

TELEPHONES

- Wardens' telephones are blocked from making international calls. If you need to contact parents/guardians outside South Africa, go through the Rhodes Exchange (dial 29) during business hours, or arrange to make the call from the Hall Warden's office after hours.
- Rhodes will cover 40% of the phone bill – 60% is to be paid by the Warden
- Telephones requests or problems should be made via an e-mail to support@ru.ac.za

DRAFT -PROTOCOL FOR EMERGENCY TELEPHONE CALLS

MANAGED BY CPU STAFF

Objective: Ensure effective communication to the Warden Community / Parent or contact person of student where an emergency has affected the student during a power outage or unavailability of telephone access.

Scope: The purpose of this procedure is for communication via the telephone for after hours, weekends and public holiday where no switch board operator is available, including power outages.

Definition of an Emergency: An Emergency is classified as a sudden, urgent, usually unexpected occurrence or occasion requiring immediate action

Duties of the Warden:

- Obtain as much information from the student.
- Keep in mind questions relating to: Who? What? When? Why? And How?
- Once the student has been attended to adequately, CPU to be contacted.
- Please ask to speak to the CPU Supervisor on duty.
- Wardens to furnish the relevant contact number to the CPU Supervisor on duty with reason (Emergency) for call to be made.
- CPU Supervisors will contact the relevant parent or service providers, be that of health care or the Ambulance, relating to the type of Emergency
- Wardens to standby at telephone and wait for the transfer of the call from CPU.
- Alternatively, the Wardens may go directly to the CPU and request that the CPU Supervisor make the emergency call in the Wardens' presence.

Duties of CPU Supervisor:

- Upon receiving a call from the Warden, CPU Supervisor to take down the correct information with regards to; the number to call and the name of the person.
- CPU Supervisor to enter Personal Identity Pin Code to make the call.
- Pin code will not to be given to any other person outside the supervisor position at CPU.
- When call is made, CPU Supervisor will identify himself to the person and notify that the call will be transferred to the relevant Warden.
- CPU Supervisor will not disclose any further information even if he is aware of the nature of the Emergency to the Parent or similar. This will be left up to the relevant Warden.
- CPU Supervisor will ensure that when speaking to the parent or contact person that the correct information has been relayed.
- CPU Supervisor will take note of any information that maybe passed on by the parent or contact person as this will be useful to supply to the Warden or relevant personell.
- All calls made by the CPU Supervisor or Warden MUST be entered in the telephone register, with the relevant necessary information.
- A telephone printout will be verified for emergency calls made, on a monthly basis.
- If a call is made more than once due to technical errors, they MUST be recorded.
- If any personal calls made, the CPU Supervisor on duty made will be held responsible.

VACUUM CLEANERS

Vacuum cleaners may not be lent to Oppidans or taken out of the residence for the cleaning of motor cars, etc. It is vital to label 'dry' and 'wet' machines very clearly, and educate all students about the differences.

VEHICLES (PRIVATE)

A Staff motor vehicle disc for your car should be obtained annually from Campus Protection Unit.

VISITORS TO RESIDENCE

(see relevant section under "discipline")

VACATION ACCOMMODATION FOR STUDENTS

(see "early return")

Students accommodated for a vacation in residences (other than their own) should return to their own residences at 10h00 on the day before its normal opening time (i.e. on Saturday if the term starts on a Monday), to permit preparation of the vacation Residences. Students moving back into a residence, which has been used for vacation/conference accommodation, may have to wait until 14h00 before they are permitted entry.

WARDENS' DUTIES

(also see "Duties" and "Attendance")

In preparing yourself to run your residence, it is useful to refer to the Job Profile (see DoS website), which provides a useful overview of the key areas of responsibility and the minimal competencies for the job. You will also need to familiarize yourself with your Hall Rules and Information booklet, since each Hall's rules are slightly different.

WARDEN'S POWER OF SEARCH

See protocol on Search & Seizure

Wardens' Workshops

By popular request, the DoS Division arranges occasional workshops on a range of issues affecting the residential system. All wardens are expected to attend these relaxed and informal discussions. They are well advertised and are held between 5 and 6 in the evenings, accompanied by light snacks. Topics during the past 2 years have included Homophobia, Eating Disorders and Dealing with Suicide, alcohol abuse, racism and xenophobia, rape and sexual assault, student discipline and harassment and stalking. Wardens are welcome to approach the Office of the Dean of Students with further suggestions for topics.

WARDENS' FLATS

The House Warden is responsible for the reasonable up-keep of the accommodation and facilities provided and must maintain them in a reasonable manner (allowing for normal wear and tear). A document which accurately reflects the status of the flat will be signed on the date of commencing duties, countersigned by the Hall Warden and the Manager of House-keeping. Thereafter, the warden must ensure that requisitions to the Estates Division are made timeously as regards matters requiring attention, and follow up on delays. Annual checks on the state of facilities will be made by the Hall Warden, who must forward a report to the Director: Residential Operations via the Dean of Students.

If Wardens have pets, they must take the necessary steps to ensure that there is no damage to accommodation and facilities and they must ensure that the animals do not make any noise or cause disturbance.

Wardens will be required to pay for damages where it is evident that there has been negligence and disregard for the accommodation and facilities.