



"BRINGING OUT THE BEST IN EACH OTHER"

**KIMBERLEY HALL
PRACTICAL GUIDE
FOR
HALL & HOUSE COMMITTEE
MEMBERS**

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KIMBERLEY HALL CONSTITUTION

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

1. NAME

The name of the Hall is "Kimberley Hall", hereinafter referred to as "the Hall". It consists of Cullen Bowles House, De Beers House, Gold Fields House and Rosa Parks House.

2. MEMBERSHIP

The following shall be members of the Hall:

The Hall Warden

All other Wardens

All students resident in the Houses of the Hall

All duly appointed or elected Fellows of the Hall.

3. WARDENS

3.1 HALL WARDENS

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

3.2 HOUSE WARDENS

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

3.3 SUB-WARDENS

Sub-Wardens may be appointed for any House. Their appointment shall be by the Council. They will be responsible through the House Warden to the Hall Warden, the Senate and the Council for the carrying out of such duties as may be required of them from time to time.

4. SENIOR STUDENT OF EACH HOUSE

4.1 The Senior Student of each House shall be elected by the students eligible to vote in the House from among the students of Senior standing in the House who are eligible to vote.

4.1.1 No student who has been found guilty of a University disciplinary offence by any disciplinary authority in the University and sentenced to a fine in excess of 20% of the Hall

Warden's maximum fine jurisdiction (at the time the fine was imposed) or to any form of exclusion or to community service exceeding 15 hours (in each case whether suspended or not) shall be eligible to be nominated or elected to fill the post of Senior Student of the House. This disqualification will end three years after the sentence has been completed.

4.2 The Senior Student of each House shall be elected during the first two weeks of the first term of each year or, at the discretion of the House Warden, during the fourth term but no later than the week preceding "swot" week. If an election is held during the fourth term, the Senior Student shall assume office at the beginning of the following term i.e. the first term of the following year.

4.2.1 The House Warden or one of the Sub-Wardens of the House shall arrange a House meeting to call for nominations during the relevant week. At this meeting scrutineers shall be elected.

4.2.2 There shall be a period of 24 hours for late nominations.

4.2.3 If more than one nomination is received, voting shall be by secret ballot.

4.2.4 Voting shall commence immediately nominations close and shall last for a period of 24 hours.

4.2.5 If a 75% poll has not been achieved at the end of the specified voting period, voting shall continue for a further 12 hours. Voting shall cease after the expiring of this additional period. Thereafter the votes will be counted and the election will be valid even if the prescribed percentage poll has not been achieved.

4.2.6 To be elected, a candidate must have obtained at least a half plus one of the votes cast. If no candidate has such a majority, then a further election under the same rules as the first shall be held, except that the candidates who obtained the most votes in the first election will be the only candidates

4.3 If the Senior Student shall cease to be a member of the House, s/he shall cease to be Senior Student.

4.4 If the Senior Student shall resign or otherwise cease to be Senior Student, the vacancy shall be filled by an election following the procedure laid down in 4.2.1 to 4.2.6

5. **HEAD STUDENT OF THE HALL**

5.1 The Head Student of the Hall shall be elected annually from amongst the "students of senior standing" in the Hall. The procedure for these elections shall be as set out in section 5.5 and 5.6 below.

5.2 The Head Student shall take precedence over all students other than sub-wardens, in room choice.

5.3 No student who has been found guilty of a University disciplinary offence by any disciplinary authority in the University and sentenced to a fine in excess of 20% of the Hall Warden's maximum fine jurisdiction (at the time the fine was imposed) or to any form of exclusion or to community service exceeding 15 hours (in each case whether suspended or not) shall be eligible to be nominated or elected to fill the post of Head Student of the Hall. The disqualification will end three years after the sentence has been completed.

5.4 No student who has failed more than two half credits or the equivalent in the preceding June examinations shall be eligible to be nominated or elected to fill the post of Head Student of the Hall. Under exceptional circumstances, the candidate may appeal to the Hall Warden prior to the holding of elections.

5.5 The election of the Head Student shall take place during the first two weeks or the first term of the year, or, at the discretion of the Hall Warden, during the fourth term of the year by no later than the end of the second week of the term. If the election is held during the fourth term the Head Student will assume office at the beginning of the following year.

5.6 The Head Student of the Hall shall be elected by an electoral college consisting of all the House Senior Students.

5.6.1 For the purpose of this election the House Senior Students shall elect a chairperson to preside over the election.

5.6.2 Any student who is in at least his/her second year of study and who is a student of senior standing shall be eligible to stand for election as Head Student.

5.6.3 The Hall Warden shall call for nominations for the position of Head Student of the Hall.

5.6.4 All nominations must be in writing signed by the nominee and two seconders.

5.6.4.1 Attached to the nomination must be a written motivation from the candidate stating why s/he wants to be Head Student and what s/he proposes to do for the Hall during his/her term of office.

5.6.5 In reaching their decision the House Senior Students shall have the right to interview all or any of the candidates.

5.6.6 The candidate obtaining the majority of votes shall be the Head Student of the Hall. In the event of an equality of votes the chairperson shall exercise a casting vote.

5.6.6.1 The Chairperson mentioned in Section 5.6.1 shall inform the Hall Warden of the name of the successful candidate. The Hall Warden will then publish this name.

5.6.7 Should the Head student not return for his/her term of office, there shall be a new election, to be carried out as detailed above.

5.6.8 No person shall be eligible to nominate a candidate until s/he has been in residence in one of the houses of the Hall for at least two terms.

5.6.9 The Hall Head student shall ex-officio be one of the members of the House Committee in his/her own house.

5.6.10 Should a student be elected Head Student, but subsequently fail more than two full credits or four half credits or the equivalent in the November examinations, he/she shall be deemed ineligible to take up the position. The candidate who secured the next highest number of votes at the elections, who is still willing to serve and who fulfills the criteria shall automatically be deemed to be elected and shall fill the vacancy.

6. HALL SPORTS REPRESENTATIVE

6.1 The Hall Sports Representative shall be responsible for organising all sports events among the residences in Kimberley Hall or events involving teams that represent Kimberley Hall.

6.2 The Hall Sports Representative shall be elected annually from amongst the “Students of senior standing” in the Hall. The procedure for these elections shall be as set out in section 6.5 and 6.6 below.

6.3 No student who has been found guilty of a University disciplinary offence by any disciplinary authority in the University and sentenced to a fine in excess of 20% of the Hall Warden’s maximum fine jurisdiction (at the time the fine was imposed) or to any form of exclusion or to community service exceeding 15 hours (in each case whether suspended or not) shall be eligible to be nominated or elected to fill the post of Hall Sports Representative. The disqualification will end three years after the sentence has been completed.

6.4 No student who has failed more than two half credits or the equivalent in the preceding June examinations shall be eligible to be nominated or elected to fill the post of Head Student of the Hall. Under exceptional circumstances, the candidate may appeal to the Hall Warden prior to the holding of elections.

6.5 The election of the Hall Sports Representative shall take place during the first two weeks or the first term of the year, or, at the discretion of the Hall Warden, during the fourth term of the year by no later than the end of the second week of the term. If the election is held during the fourth term the Hall Sports Representative will assume office at the beginning of the following year.

6.6 The Hall Sports Representative shall be elected by an electoral college consisting of all the House Sports Representatives.

6.6.1 For the purpose of this election the House Sports Representatives shall elect a chairperson to preside over the election.

6.6.2 Any student who is in at least his/her second year of study and who is a student of senior standing shall be eligible to stand for election as Hall Sports Representative.

6.6.3 The Hall Warden shall call for nominations for the position of Hall Sports Representative.

6.6.4 All nominations must be in writing signed by the nominee and two seconders.

6.6.4.1 Attached to the nomination must be a written motivation from the candidate stating why s/he wants to be Hall Sports Representative and what s/he proposes to do for the Hall during his/her term of office.

6.6.5 In reaching their decision the House Sports Representatives shall have the right to interview all or any of the candidates.

6.6.6 The candidate obtaining the majority of votes shall be the Hall Sports Representative. In the event of an equality of votes the chairperson shall exercise the casting vote.

6.6.6.1 The Chairperson mentioned in section 6.5.1 shall inform the Hall Warden of the name of the successful candidate. The Hall Warden will then publish this name.

6.6.7 Should the Hall Sports Representative not return for his/her term of office, there shall be a new election, to be carried out as detailed above.

6.6.8 No person shall be eligible to nominate a candidate until she has been in residence in one of the houses of the Hall for at least two terms.

6.6.9 The Hall Sports Representative shall ex-officio be one of the members of the House Committee in his/her own house.

6.6.10 Should a student be elected Hall Sports Representative but subsequently fail more than two full credits or four half credits or the equivalent in the November examinations, he/she shall be deemed ineligible to take up the position. The candidate who secured the next highest number of votes at the elections and who is still willing to serve and fulfills the criteria shall automatically be deemed to be elected and shall fill the vacancy.

7. HALL COMMUNITY ENGAGEMENT REPRESENTATIVE

7.1 The Hall Community Engagement Representative shall be responsible for organising all community engagement events among the residences in the Hall.

7.2 The Hall Community Engagement Representative shall be elected annually from amongst the “Students of senior standing” in the Hall. The procedure for these elections shall be as set out in section 7.5 and 7.6 below.

7.3 No student who has been found guilty of a University disciplinary offence by any disciplinary authority in the University and sentenced to a fine in excess of 20% of the Hall Warden’s maximum fine jurisdiction (at the time the fine was imposed) or to any form of exclusion or to community service exceeding 15 hours (in each case whether suspended or not) shall be eligible to be nominated or elected to fill the post of Hall Community Engagement Representative. The disqualification will end three years after the sentence has been completed.

7.4 No student who has failed more than two half credits or the equivalent in the preceding June examinations shall be eligible to be nominated or elected to fill the post of Hall Community Engagement Representative of the Hall. Under exceptional circumstances, the candidate may appeal to the Hall Warden prior to the holding of elections.

7.5 The election of the Hall Community Engagement Representative shall take place during the first two weeks or the first term of the year, or, at the discretion of the Hall Warden, during the fourth term of the year by no later than the end of the second week of the term. If the election is held during the fourth term the Hall Community Engagement Representative will assume office at the beginning of the following year.

7.6 The Hall Community Engagement Representative shall be elected by an electoral college consisting of all the House Community Engagement and Environmental Representatives.

7.6.1 For the purpose of this election the House Community Engagement and Environmental Representatives shall elect a chairperson to preside over the election.

7.6.2 Any student who is in at least his/her second year of study and who is a student of senior standing shall be eligible to stand for election as Hall Community Engagement Representative.

7.6.3 The Hall Warden shall call for nominations for the position of Hall Community Engagement Representative.

7.6.4 All nominations must be in writing signed by the nominee and two seconders.

7.6.4.1 Attached to the nomination must be a written motivation from the candidate stating why s/he wants to be Hall Community Engagement Representative and what s/he proposes to do for the Hall during his/her term of office.

7.6.5 In reaching their decision the House Community Engagement and Environmental Representatives shall have the right to interview all or any of the candidates.

7.6.6 The candidate obtaining the majority of votes shall be the Hall Community Engagement Representative. In the event of an equality of votes the chairperson shall exercise the casting vote.

7.6.6.1 The Chairperson mentioned in section 7.5.1 shall inform the Hall Warden of the name of the successful candidate. The Hall Warden will then publish this name.

7.6.7 Should the Hall Community Engagement Representative not return for his/her term of office, there shall be a new election, to be carried out as detailed above.

7.6.8 No person shall be eligible to nominate a candidate until he/she has been in residence in one of the houses of the Hall for at least two terms.

7.6.9 The Hall Community Engagement Representative shall ex-officio be one of the members of the House Committee in his/her own house.

7.6.10 Should a student be elected Hall Community Engagement Representative but subsequently fail more than two full credits or four half credits or the equivalent in the November examinations, he/she shall be deemed ineligible to take up the position. The candidate who secured the next highest number of votes at the elections and who is still willing to serve and fulfills the criteria shall automatically be deemed to be elected and shall fill the vacancy.

8. **SRC REPRESENTATIVE**

The SRC representative of Kimberley Hall shall be an ex-officio member of the Hall Committee provided that s/he is resident in the Hall.

9. **FELLOWS**

Fellows shall be members of the Hall Committee and shall have dining rights in the Hall and such other rights and privileges as the Hall Warden, after consultation with the Hall Committee, shall from time to time determine. Four Fellows shall be nominated by the Hall Warden after consultation with the Hall Committee, and appointed by Senate for a period of five years. They shall be eligible for re-appointment at the end of that period.

Functions and privileges of Fellows

Hall Fellows shall:

9.1 Serve as role models for the personal and academic growth and integration of the student members of the Hall;

Act as advisors and mentors to the members of the Hall;

9.2 Act as external consultants to the Hall Warden;

- 9.3 Where they are able, champion the Hall's needs to the relevant university authorities;
- 9.4 Be invited to actively participate in Hall academic, cultural and social activities;
Enjoy full dining rights as members of the Hall for the duration of their terms of office;
- 9.5 Serve as members of the Hall Committee;
- 9.6 Enjoy full voting rights on matters concerning the Hall.

10. **HALL COMMITTEE**

10.1 The Hall Committee shall operate as an advisory committee to the Hall Warden provided that:

10.1.1 the University disciplinary authorities shall have the right to refer a disciplinary matter to the Hall Disciplinary Committee in terms of the Student Disciplinary Code; and

10.1.2 the Hall Warden may delegate authority to the Hall committee to act in certain matters.

10.2 The Hall Committee shall consist of the following:

10.2.1 The Hall Warden, who shall ex-officio be Chairperson.

10.2.2 The House Wardens.

10.2.3 The Sub-Wardens.

10.2.4 The Head Student of the Hall.

10.2.5 The Senior Students of the constituted Houses.

10.2.6 The Hall Sports Representative.

10.2.7 The Fellows of the Hall.

10.2.8 The Hall Community Engagement Representative.

10.2.9 Not more than three co-opted members of the University.

10.2.10 The SRC representative, if resident in the Hall.

10.3 A quorum of the Hall Committee shall be ten members.

10.4 Meetings of the Hall Committee may be called at the Hall Warden's discretion. Where possible this should be at least once each term.

10.5 Meetings of the Hall may be called by the Hall Warden or, with the Hall Warden's approval, by the Head Student of the Hall.

11. **HALL DISCIPLINARY COMMITTEE**

11.1 In the event of a Hall disciplinary Committee being required to exercise disciplinary powers it shall consist of the person set out in the relevant section of the Student Disciplinary Code.

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

11.3 The Hall Disciplinary Committee may only deal with the offences set out in the relevant section of the Student Disciplinary Code and may impose the penalties set out in the relevant section of the Student Disciplinary Code.

12. **RIGHT OF REVIEW TO PROCTOR OR DISCIPLINARY BOARD**

Any student aggrieved by the verdict of or penalty imposed by the Hall Warden or the Hall Disciplinary Committee may exercise his/her right of review in terms of the relevant sections the Student Disciplinary Code.

13. **HOUSE COMMITTEES**

13.1 A House Committee shall operate as an advisory committee to the House Warden provided that:

13.1.1 the University disciplinary authorities shall have the right to refer a disciplinary matter to the House Disciplinary Committee in terms of the Student Disciplinary Code; and

13.1.2 the House Warden may delegate authority to the House Committee to act in certain matters.

13.2 A House Committee shall consist of the following:

13.2.1 House Warden, who shall ex-officio be Chairperson

13.2.2 the Senior Student of the House

13.2.3 the ResNet Representative

13.2.5 the Sub-Wardens

13.2.6 the Head Student of the Hall if s/he lives in the House concerned.

13.2.7 three other student members of the House.

13.2.8 No student who has been found guilty of a University disciplinary offence by any disciplinary authority in the University and sentenced to a fine in excess of 20% of the Hall Warden's maximum fine jurisdiction (at the time the fine was imposed) or to any form of exclusion or to community service exceeding 15 hours (in each case whether suspended or not) shall be eligible to be nominated or elected to fill any position on the House Committee. This disqualification will end three years after the sentence has been completed.

13.2.9 No student who has failed more than two half credits or the equivalent in the preceding June examinations shall be eligible to be nominated or elected to fill any post on the House Committee. Under exceptional circumstances, the candidate may appeal to the Hall Warden prior to the holding of elections.

13.3 The members referred to in 13.2.6 above shall be elected from among the senior students standing in the House by the students eligible to vote in the House in the following manner:

13.3.1 Immediately after his/her election, the Senior Student shall call a meeting of his/her House to call for nominations for the above posts.

13.3.2 There shall be a waiting period of 24 hours. The Senior Student shall then call a further meeting at which the House shall vote on the nominations received. The voting shall be by secret ballot if ten or more members of the House present at the meeting so request.

13.3.3 If any of the members referred to in 13.2.2 or 13.2.6 above ceases to be a member of the House or for any other reason ceases to be a member of the Committee the Senior Student shall arrange for an election in accordance with the above rules to fill the vacancy.

13.4 Should a student be elected to the House Committee but subsequently fail more than two full credits or four half credits or the equivalent in the November examinations, he/she shall be deemed ineligible to take up the position. The candidate who secured the next highest number of votes at the elections and who is still willing to serve and fulfills the criteria shall automatically be deemed to be elected and shall fill the vacancy.

13.5 A quorum of the House Committee shall be four members.

13.6 Meetings of the House Committee may be called at the Hall or House Warden's discretion. Where possible this should be at least twice each term.

14. **MEETINGS OF THE HOUSE**

Meetings of the House may be called by the Hall or House Warden or their delegates or, with the approval of the House Warden, the Head Student of the Hall or Senior Student of the House.

15. **HOUSE DISCIPLINARY COMMITTEE**

15.1 In the event of a House Disciplinary Committee being required to exercise disciplinary powers it shall consist of persons set out in the relevant section of the Student Disciplinary Code.

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

15.3 The House Disciplinary Committee may only deal with the offences set out in the relevant section of the Student Disciplinary Code and may impose the penalties set out in the relevant section of the Student Disciplinary Code.

16. **REVIEW BY THE HALL WARDEN**

16.1 Any student aggrieved by the verdict of or penalty imposed by a House Warden, a House Disciplinary Committee or any member of the House exercising delegated disciplinary powers shall have the right to take the matter on review before the Hall Warden on the grounds set out in the relevant rules of the Student Disciplinary Code.

16.2 Any student wishing to exercise the right of review set out in the relevant section of the Student Disciplinary Code shall within 24 hours of the imposition of the penalty advise the Hall Warden in writing of the reasons for requesting a review.

16.3 If it should come to the attention of the Hall Warden that the decision of a House Warden, a House Disciplinary Committee or any member of the House exercising disciplinary powers may be incorrect or has led to the imposition of a penalty which in his view may be unjust because it is either too harsh or too lenient, he shall be entitled to review the decision or penalty in question.

16.4 Where a review in terms of the relevant section of the Student Disciplinary Code is instituted the Hall Warden shall call for a written report from the disciplinary authority concerned in which the facts found proved and the reasons for penalty shall be stated. This report must be submitted to the Hall Warden within 48 hours of the date of the request.

16.5 The student concerned in any review shall have the right to be present and to be heard before any decision is made by the Hall Warden.

16.6 The Hall Warden shall have the powers on review set out in the Student Disciplinary Code.

16.7 Any student aggrieved by the Hall Warden's decision on review shall have the right of review set out in Section 10 above.

17. **DEFINITIONS**

17.1 "Student of Senior standing" shall mean a student member of the Hall who has been a student at Rhodes University for at least one academic year.

17.2 "Students eligible to vote" shall mean a student who has been a member of Kimberley Hall for at least two academic terms.

17.3 "The Council" shall mean the Council of Rhodes University.

17.4 "The Senate" shall mean the Senate of Rhodes University.

18. **POWER TO MAKE RULES**

18.1 The Hall Warden shall have the power to formulate rules and regulations governing the life of the student members of the Hall. Whenever possible this should be after consultation with the Hall Committee.

18.2 If the Senate or the Council is of the opinion that the repeal or alteration of any of the rules made in terms of 18.1 is necessary they may, after giving the Hall Warden an opportunity to state his/her views, repeal or alter such rules.

19. **AMENDMENTS TO THE CONSTITUTION**

19.1 The Hall Warden may, after consultation with the Hall Committee, recommend to the Senate and the Council any amendments to the Constitution.

19.2 The Hall Constitution and any rules made in terms of Clause 18 above shall always be within the declared policy of the Senate or the Council.

19.3 If the Senate or the Council is of the opinion that the repeal or alteration of any of the provisions of this Constitution is necessary the Senate may, after giving the Hall Warden an opportunity to express his/her views, repeal or alter any such provision or provisions.



KIMBERLEY HALL

Vision and Mission

The Residence System at Rhodes University

Our Vision Statement

The vision of the Rhodes University Residential System is to provide an attractive, comfortable, high-quality living environment which meets international standards and is committed to fostering the academic success and personal growth of tomorrow's leaders.

Our Mission Statement

In support of the vision, mission, values and objectives of Rhodes University and the Dean of Students Division, the Residential system intends

- to provide a caring, nurturing environment
 - which fosters academic success and personal growth by effective governance structures in House and Hall committees
 - free from discrimination, intimidation or harassment
 - which is clean, safe and secure
 - in which there is respect for and safety of personal property
 - 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 aspires to excel in all that we do, in all walks of life
 - which embraces diversity
 - which takes a responsible part within the broader community
 - which recognises the unique value of each of its members
 - whose members are proud of their residence, Hall and University
 - whose members share the responsibility for supporting the vision and mission statement of the residential system
 - whose members receive due support and recognition for their contributions
- staffed by a team of people who are
 - dedicated, and committed to their own integrated involvement in their residence, Hall, and the University
 - committed to establishing an atmosphere which is conducive to academic study and personal growth.
 - provided with appropriate skills and developmental training
 - supported by a responsive, empathetic, efficient and effective management and administrative and support structure.

RHODES UNIVERSITY
STUDENT DISCIPLINARY CODE

<p>Policy Particulars</p> <p>DATE OF APPROVAL BY RELEVANT COMMITTEE STRUCTURES</p> <p>DATE OF APPROVAL BY SENATE EXECUTIVE: 21 AUGUST 2012</p> <p>DATE OF APPROVAL BY DISCIPLINARY COMMITTEE: 22 AUGUST 2012</p> <p>DATE OF APPROVAL BY SENATE : 7 September 2012</p> <p>DATE OF APPROVAL BY COUNCIL: 20 September 2012</p> <p>COMMENCEMENT DATE: 1 January 2013</p> <p>REVISION HISTORY:</p> <p>REVIEW DATE: 2014</p> <p>POLICY LEVEL: COUNCIL</p> <p>RESPONSIBILITY: REGISTRAR'S DIVISION</p> <p>IMPLEMENTATION & MONITORING: OFFICE OF THE VICE-CHANCELLOR; COUNCIL and REGISTRARS DIVISION</p> <p>REPORTING STRUCTURE: DISCIPLINARY COMMITTEE > SENATE > COUNCIL</p>

1. APPLICATION OF RULES

1.1 In common with other communities of like size and complexity, the University has rules which contribute to the smooth and harmonious running of the institution.

1.2 The rules and procedures in this Student Disciplinary Code apply to every student of the University regardless of whether the alleged conduct in question takes place on or off campus. Where the alleged conduct has taken place off campus, there must both a sufficient link between the alleged conduct in question and the University, and / or it must be reasonably likely to bring the University into disrepute. All policies and procedures governing students must be consistent with this Code. In the case of any inconsistency with this Code, the Code prevails. The headings in this Code are for ease of reference only and do not have any relevance to the **interpretation** of the clauses contained herein.

1.3 A student shall not contravene:

- (a) Any of the rules set out in Rule 4 of this Code;
- (b) Any rule of the Halls of residence of the University;
- (c) Any rule of the Oppidan Union; or
- (d) Any rule of the SRC or the Sports Council.

A contravention of any of these rules shall be deemed a disciplinary offence.

1.4 The Higher Disciplinary Authority has jurisdiction over all offences which contravene the rules as set out in this Code.

1.5 The Lower Disciplinary Authorities have jurisdiction over all offences which contravene the rules as set out in this Code unless there is a possibility of a sanction greater than 75 hours compulsory service, or the equivalent fine, in which event the Prosecutor/s must be consulted for a decision as to which disciplinary authority shall hear the matter.

1.6 An Oppidan Hall Warden shall have jurisdiction over all Oppidan students.

1.7 A Hall/House Warden shall have jurisdiction over:

- (a) All students resident in the Hall/House concerned; and
- (b) All other students who commit any disciplinary offence referred to in Rule 4 in any of the constituent houses of the Hall, the dining halls or the precincts which form part of the Hall. If there is concurrent jurisdiction, the Hall Warden of the Hall where the alleged offence occurred shall exercise jurisdiction unless there is agreement to the contrary.

1.8 A Hall Warden shall have jurisdiction over all students in another Hall where the student's Hall Warden cannot hear a matter because s/he has an interest in the matter and in order to ensure a separation of power. This will only apply where the Hall Warden does not exercise his/her discretion to convene a Hall Disciplinary Panel.

1.9 The Library, Information Technology Department and Sports Council have jurisdiction over all offences contained in the Library Use and Conduct Code, the IT Facilities Use and Conduct Code and the Sports Council rules respectively unless there is a possibility of a sanction greater than 75 hours compulsory service, or an equivalent fine, in which event the Prosecutor/s must be consulted for a decision as to which disciplinary authority shall hear the matter.

1.10 The SRC has jurisdiction over all offences contained in its rules provided that as soon as it determines to take action, it shall immediately report the matter to the Prosecutor/s who may decide to refer the matter to any other disciplinary authority, in which case she/he shall immediately inform the SRC of the decision. The SRC Disciplinary Committee shall thereupon cease to have jurisdiction in the matter.

1.11 The burden of proof in all disciplinary matters is on a balance of probabilities.

1.12 A student who is convicted of any crime in a court of law shall be rebuttably presumed to have committed the crime(s) of which they have been found guilty.

2. DEFINITIONS

In this Disciplinary Code, unless the context otherwise clearly indicates:

Affirmation means a solemn declaration in lieu of an oath.

Advisor means a person representing an accused student at a disciplinary hearing before a Lower Disciplinary Authority. An advisor must be a registered student of the University. No accused student may be represented at a Lower Disciplinary Hearing by a person who is qualified to practice as an attorney or advocate whether or not that person is admitted to practice as such or practices as such in the ordinary course. Should the Advisor be a law student, an Assistant Prosecutor may be appointed to represent the University as a presenter at the Lower Disciplinary Hearing.

Assistant Prosecutor means a suitably qualified person appointed by the Vice-Chancellor – for such a period as the Vice Chancellor may periodically determine – to assist the Prosecutor/s in investigating and assessing contraventions of this Code and represent the University before a Proctor or a Disciplinary Review Committee. The Assistant Prosecutor is usually appointed from within the ranks of law students.

Competent verdict means any verdict that is provided for in Chapter 26 of the Criminal Procedure Act 51 of 1977 (as amended).

Compulsory service means any appropriate service as determined by the Registrar or a Hall/House Warden as the case may be.

Common cause means any fact or issue that is not in dispute.

Days means days within official university terms as set out in the Rhodes University Calendar to the exclusion of Saturdays, Sundays and public holidays unless the Vice-Chancellor, in consultation with the Prosecutor/s, directs that a hearing be held outside official University dates.

Digs means accommodation in Grahamstown which is not a residence, occupied by a student, with or without his/her parents or guardians.

Disciplinary authority means any Board, Committee or person authorised to hold a disciplinary hearing, or any person required to carry out an investigation to determine whether or not a student should appear at a disciplinary hearing to answer a charge of committing a disciplinary offence.

Disciplinary Board for Sexual Offences means a panel of three people appointed by the Vice-Chancellor – a Proctor, a member of the academic staff in the Faculty of Law (including the Rhodes University Law Clinic), and a member of the Senate Disciplinary Committee – to hear matters involving sexual offences.

Disciplinary Review Committee means a panel of three people appointed by the Vice-Chancellor, one of whom shall be the designated chairperson, to hear matters on review from a Proctor or from a lower disciplinary authority.

Disciplinary Committee means the sub-committee of Senate charged with overseeing disciplinary matters.

Fine means a sum of money payable by a student as a sanction by a student in exceptional circumstances.

Hall Disciplinary Panel means a panel convened in exceptional circumstances at the discretion of the Hall Warden. The Panel shall consist of at least one Hall Warden, one Senior / Head Student, one House Warden, one Fellow, and one Hall SRC representative. The panel is to be chaired by either a Hall Warden, a Warden or a Hall Fellow.

Hate Speech means any utterance – verbal, written, published, advocated or communicated in person – directed towards any person that could reasonably be construed to be demonstrate a clear intention to:

- (a) Be hurtful
- (b) Be harmful or incite harm
- (c) Promote or propagate hatred

The grounds of discrimination are as follows: race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth; or any other discrimination-based grounds which

- (i) Causes or perpetuates systematic disadvantage
- (ii) Undermines human dignity
- (iii) Adversely affects equal enjoyment of a person's rights and freedoms in a serious manner.

Inter-visiting means a visit by a woman into a men's residence or a visit by a man into a women's residence.

Jurisdiction period means any period during which a student can be held accountable for his/her conduct and includes but is not limited to the following:

- (a) Attendance at a Summer School or an Orientation Week Programme or any similar period of attendance at the University, however described.
- (b) The time when a registered student is in Grahamstown for a supplementary examination or for any other reason linked to the University and its functions.

- (c) The time when any previously registered student has returned to or remained in Grahamstown, and who thereafter registers again and, specifically, a person in this category who is present in Grahamstown during the Orientation Week.
- (d) The time when any registered student, whilst out of Grahamstown, is representing the University at any academic, club, cultural, sporting, society or other official University function or activity.

Oppidan means a student living in ‘digs’.

Person with legal qualifications means a person who is a legal practitioner or a person who has an LLB degree or a postgraduate qualification in law.

Presenter means a person in the Lower Disciplinary Authority who investigates and presents a case on behalf of the Hall/House. The status of the presenter may vary from case to case and will normally follow line authority. For example, a Sub-Warden would present to a Warden and a Warden would present to a Hall Warden. In circumstances where there would be a conflict of interest for a Hall Warden to adjudicate a matter, a Hall Warden may then present the case to another Hall Warden.

Proctor means a suitably qualified person appointed by the Vice-Chancellor, for such a period as the Vice-Chancellor may from time to time determine, to preside at a disciplinary hearing or a review.

Prosecutor means a suitably qualified person, appointed by the Vice-Chancellor for such a period as the Vice-Chancellor may from time to time determine, to investigate and assess contraventions of this Code and represent the University before a Proctor or a Disciplinary Review Committee.

Public nuisance means any act, omission or condition on any premises, including any building, structure or growth thereon, which is offensive or dangerous, or which materially interferes with the ordinary comfort, convenience, peace or quiet of other people or which adversely affects the safety of the public.

Representative means a person representing a student at a disciplinary hearing/review before a Proctor, Disciplinary Board for Sexual Offences or a Disciplinary Review Committee. A representative may be a SRC Defence Counsellor, a member of the University staff, a registered student of the University, an attorney or advocate.

Residence means a building belonging to or leased by the University housing students either on or off the campus, but excluding digs.

Review¹ means the right to have a matter heard by a Disciplinary Review Committee in terms of Rules 8 or 14. A Review of the decision is only on the following grounds:

- (a) The facts found proved by the Proctor/Warden/Library Disciplinary Committee or Information Technology Disciplinary Committee do not disclose the offence of which s/he was found guilty.
- (b) The sanction imposed was so excessive as to be unjust.
- (c) S/he has been prejudiced by a material irregularity in the conduct of the proceedings against him/her.
- (d) The facts found proved are not in accordance with, or are in conflict with, the digital record of the proceedings.

Search and seizure A Hall/House warden (excluding the Oppidan Warden) who is lawfully in charge of a University premises, or a Prosecutor/s, or the Campus Protection Unit, or the Vice-Chancellor or his/her nominee, who reasonably suspects the breach of any law or any breach of this Code may enter such University premises for the purpose of searching the premises and any student thereon. Such search and seizure must be carried out in terms of the **Protocol for search and seizure on Rhodes University campus**.

¹ It must be noted that a Review is not an Appeal. Decisions by Proctors, Hall Wardens or Wardens constitute administrative decisions from which appeals are not possible. A review focuses on the procedure whereby the decision of the disciplinary authority was reached. An appeal focuses on the merits of the decision itself.

Student means the following persons:

- (a) Any person who is registered as a student at the University.
- (b) Any person who has been accepted by the University with a view to his/her becoming a registered student.
- (c) Any person who has left the University where the question of the propriety of a degree improperly obtained, or of conduct during an examination, is in issue.

Suspension in the context of a sanction means a temporary or permanent postponement of the implementation of the sanction subject to a condition. Suspension in the context of the Vice-Chancellor's powers means in terms of Rule 5.1 (a) that a student may be ordered not to attend classes and/or participate in any other University activities pending a final decision in a disciplinary matter.

3. MEDIATION

3.1 Any student who has been the victim of any form of harassment (sexual, racial, gender-based, religious etc.), defamation, or other offensive verbal behaviour, may elect to have the complaint settled by mediation rather than at a disciplinary hearing. At the discretion of the Prosecutor/s any other suitable matter may be referred to mediation.

3.2 Any student complaining of the type of behaviour set out in 3.1 above (hereafter called the complainant) may approach the Dean of Students for assistance. The Dean of Students or his/her designate, may, if the complainant so requests, assist the student in making contact with an appropriate counsellor to assist such student.

3.3 If no counselling is undertaken or if, after counselling, the complainant desires mediation, then the Dean of

Students shall contact the person/s who allegedly harassed, defamed or behaved offensively towards (hereafter called the respondent/s) and enquire of him/her/them whether they wish to settle the issue by mediation.

3.4 Where mediation is desired and agreed to by all parties, a suitably trained and qualified person will be appointed to mediate the dispute.

3.5 As mediation is a voluntary process, if at any time either the complainant/s or the respondent/s wish to withdraw from the mediation process, the process shall cease.

3.6 Where the parties do not agree to mediation, or the mediation is unsuccessful, the complainant/s may request to proceed by means of a disciplinary hearing in which case s/he/they must refer the matter to a Prosecutor/s.

3.7 Where the dispute is settled by mediation, the complainant/s will waive his/her/their right to request to proceed with disciplinary action.

3.8 The mediation process shall be privileged, confidential, and no information disclosed during such process shall be disclosed or be admissible at any subsequent disciplinary hearing.

4. RULES AND DISCIPLINARY OFFENCES

4.1 Voluntary intoxication caused by any substance to the extent that a person lacks intention or capacity is not a defence to any offence in this Code.

A contravention of the following rules during the jurisdictional period is an offence:

4.2 A student must comply with any lawful notice, instruction, request, order, direction or sanction issued in terms of this Code.

4.3 A student may not commit any common law crime.

4.4 A student may not contravene the offence sections of the Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007.

4.5 A student may not commit *furtum usus* (unlawful use or removal of the property of another person without their permission but without any intention to steal e.g. borrowing of another person's clothing without permission) of another's property.

4.6 (a) A student possessing a motor vehicle or motor cycle in Grahamstown must register it with the Student Bureau when registering as a student each year, and supply the make, registration number, and the student's address. In the event of a student acquiring possession of a vehicle in Grahamstown after registration, s/he must register it with the Student Bureau within 72 hours of acquiring it.

(b) A student may not park a vehicle in any area in the precincts of the University reserved for other purposes.

(c) A student is bound by the provisions of the National Road Traffic Act 93 of 1996, and its regulations, as amended, shall apply, with the necessary changes, to all roads on the campus of the University.

(d) A student charged with certain offences under Rule 4.6 may elect to admit their guilt in accordance with an admission of guilt penalties as laid down from time to time by the Disciplinary Committee.

4.7 (a) A student may not contravene the offence sections of the Liquor Act 27 of 1989.

(b) A student may not contravene the offence sections of the Drugs and Drug Trafficking Act 140 of 1992.

(c) A student may not consume alcohol on any part of the University property without the written permission of the Vice-Chancellor, or such other person to whom the Vice-Chancellor has in writing delegated the authority to control the possession of or use of alcohol.

(d) A student may not be under the influence of alcohol or drugs where this interferes with the rights of other persons or their property.

(e) A student may not be in possession of any glass bottles and glasses containing liquor and soft drinks whilst on any part of the campus that has been designated by the Registrar to be a glass free area.

4.8 (a) A student may not contravene section 2 of the Makana Local Municipality Prevention of Public Nuisances By-Law as published in the Provincial Gazette no.1991 dated 10 October 2008.

(b) A student may not at any time make an unreasonably loud noise. Sound systems shall be turned off at 22h00 on Mondays, Tuesdays, Wednesdays, Thursdays and Sundays and at 24h00 on Fridays and Saturdays. This rule applies equally to students in residence and in 'digs'.

(c) A student may not use abusive or threatening language that is audible beyond the precincts of a digs or a residence.

(d) A student may not remove motor vehicle registration number plates, street signs, street numbers, hotel names, doctor's name plates or any other similar property without the authority of the lawful owner or occupant.

4.9 (a) A student may not contravene the offence sections of the Firearms Control Act 60 of 2000, the Dangerous Weapons Act 71 of 1968 and the Explosives Act 26 of 1956.

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

4.10 A student may not be violent or disorderly.

4.11 A student may not contravene the Acceptable Computer Use Policy or IT Facilities Use and Conduct Code as published by the Information Technology Department.

4.12 (a) A student shall notify the Student Bureau of their contact details i.e. home address, address in Grahamstown, e-mail address and cell phone number. In the event of a student moving residences or digs, s/he must notify the Student Bureau of his/her new address within seven days.

(b) A student must identify him/herself by producing a student card or any other satisfactory form of identification upon request by any member of the University staff. Such power shall only be exercised where the staff member seeking the information has reasonable cause to believe that the student has committed a disciplinary offence, or that the student in question is in a position to give information about the commission of a disciplinary offence. Failure by a student in these circumstances to answer promptly and truthfully and provide satisfactory identification will be regarded as a serious breach of discipline.

(c) A student may not damage or deface any property of the University or any property whatsoever within the precincts of the University.

(d) A student may not intentionally interfere with any Rhodes University emergency equipment (emergency assistance buttons, fire-extinguishers, cameras and telephones, etc.).

(e) A student may not put up a poster on any surface not specifically designated or reserved for putting up of posters.

(f) A student may not occupy or use any portion of the University premises otherwise than in accordance with the Rules and Regulations of the University or in any manner contrary to the purposes for which such premises have been intended to be used by the University or for which they are, in fact, normally used.

4.13 (a) A student shall obey all lawful instructions given by any member of the University staff concerning his/her conduct, including an order to proceed immediately to, and remain at, his/her place of residence or the Campus Protection Unit office.

(b) A student shall obey a lawful instruction by the Prosecutor/s to furnish information to him/her or to appear before any disciplinary authority provided:

(i) that any student appearing before the Prosecutor shall be cautioned that she/he need not answer any question the answer to which is likely to expose him/her to a disciplinary hearing.

(ii) that an accused student appearing before the Prosecutor shall not be compelled to furnish him/her with a written statement. An accused student may, however, furnish the Prosecutor with a written statement if s/he freely chooses to do so.

4.14 (a) A student may not take into an examination/test venue, or have in their possession whilst in such a venue, any cell phone, book, memoranda, notes, papers or other materials whatsoever, except answer books or such other books, or other materials as shall have been supplied by the Examinations Officer or authorised by the examiners.

(b) A student may neither aid/ attempt to aid another candidate during an examination/test, nor obtain/attempt to obtain aid from another candidate. A student may not communicate or attempt to communicate in any way with any other candidate during an examination/test.

(c) Absence without authority. The incident of a student being absent without authority will be dealt with as an academic matter.

(d) Instances of plagiarism will be dealt with in terms of the University Plagiarism Policy. All students are required to familiarise themselves with and comply with this policy.

(e) Every member of the academic staff shall have the right to exclude from class any student guilty of misconduct or insubordination in such class. If the exclusion is for more than one lecture or other class meeting it shall be reported in writing to the Head of the Department concerned. The HOD may, after an

enquiry where the student/s concerned have been given the right to explain his/her/their alleged misconduct, confirm or vary the order of exclusion. If the order of exclusion is for more than two weeks, it must be reported, in writing, by the Head of the Department to the Dean of that Faculty. After considering the Head of Department's report, the Dean of the Faculty may confirm or vary the order, or refer the matter to the Prosecutor/s.

4.15 (a) A student may not receive a visitor in a University residence (this includes balconies, verandahs and common rooms) if s/he is of the opposite gender to that of the students who are living in the residence concerned, other than in such places and during the official inter-visiting hours, which must be published in the rules of the Hall concerned (provided that such rules may not permit inter-visiting between 24h00 (mid-night) and 8:30 daily) except after a Hall Ball in which case visiting will cease at 01h00.

(b) In application of the above rules, there are residence rules applicable to each hall of residence. Students are required to familiarize themselves with their own residence rules and to ensure that the friends / partners who visit them in the residence are aware of the relevant Hall or House rules.

4.16 (a) A student may not initiate, raid, or coerce another student, with or without the consent of the participants.

(b) A student may not engage in conduct which interferes or is likely to interfere with teaching, studying, research, lectures, meetings, or other events at the University, any constituent part of the University, an associated research institute, the administration of the University, or of any other of the normal processes and activities of the University.

(c) A student may not interfere, even by omission, with the governance and proper administration of the University.

(d) A student may not engage in conduct which obstructs or interferes with an officer, member, employee, and any other student in the performance of his/her lawful duties.

4.17 (a) A student may not engage in any conduct which is offensive/defamatory of any staff member, student, or member of the public.

(b) A student may not be insubordinate towards any member of the University staff.

(c) A student may not utter, distribute, display, show, screen or project disparaging, discriminating, and derogatory material based on a person's race, gender or sexual orientation – this includes hate speech.

(d) A student may not engage in conduct likely to bring the University, or any part of it, into contempt or disrepute.

(e) A student may not engage in any form of harassment or discrimination.

4.18 (a) A student may not intimidate, interfere with, or harass potential University witnesses.

(b) A student may not deliberately mislead a Prosecutor or University official in an attempt to affect the outcome of disciplinary action during an investigation.

(c) A student may neither deliberately nor negligently respond untruthfully to any relevant and lawful question put to him/her in the course of a disciplinary hearing or by a Prosecutor during an investigation into an alleged disciplinary offence.

(d) A student may neither hinder nor obstruct the hearing of any disciplinary proceedings or fail to obey an instruction given by the person chairing or conducting the proceedings.

(e) A student may not fail to attend a disciplinary hearing. During a hearing, a student must remain in attendance until excused.

(f) If a student fails to attend a disciplinary hearing and the person chairing/conducting the proceedings is satisfied that service of the notice had been effected – in terms of rules 7.3 and 7.5 – and that all reasonable attempts to contact the student have been made, then the disciplinary hearing shall proceed in his/her absence.

(g) A student may not intentionally:

- i) Insult any person lawfully present at a disciplinary hearing during its sitting.
- ii) Interrupt the proceedings or otherwise misbehave during a hearing.

A student who contravenes this rule is liable to exclusion from the hearing and to immediate punishment on condition that s/he is first given an opportunity to either explain or to apologise.

4.19 A student may not conspire with or aid and abet anybody in committing an offence.

4.20 A student may not contravene the Library Use and Conduct Code.

5. DISCIPLINARY AUTHORITIES

5.1 The Vice-Chancellor

The Vice-Chancellor is the Chief Disciplinary Authority of the University and has the following powers:

(a) S/he may take interim action against any student as s/he in his/her discretion may consider desirable in the case of any apparent disciplinary offence by the student. In exercising this power, the Vice-Chancellor may suspend the student concerned from attendance at classes and/or from participation in any other activities of the University pending a final decision in the matter. In suspending the student, the Vice-Chancellor or his/her designate shall allow the student to make an oral representation against suspension.

(b) S/he may delegate all or any of his/her powers in connection with student discipline to a Deputy Vice-Chancellor or any other person.

(c) Nothing contained in this Code shall derogate from the Vice-Chancellor's powers and authority under the common law or such powers as may be vested in him/her by any other body or authority whatsoever.

(d) Notwithstanding the terms of the appointment of the University Prosecutor/s and Proctor/s, the Vice-Chancellor shall be entitled, at any time, to relieve any them of the powers entrusted to them herein, and may thereafter appoint another person/s in their stead, subject in all cases to the provisions of the Labour Relations Act 66 of 1995, as amended.

(e) The Vice-Chancellor shall, when exercising disciplinary powers, have jurisdiction over all students and shall have the power to impose the same sanction as a Proctor may impose.

(f) The Vice-Chancellor or the Director: Special Projects in the Vice-Chancellor's Office may determine to withhold the results of the examination results of any student, in respect of whom an investigation by a Prosecutor is pending, until any proceedings resulting from the investigation, have been completed or withdrawn.

(g) The Vice-Chancellor has the power to exercise clemency. This power shall only be invoked once all internal remedies have been exhausted. Clemency should only be granted in exceptional circumstances after a thorough investigation.

(h) If the Vice-Chancellor has reason to believe that there are grounds for a no contact order against a student, whether or not there is an allegation of a breach of this Code, s/he :

- (i) May issue a provisional no contact order prohibiting a student from making contact with one or more named person(s) for a period not exceeding 72 hours;

(ii) Must ensure that a hearing presented by the Prosecutor/s before a Proctor takes place within 72 hours for the purpose of confirming or discharging the provisional no contact order or issuing an amended order. The maximum period of a no contact order is six months unless exceptional circumstances exist. Unless the Vice-Chancellor determines otherwise when issuing a no contact order, the order shall constitute an absolute prohibition from making contact directly or indirectly, with the named person(s) in any way including but not limited to contact in person, by mail, by telephone, by electronic media or by or through any other medium or person.

5.2 The Acting Vice-Chancellor

When the Vice-Chancellor is absent from the University, the Acting Vice-Chancellor (or if no acting appointment has been made, the Deputy Vice-Chancellor: Academic and Student Affairs) shall take over the disciplinary powers vested in the Vice-Chancellor.

5.3 The Director: Special Projects in the Vice-Chancellor's Office

The Director: Special Projects shall oversee student discipline at the University and may request updates on all matters involving student discipline at all levels and communicate such updates to the Vice-Chancellor.

5.4 The Registrar

The Registrar shall be responsible for the overall administration of the student disciplinary system and shall be responsible for, but not limited to, the following:

- (a) Maintaining a central hard copy repository of all documents relating to the Higher Disciplinary Authorities.
- (b) Making available case precedents to both the Prosecutor/s and the accused and his/her representative. Such precedents must remain in the Registrar's office given their confidential nature.
- (c) Endorsing academic transcripts where directed by a Proctor.
- (d) Exclusion of a student where directed by a Proctor.
- (e) Recording the outcomes of cases on the University Student Discipline Database (Protea).
- (f) Posting outcomes of each Higher Disciplinary case on the designated official University notice board outside the Student Bureau, unless otherwise advised by the Proctor or Director: Special Projects.
- (g) Posting the June and November case summaries as produced by the Prosecutor/s on the designated official University notice board outside the Student Bureau.
- (h) Enforcing and monitoring only the sanctions of compulsory service ordered by the Higher Disciplinary Authorities.
- (i) Withholding examination results where a student has not completed compulsory service in the stipulated time.
- (j) Refusing re-admission to residence at the beginning of a new academic year where a student has not completed compulsory service in the stipulated time.
- (k) Overseeing the progress made by each convicted student as regards their compulsory service and/or payment of compensation orders and/or fines ordered by the higher disciplinary authorities.
- (l) Convening a Disciplinary Review Committee and a Disciplinary Board for Sexual Offences.
- (m) Collating and distributing documents to be placed before a Disciplinary Review Committee and a Disciplinary Board for Sexual Offences.
- (n) Convening the Fairness Forum and collating and distributing documents to be placed before the Fairness Forum.
- (o) Providing administrative assistance if and when requested by the Prosecutor/s.
- (p) Recording the acquisition of vehicles by students after registration in terms of Rule 4.6.

5.5 Dean of Students

The Dean of Students has no disciplinary jurisdiction, but is responsible for the following:

- (a) Posting the June and November case summaries (as produced by the Prosecutor/s) on designated official University notice boards.
- (b) Providing a written update (June and November) of cases to the Director: Special Projects

of the progress made with each case dealt with by the Lower Disciplinary Authorities. This update will be posted by the Dean of Students on designated official University notice boards and electronic notice boards with the names of the parties deleted.

- (c) Drafting an annual trends analysis of Lower Disciplinary cases in order to identify areas of concern and to ensure consistency of sanctions.
- (d) Any incident report that may involve discipline at the higher level must be communicated to the Prosecutor/s within 48 hours. These incident reports should **not** include statements as these will be gathered by the Prosecutor/s. Such incident reports should contain the following:
 - (i) A description of the incident, including the date, time and place.
 - (ii) The names, student numbers, and contact cell-phone numbers of the affected persons and potential witnesses.
- (e) Liaising with Hall Wardens to ensure that the Hall Administrators are enforcing and monitoring all sanctions of compulsory service and fines ordered by a Lower Disciplinary Authority.

5.6 Campus Protection Unit

The Head: Campus Protection Unit shall be responsible for the following:

- (a) Receiving incident reports and ensuring that they are hand-delivered to the Prosecutor/s **within 48 hours** (it is vitally important that this time frame is adhered to). These incident reports should **not** include statements as these will be gathered by the Prosecutor/s. Such incident reports should contain the following:
 - (i) A description of the incident, including the date, time and place;
 - (ii) The names, student numbers and contact cell-phone numbers of the affected persons and potential witnesses;
- (b) Serving charge sheets where requested to do so by the Prosecutor/s. The charge sheets must be served **within 48 hours** and a return of service must be delivered to the Prosecutor/s immediately following the service.

6. HIGHER DISCIPLINARY AUTHORITIES

6.1 The Proctor

- (a) Proctor means a suitably qualified person appointed by the Vice-Chancellor, for such a period as the Vice-Chancellor may from time to time determine, to preside over a disciplinary hearing or review or a proceeding concerning a no contact order.
- (b) A Proctor shall have jurisdiction over all students and in respect to all disciplinary offences set out in this Code.
- (c) If, during a hearing before a Proctor, s/he becomes unable to continue to serve and it appears that s/he will be unable to resume participation within a reasonable time, the proceedings may be terminated and new proceedings commenced *de novo* before another Proctor.

6.2. Disciplinary Board for Sexual Offences

- (a) A Disciplinary Board for Sexual Offences means a panel of three people appointed by the Vice-Chancellor – a Proctor who shall serve as the Chair, one a member of the academic staff in the Faculty of Law (including the Rhodes University Law Clinic), and one member of the Senate Disciplinary Committee – to hear matters involving sexual offences.
- (b) A Disciplinary Board for Sexual Offences shall have jurisdiction over all students and over all sexual offences set out in this Code.

(c) If, during a hearing before a Disciplinary Board for Sexual Offences, any member of the Board becomes unable to continue to serve, and it appears that the Board member will be unable to resume participation within a reasonable time, the proceedings may continue with the remaining Board members, or be terminated and new proceedings commenced *de novo* before another Board. This decision will be made by the Proctor.

(d) The protocol for dealing with sexual offences will determine the procedures followed during a sexual offence case.

(e) The decision to prosecute a matter as a sexual offence shall be determined by the Prosecutor/s.

6.3 The Prosecutor

(a) Prosecutor means a suitably qualified person appointed by the Vice-Chancellor, for such a period as the Vice-Chancellor may from time to time determine, to investigate and assess contraventions of this Code and represent the University before either a Proctor, Disciplinary Board for Sexual Offences or a Disciplinary Review Committee.

(b) The Vice-Chancellor, in consultation with the Prosecutor/s, may appoint Assistant Prosecutors (usually from the ranks of law students) to assist the Prosecutor/s. The Vice-Chancellor may, at his/her discretion, appoint any suitably qualified person to act as an Assistant Prosecutor.

(c) The Prosecutor/s and Assistant Prosecutors shall have the power to investigate any alleged disciplinary offence which is reported, that they are referred to, or of which they become aware. In conducting an investigation, the Prosecutors have the authority to request assistance from any University Official, if so required. If it appears that a student has committed a disciplinary offence they may, at their discretion, convene a hearing.

(d) The Prosecutor/s may, in assessing a case, put the allegation to the student prior to the student being charged with a disciplinary offence. The student must be warned and cautioned that s/he is under no obligation to make any statement whatsoever, but if s/he does, then it should be a voluntary statement in writing which may then be handed in as evidence.

(e) The Prosecutor/s may, in assessing a case, refer the matter to a Fairness Forum in terms of the Policy on the Eradication of Unfair Discrimination and Harassment.

(f) The Prosecutor/s shall have the power to terminate or suspend proceedings already commenced before any of the lower disciplinary authorities referred to in this Code on condition that there are reasonable grounds for doing so and that the rights of the accused are not unduly compromised.

(g) The Prosecutor/s shall provide a written update in June and November of each year to the Director: Special Projects and the Registrar of the progress made in each case they have dealt with. The Registrar will post these updates on the official University notice board outside the Student Bureau.

(h) The Assistant Prosecutors shall draft a case summary for each case with the names of the parties deleted for the Registrar to post on the designated official University notice board.

(i) The Prosecutor/s may direct that a case be heard by a Lower Disciplinary Authority.

(j) At the Prosecutor/s discretion a plea bargain discussion may occur prior to the commencement of a hearing before a Proctor.

7. PROCEDURE IN HEARINGS BEFORE A PROCTOR OR DISCIPLINARY BOARD FOR SEXUAL OFFENCES

7.1 A student appearing before a Proctor or Disciplinary Board for Sexual Offences may be assisted by any member of the University staff, any registered student of the University, other than a student summoned to answer charges in the same proceedings, or an attorney or advocate, provided that such representation shall

be at his/her own cost. A person assisting a student by virtue of this provision will be referred to as their representative.

7.2 Where the Prosecutor/s is/are satisfied that there is a *prima facie* case against a student, and in the case of an offence that has occurred off campus that it is a matter that should be dealt with by this Code, s/he should draw up a notice setting out:

- (i) The disciplinary offence/s allegedly committed, or any alternative disciplinary offence/s.
- (ii) The date, time, and place of the offence/s.
- (iii) The person/s against whom the offence/s was/were allegedly committed, if any, and any other relevant details sufficient to inform the accused student of the charge/s s/he will be responding to.
- (iv) The date, time, and place of the hearing.

7.3 The notice must be served to the student in person by the Prosecutor/s, their nominee, or a member of the Campus Protection Unit. If the student cannot be found, then the notice should be given to his/her Warden who is required to serve it to the accused. In the case of an Oppidan student, the notice must be served to the student in person by the Prosecutor/s, their nominee, a member of the Campus Protection Unit, or an Oppidan Warden. The notice must be served on the accused at least five days before the date of the hearing.

7.4 An accused student will be entitled to receive a paginated bundle of the documents, witness statements, photographs and/or details of any electronic evidence the Prosecutor intends to use at least five days prior to the hearing. In the case of electronic evidence, arrangements will be made for the accused to access such evidence at least three days prior to the hearing. A paginated bundle shall also be provided to the Proctor or Disciplinary Board for Sexual Offences at the hearing. Witness statements relating to evidence in aggravation of sanction need not be provided.

7.5 The person serving the notice must inform the Prosecutor/s in writing as to when, how, where, and to whom the notice was served.

7.6 The Prosecutor/s shall have the right to direct that any student attends and gives evidence and remains in attendance until excused from a disciplinary hearing.

7.7 The Proctor may, for any good reason, postpone a hearing.

7.8 At a hearing before a Proctor or Disciplinary Board for Sexual Offences, the reading of the charge, the plea, the evidence of all witnesses, any oral arguments and the reasons for both the judgment and sanction shall be digitally recorded.

7.9 The Prosecutor shall read the charge/s to the accused student only when all the parties are assembled before the Proctor or Disciplinary Board for Sexual Offences.

The accused student will be required to answer the charge/s (i.e. plead to the charge/s). S/he may:

- (a) Deny that s/he committed the offence (Not guilty).
- (b) Admit that s/he committed the offence (Guilty).
- (c) Admit to a lesser offence (e.g. charged with assault with intent to commit grievous bodily harm but only admits common assault).
- (d) Allege that s/he has already been found guilty or not guilty of the disciplinary offence (i.e. the same set of facts).

7.10 Where a student admits a charge (pleads guilty), the Proctor or Chair of the Disciplinary Board for Sexual Offences shall question the student to ensure that the student's admission of the charge (plea of guilty) is a genuine and complete admission on the question of both fact and law.

7.11 Where the accused student is represented, his/her representative may hand in a written plea statement in lieu of the questioning mentioned above.

7.12 If the Proctor or Disciplinary Board for Sexual Offences is satisfied that the student's answer to the charge is a genuine and complete admission of the charge (a plea of guilty) with no defence, the student may be found guilty of the charge or a competent verdict, as the case may be, without any evidence being heard.

7.13 Where a student denies the charge (pleads not guilty), the Proctor or Chair of the Disciplinary Board for Sexual Offences may question the student to ascertain which of the allegations in the charge/s are in dispute. The student must, however, be informed that s/he is not obliged to answer any such questions. Where a student elects to answer questions and admits to any of the allegations in the charge/s, these charges will be regarded as proved.

7.14 Where a student denies the charge (pleads not guilty), the Prosecutor shall lead *viva voce* (oral) evidence in support of the charge. The Prosecutor may submit written statements from witnesses. These written statements may be received into evidence if their content is common cause and if the Proctor or Chair of the Disciplinary Board for Sexual Offences allows this.

7.15 Witnesses appearing before a Proctor or Disciplinary Board for Sexual Offences will be required to confirm that the evidence they are about to give is truthful.

7.16 Each witness will be examined, cross-examined, or re-examined (as the case may be) by only one person at a time – though not necessarily the same person for different witnesses.

7.17 An accused student shall have the right to remain silent or to give evidence on affirmation, provided that s/he is not compelled either way. Where the student is represented, his/her representative may lead the evidence on behalf of the defence. The student may then be cross-examined by the Prosecutor. After cross-examination, re-examination may follow.

7.18 An accused student will have the right to call witnesses. Should the accused elect to give evidence, his/her evidence must be heard before that of his/her witnesses.

7.19 A paginated bundle of the documents which the defence intends to use at the hearing must be submitted to the Prosecutor/s at least three days prior to the hearing. A paginated bundle shall also be provided to the Proctor or Disciplinary Board for Sexual Offences at the hearing. The defence may submit written statements from witnesses. These written statements may be received into evidence if their content is common cause and if the Proctor or Chair of the Disciplinary Board for Sexual Offences allows this.

7.20 The Proctor or the Disciplinary Board for Sexual Offences may question any witness, including the accused student, at any time while they are giving evidence. The proceedings may be conducted in either the accusational or the inquisitional method; alternatively, a combination of both may be used.

7.21 The Proctor or Chair of the Disciplinary Board for Sexual Offences shall decide on any question of law, procedure, or the admissibility of evidence. In deciding any question of procedure not provided for in this Code, or on the admissibility of evidence, s/he will not be bound by the formal rules of criminal procedure or evidence applicable in any court of law. Instead, s/he will follow the dictates of fairness, natural justice and relevance, even if this includes the application of the rules of procedure and evidence applicable in courts of law.

7.22 The Proctor or Chair of the Disciplinary Board for Sexual Offences may call any witness not already called, or recall any witness who has already given evidence, if s/he believes that the evidence or further evidence of that witness is essential to the just decision of the case.

7.23 After all the evidence has been presented, the Prosecutor and the accused student or his/her representative shall have the right to give a closing argument regarding guilt or innocence of the accused to the Proctor or Disciplinary Board for Sexual Offences. This argument may be delivered orally or in writing, or both.

7.24 After the conclusion of the arguments, the Proctor or Chair of the Disciplinary Board for Sexual Offences shall there or then, or after time is taken to consider the verdict, give a judgment setting out the reasons for the verdict, with reasons, as to whether or not the accused is guilty of the charge/s, alternative charge/s, or a competent verdict. In a case before a Disciplinary Board for Sexual Offences a verdict shall be reached by way of a majority vote.

7.25 Where a student is found guilty of a disciplinary offence the Prosecutor and the student or his/her representative may lead evidence in aggravation or mitigation of sanction. Thereafter the Prosecutor and the student or his/her representative may address the Proctor or Disciplinary Board for Sexual Offences on what the sanction should be.

7.26 The Proctor or Disciplinary Board for Sexual Offences will there and then, or after time is taken to consider the sanction, give a judgment setting out the reasons for sanction and the sanction imposed.

7.27 A Proctor or Disciplinary Board for Sexual Offences shall have jurisdiction to impose any one or more of the following sanctions upon a student who has been found guilty of a disciplinary offence:

- (a) Deprivation of a degree improperly obtained.
- (b) Permanent exclusion from the University.
- (c) Exclusion from the University, its premises, and from participation in all University activities (which shall include all student activities) for a specified period.
- (d) Exclusion from a specific University residence or all residences.
- (e) Exclusion from attendance at certain classes and/or University examinations, either permanently or for a specified period.
- (f) Exclusion from participation in University activities or from such post or office in the University as may be specified, either permanently or for a specified period.
- (g) Imposition of a fine not exceeding 20 % of the Bachelor of Arts fee.
- (h) Payment of a sum of money required to compensate for any loss, damage, or expense caused to the University or to another person as a result of the offence.
- (i) A period of compulsory service.
- (j) Prohibition from driving or possessing a motor vehicle/motor cycle on campus. (Note: This sanction may only be imposed on a student who is found guilty of a disciplinary offence involving the use and/or driving of motor vehicle/motorcycle).
- (k) Suspension of all or part of any of the above sanctions for a period of up to five years.
- (l) Any other appropriate sanction.

7.28 Where a student has been acquitted due to lack of mental capacity, the student may not remain at the University or return to the University without undergoing a full psychiatric assessment, the findings of which must confirm that the student is of sound mind.

7.29 In assessing the sanction to be imposed on a student who has been found guilty of a disciplinary offence, the Proctor or Disciplinary Board for Sexual Offences hearing the matter, shall regard the fact that the student was under the influence of alcohol or drugs at the time the offence was committed as an aggravating factor. As far as common law crimes are concerned, the provisions of Section 2 of the Criminal Law Amendment Act 1 of 1988 shall apply.

7.30 Where a student has been sanctioned in terms of this Code, the sanction shall come into effect immediately regardless of whether the student intends to take the matter on review, unless the Vice-

Chancellor, on written application by the student, decides that there is good cause to suspend the implementation of the sanction pending the outcome of a review. The written application by the student shall set out fully all relevant facts and submissions that he or she wishes the Vice-Chancellor to consider in arriving at a decision in this regard.

7.31 If there is reason to believe that a condition upon which the whole or a portion of a suspended sanction has been breached the student shall, on two days' notice, be required to attend an enquiry for the purpose of establishing whether or not an order should be made bringing the suspended sanction into operation.

7.32 If a student who has been directed to appear before a Proctor or Disciplinary Board for Sexual Offences fails to appear at the place, date, and time specified in the notice, fails to remain in attendance or to attend any adjourned proceedings, the Prosecutor shall make all reasonable attempts to locate the student. If the Proctor or Disciplinary Board for Sexual Offences is satisfied that all reasonable attempts have been made to contact the accused the hearing shall proceed in his/her absence.

7.33 If, during the course of a hearing before a Proctor or Disciplinary Board for Sexual Offences, it comes to the knowledge of a Prosecutor that a student appearing at such hearing may have committed any disciplinary offence/s other than, or in addition to, those with which s/he has been charged, the Prosecutor may charge the student concerned with such supplementary disciplinary offence/s and, provided that the provisions of this Code in relation to particulars and time to prepare are satisfied, the enquiry may then proceed. The evidence lead until that point will retain its full force and effect.

7.34 At any disciplinary hearing before a Proctor or Disciplinary Board for Sexual Offences, no person/s other than the Proctor, members of the Disciplinary Board for Sexual Offences, Prosecutor/s, Assistant Prosecutors, the accused and his/her representative, parent/s, legal guardian/s, counsellor or any person requested by the complainant may attend. The status of a parent, legal guardian, counsellor, or person requested by the complainant, is strictly that of an observer who may support the student and not in any way engage in the process. The Proctor or Chair of the Disciplinary Board for Sexual Offences retains the right to exclude any of these parties from a hearing on the grounds of inappropriate behaviour.

7.35 If a student appearing at a hearing before a Proctor or Disciplinary Board for Sexual Offences conducts him/herself in a manner which makes the continuance of the proceedings in his/her presence impossible or impractical, the Proctor or the Chair of the Disciplinary Board for Sexual Offences may, after warning the student of the consequences of such conduct, direct that s/he be removed. On such occasions, the proceedings will continue in his/her absence.

7.36 Within seven days of the imposition of a sanction by a Proctor or Disciplinary Board for Sexual Offences, the Proctor or Chair of the Disciplinary Board for Sexual Offences shall record the charge/s, plea/s, material facts found proved, including aggravating and mitigating circumstances, if any, the reasons for the verdict, the verdict, the sanction imposed, and the reasons for the imposition of the sanction, and forward such record to the Registrar, the Prosecutor/s and the convicted student and his/her representative. This document constitutes the record of the proceedings.

7.37 The record should be made available to the Prosecutor/s and any student summoned to appear before a Proctor, or his/her representative, so that it may be referred to as a precedent in future enquiries or be used by such student in the preparation of her/his defence.

7.38 If either the Proctor or the Director: Special Projects is of the view that the sensitivity of a particular case renders publication of the details undesirable, s/he may withhold or restrict publication.

8. REVIEW FROM A PROCTOR OR DISCIPLINARY BOARD FOR SEXUAL OFFENCES

8.1 A student appearing before a Disciplinary Review Committee may be assisted by any member of the University staff, any registered student of the University, other than a student summoned to answer charges in the same proceedings, or an attorney or advocate, provided that such representation shall be at his/her own cost. A person assisting a student by virtue of this provision will be referred to as their representative.

8.2 At any review before a Disciplinary Review Committee no person/s other than the members of the Disciplinary Review Committee, the Prosecutor/s, Assistant Prosecutors, the accused and his/her representative, parent/s, legal guardian/s or counsellor may attend. The status of a parent, legal guardian or counsellor is strictly that of an observer who may support the accused and not in any way engage in the process. The Chair of the Disciplinary Review Committee retains the right to exclude any of these parties from a hearing on the grounds of inappropriate behaviour.

8.3 If a student appearing before a Disciplinary Review Committee conducts him/herself in a manner which makes the continuance of the proceedings in his/her presence impossible or impractical, the Chair of the Disciplinary Review Committee may, after warning the student of the consequences of such conduct, direct that s/he be removed. On such occasions, the proceedings will continue in his/her absence.

8.4 A student who has been found guilty and sanctioned by a Proctor or Disciplinary Board for Sexual Offences shall have the right to have such decision reviewed by a Disciplinary Review Committee on the following grounds **only**:

- (a) That the facts found proved by the Proctor or Disciplinary Board for Sexual Offences do not disclose the offence for which s/he was found guilty.
- (b) That the sanction imposed was so excessive as to be unjust.
- (c) That s/he has been prejudiced by a material irregularity in the conduct of the proceedings against him/her.
- (d) That the facts found proved are in conflict with the digital record of the proceedings.

8.5 A student wishing to exercise the right of review shall, within five days of having received the record, advise the Registrar in writing that s/he wishes to have the case reviewed. In such request s/he shall set out with the help of his/her representative, or in so far as she/he is able to do so unassisted, the grounds upon which s/he requires the matter to be reviewed. The request for review shall be accompanied by a deposit of an amount to be determined on an annual basis and payable to the Registrar, which shall serve as part payment for costs related to the review. The deposit shall only be refundable to the student in the event that the conviction is quashed.

8.6 At the request of the student the digital recording of the proceedings will be made available to a recognised transcription service. The full cost of the transcription shall be borne by the student. If the student wishes to rely on the recording in the review proceedings, s/he will be responsible for providing the members of the Disciplinary Review Committee and the Prosecutor/s with a transcription by an organisation or business that normally transcribes court records, at his/her own cost.

8.7 Should the Prosecutor/s be of the view that the sanction imposed by a Proctor or Disciplinary Board for Sexual Offences is so lenient as to be unjust, s/he shall have the right to have the sanction reviewed by a Disciplinary Review Committee.

8.8 Where the Registrar is furnished with a request for review, s/he shall within two days furnish the Proctor or members of the Disciplinary Board for Sexual Offences being reviewed, with a copy of the request for review and all the supporting documentation. Within five days of the receipt of the request for review, the Proctor or Chair of the Disciplinary Board for Sexual Offences shall provide the Registrar, the Prosecutor/s, and the student with a written response to the details set out in the request for review.

8.9 The Prosecutor shall, at least five days before the review hearing, inform the student or his/her representative in writing of the date, time and place of the review hearing.

8.10 The Review shall be heard by a Disciplinary Review Committee composed of a chairperson and two other members. The members of the Disciplinary Review Committee shall be appointed by the Vice-Chancellor or his / her nominee.

8.11 The Disciplinary Review Committee shall decide the outcome of the Review solely upon a consideration of the record, the student's/Prosecutor's written request for review, the reply of the Proctor or Disciplinary Board for Sexual Offences and any oral submissions made by the student or his/her representative and the Prosecutor.

8.12 Upon hearing a review, the Disciplinary Review Committee shall have the following powers:

- (a) To confirm, alter or reject the decision or find the student guilty on an alternative charge or a competent verdict;
- (b) To confirm, reduce, increase, alter or set aside the sanction; or
- (c) Generally to give such judgment or to impose such sanction or make such order as the Disciplinary Review Committee deems fit.

8.13 The decision of the Disciplinary Review Committee shall be determined by a majority vote.

8.14 The Chairperson in consultation with the members of the Disciplinary Review Committee shall within seven days of having heard the matter provide the student involved, the Prosecutor/s and the Registrar with a written report setting out the Disciplinary Review Committee's decision and the reasons for such decision.

9. LOWER DISCIPLINARY AUTHORITIES

Lower Disciplinary authorities include Assistant Wardens, Wardens, Hall Wardens, Oppidan Hall Wardens, Hall Disciplinary Panel, designated Library staff and designated Information Technology staff.

9.1 A member of a Lower Disciplinary Authority shall be disqualified from exercising any of the functions or powers conferred upon him/her by this Code in a disciplinary hearing, if s/he witnessed all or any of the conduct alleged to constitute the disciplinary offence, or is the complainant, or has a personal interest in the matter except in the circumstances outlined in 9.5 below.

9.2 There must be a separation of powers. The person chairing the hearing cannot be the person investigating and presenting the case in order to comply with the Constitution of the Republic of South Africa, and the rules of natural justice and fairness.

9.3 Hall/House Wardens shall not have jurisdiction over shoplifting.

9.4 No legal representation or person with legal qualifications will be permitted to represent a student appearing before a Lower Disciplinary Authority. A student appearing before such authority may, however, be accompanied by a Sub-Warden, a Hall or House Senior/Head Student, a SRC Defence Counsellor, a member of the SRC or any other student. Such person shall be referred to as the accused student's advisor. Should the student's advisor (as per the definition) be a law student, an Assistant Prosecutor may be appointed to represent the University at the Lower Disciplinary Hearing.

9.5 Any student in respect of whom a Hall/House Warden has jurisdiction shall have his/her hearing before the Hall/House Warden alone or in exceptional circumstances at the discretion of the Hall Warden, before a Hall Disciplinary Panel. A Hall Disciplinary Panel shall consist of at least one Hall Warden, one Senior / Head Student, one House Warden, one Fellow, and one Hall SRC representative. The panel is to be chaired by either a Hall Warden, a Warden or a Hall Fellow.

9.6 Students who are charged with certain disciplinary offences, which are agreed to from time to time by the Disciplinary Committee, may, rather than appearing before a Lower Disciplinary Authority, be permitted to admit their guilt in accordance with the admission of guilt sanctions as laid down from time to time by the Registrar after consultation with the Disciplinary Committee. It should be noted that there are four admissions of guilt sanction documents relating to offences falling within the jurisdiction of Oppidan Hall Wardens, Hall/House Wardens, the Library, and Information Technology. In the case of an admission of guilt, separation of powers is not necessary. The student concerned will, however, always have the right to appear before the relevant disciplinary authority. S/he cannot be compelled to admit guilt. Any student issued with a notice that an admission of guilt sanction may be imposed in respect of a particular offence

who elects to appear before a disciplinary authority rather than accept the sanction shall notify the Oppidan Warden, Hall/House Warden, Director: Library Services or Director: Information Technology, or in the case of traffic fines the Head: Campus Protection Unit, in writing within seven days of being issued with such notice. If no such notice has been given, the relevant authority may, after a further seven days, impose the prescribed period of compulsory service or debit the student's fees account.

9.7 A Hall/House Warden or Hall Disciplinary Panel shall have jurisdiction over the following **students**:

- (a) all students resident in the Hall/House concerned;
- (b) all students who commit a disciplinary offence in any of the constituent houses of the Hall/House, the dining halls or the precincts which form part of the Hall/House. If there is concurrent jurisdiction, the Hall Warden of the Hall where the alleged offence occurred shall exercise jurisdiction unless there is agreement to the contrary;
- (c) In order to ensure a separation of powers as set out in Rule 9.2 above, a Hall Warden may hear a case emanating from any other Hall, This will only apply where the Hall Warden does not exercise his/her discretion to convene a Hall Disciplinary Panel.

9.8 The Oppidan Hall Warden shall have jurisdiction over all students who are not in residence. Where the alleged conduct has taken place off campus, there must both be a sufficient link between the alleged conduct in question and Rhodes University, and / or it must be reasonably likely to bring Rhodes University into disrepute. The Oppidan Hall Warden shall not have jurisdiction over shoplifting, domestic violence and contraventions off campus of the National Road Traffic Act 93 of 1996, and its regulations, as amended.

9.9 A Hall/House Warden or Hall Disciplinary Panel shall have jurisdiction over the following **offences**:

- (a) All offences set out in Rule 4 unless there is a possibility that a sanction greater than that of the jurisdiction of a Hall/House Warden may be justified, in which case, the Prosecutor/s must be consulted for a decision as to which disciplinary authority shall hear the matter.
- (b) A contravention of any Hall or House Rule.

9.10 A Hall/House Warden shall have the power to search and seize as set out in the definition section. Such search and seizure must be carried out in terms of the **Protocol for search and seizure on Rhodes University campus**.

9.11 The Oppidan Hall Warden shall have jurisdiction over all offences set out in Rule 4 unless there is a possibility that a sanction greater than that of the jurisdiction of a Hall Warden may be justified, in which case, the Prosecutor/s must be consulted for a decision as to which disciplinary authority shall hear the matter;

9.12 The Hall Wardens and Oppidan Warden shall provide a written update at the end of each term of the cases in their Hall to the Dean of Students of the progress made with each case dealt with by the Hall. The Dean of Students shall collate all such reports and providing a written update in June and November of each year of Lower Disciplinary cases to the Director: Special Projects of the progress made with each case dealt with by the Lower Authorities.

10. PROCEDURE IN HEARINGS BEFORE LOWER DISCIPLINARY AUTHORITIES

- (a) Where a Warden is satisfied that a student has committed a disciplinary offence and the Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel has jurisdiction, s/he should draw up a notice setting out the disciplinary offence/s allegedly committed, the date, time and place of the offence/s, the person against whom the offence/s was/were allegedly committed (if any), the property in respect of which the offence/s were committed (if any), and any other relevant details sufficient to inform the accused student of the charge/s she/he has to meet. The notice must also set out the date, time, and place of the hearing.
- (b) The notice must be served on the student in person.
- (c) The notice must be served on the accused at least three days before the date of the hearing.

- (d) The Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel may postpone the hearing if a valid reason is given.
- (e) When all the parties are assembled the Hall/House Warden, Oppidan Warden or Chair of the Hall Disciplinary Panel shall read the charge/s to the accused student. The accused student will be required to answer the charge/s (i.e. plead to the charge/s). S/he may:
- (i) Deny that s/he committed the offence – plead “not guilty”. Should the student plead “not guilty” it is at this point that a separation of power must be implemented.
 - (ii) Admit that s/he committed the offence – plead “guilty”.
- (f) Where a student pleads guilty, the Hall/House Warden, Oppidan Warden or Chair of the Hall Disciplinary Panel shall question the student to ensure that the student’s plea includes all the relevant facts of the offence.
- (g) If the Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel is satisfied that the student’s answer to the charge is a genuine and complete admission of the charge with no defence – pleads guilty –the student may be found guilty of the charge without any evidence being heard.
- (h) Where a student denies the charge or pleads not guilty the Hall/House Warden, Oppidan Warden or Chair of the Hall Disciplinary Panel may question the student to ascertain which of the allegations in the charge/s are in dispute. The student must, however, be informed that s/he is not obliged to answer any of the questions posed to him/her. Where a student elects to answer questions and admits any of the allegations in the charge/s, they will be regarded as proved.
- (i) Where a student denies the charge – pleads not guilty – the Presenter shall lead oral evidence in support of the charge.
- (j) Witnesses appearing before a Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel will be required to affirm that the evidence they will give will be truthful.
- (k) An accused student or his/her representative will have the right to cross-examine any witnesses called by the Presenter. Thereafter such witnesses may be re-examined by the Presenter. Each witness will be examined, cross-examined, or re-examined (as the case may be) by only one person at a time – though not necessarily the same person for different witnesses.
- (l) An accused student shall have the right to remain silent or to give evidence on affirmation, provided that the student shall not be compelled to give evidence. Where the student is assisted / represented his/her advisor may lead the evidence on behalf of the accused. She/he may then be cross-examined by the Presenter. After cross-examination, re-examination may follow.
- (m) An accused student will have the right to call witnesses. Should the accused elect to give evidence his/her evidence must be heard before that of his/her witnesses.
- (n) The Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel may ask questions of any witness, including the accused student, at any time whilst they are giving evidence.
- (o) After all the evidence has been led or presented, the Presenter and the accused student or his/her advisor shall have the right to make a final statement should they so wish.
- (p) Thereafter the Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel shall deliver a decision as to whether the accused student is found either guilty or not guilty of the charge/s.
- (q) Where a student is found guilty of a disciplinary offence/s, both the Presenter and the student or his/her advisor may present argument in aggravation or mitigation of sanction.
- (r) Thereafter the Presenter and the student or his/her advisor may address the Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel on what the sanction should be.

(s) The Hall/House Warden or Hall Disciplinary Panel will give a decision setting out the reasons for sanction and the sanction imposed.

(t) A Hall Warden or Hall Disciplinary Panel may impose the following sanctions:

- (i) Exclusion from the Hall.
- (ii) A fine not exceeding 10% of the Bachelor of Arts fee.
- (iii) Compulsory service up to 75 (seventy five) hours.
- (iv) Exclusion from participation in any Hall or House activity for a maximum of 1 (one) term.
- (v) Exclusion from any post or office in the Hall, except that of Sub-Warden.
- (vi) Suspension of all or part of any of the above sanctions for a period of up to 5 (five) years.
- (vii) Payment of compensation to make good any loss, damage or expense caused to the University or to any other person as a result of the offence; and
- (viii) An academic essay.

(u) An Oppidan Warden may impose the following sanctions:

- (i) A fine not exceeding 10% of the Bachelor of Arts fee.
- (ii) Compulsory service up to 75 (seventy five) hours.
- (iii) Exclusion from any post or office in the Hall, except that of Sub-Warden.
- (vi) Suspension of all or part of any of the above sanctions for a period of up to 5 (five) years.
- (vii) Payment of compensation to make good any loss, damage or expense caused to the University or to any other person as a result of the offence; and
- (viii) An academic essay.

10.2 In assessing the sanction to be imposed on a student who has been found guilty of a disciplinary offence, the Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel hearing the matter shall regard the fact that the student was under the influence of alcohol/liquor/drugs at the time the offence was committed as an aggravating factor. As far as common law crimes are concerned, the provisions of Section 2 of the Criminal Law Amendment Act 1 of 1988 shall apply.

10.3 A House Warden or Assistant Warden may impose the following sanctions:

- (a) A fine not exceeding 5% of the Bachelor of Arts fee.
- (b) Compulsory service up to 50 (fifty) hours.
- (c) Suspension of all or part of any of the above sanctions for a period of up to 1 (one) year subject to a specified condition; and
- (d) An academic essay.

10.4 The Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel must inform the student that they have the right to take the matter on review.

10.5 If a student who has been directed to appear before a Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel fails to appear at the place and on the date and at the time specified in the notice, or fails to remain in attendance, or to attend any adjourned proceedings, the Presenter shall make all reasonable

attempts to locate the student. If the Hall/House Warden is satisfied that all reasonable attempts have been made to contact the accused the hearing shall proceed in his/her absence.

10.6 If, during the course of a hearing before a Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel it comes to the knowledge of a Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel that a student appearing at such hearing may have committed any disciplinary offence/s other than, or in addition to, those with which she/he has been charged, the Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel may charge the student concerned with such supplementary disciplinary offence and, provided that the provisions of this Code in relation to particulars and time to prepare are satisfied, the enquiry may then proceed, the evidence led to that stage retaining its full force and effect.

10.7 The Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel shall have the right to direct that any student attends and gives evidence and remains in attendance until excused from a disciplinary hearing.

10.8 If a student appearing at a hearing before a Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel conducts him/herself in a manner which makes the continuance of the proceedings in his/her presence impossible or impractical, the Hall/House Warden, Oppidan Warden or Hall Disciplinary Panel may, after warning the student of the consequences of such conduct, direct that s/he be removed. On such occasions, the proceedings will continue in his/her absence.

10.9 Where a student has been sanctioned in terms of this Code, the sanction shall come into effect immediately regardless of whether the student intends to take the matter on review, unless the Vice-Chancellor, on written application by the student, decides that there is good cause to suspend the implementation of the sanction pending the outcome of a review. The written application by the student shall set out fully all relevant facts and submissions that he or she wishes the Vice-Chancellor to consider in arriving at a decision in this regard.

11. SUB-WARDENING STAFF

Sub-Wardens may only administer admission of guilt sanctions, as defined by the Registrar on an annual basis and for minor infringements of house rules and in imposing such sanctions, shall not exceed 50% of the sanction that a House Warden or Assistant Warden may impose.

12. UNIVERSITY LIBRARY STAFF

(a) Library staff designated by the Director: Library Services shall have jurisdiction over all student library users in respect of any contravention of a rule contained in the Library Use and Conduct Code.

(b) There shall be a Library Disciplinary Committee consisting of two members of the Library staff appointed for this purpose by the Director: Library Services.

(c) Students who are charged with certain disciplinary offences, which are agreed to from time to time by the Disciplinary Committee, may be permitted to admit their guilt in accordance with the admission of guilt sanctions as laid down from time to time by the Registrar after consultation with the Disciplinary Committee, rather than appear before a Lower Disciplinary Authority. The student concerned will, however, always have the right to appear before the relevant disciplinary authority. She/he cannot be compelled to admit guilt. Any student issued with a notice that an admission of guilt sanction may be imposed in respect of a particular offence who elects to appear before a disciplinary authority rather than accept the sanction shall notify the Director: Library Services in writing within seven days of being issued with such notice. If no such notice has been given, the relevant authority may, after a further seven days of being issued with such notice, If no such notice has been given, the relevant authority may, after a further seven days impose the prescribed period of compulsory service or debit the student's fees account.

(d) The procedure to be followed should a student elect to appear before a Lower Disciplinary Authority will be as set out in Rule 10 of this Code with the necessary changes.

(e) The Library Disciplinary Committee shall have the authority to impose the following penalty per offence:

(i) A fine not exceeding 10% of the Bachelor of Arts fee.

(ii) Compulsory service up to 75 (seventy five) hours.

13. INFORMATION TECHNOLOGY STAFF

(a) Information Technology staff designated by the Director: Information Technology shall have jurisdiction over all student computer users in respect of any contravention of a rule contained in the IT Facilities Use and Conduct Code.

(b) There shall be a Information Technology Disciplinary Committee consisting of two members of the Information Technology staff appointed for this purpose by the Director: Information Technology.

(c) Students who are charged with certain disciplinary offences, which are agreed to from time to time by the Disciplinary Committee, may be permitted to admit their guilt in accordance with the admission of guilt sanctions as laid down from time to time by the Registrar after consultation with the Disciplinary Committee, rather than appear before a Lower Disciplinary Authority. The student concerned will, however, always have the right to appear before the relevant disciplinary authority. She/he cannot be compelled to admit guilt. Any student issued with a notice that an admission of guilt sanction may be imposed in respect of a particular offence who elects to appear before a disciplinary authority rather than accept the sanction shall notify the Director: Information Technology in writing within seven days of being issued with such notice. If no such notice has been given, the relevant authority may, after a further seven days, impose the prescribed period of compulsory service or debit the student's fees account.

(d) The procedure to be followed should a student elect to appear before a Lower Disciplinary Authority will be as set out in Rule 10 of this Code with the necessary changes.

(e) The Information Technology Disciplinary Committee shall have the authority to impose the following penalty per offence:

(i) A fine not exceeding 10% of the Bachelor of Arts fee.

(ii) Compulsory service up to 75 (seventy five) hours.

14. REVIEW FROM A DECISION OF A HALL/HOUSE WARDEN, OPPIDAN WARDEN, LIBRARY DISCIPLINARY COMMITTEE OR INFORMATION TECHNOLOGY DISCIPLINARY COMMITTEE

14.1 A student who has been found guilty and sanctioned by a Hall/House Warden, Oppidan Warden, Library Disciplinary Committee or Information Technology Disciplinary Committee shall have the right to have such verdict and sanction reviewed on the same grounds as those set out in Rule 8.4 of this Code.

14.2 A student wishing to exercise the right of review shall, within three days of having been sanctioned, advise the Hall/House Warden, Oppidan Warden, Library Disciplinary Committee or Information Technology Disciplinary Committee who sanctioned him/her, in writing that s/he wishes to have a copy of the record in the matter if this has not already been provided to the student.

14.3 The Hall/House Warden, Oppidan Warden, Library Disciplinary Committee or Information Technology Disciplinary Committee shall, within three days of receipt of the notice from the student furnish the student with a record of the proceedings containing:

(a) The charges.

- (b) The plea.
- (c) The verdict.
- (d) The facts found proved.
- (e) Brief reasons for the sanction imposed.

14.4 The student shall request in writing to the Registrar within five days of the receipt of the record that the matter be reviewed. The student shall submit all documents referred to in 14.3 above to the Registrar, with such request. In such request s/he shall set out the reasons s/he advances requesting that the matter be reviewed.

14.5 Where the Registrar receives a request for review s/he shall immediately provide the Hall/House Warden, Oppidan Warden, Library Disciplinary Committee or Information Technology Disciplinary Committee whose decision is being reviewed with a copy of the request for review and all the supporting documents. Within four days of the receipt of the request for review, the Hall/House Warden, Oppidan Warden, Library Disciplinary Committee or Information Technology Disciplinary Committee, shall provide the Registrar with a written response to the request for review.

14.6 A copy of such response must be sent to the student who has requested the review by the Registrar.

14.7 Copies of all the documents referred to in Rule 14.3, 14.4 and 14.5 must be sent to the Prosecutor/s by the Registrar.

14.8 The Review shall be heard by a Disciplinary Review Committee comprised of a chairperson and two further members. These persons shall be appointed by the Vice-Chancellor. The Prosecutor/s will represent the University.

14.9 A student appearing before a Disciplinary Review Committee may be assisted by any member of the University staff, or by any registered student of the University other than a student summoned to answer charges in the same proceedings, or by an attorney or advocate provided that such representation shall be at his/her own cost. A person assisting a student by virtue of this provision will be referred to as their representative.

14.10 The Disciplinary Review Committee shall decide the outcome of the Review solely upon a consideration of the record set out in Rule 14.3, the student's written request for review, the Hall/House Warden, Oppidan Warden Library Disciplinary Committee or Information Technology Disciplinary Committee's response and any oral submissions made by the student or his/her representative and the University Prosecutor.

14.11 The decision of the Review Committee shall be reached by a majority vote.

14.12 The Chairperson of the Disciplinary Review Committee shall within seven days of having heard the matter provide the student involved, the Prosecutor and the Registrar with a written report setting out the Committee's decision and the reasons for such decision.

14.13 Upon hearing a review, the Disciplinary Review Committee shall have the following powers:

- (a) To request the person whose decision is being reviewed to advise the Disciplinary Review Committee whether any finding of fact was made in connection with any particular circumstance and if so, to request that the Disciplinary Review Committee be furnished with a statement setting out that finding of fact.
- (b) To confirm, alter or reject the decision.
- (c) To confirm, reduce, increase, alter or set aside the sanction.
- (d) Generally to give such judgment or to impose such sanction or make such order as the Disciplinary Review Committee deems fit.

15. THE SRC DISCIPLINARY BOARD

15.1 There shall be a Board of this title consisting of as many members as the SRC shall by resolution from time to time determine.

15.2 This Board shall have the power to enquire into a disciplinary offence allegedly committed by a student at any function organized or controlled by the SRC, both on or off the University premises, provided that as soon as it determines to take such action, it shall immediately report the matter to the Prosecutor/s who may decide to refer the matter to any other disciplinary authority, in which case she/he shall immediately inform the SRC of the decision. The SRC Disciplinary Board shall thereupon cease to have jurisdiction in the matter.

15.3 The Board shall have the following powers to penalize any student found by it to have committed a disciplinary offence:

- (a) imposition of a fine not exceeding 2.5% of the Bachelor of Arts fee or 35 hours of compulsory service.
- (b) exclusion from participation in SRC functions or facilities for a period not exceeding one term, or both.

15.4 The SRC Disciplinary Board must ensure that there is a separation of powers. The person chairing the hearing cannot be the person investigating and presenting the case, in order to ensure compliance with the rules of natural justice and constitutional rights and fairness. The procedure to be followed shall be the same as contained in Rule 10 as is relevant to the SRC Disciplinary Board.

15.5 A student who has been found guilty and sanctioned by the SRC Disciplinary Board shall have the same right of review as set out in Rule 14 and the procedure to be followed in Rule 14 shall apply.

16. THE SPORTS COUNCIL DISCIPLINARY COMMITTEE

16.1 There shall be a Committee of the above title consisting of the Chairperson of the Sports Council or deputy and two further members nominated by the Chairperson or the deputy from the members of the University Colours Committee. This Committee shall have the power to enquire into any disciplinary offence allegedly committed by a student where the breach alleged has been either:

- (a) of a rule of the Sports Council or any of its constituent clubs.
- (b) committed by students on University property set aside by the Council for student activities under the control of the Sports Council.
- (c) committed by students elsewhere than on University property but while members of a University team or touring party under the control of the Sports Council.

As soon as it determines to take disciplinary action, the Committee shall immediately report the matter to the Prosecutor/s who may decide to refer it to another disciplinary authority in which case s/he shall immediately inform the Sports Council of the decision. The Sports Council Disciplinary Committee shall thereupon cease to have jurisdiction in the matter.

16.2 The Sports Council Disciplinary Committee shall have the power to suspend any student found to have breached a rule of the Sports Council or any of its constituent clubs, from participation in any sporting activity of the University either totally or in part for a period not exceeding one term. In addition a fine not exceeding 2.5% of the Bachelor of Arts fee may be imposed or 35 hours of compulsory service.

16.3 The Sports Council Disciplinary Committee must ensure that there is a separation of powers. The person chairing the hearing cannot be the person investigating and presenting the case, in order to ensure compliance with the rules of natural justice and constitutional rights and fairness. The procedure to be

followed shall be the same as contained in Rule 10 as is relevant to the Sports Council Disciplinary Committee.

16.4 In the case of a student who has been found guilty and sanctioned by the Sports Council Disciplinary Committee, the same right of review and the same procedure set out in Rule 14 shall apply.

ALL HOUSE COMMITTEE MEMBERS

OATH OF EXEMPLARY SERVICE DELIVERY TO THE RESIDENCE

As a member of the House Committee of the Residence, I solely understand my Portfolio and the Key Roles and Responsibilities associated with it. I will conduct myself as a Role model to the Residence and stay true to the ethos of Rhodes University “Where leaders learn.”

In addition, I swear to the members living within the Residence that I will carry out my duties, diligently and efficiently, having the house members best interests at all times, and living up to the standard of the Kimberley Hall moto “Finishing Strong”.

KEY ROLES AND RESPONSIBILITIES

1. Fulfil portfolio responsibilities (see individual specification)
2. Participation in residence activities
3. Communication
4. Provide leadership
5. Teamwork (colleague assistance)

DESIRABLE PERFORMANCE FACTORS

1. Attend Kimberley Hall Social Functions
2. Participate in Residence Sporting Activities
3. Be known around Residence
4. Attend House Meetings and House Committee Meetings
5. Actively manage respective notice boards
6. Listen to students' concerns and address them through the appropriate channels
7. Encourage students to participate in Rhodes activities
8. Actively advise and assist House Committee Members

KEY PERFORMANCE MEASUREMENTS

1. Attend all Hall Social Functions
2. Support or participate in at least 75% of the inter/intra-res sporting activities
4. Sit at different meal tables frequented by house residents at least once a week.
5. Attend all House Meetings and House Committee Meetings
6. Check respective portfolio boards every three days and keep it up to date.
7. Ensure that House concerns are placed on the House Committee Agenda list, or alternatively, to discuss the matter with individual House Committee members (including the Warden).
8. Identify the non-participants and actively encourage students to participate in Residence activities. Identify problems (related to the House Committee) and approach persons concerned. Actively offer House Committee colleagues assistance, at least 3 days before a planned event.

SUB-WARDENS

- *All sub-wardens are on probation for the first term*
- *Your warden will meet with you after the probation period to evaluate your performance*
- *This evaluation performance will be sent to the Hall Warden, and again at the end of each term*
- *Any sub-warden not meeting the criteria of a sub-warden could be asked to step down.*

KEY ROLES AND RESPONSIBILITIES

1. Communication / Counselling
2. Administration
3. Discipline / Facilitation
4. Morale
5. Laundry Room

DESIRABLE PERFORMANCE FACTORS

1. Communication / Counselling
 - i. Have a general knowledge of each student
 - ii. Support students in their social and academic life
 - iii. Make sure that it is possible to be contacted when needed
 - iv. Have a general knowledge of all students and support them
2. Administration
 - i. Assist the Warden at the beginning of every semester in maintaining accurate student records.
 - ii. Hand out and collect all forms on time
 - iii. Inspect the residence if the students have vacated the residence in that term.
 - iv. Write Job Requests (requisitions) in the *Job Request File* and follow up on them.
 - v. Maintain a professional notice board.
 - vi. Collect and distribute mail on time.
 - vii. The warden's helper on administrative material
 - viii. Meet with the Warden regularly.
3. Discipline / Facilitation
 - i. Ensure that all students have access to the University's *Student Disciplinary Code* as well as the *Kimberley West Constitution* and *Hall Rules and General Information*.
 - ii. Regulate noise levels to an acceptable level.
 - iii. To safeguard furniture and make sure that the disciplinary measures are taken against students who abuse furniture.
 - iv. Ensure that the Kimberley Hall Rules are enforced in the Dining Hall.
 - v. Maintain discipline and adherence by students to varsity rules and regulations.

4. Morale

- i. Support every portfolio within the House Committee
- ii. Encourage students to participate in Residence, Hall and University activities.

5. Laundry Room

- i. Put up booking sheets
- ii. Ensure that it is clean and tidy
- iii. Report any malfunctioning machines in the requisition book.
- iv. Report any TV's/DSTV's not working by filling in "Repair Form" and submitting to the Hall Administrator with detailed description of fault, etc.

6. Mail collection and distribution of notices

KEY PERFORMANCE MEASUREMENTS

1. Communication / Counselling

- i. Talk to every student at least once a month
- ii. Leave contact details on Room door
- iii. Attend 75% of the sporting and social functions.

2. Administration

- i. Ensure that all student records are updated within the first two or three weeks of the start of each semester.
- ii. Ensure that all forms are returned fully completed within the first week of the new term.
- iii. Ensure that the Hall Administrator and housekeeper are notified immediately, in writing, of any student changing rooms or vacating the residence.
- iv. Inspect all the rooms and other areas at the start and the end of each semester and conduct accurate room checks if the students are vacating the residence.
- v. Follow-up on all requisitions in the Requisition book if they have not been carried out timeously.
- vi. Remove old notices on notice boards on a regular basis.
- vii. Ensure that mail is collected and distributed every day by 1pm.
- viii. All administration work is done
- ix. Mail is delivered on time
- x. Meet with fellow Sub-Warden's at least 4 times a week, either formally or informally.

3. Discipline / Facilitation

- i. Hand out the *Kimberley Hall Rules and Information* booklet during O-week to all new students.
- ii. Respond immediately where there is a complaint with regard to noise.
- iii. Reprimand students or take disciplinary action in circumstances that warrant such action.
- iv. Reprimand students who break dining hall rules or take disciplinary action in circumstances that warrant such action.

- v. Rules are known and complaints are taken care of.
- vi. Rules are obeyed

4. Morale

- i. To actively encourage people to attend various functions, 48-hours before the function by taking a list to all the residents.
- ii. Be present before a function to help set-up and after the function to help clear up.

5. Laundry Room

- i. The booking sheets to be up on Sunday evening by 21h00
- ii. Any House Committee member can inspect the laundry room if it is tidy or not.

DEAN OF STUDENTS AFFAIRS**SUB-WARDENS - MASTER KEY ISSUE FORM**

I hereby accept and confirm receipt of the following Master Key(s):

Ref	Master Key provides access to (e.g. Residence name, floor, etc)	Qty
1		
2		
3		
4		
5		

I acknowledge that I am responsible for this key/these keys and I accept full liability to the University or any other aggrieved party for any loss, damage or misuse of the Master Key(s) until the key is /keys are returned and signed for by the controlling authority from whom I received the keys(s).

Name	Signature	Date

I, the Controlling Authority, acknowledge receipt of the above-mentioned Master Key(s):

Name	Designation	Signature	Date

CERTIFICATE OF CLOSURE

[To filled in when students leave and before conference guests move in]

Please go through this check list, sign when completed return to the Hall Administrator.

RESIDENCE: DATE:

Please tick

All rooms have been checked against departure checklist	
Unreasonably untidy/dirty room no's noted	
All windows closed and curtains drawn: check common rooms, laundry room, etc.	
Housekeeper informed of any missing items from student rooms (e.g. pillows, etc)	
All passage lights checked and working (requisitions where needed)	
All outside security lights checked and working (requisitions)	
All common room/laundry/kitchen/ablution lights checked – working (requisitions)	
Duty room, kitchen, laundry, common room areas locked	
All fire extinguishers present and full; requisitioned where necessary	
Master keys handed in	
Board of keys complete (if not requisition)	
All outside doors locked	
All box rooms locked	
Box room keys handed in and list put up behind doors	
Fridges defrosted and cleaned, left with door ajar; washing machines and tumble driers checked and clean	
Shower extractor fans switched off	
All notices removed from notice boards and filed in office or disposed of	
Date of sub-wardens return for next term arranged	
All relevant requisitions made out to keep residence up to standard	

Subwarden/s

1.
2.
3.

SUBWARDEN NAME	STUDENT NO	RETURN DATE

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 ensure 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. Subject to approval from the Hall Warden, 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. In such cases, wardens may face disciplinary action.

The Hall Administrator will print a Box Room list with each student's name on it from Protea. Please ask her for this list well before students begin leaving res.



RHODES UNIVERSITY
Where leaders learn

Applications are invited from suitably qualified student candidates for posts of

SUB-WARDENS IN KIMBERLEY HALL

Cullen Bowles House: two posts at R28 172 each *De Beers House:* three posts at R20 016 each

Gold Fields House: three posts at R19 978 each

Rosa Parks: three posts at R23 611 each

Please note that the rates above are 2012 rates which will be subject to an increase each year

The job criteria	
<p>Eligibility:</p> <ul style="list-style-type: none"> Applications can only be made for the Hall in which the applicant is currently residing, provided that this has been for <i>at least</i> two terms. (Please note: in the event of an applicant applying for a post in more than one residence, a separate application must be made for each residence.) A serving Sub-Warden who is in his/her second year of service may not apply for a further year. In the 12 months preceding the application for sub-warden, an applicant will not be short-listed where s/he has been found guilty and convicted of University disciplinary offence/s by any disciplinary authority in the University and sentenced: <ol style="list-style-type: none"> to a fine or equivalent amount of compulsory service of 20 hours or more; or to any form of exclusion; or on more than four occasions for any disciplinary offence committed. In addition, should a person be selected for a Sub-warden role but s/he is subsequently found guilty of a disciplinary offence, the employment offer will be retracted and considered null and void where this most recent disciplinary offence: <ol style="list-style-type: none"> is a fine or equivalent amount of compulsory service of 20 hours or more; or is any form of exclusion; or is the fourth disciplinary offence committed in the last 12 months. Is related to aggressive or violent behaviour. 	<ul style="list-style-type: none"> A candidate <ul style="list-style-type: none"> shall not have failed on average more than one full course credit (or two semester credits) in an academic year, and should not fail more than one full credit (or two semester credits) in the year of application must be able to satisfy the selection committee that he/she has the appropriate time management skills to cope with an academic workload which is more than normal and that assuming the role of Sub-Warden will not be prejudicial to his/her academic career. <p>In addition, candidates for posts of Sub-Wardens will be required to demonstrate the following competencies:</p> <ul style="list-style-type: none"> Sound leadership skills (self-awareness and control, ability to build team spirit in the residence, ability to build trust with others, ability to instill confidence in others) Excellent interpersonal skills (ability to establish rapport with others, an approachable and friendly attitude) Sound conflict management skills with a high level of assertiveness and the ability to make sound, fair and timely decisions Genuine interest in students with an ability to deal with diversity Excellent communication skills with the ability to communicate with both peers and superiors and with good listening skills Level of professionalism; Self-management skills, including time- and stress management and the ability to cope with multiple demands.

APPLICATION FORMS and ADDITIONAL INFORMATION can be accessed at

<http://www.ru.ac.za/jobs> OR <http://www.ru.ac.za/studentzone>

**COMPLETED APPLICATIONS SHOULD BE RETURNED TO THE HALL ADMINISTRATOR
BY NO LATER THAN Date will be supplied**

APPLICATION FORMS and ADDITIONAL INFORMATION can be accessed at <http://www.ru.ac.za/jobs> OR <http://www.ru.ac.za/studentzone>

O-week Duty Roster

Kimberley Hall Reception Committee

Date	Starting time	Team	
		Student 1	Student 2
SATURDAY			
	06:30		
	08:30		
	10:30		
	12:30		
	14:30		
	16:30		
	18:30		
	20:30		
	22:30		
SUNDAY			
	06:30		
	08:30		
	10:30		
	12:30		
	14:30		
	16:30		
	18:30		
	20:30		
	22:30		

**Please note that each shift is 2 hours except for the last shift which is 1 hour
ALL HOUSE COM MEMBERS WILL BE ON DUTY WITH EXCEPTION OF SUB-
WARDENS AND SENIOR STUDENTS**

HALL HEAD STUDENT

- *The Head Student will be evaluated by the Hall Warden and Hall Administrator at the end of each term*
- *During the year your performance will be evaluated by the Senior Students in the Hall*
- *If you do not meet the criteria in your role as Head Student you could be asked to step down.*

KEY ROLES AND RESPONSIBILITIES

The Head Student shall be a member of the Hall Committee and shall liaise between the Hall Committee and students of the Hall. S/he will serve ex officio as a member of his/her House Committee and is entitled to attend, as an observer, the House Committee meetings of the houses in which s/he is not resident at his/her discretion or by invitation of the house Committee concerned. The Head Student is a member of the Board of Residences. Agenda items will be sent to the HS before each Board of Residence meeting via the Hall Administrator.

Privileges of Head Student

One of the privileges bestowed on the HHS is that s/he does not have to queue for their food. He/she will be given smart embroidered shirts identifying him/her as the Head Student

The Hall Head Student will be someone that masters the following characteristics:

- Good communication skills
- Be a dynamic leader
- Be able to interact with a broad spectrum of individuals and groups
- Have the ability to resolve conflict
- Be someone that can take initiative
- Be a true representation of the Hall and its students

The Hall Head Student will directly be responsible for/involved in:

- Hall functions : Welcome and Leavers Dinners
- Be the MC of both Welcome and Leavers Dinners
- Hall Braais
- Hall Ball
- Dean of Students Challenge : Environmental Fashion Show
- Daily maintenance and updating of dining hall notice board
- Facilitate communication between Senior Students
- Act as the Hall's go-between with SRC
- Sit on Hall Committee, Board of Residence and House Committee of current residence
- Facilitate voting of new Hall Head Student
- Call meetings with house com members if and when necessary

Some useful tips

Hall Ball:

- Draping can be done by
 - Occasions. Contact Deon or Lucinda @ 046 – 622 1795 or by e-mailing occasions@imagnet.co.za. They also do flowers, catering, candles and photographs. Like a “one-stop shop”.
 - Rent-a Candle
 - Jackie Bennett - 0837453042
- Draft a budget with the help of the Hall Administrator, and according to the previous year's budget and expenses.
- Start planning for Hall Ball and Environmental Fashion Show at the beginning of each year and get the House Entertainment Representatives, Wardens, Hall Warden and Hall Administrator all involved in planning and advising.
- Make weekly/two weekly appointments with the Hall Administrator regarding dinners/events.
- Ensure that all House Com members are fulfilling their duties by having termly meetings with them.

SENIOR STUDENT

- *All Senior Students will be evaluated by the warden, sub-warden and senior student at the end of each term*
- *During the year your performance will be evaluated by the residents in your house*
- *If you do not meet the criteria in your role as Senior Student you could be asked to step down.*

You set the tone for your House Committee and the other students in your res, so make sure you set a good example. Treat this position like a job. Schedule it into your timetable – plan in advance.

KEY ROLES AND RESPONSIBILITIES

1. To arrange purchasing of the Residence Top and House Committee Shirts as early in the year as possible.
2. To arrange the House Photograph.
3. You are responsible for keeping the Honours Board up to date.
4. Monitor progress of all residence projects
5. Student representative and support
6. Ensure that house com members fulfil duties
7. Call for agenda items in your res
8. Chair House meetings
9. Selection of awards committee
10. Responsible for the tendering process of the residence Tuck Shop

DESIRABLE PERFORMANCE FACTORS

1. To arrange purchasing of the Residence Top and House Committee Shirts
 - i. To get consensus regarding design and price
 - ii. Ensure that the House Committee Shirts are ordered before the start of Orientation Week
 - iii. Ensure that res tops/hoodies are sorted out as early as possible.
2. To arrange the House/Dining hall Photograph.
 - i. To organize a photographer, venue, and agreed timeslot
 - ii. To arrange for purchasing of photographs by House Members and the House
 - iii. To have house copies framed and mounted
 - iv. Submit to the Hall Administrator a house com photograph in the first term, for the dining hall notice board.
3. Monitor progress of all residence projects
 - i. Conduct meetings early in each term with the Environmental and Community Engagement Representative to ensure projects are on track.
4. Student representative and support

- i. Have the student's best interest in all decisions made when representing the Residence at a Hall level and during house meetings
 - ii. Ensure you are approachable to all students within the Residence
- 5. Ensure that House Committee members fulfil duties
 - i. Ensure that House Com members fulfil their duties.
 - ii. Ensure communication lines are open at all times by meeting with House Com members at least once a week on an informal basis in order to share different ideas and to keep each other updated on what is happening in and around the residence.
 - iii. All Keys roles and Responsibilities are required to be posted and visible to all members on RUconnected
- 6. Chair House Committee meetings
 - i. Meetings required to stay on track
 - ii. A quorum of 75% is required for each House Committee meeting
- 7. Selection of awards committee
 - i. Nominations for award committee needs to be put forward to the House at the last House meeting of the 3rd term
 - ii. The awards committee will be in charge of the certificate designs used on the occasion.
 - iii. Ensure that the Honours Board is kept up to date.
- 8. Responsible for the tendering process of the residence Tuck Shop
 - i. Tuck Shop shall be decided through a tendering process in the first term. Members wanting to run a tuck shop are required to tender for the position.

KEY PERFORMANCE MEASUREMENTS

- 1. To arrange purchasing of the Residence Top and House Committee Shirts
 - i. Put up diagrams of available garment options
 - ii. Put up lists requesting garment preferences from House Members
 - iii. Receive sample of selected garment and circulate for confirmation
 - iv. Put up order forms before the end of SWOT week
 - Have monies collected and final order placed with manufacturers by first week of the third term.
 - v. Ensure that final product is of suitable quality and distributed to buyers.
- 2. To arrange the House Photograph
 - i. Inform students of the date at which house photo is to be taken.
 - ii. Inform house com members of the date at which house com photos are to be taken for the dining hall notice board.
 - iii. Ensure student arrive on time and are dressed appropriately.

- iv. Organize photographer.
- v. Students are required to stand in orderly fashion widely accepted by photographers.
- 3. Oversee progress of all residence projects
 - ii. Projects are required to run throughout the year depending on the feasibility of each project.
 - iii. Feasibility will be determined on a case by case basis
- 4. Ensure that House Com members fulfil duties
 - i. If members of the House Committee are not fulfilling their obligations as a House Committee member then the onus is on you to take the matter up with the Hall Administrator of Kimberley Hall.
 - ii. All complaints and neglect of duties of duties are required to be put in writing when liaising between the House warden and Hall Administrator
- 5. Selection of awards committee
 - i. Ensure the awards committee represents all interests within the residence
 - ii All award certificates are required to be completed one week prior to the Awards evening.
 - iii Ensure that awards are not rude or offensive to any member of your residence. The awards should be of a fun nature and with each member being treated with respect.
- 6. Responsible for residence Tuck Shop
 - i. The tendering process must be transparent and clear of any irregularities.
 - ii. Ensure by the end of the 2nd month into 1st term the Residence has a Tuck Shop.

Useful contact numbers : see next page

Photographers:

Foto First (Peppergrove Mall) 046 622 5807

Lucinda van Deventer 082 561 8580 or 046 622 1795

Exam treats:

Gail Banfield 072 478 4500

Oatlands Bakery 046 622 4873

Heidi Straus h.smith@ru.ac.za 046 603 8703

Res clothing

Lorraine Vos at Extreme Adventure Clothing – New Street, Grahamstown

Honours Notice Boards

Deon Superior Signs superiorsigns@telkomsa.net

ACADEMIC REPRESENTATIVE

- *All Academic reps will be evaluated by the warden, sub-warden and senior student at the end of each term*
- *During the year your performance will be evaluated by the residents in your house*
- *If you do not meet the criteria in your role as Academic rep you could be asked to step down.*

The criteria for the Academic Rep is exemplary academic performance displayed throughout the previous examination period. The academic Representative portfolio is one of great importance and esteem.

KEY ROLES AND RESPONSIBILITIES

1. All Students in the Residence who achieved a 1st class pass and passed all other subjects in any subject you are required to put a notice congratulating those students.
2. Assist in the planning and execution of the congratulations activity planned by the House Warden
3. Plan and coordinate the mentorship program within The Residence

DESIRABLE PERFORMANCE FACTORS

1. All Students in the Residence who achieved a 1st class pass and passed all other subjects in any subject you are required to put a notice congratulating those students unless stated otherwise by the House Warden.
 - i. Under your discretion, congratulatory messages could either be sent via email alternatively displayed on a notice appearing on the Notice Board.
2. Plan and coordinate the mentorship program within the Residence
 - i. Prepare a list of students within the Residence who would be willing to assist in becoming a mentor in the subject that a student is excels in.
 - ii. Once this list is completed take it to the house warden to ensure that the mentors are academically strong enough to provide this service.
 - iii. Ensure this program runs throughout the academic year

KEY PERFORMANCE MEASUREMENTS

1. All Students in the Residence who achieved a 1st class pass and passed all other subjects in any subject you are required to put a notice congratulating those students.
2. Assist in the planning and execution of the congratulations activity planned by the House Warden
3. Set up a meeting with the mentors and students in your residence and provide them with all the relevant information regarding their academic life such as:
 - i What role does the Academic rep play and what kind of service can s/he provide (liaison with mentors, warden, SRC and with departments if needed)
 - ii What role does the SRC Academic councillor play and what kind of services s/he can provide (assistance regarding academic issues such as DP queries and academic departments)

- iii What kind of services are provided by the Career Centre (with regard to choice of subjects) and where are they situated
 - iv What kind of services are provided by the Counselling Centre and where are they situated (runs workshops to assist with exam stress, study techniques and writing up of CV's)
 - v. What role do the mentors play and what kind of service can they expect from them
 - vi Discuss jargon associated with academic terms.
 - vii How they can lose their DP and where to go if they do lose it.
4. Liaise with wardens and fellows within your hall who may be part of an academic department. Ask them to be speakers at the previously mentioned meeting. Questions can be asked by the students at this time which would make them feel more comfortable regarding their academics.
 5. Liaise with the senior student to allocate you space on the notice board to put up notices regarding academic news, notices, calendar of dates (which enables students to plan in advance); mentors contact details and subjects they are mentoring.
 6. Ensure that mentors stick to the dates on the calendar. Keep in touch with the mentors to assist where and when necessary.
 7. Ensure that mentors liaise with the Hall Administrator to book the Kimberley dining hall for mentoring sessions if need be.

COMMUNITY ENGAGEMENT REPRESENTATIVE

- *All Community Engagement reps will be evaluated by the warden, sub-warden and senior student at the end of each term*
- *During the year your performance will be evaluated by the residents in your house*
- *If you do not meet the criteria in your role as Community Engagement rep you could be asked to step down.*

This portfolio has the potential to become the most rewarding and unifying one on the House Committee. In order for this potential to be realised you must be passionate about this role. You are also going to need to be organised, creative and persuasive.

In 2012 KH made history when Ibhathane Community Pre-school in Riebeeck East was taken on as the Halls project.

The Hall Administrator will call for nominations from amongst the four CE Reps to elect (as according to the Hall Constitution) who will stand as the Hall Community Engagement Rep.

KEY ROLES AND RESPONSIBILITIES

1. Plan and promote student community engagement within the residence.
2. Organize and motivate students to participate in fund raising.
3. Inform your res at House Com meetings what is happening and encourage them to get involved and to help the underprivileged.
4. The Hall Community Engagement Rep will attend all Hall Com meetings held once a quarter to give updates regarding Ibhathane Community Project and fund raising initiatives.
5. Be the driving force behind the “Give 5 collection week” within the Residence

DESIRABLE PERFORMANCE FACTORS

1. Plan and promote student community engagement within the residence.
 - i. Assess the best way of satisfying the area of need.
 - ii. Assess the best way of getting the Residence involved.
 - iii. Remember that not everyone in your res has disposable income, extra clothes etc but encourage them to get involved by giving of their time.
 - iv. Get students involved in the yearly “Car Wash” fund raiser at the beginning of each year.
Remember to keep a record of all monies collected which must be handed to the Hall Administrator and banked with Hall Funds. As money is needed for the pre-school this will be drawn from KW funds.
 - v. Inform the residence of the planned community outreaches to Riebeeck East.
2. Meet with Hall CE Rep to help organize and motivate community-engaging projects, which encourage participation from the Students.

- i. Provide the residence members with opportunities to give back to the community and engage with the underprivileged.
 - ii. Be a role model when it comes to Community engagement by promoting awareness and being proactive, by having regular meetings with the other Community Engagement Reps.
 - iii. Introduce yourself to the SRC Community Engagement Councillor regarding events and projects, and work closely with him/her.
3. Be the driving force behind the “Give 5 collection week” within the Residence.
4. Liaise with the Hall Head Student in the Give 5 campaign.

KEY PERFORMANCE MEASUREMENTS

1. Organize one (1) community event per semester. An event that promotes interaction from amongst the members of the Hall.
2. One (1) collection event per term, which collects money, food items or clothes etc for the Ibhaghthane project.
3. Successfully complete projects and achieving the necessary publicity.

ENTERTAINMENT REPRESENTATIVE

- *All Entertainment reps will be evaluated by the warden, sub-warden and senior student at the end of each term*
- *During the year your performance will be evaluated by the residents in your house*
- *If you do not meet the criteria in your role as Entertainment rep you could be asked to step down.*

This portfolio is to generate and gather ideas for Social Functions within your residence, and with other residences, in consultation with your House Committee. Work closely with the Food Rep whose responsibilities often overlap with the Entertainment Rep.

The Hall Administrator will set up a meeting with all Entertainment Reps to set dates for the year. Therefore come to this meeting with a plan of socials and when you would like to have them.

KEY ROLES AND RESPONSIBILITIES

1. Manage the Common Room television and DSTV decoders
2. Draw up a schedule of events/social functions for the year in the first semester
2. Keep the Entertainment Board up-to-date
3. Plan and coordinate the Residence Annual Awards evening.
4. Plan and manage entertainment events in the first semester.
5. Booking of time slots for the television during sporting fixtures.
6. Carry out duties within the guide lines of the *University's Rules for social functions in Halls of residence (attached)*

DESIRABLE PERFORMANCE FACTORS

1. Manage the Common Room Televisions and decoders
 - i. To ensure that the televisions and decoders are operational. Report any faults to the Hall Administrator.
 - ii. To ensure deadlines for functions are submitted early.
 - iii. To ensure that the television and other equipment is not neglected
 - iv. To ensure that the maintenance is carried out promptly
2. Keep the Entertainment Board up-to-date
 - i. To ensure that these boards are maintained and kept up-to-date.
3. Plan and coordinate the Residence Annual Awards evening.
 - i. Ensure the Venue is booked in advance. Kimberley Hall dining hall through the Hall Administrator.
 - ii. Request funds from the treasurer regarding beverages to be consumed during the occasion.
 - iii. Work in conjunction with the elected Awards committee
4. Plan and manage entertainment events

- i. To plan entertainment events for the year eg corridor parties, etc
 - ii. Allow the residence to come up with ideas for events so they do not feel like they have no say in socials etc.
 - iii. To ensure that the House is informed of these events well in advance
 - iv. To ensure that all receipts are kept and presented to the Treasurer
 - v. To ensure that the site of the event is returned to its previous state immediately after the event has ended. Have “clean up” teams and ensure that everyone has a turn.
5. Booking of time slots for the television during sporting fixtures.
- i. 24 hours prior to a sporting fixture scheduled on television you are required to place a notice pertaining to the booking of the sporting fixture.
 - ii. In the instance of more than one sporting fixture occurring simultaneously. The student who approached you first will take precedence over whether they would like to watch the fixture in the Middle or Top Common room.

KEY PERFORMANCE MEASUREMENTS

1. Manage the Common Room television and decoders
 - i. Ensure the television and decoders are in good working condition. Report faulty machines by forwarding the TV Repair form to the Hall Administrator (sample attached)
 - ii. Check on any complaints by the House that the equipment is not functioning properly within 24 hours.
 - iii. Check that all the locks on both televisions and DSTV are secure on a regular basis.
2. Keep the Entertainment Board up-to-date
 - i. That all notices pertaining to entertainment are posted on the board promptly and updated regularly.
3. Plan and coordinate the Residence Annual Awards evening.
 - i. Ensure the Awards ceremony fairly represents the members of the Residence. No bad language or insults to be used on the certificates. Respect your fellow students.
4. Plan and manage entertainment events
 - i. Notify you res of events, using the Entertainment Board, well in advance so that the students can plan around these dates.
 - ii. Liaise with Food Rep about ordering food for functions.
 - iii. Ensure that the event includes non-alcoholic beverages. The idea is to bring people together so make sure no-one feels they cannot participate.
 - iv. Get students involved by arranging a diverse range of events, parties, quiz night, movies, braais, touch rugby etc.

- v. Ensure that all event venues are returned to their original condition by setting up clean-up teams. Have a roster so that not the same people do all the work, get everyone involved.

The following is important information.

1. You will find the following documentation in this booklet:

- Social Function Application for House functions
- Application to hold a social function flowchart
- Rules for Social Functions, including menu options and details

Familiarize yourself with all the necessary deadlines, forms etc. Ask the Hall Administrator should you require any help.

2. In consultation with the Food rep, you need to complete a Social Function Application form whenever a res function is held, together with a res attendance register. Inform your warden when you are about to hold this function.
 - The Social Function Application form needs to be completed electronically at least a week in advance, and then needs to be e-mailed to your Warden for approval. Your warden will send it to the Hall Warden for approval who will in turn then forward it to the Hall Administrator to e-mail to Food Services.
 - You will ALSO need to hand in the function attendance register. Ask the Hall Administrator for this attendance register from Protea. Once returned to her she will scan a copy to Food Services together with the application form. The function cannot go ahead without this form and the register being sent together.
 - You need to plan ahead to allow enough time for the attendance register to go up in res and then for the Warden & Hall Warden's approval.
3. Please note that it is the Entertainment Reps responsibility to advertise res functions and to inform the students about the attendance register in res. The Hall Administrator will only advertise HALL functions.
4. If you would like to send any e-mails to your res then use your res mailing list.
5. Please note that it is the Entertainment Rep's responsibility to return attendance registers for their res for all Hall and House functions to the Hall Administrator at least 5 working days before the event. Late applications could cost you a res function.
6. On the social function application form
 - You need to fill in the number of default, veg and Halaal meals you require (as per attendance register).
 - Please check to see the menu you have selected at the back of the Rules for Social Functions document to see exactly what food you will be getting.
 - Please remember to fill in any special requests or additional information in the section provided, if necessary eg please provide chicken portions for the braai instead of chop and wors, please provide orange juice only, etc. If you do not ask for anything that's not on the menu then you will not get it!
 - If you are having a braai please state whether or not you want your meat marinated.
 - It's often helpful if you list everything you require under the "special requests/additional information" section so that you can make sure that catering provide you with everything and nothing is left out. This information is also useful for the Caterers. ***For example:***

Special requests or additional information:

Please can catering provide the following for the braai in lieu of lunch:

- Chop & wors for first portion or chicken kebabs for 2nd /double booked portion etc
- Salads - three bean & green salad
- Rolls
- Juice – 1 bucket orange
- Serviettes
- Braai tongs
- Jugs or ladles to serve juice
- Cutlery to dish up salads
- Tomato sauce, mustard, chutney, salt, pepper, butter etc
- Empty containers to put cooked meat into

- If you are having a spit braai you still need to fill in a social function form to ask for salads eg potato salad, tossed salad, 2 rolls, fruit salad. Always be specific as to what you want.
7. Residences are responsible to buy wood, charcoal etc themselves for res braais, using res funds.
 8. If residences require disposable plates, cups, knives and forks they may have to pay R1.50 per person from their res funds.
 9. Food Services will only provide prepared snacks for ONE res function per year. However, you are allowed to have as many braais as you want (within reason).
 10. Once a res function is complete please remember to return all trays, cutlery and crockery etc to the Hall Kitchen as soon as possible (i.e. when the kitchen opens again).
 11. Please inform the Hall Administrator if you require any of the following for a function and the Hall Administrator can order for you. It is best to place your orders well in advance as subject to availability)
 - Trestle Tables
 - Plastic Chairs
 - Braai drum sets
 - Awnings/gazebos (at least 7 working days in advance) (See attached schedule)
 12. It may be a good idea to schedule all your res functions for the year at the beginning of the year to avoid clashes with other Hall and Res functions and other Rhodes events. Sometimes the Hall Kitchen cannot cater for more than one res function a day, especially if finger food is required.
 13. No functions may be held in the two week period prior to Swot Week for the June and November exams.
 14. Always remember to inform the Caterers as to what time you need to collect the food for functions. The Entertainment and Food Rep must be in attendance when the food etc is collected from the kitchen for a function to make sure that everything is collected and nothing is forgotten.
 15. Remember to inform your “neighbours” when a res function is to be held, and keep noise levels down.
 16. Provide separate toilet facilities in the res if visitors are attending the res function.
 17. The only alcohol allowed at functions is beer, wine and fortified wines. No spirits are allowed.

Important timeframes

- Have a calendar of events so students can see upcoming socials. Plan ahead. Place this on your Entertainment notice board.
- Let the warden know of your plans for socials and events in the first semester.
At least 2 weeks before a function fill in a Social Function Form (example attached) and send to your warden. He in turn will send it to the Hall Warden for approval. The Hall Warden sends it to the Hall Administrator for onward transmission to Catering Head Quarters. Catering HQ needs at least 5 working days’ notice with all necessary documentation to ensure your event is catered for. To avoid disappointing everyone get your plans underway early.

- Let the Hall Administrator have the attendance register 5 working days before an event. Remember to include halaal and vegetarian diets.
- No functions to be held 2 weeks before the start of exams.

Useful contact details

- It is much cheaper to get your Hall Administrator to print out posters and to supply you with stationary and coloured paper.
- Stores that offer cheap décor – Checkers, Suzi Q near the circle in High Street (046 6222303), Ultimate gifts (046 6227131)
- **Cakes and savouries** – delivered to your res or Administrators Office
 1. Gail Banfield 072 478 4500
 2. Oatlands Bakery 046 6224873
 3. Heidi Strauss: h.smith@ru.ac.za or visit at Steve Biko Building (upstairs)
- **Sound equipment:** Rhodes Dance sound for hire +- R400 ballroom@ru.ac.za

Beverages

It is most cost effective to make fruit punch or Sangrias. You can also include juice from the dining hall to increase the quantity of your beverage. <http://wine.about.com/od/redwines/r/basicSangria.htm>
<http://www.punchrecipes.org>

It is wise to shop around for specials on beverages and alcohol near the time of your event. Checkers (046 6229136); Pick n Pay (046 6361747); Buddy's Liquor Store (046 6229560)

RESIDENTIAL OPERATIONS DIVISION – FOOD SERVICES

Rules for Social Functions held in halls or residences

1. CONSENT

- (a) The written consent of the Hall Warden is necessary if a Hall function is to be held either in a Hall or elsewhere.
- (b) The consent of the Hall Warden and of the House Warden is necessary if a House Function is to be held either in a House or elsewhere.
- (c) Functions other than Hall or House functions may not be held within the precincts of a Hall or House, without the consent of the Hall Warden and of the House Warden. Applications for these to be made in writing.
- (d) See Appendix A for “Procedure to be followed for organising Hall / House Functions.”

2. VENUE

- (a) All official Hall and House functions must normally be held on University property (an official Hall and House function is a function where food is provided by the Food Service Section in lieu of a meal, or which is paid for, partly, or in full by Hall or House funds). However, the Hall Warden may authorise an official Hall or House function to be held off campus subject to the provisions set out in sub-paragraphs 1 above; 3(f); 5(f); 5(g); 5(h); and 8 below.
- (b) No functions of any kind other than official Hall Dinners or Hall Brunches may be held within the precincts of the residence in the two **weeks prior to the June examinations, and during the two weeks prior to the November examinations**. All Wardens are requested to make special note of this rule.

3. TIME

- (a) The times and dates of Hall & House functions shall be at the sole discretion of the Hall Warden (in consultation with Food Services in cases where food is required).

- (b) Hall and House functions may be held at the Prospect Field braai centre at the following times (subject to the consent of the Hall Warden of the Nelson Mandela Hall):
Fridays or Saturdays 18h00 - 23h00
Permission for liquor to be served at this venue must be obtained from the Registrar.
- (c) Hall and House functions may be held in the precincts of a Hall within the following period ONLY:
Fridays or Saturdays or the eve of public holidays -
18h00 - 21h00 (Music to be limited to background music only)
- (d) Hall or House functions termed "garden parties" may be held in the precincts of the residences at the following time:
Saturdays 11h30 - 14h30
Food Services will provide ingredients in lieu of the meal missed; students to organise the preparation of snacks.
- (e) Brunches which take the place of Breakfast & Lunch may be held in the Dining Hall twice a year at the following times:

Saturday or Sunday 10h00 – 12h30
- (f) **Hall formal dinners** may be held twice a year on dates negotiated with the Head: Food Services.
 - NB: Halls are permitted to hold the equivalent of four formal dinners per year. Any catering costs incurred which exceeds the costs of four formal dinners must be paid by the Hall.
- (h) Functions held off campus may be held at any convenient time.

4. ORGANISATION

- (a) Having obtained the necessary consent referred to in 1 above, the organisers of the Hall or House function must
 - (i) invite the Hall and House Wardens concerned;
 - (ii) give Food Services written notification at least **5 working days** before the function is to take place should Food Services be required to provide catering;

- (iii) supply Food Services with the names of students who will NOT be attending **5 working days before the function is to take place**; failure to comply with this provision may result in the cancellation of the function by the Hall Warden as well as the recovery of costs incurred by Food Services from the organisers;
- (iv) provide separate toilet facilities in the House for the visitors;
- (v) notify neighbours in the immediate vicinity of a House or Hall in which a social function is to be held beforehand;
- (vi) tidy the venue immediately after the event.

5. SUPERVISION

- a) The House Warden is required to be present in the House for the duration of the function. Should the function be held in the precincts of another House the host House Warden shall ensure that the Rules for Social Functions are strictly adhered to;
- b) House Wardens concerned shall ensure that noise at a House function does not reach a level which may reasonably be regarded as disturbing to the occupants of a neighbouring building.
- c) The Hall or House Committees concerned will be responsible for the maintenance of good behaviour during any Hall or House function.
- d) The organisers of any other function approved under (a) above, will be responsible for the maintenance of good behaviour during the function.
- e) The provisions of (c) and (d) above do not exclude the normal jurisdiction of Hall Wardens, House Wardens, Sub-wardens, Hall committees and House committees.
- f) Where an official Hall or House function is held off campus the Hall or House Warden must accompany the Hall or House to such function.
- g) Where an off-campus Hall or House function is to take place at a venue to which students have to be transported the Hall Warden must be satisfied that the qualified and reliable drivers are available to drive the vehicles concerned. These drivers will have to abstain from alcoholic drinks for at least 10 hours before the trip, during the trip and function and on the return journey.
- h) Where an official off-campus Hall or House function is to take place at a beach or a dam the Hall Warden must be satisfied that suitable steps have been taken to ensure that the safety of all students swimming in the sea or dam.

6. *Catering: Allocation of functions for each house; One House function per year.*

- (a) **Allowance of One House function per year (Garden Party or Leavers Cocktail Function or Cocktail Function)** Food Services will provide prepared snacks in place of the meal not taken by students of the House attending the function. The organisers must supply a like quantity of food for all others attending the function or the students of the House can double book the meal to provide for their guests. Food Services will not provide meals/in the form of two or three course meals for events termed 'House Leavers' dinners. Choose an event that will be termed as a house function from the list (b) below.
- (b) Food Services will cater for Hall or House functions on the following days only.
Braais – From the perspective of Food Services there is no restriction on the day and/or the number of braais which may be held. The frequency, times and dates of braais are to be regulated by the Hall Warden.
Hall Balls – Fridays or Saturdays only.
Garden Parties - Saturdays and public holidays only.
Brunches – Saturdays & Sundays only
Formal Dinners – Tuesday or Wednesday nights only.
Beach braais – Fridays or Saturdays / Sundays. Braai food items in lieu of a meal will be provided for residence or hall event.

7. ALCOHOL AND OTHER DRINKS

- (a) Written permission must be obtained from the Hall Warden for the consumption of alcohol at any Hall or House function or any other function within the precincts of the Hall.
- (b) Written permission must be obtained from the Registrar for the consumption of beer and/or wine at a braai or at a party which is held on University property, other than within the precincts of the Hall or House (this includes the Prospect braai area and the Great Hall).
- (c) The organisers are to control the supply of alcohol. The only alcohol allowed at a social function is beer and/or wine and/or fortified wines.
- (d)
- (i) With the express permission in writing of the Hall Warden a temporary liquor licence (issued in terms of the Liquor Act) for the sale by a recognised liquor outlet only (for the profit of that outlet only in terms of the Liquor Act) of beer, wine and soft drinks may be obtained for Hall Balls. This must be done through the office of the Director of Residential Operations.
 - (ii) In all such cases the bar must close at 23h00.
 - (iii) No other liquor may be brought onto the premises concerned (i.e. neither students or Wardens and guests may bring their own private liquor to the ball).

- (e) The preparation and consumption of drinks containing more than one alcoholic beverage and the holding of 'boat races' and 'down downs' will be regarded as serious punishable offences.
- (f) The organisers must supply soft drinks in a quantity regarded as sufficient by the Hall Warden.

8. Binding effect of these rules

These rules were formulated by the Hall Wardens of the Halls of Residence of Rhodes University. They have been approved by the Vice-Chancellor and the Vice Principal and are binding on all Halls.

APPENDIX A**PROCEDURE TO BE FOLLOWED FOR ORGANISING HALL/HOUSE FUNCTIONS**

After having obtained the necessary consent referred to in *1/ Consent / Rules for social functions in halls or residences*, the organisers of the Hall or House function must;

1. Provide the Food Services Manager with dates/schedules for Hall Formal Dinners and Hall Events at the beginning of each year.
2. Give the Food Services Manager written notification plus menu selection at least 5 working days before a House Function is to take place. Organisers must also supply Food Services with the names of students ATTENDING and ALSO a list of students who will NOT be attending, together with the written notification. Failure to comply with this provision may result in the cancellation of the function by the Hall Warden and the recovery of costs incurred by Food Services from the organisers;
3. Choose meals from the attached menu. Menu lists exact details of what food items are available, as well as the exact quantities that will be issued per person for each function. Halls or Houses requiring extra food, must discuss this with the Food Services Manager.
4. If organisers require additional food items and/or larger portions, attendees meals may be double-booked, or the additional costs may be paid by the Hall or House organising the event. If the double-booking option is selected, the organisers must obtain permission from the Hall Warden/House Warden and the relevant students. List of student's names, student numbers and signatures of the students must be submitted to the Food Services Manager on presentation of the "Application for Social functions"



RHODES UNIVERSITY RESIDENCES

APPLICATION TO HOLD A SOCIAL FUNCTION IN THE HALL/HOUSE

Hall: Choose a Hall	House: Click here to enter residence name.
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EVENT INFORMATION

Event name: Click here to enter event name	Date of event: Choose date of event	Venue: Click here to enter venue of event
Events starts at: Click here to enter start time	Event ends at: Click here to enter end time	Drinks being served: Wine & softdrinks

MEAL INFORMATION

Number of students attending: (as detailed on the Function Attendance List) Click here to enter number attending	Meal booking type: Single booking	Number of meals requested: (as detailed on the Function Attendance List) Click here to enter number of meals
Food requested: Food to be prepared by organisers	Meal In lieu of: Dinner	Menu requested: Formal dinner
Special requests or additional information Click here to enter special requests or additional information		

AUTHORIZATION

Organiser's name: Click here to enter organiser's name	Date: Choose today's date	
House Warden's name: Click here to enter Warden's name	Approval: Not approved	Date: Choose today's date
Hall Warden's name: Click here to enter Hall Warden's name	Approval: Not approved	Date:
Hall Administrator's name Click here to enter Hall Administrator's name	Checked & noted: Not checked & noted	Date: Choose today's date

APPLICATION COMPLETION NOTES & INSTRUCTIONS

1. The organiser(s) of the function are required to abide by the *Rules for Social Functions Held in Halls or Residences*.
2. If meals are required:
 - a. This application form should be submitted to Food Services HQ as an e-mail attachment (or by hand, internal mail if time permits) at least five (5) working days before the event.
 - b. A *Function Attendance List* must be submitted to Food Services HQ **with this application**. The list must include the student's name and number, if student is participating/not participating, and if a double booking is required. If double booking is required – signatures are required to authorise such transactions; a scan copy or the original list with the student signatures should be sent to Food Services HQ and the original list retained by in the Hall Administrator's Office for auditing purposes.
 - c. This application form and *Function Attendance List* must be submitted electronically via e-mail as an attachment. The organiser should complete this application form electronically and e-mail it to the House Warden. The House Warden should approve the application and forward it via e-mail to the Hall Warden who, in turn, should approve and forward the application to FoodServices@ru.ac.za.

Ask the Hall Administrator to send you a copy of this Social Function form for you to place on file.

ESTATES DIVISION • GROUNDS AND GARDENS

Email: p.crous@ru.ac.za or a.bezuidenhout@ru.ac.za

Phone: +27-46-603-8240

Plant Décor

(Note: Plant décor refers to pot plants, cut flowers, flower stands, greenery & water feature)

Kindly be advised that Grounds and Gardens requires a **minimum** of 7 working days notice should a Department or individual wish to request cut flowers, pot plants, greenery, flower stands or the water feature.

Regretfully late requests will not be considered. Please note that all requests for plant material must be sent to Grounds and Gardens via an **Electronic Requisition**. The supply of plant décor is at the discretion of Grounds and Gardens and is at all times dependent on operational capacity at the time.

The supply of plant décor is subject to availability and official University functions take first priority.

Requests for plant décor are at the discretion of Grounds and Gardens Management.

Awnings & Gazebo's

Kindly be advised that Grounds and Gardens requires a **minimum** of 7 working days notice should a Department or individual wish to hire awnings or gazebo's.

Regretfully late requests will not be considered. Please note that all requests for awnings and gazebo's must be sent to Grounds and Gardens via an **Electronic Requisition**.

The supply of awnings and gazebos is subject to availability and Grounds and Gardens reserves the right to execute a request or not. Official University functions take first priority.

Requests to hire awnings and gazebos are at the discretion of Grounds and Gardens Management and is determined by the operational capacity of the Department at any given time.

Your co-operation in this regard is appreciated.

Luc Marechal

Assistant Manager: Grounds and Gardens

Offices on the corner just before the swimming pool



RHODES UNIVERSITY

Where leaders learn

For further details, please contact:

Residential Operations Division, Rhodes University, PO Box 94, Grahamstown, 6140

Tel: 046 – 603 8703, Fax: 046 – 603 8962,

REQUEST FOR ORDER – TV / VIDEO / MNET / DSTV REPAIRS

RESIDENCE:	ITEM FOR REPAIR:	
MAKE:	ASSET NUMBER:	
IF DSTV or MNET, PLEASE LIST ACCOUNT NUMBER:		
SHORT DESCRIPTION OF PROBLEM:		
SPECIFIC LOCATION:		
CONTACT PERSON:	CONTACT NUMBER:	DATE:

Ask the Hall Administrator to send you this form and return when completed

DSTV/SMART CARD NUMBERS

These numbers are to be quoted on all relevant TV and DSTV Repair forms. Forms to be sent to Hall Administrator.

DE BEERS

Middle common room : Smart Card No u500717397; Smart Card No 4020572144

Top common room: Decoder U100575780x7; Cart Card No 00071626642

GOLD FIELDS

Middle Common Room : DSD 990 Asset No U50071339x5; Smart Card No 40205721471

Top Common Room : DSD 660 Asset No U100378345x2; Smart Card No 00064673346

ROSA PARKS

Upstairs common room : Decoder DSD 1110; Smart Card No 41089171213

Bottom common room : Decoder DSD 1110; Smart Card No 41089090033

Decoder U601352924x6

ENVIRONMENTAL REPRESENTATIVE

- *All Environmental reps will be evaluated by the warden, sub-warden and senior student at the end of each term*
- *During the year your performance will be evaluated by the residents in your house*
- *If you do not meet the criteria in your role as Environmental rep you could be asked to step down.*

You have two main responsibilities, promote environmental awareness in your res and to identify and organise sustainable environmental projects for your res. Here are some ideas for getting this started:

Implement a recycling programme within the residence:

- Familiarize yourself with the recycling programme and route on campus. For more information visit <http://www.ru.ac.za/environment/action/recyclewise>
- Place marked boxes in a central point (glass / paper / cans / plastic) within the residence. It may be an idea to place these at the end of each corridor or near the refuse bins.
- Arrange for them to be cleared each week and taken to the collection point eg on the pavement outside Gold Fields, De Beers, Hilltop 9 and Rosa Parks. It may be an idea to set up a roster for these duties. (This is not the duty of the housekeeping staff but that of the students within the residence).
- You may want to record the volumes collected and share this with the students in your residence.

Make use of notice boards and any form of electronic media (facebook / email / RUconnected):

- Request specific area on notice boards for environmental issues and then ensure that the space is constantly updated.
- Display calendar of events for the year / term. Visit <http://www.ru.ac.za/environment/events>
- Advertise forthcoming events with 'eye catching' posters.
- Display photographs of past events to encourage involvement in future events / projects.
- Advertise and promote your events and activities on Facebook or ask the Hall Administrator to post it on Kimberley Hall list.
- Make use of RUconnected and emailing facilities to keep your res informed of any environmental issues or events.
- Publish termly bulletin informing students of progress and feedback of projects.

Familiarize yourself with the initiatives on the RU website

<http://www.ru.ac.za/environment/action> and promote within the residence: (ensure this is advertised on all your notice boards and any other form of electronic media well in advance)

- RU Environmental Week
- Green Fun(d) Run – organize a team to represent your residence
- Earth Hour
- Mandela Day

Promote the responsible use of: (mentioning only a few - more can be found on the environmental website). Put up notices.

- **Water** - shower rather than bath (where there are baths) and encourage the use of rainwater
- **Electricity** - switch lights off when leaving the room / don't use heaters unnecessarily
- **Printing** - promote 'green printing' – double sided printing / only print when absolutely necessary. Confirm with ResNet rep if printer is able to do double sided printing.

Promote the efforts of the Environmental Learning Research Centre within the residence

- For more information visit <http://www.ru.ac.za/elrc/>
- Further activities and projects can be obtained from this Centre

Share the successes of all environmental initiatives undertaken throughout the year:

- Progress of all projects
- Impact of recycling programme within the residence
- Forward plans for the following year made in conjunction with the new incoming environmental rep
- All these successes to be shared and communicated with the students at your House Com meetings and Notice Boards.

Additional ideas:

- Team up with the other Environmental Reps in your Hall or team up with other Reps on campus.
- Combine an Environmental project with a Community Engagement project.
- Select 3 or 4 of the environmental initiatives already promoted on campus. It may be more effective to focus on those as a residence rather than try and do a bit of each one. See <http://www.ru.ac.za/environment/action/> for list
- Challenge each corridor within the residence
- Visit this site for poster ideas: <http://www.isocertification.org/Posters-Environmental.html>

WHO CAN HELP?

- ✓ Nikki Kohly – Rhodes University Safety and Environmental Officer – n.kohly@ru.ac.za.
Feel free to also send any comments to questions to environment@lists.ru.ac.za
- ✓ Philip Crouse – Grounds & Gardens Manager – p.crouse@ru.ac.za
- ✓ Visit the Dept of Environmental Affairs website: <http://www.environment.gov.za>
- ✓ SRC Environmental Councilor
<http://www.ru.ac.za/studentrepresentativecouncil/councillors/environmental/>
- ✓ Ensure that you are subscribed to the environmental mailing list:
<http://lists.ru.ac.za/mailman/listinfo/enviroreps>

HOUSE COMMITTEE EVALUATIONS

Promote awareness about environmental issues within the Res	
Encourage participation in existing recycling programmes	
Introduce new environmentally friendly programmes or projects	
Encourage student participation in environment campaigns	
Convey information effectively (use of noticeboard, emails, announcements)	
Demonstrate an impartial attitude, regardless of race, gender, culture, religion or life-style	

FOOD REP

- *All Food reps will be evaluated by the warden, sub-warden and senior student at the end of each term*
- *During the year your performance will be evaluated by the residents in your house*
- *If you do not meet the criteria in your role as Food rep you could be asked to step down.*

Food Rep and Entertainment Rep responsibilities often overlap. If the Entertainment portfolio is separate from your Food Rep portfolio you need to meet with the Entertainment Rep at the beginning of the year to make sure that you are both on the same page as to who is responsible for what. Maybe include the Warden and Senior Student in this discussion.

1. You are required to attend Food Rep Meetings within your Hall.

- There are three meetings a year. The Hall Administrator will inform you of these dates.
- The Caterers; a Cook; the Hall Administrator; the Food Reps and the Food Services Manager or Assistant Manager will attend these meetings.
- If you are unable to attend a meeting please make sure that the Senior/Head Student or another House Com member attends on your behalf.
- Any food related complaints, problems, suggestions, compliments etc. from the students in your res will be discussed at these meetings.
- Minutes of these meetings will be sent to you by the Hall Administrator. Please ensure that they are placed on your Notice Board.

You need to have some form of system in your res where students are able to note down their dining hall/food complaints, suggestions, compliments etc. eg a Food Comments book.

Inform students at the first House Com meeting that if there are urgent complaints e.g. sour milk, dodgy chicken etc, they must call the caterer on duty (not the people serving the food) to deal with the problem straight away. Discourage them from writing urgent complaints in the book as the problem is then difficult to deal with. If you feel that things are not being dealt with or there are sensitive issues please speak to the Hall Administrator.

2. It is your responsibility to hand out Brunch tickets to your residence.

- The Hall Administrator will send a list of students to you, together with the Brunch tickets.
- Everyone must sign for a ticket. Only 1 ticket allowed per student.
- Those not attending must inform the Hall Administrator at least 48hrs in advance as this is a Block booking which means everyone has been booked for Brunch.
- The signed lists, together with any left-over tickets must be handed to the Hall Administrator on the Monday after the Brunch.

3. Ensure study refreshments are available to your residence during SWOT week.

4. Coffee and biscuits are normally served in the evenings from 20h30 to 21h00 in the Common room during SWOT week. Ensure that coffee and biscuits are purchased by asking your Treasurer for funds. You will have to sign for this money and slips and correct change handed back to your Treasurer.
5. Let your residence know about these coffee breaks during SWOT week.

RESNET REPRESENTATIVE

- *All Res net reps will be evaluated by the warden, sub-warden and senior student at the end of each term*
- *During the year your performance will be evaluated by the residents in your house*
- *If you do not meet the criteria in your role as Res net rep you could be asked to step down.*

KEY PERFORMANCE MEASUREMENTS

1. Make certain that students are aware of Res net before end of first week of the first term.
2. Any questions about Res net are handled within a day
3. Ensure there is always a sufficient stock of paper for the printer which is available from the Hall Administrator.
4. When a cartridge runs dry, give it a couple of gentle shakes, put it back and it should give quite a few printed pages after that. Do this until it runs dry completely.
5. Take the used printer cartridge to your Hall Administrator who will give you a new one for the old one. Old cartridges are sent for recycling.

The University's Information Technology Division has issued guidelines on the general responsibilities and job descriptions for House ResNet Representatives which, in addition to the above, need to be adhered to:

GENERAL RESPONSIBILITIES

As a broad overview, ResNet house reps are expected to:

- Establish and maintain contact with their allocated ResNet technical rep
- Ensure that they are subscribed to the "ResNetRep-L" distribution list, that they regularly read posts to it, and that important announcements from this list are conveyed to students in their residence
- Ensuring that technical reps and IT staff have access to the rooms of students requiring installation work or software configurations.
- Encourage students in their residence to subscribe to, and read, the "ResNet-L" distribution list, and showing them how to do so.
- Liaise with the ResNet co-ordinator and the IT Division on behalf of their residence

New users

When a person in their residence wishes to become a user of the residence network, the ResNet house rep is expected to:

- In the case of users who don't have existing network points, ensure the new user is aware of installation schedules and, in particular, when the IT Division is willing to undertake installation work
- Ensure that the student has the appropriate forms and completes them correctly

- Ensure that the student either completes and signs an entry on a Student Ledger Debit form empowering the IT Division to recover the appropriate charges from the student or has a receipt from the cashier indicating that they've paid such charges into the IT Division's account
- Forward the completed paperwork to the IT Division for processing

Note that at the beginning of the year when there is a big influx of new users, certain extra measures are put into place to ensure the smooth completion of installations. At these times, the ResNet house rep is expected to collate installations for their residence and forward them to the IT Division as a single batch. They are also expected to complete a connection sheet for the residence -- basically a list of the room numbers and the names of students who want to be connected and are willing to pay -- and ensure that it is forwarded to the IT Division.

Reporting Faults

ResNet house reps are expected to co-ordinate fault reports from their residence and forward them to the appropriate ResNet technical rep. A method for doing this should be negotiated with the relevant ResNet technical rep at the beginning of the year, perhaps by maintaining a log book, diary, online reporting sheet or other list of faults that can be regularly examined by the relevant technical rep.

While the ResNet house reps are not required to diagnose or fix any PC-related problems, they are expected to supply the ResNet technical reps with clear and complete descriptions of faults. In general a good problem report contains three separate parts:

- what the user did that resulted in their noticing that there was an error
- a description of the symptoms, including the exact wording of any error messages as well as an indication of the scope of the problem (one room vs a whole floor; one application vs an entire computer).
- why the user perceives these symptoms to be an error. In other words, what they expected to happen.

The ResNet house rep is also expected to follow up with the ResNet technical rep to ensure that fault reports are attended to timeously, and to follow up with the ResNet co-ordinator if this doesn't happen.

JOB DESCRIPTION

ResNet House reps form the administrative backbone that allows the Information Technology Division to provide residence networking. They are the IT Division's liaison with their residence and are responsible for the smooth running of ResNet in their residence. In order to achieve this, ResNet house reps are expected to be able to:

- Interact with students and staff in a polite, friendly and patient manner
- Ensure that ResNet paperwork is correctly completed and that it follows the right work-flow to completion
- Provide complete and useful descriptions on problems to the ResNet technical reps and the IT Division in order to assist them with the diagnosis of those problems.

In addition it would be advantageous if ResNet house reps had some basic understanding of computers and networks; in particular the ability to:

- determine a network card's MAC address
- determine the IP address a computer is using
- diagnose the scope of faults (one machine vs whole floor)
- perform basic connectivity tests such as pinging the default gateway

Those ResNet house reps who do not feel confident about performing these sorts of technical tasks may ask the ResNet co-ordinator to arrange training for them.

It should be noted that, in cases where a ResNet house rep fails to meet these expectations, the IT Division may decide not to entertain requests for connections from the residence concerned. For this reason, it is in each house's interests to ensure that the ResNet house rep they appoint is in a position to effectively serve their house's needs.

Further information regarding ResNet Reps

1. As far as the ResNet portfolio is concerned, you have the following duties:
 - To liaise with the university's IT Division to ensure the smooth functioning of the ResNet system, and shall be responsible for dealing with any IT problems encountered with ResNet, in conjunction with the rules and policies of the IT Division relevant to the ResNet system.
 - To assist students within the House with ResNet issues, and shall act to prevent any misuse of the ResNet system.
 - The ResNet rep shall also be responsible, in a more general sense, for fostering and encouraging IT Skills and IT Literacy in the House, especially amongst those who lack such skills. This duty is shared with the Academic Rep. It is possible, where the House Committee deems it appropriate, for these specific duties to be delegated to a Member of the House with specific interests and skills in this regard.
2. Most residences appoint a ResNet / Student Networking House representative to represent their house's interests to the IT Division. Experience has shown that the IT Division cannot properly support those residences that choose not to make such an appointment, and so they reserve the right to refuse or limit the services provided to residences that do timeously appoint house reps.
3. While the IT Division isn't (and doesn't want to be) involved in the appointment of these reps, it does have certain expectations of them. **Student Networking house reps are expected to:**
 - Make their appointment, and any changes therein, known to the IT Division secretariat;
 - Be available to act as house rep whenever their residence is open, **starting from the beginning of orientation week of each year;**
 - Act as the primary point of contact between their residence and the IT Division for any non-support related issues;
 - Assist students in their residence in signing up to the network;
 - Know where, how and when students can get support, and direct students in their residence appropriately;

- Handle the reporting of faulty and/or missing network points in their residence;
 - Take responsibility for managing the supplies and consumables for any printers installed in their residence; and
 - Manage any common computers supplied to or installed in their residence.
4. The IT Division holds an induction workshop just prior to orientation week each year in which these responsibilities and the various procedures for reporting faults, obtaining consumables, etc are explained. These change from year to year, and so this meeting is important to ensure that residences have up-to-date information. All house reps are **required** to attend as a condition of their residence being connected to the Student Network.
5. Computer and information literacy is expected — house representatives are expected to be comfortable using a computer. However, whilst it does help if they can debug basic network faults in their residence, we do not require house representatives to be able to do so. For this reason, the IT Division provides some basic training in this regard at the induction workshop each year.
6. Student Support (from the webpage)
 Our [Student Networking](#) service provides a way for students to make use of their own private computers on the University's network.
 The service covers the use of private student computers in University residences, the campus wireless network, and selected private accommodation in town .
 On <http://www.ru.ac.za/studentnetworking/> these pages you'll find information about:
- Requirements for Connecting
 - Costs Involved
 - How to Sign Up & Get Connected
 - Where to Get Help
 - How to configure your PC
 - Terms & Conditions
- For first year moving into a Rhodes residence for the first time next year and who wishes to bring your PC, read the requirements so you know what to bring with you.

For further support:

Visit <http://www.ru.ac.za/studentnetworking/>

E-mail: studentsupport@ru.ac.za

Student Help Desk: located off the Union computer laboratory in the basement of the Student Union building (the building between the swimming pool and the great field)

SPORTS REPRESENTATIVE

- All Sports reps will be evaluated by the warden, sub-warden and senior student at the end of each term
- During the year your performance will be evaluated by the residents in your house
- If you do not meet the criteria in your role as Sports rep you could be asked to step down.

The Hall Administrator will call for nominations from amongst the Res Sports Reps to elect (as according to the Hall Constitution) to elect someone who will stand as the Hall Sports Rep. The Hall Sports Rep will attend all Hall Committee Meetings to give feedback on all sporting activities pertaining to the Hall.

The sports rep is responsible for organising and advertising inter-res sports within their residence.

Inter-res events are held at least once a week, and therefore it is advisable to advertise at least 2 weeks in advance for any sporting event. Just when you have advertised for one event another will be coming up, therefore you need to be organised with your posters and lists of students participating in the separate sporting events.

Make plenty of posters for both the residence and Hall Notice boards.

Your job will entail plenty of encouraging of students to join inter res events. You will need to do this on a weekly basis and might entail getting up earlier on the day of sports events to make sure your teams are ready.

- Rules and Regulations for sports events can be found at www.ru.ac.za/sportsadmin/interres/rulesandregulations/
- Check your email daily for Sports Events.
- You are automatically signed up by Sports admin to have access to RuConnected Inter-Res Events. <http://ruconnected.ru.ac.za/course/view.php?id=2366>
- At the beginning of the year you will be trained on how to use RuConnected for the signing up of teams and checking fixtures etc. <http://ruconnected.ru.ac.za/course/view.php?id=2394>
- For help with RUConnected issues contact m.mostert@ru.ac.za – Markus can help you create events etc.
- It is advisable to put forth a budget to your Res Treasurer to allow for the purchasing of res sports equipment for the year. Do an inventory of sports equipment in your residence in the beginning of the year and then go to local sports stores and price items you know you will need later in the year. Prioritise the list to what you will need most urgently.
- Incentive. One idea of getting students to participate is to have an incentive scheme in place, giving some motivation to your res students to participate all through the year. Be prepared to beg and offer incentives i.e. do 5 inter-res events and get cake or ice-cream – it's not a bribe, it's a reward and it works. Include this in your budget and talk to your treasurer.

Round the Car Park Relay Race

Round the Car Park Relay race was started in 1979 by Mr Bruce Smith who was the Hall Warden of Kimberley Hall.

It is held in the fourth term on the Wednesday during Swot week. The idea was to help students de-stress before exams.

Miriam Makeba Hall (formerly Kimberley) and Desmond Tutu (known affectionately as Hill Top) joined the race in 2010.

- The Hall Sports Rep of Kimberley Hall organises the race with the help of all the above res Sports Reps.
- Kimberley Hall Sports rep must liaise with the Hall Administrator regarding the logistics of the race.
- All information is kept in a file in Kimberley Hall.

Contacts at Sports Admin:

Melissa Awa : m.awu@ru.ac.za or on 082 936 8631

Or Andrew Matatu (2012 Intern): andyma3@gmail.com Namhla Babi: n.babi@ru.ac.za

A VOLLEY BALL AND NET CAN BE BOOKED OUT FROM THE HALL ADMINISTRATORS OFFICE

SECRETARY

- *All Secretary reps will be evaluated by the warden, sub-warden and senior student at the end of each term*
- *During the year your performance will be evaluated by the residents in your house*
- *If you do not meet the criteria in your role as Secretary rep you could be asked to step down.*

1. HOUSE MEETINGS

- House meetings will be held once/twice a term unless an emergency meeting is called. Liaise with the House Warden and the Senior Student to draw up meeting dates and initial agenda items for the year.
- After consultation with the Senior Student, put up a notice notifying students of the meeting one week before meeting takes place. Ensure you state date, time, where meeting will be held and who apologies must go to and by when. This notice to be put up on front or side door of residence as well as on notice board.
- Send out agenda items to the residence at least three days before the meeting. The house should have a mailing list which can be used to send the agenda out.
- Get an updated copy of an alphabetical list from the Warden or Sub-warden before each meeting to use as a register at the meeting and note apologies.
- Take minutes at the meeting. Have them typed up and sent out within one week of the completion of the meeting. A copy to be put up on the house notice board and electronic copy to be sent out on the house mailing list. Remember to file a hardcopy in your file. (*Example attached*)

2. STUDENT BIRTHDAYS

- Make a list of all the student birthdays in the res and ensure that it is updated regularly. Ask your warden or Hall Administrator to print you a list of birthdays off of the res system. Put this list up on your residence notice board.
- Design and print birthday cards in advance. Take design on a flash stick or email to the Hall Administrator and ask her to have it printed at the printing unit. Tell her what colour card, etc. you want. **REMEMBER THE PRINTING UNIT NEEDS 7 DAYS TO PROCESS A REQUEST.**
- Hand out birthday card to the birthday girl/boy first thing in the morning on her/his special day.

3. PHOTOS

- Obtain house photos from students after house events and give a copy of the photos to Hall Administrator to update the website.
- Arrange photographs and make a collage for the current year to be put up in one of the common rooms.
- Let the Hall Administrator have a copy of House Com members in the first semester so that this can be placed on the dining hall notice board. Remember to give her everyone's name and portfolio.

4. CORRESPONDENCE

- You are responsible for the following correspondence:
 - Letters to surrounding residences when functions are held apologising for noise

- and notifying them of when function will take place as well as start and end time.
- Letters of thanks, congratulations or condolences to students within the residence
- Sending all minutes and agendas out to the res via house mailing list.

A. SAMPLE AGENDA

AGENDA

House meeting to be held on **Thursday** **March 20 ..** at **18:00** in the common room.
Please submit agenda items 3 days before the meeting to (email address)

1. ATTENDANCE REGISTER
2. APOLOGIES
3. MINUTES OF THE PREVIOUS MEETING held on _____ confirmed.
4. ANY OTHER MATTERS FOR THE AGENDA.
5. FINANCIAL REPORTS (TUCKSHOP & HOUSE FUNDS)
6. DATE OF NEXT MEETING

B. SAMPLE MINUTES

MINUTES OF MEETING HELD ON

- 1 Welcome by House Warden
- 2 Attendance Register
- 3 Minutes of meeting held on were confirmed.
- 4 Any other matters for the agenda
- 5 Financial Report
- 6 Date of next meeting
- 7 Closing

TREASURER

In most cases the Secretary and Treasurer's portfolio is held by one person

- *All Treasurer reps will be evaluated by the warden, sub-warden and senior student at the end of each term*
- *During the year your performance will be evaluated by the residents in your house*
- *If you do not meet the criteria in your role as Treasurer rep you could be asked to step down.*

1. Finance

- i. Prepare a budget, together with the warden, for the year for the residence and submit to the House Warden.
- ii. Ensure that all residence funds are accurately and completely recorded. Tuckshop should NOT be reflected in any of the house finances. This should be kept separately.
- iii. Ensure that all the funds are properly secured and that good financial principles are adhered to.
- iv. Keeping an accurate record of cash received and cash given out using the receipt and duplicate books.
- v. Supplying and capturing all income and expenses on the spread sheets given to you at the start of the year by the Hall Administrator.
- vi. Ensure that slips/invoices are received and kept for all purchases made using money from House Funds. Also ensure that personal and house expenses are not on the same slips/invoices.
- vii. Attending a termly audit of house funds with the Hall Administrator to review the house books for the term and supplying her with the templates, slips and total cash on hand – the funds should be double checked by your House Warden.
- viii. Attend the treasurers' workshop at the start of the year. The Hall Administrator will let you know when this workshop takes place.
- ix. Provide records of money spent and items budgeted for each term to students at each House Meeting.
- x. **Never hand any money to anyone (Senior Student, Entertainment Rep, Tuck Shop starter funds etc) without them signing for this money. There must be a witness who co-signs. The person receiving the money must purchase the goods and return all slips and change within 48hrs to you. Check that change is accurate. No slips must have personal items on them. The money is strictly to be used on residence items ONLY. If the person has not handed slips to you after 48hrs follow this up immediately so that money and slips do not go missing. If the slips are still not handed to you report to the Warden or Hall Administrator.**

2. Prepare Financial Reports

- i. Ensure that you make the house books available for the House Committee to check.
- ii. Review house funds at every House Committee Meeting, advising the committee of income and possible budget shortfalls.
- iii. Keep accurate records of money spent with supporting documents.

3. Tuckshop

- i. Ensure that tuckshop stock is kept in a secure place in the residence.

- ii. Ensure your tuckshop is well stocked.
- iii. Keep track of ALL monies received on a DAILY basis for items purchased by students.
- iv. Keep track of ALL monies given out and slips received on a DAILY basis for all items purchased from the supplier.
- v. Keep an accurate and up to date record of tuckshop sales as well as purchases of stock and record this on the tuckshop template on a termly basis.
- vi. Provide your House Warden with feedback regarding the profit made from tuckshop on a termly basis.
- vii. Pay off any loan monies (loaned from Res funds) to the Warden or Treasurer so that this loan can be paid back into house funds as soon as possible. Only after this loan is paid back can you start making a profit.
- viii. Liaise with the Warden and residence as to what will happen with profit monies.

PRACTICAL GUIDELINES FOR RUNNING A TUCK SHOP

Templates:

The templates for the house finances as well as tuckshop records can be obtained from your Hall administrator). A petty cash on hand form can also be obtained from your Hall administrator.

All house book records should be submitted to your Hall Administrator at least 4 days before you are due to leave after EACH term. This will allow the Hall Administrator to get in touch with you if there are any variances or problems. Tuckshop records should also be checked each term, 4 days before you are due to leave for vacation.

How to run tuckshop:

To carefully and effectively manage your tuckshop funds and stock it is imperative that you do a stock take each time you swop shifts with house com members. This will allow you to find any irregularities with stock or money. All slips from stock purchased must be retained and a stock sheet should be kept. Another sheet of items sold should be kept and this should be checked with the money taken in to ensure it corresponds with the items sold.

What to do when you don't get receipts:

ALL receipts from house funds and tuckshop must be obtained. If you hand over money to another house committee member it is YOUR responsibility to ensure you get the receipts and left over cash back. If you have recurrent problems with getting receipts back from a certain house committee member, the matter should be addressed with your House Warden to try and resolve the problem.

What to do with money you receive:

If you receive any money (be it from funds collected, student contributions to res tops, donations etc), it is important that you issue a receipt and have it co-signed. This ensures good financial principles and also protects you as a treasurer. Each treasurer is issued with a receipt book and duplicate book at the start of each year. Both books should be handed in to the Hall Administrator at the end of the year.

Budgeting:

Using the house books (from the year before) you can identify how much money was spent on various items/events in the res. It is suggested to break these down to different categories such as: exam treats, res functions, res tops, stationery. Then add all these items and add around 10% onto your budget to cater for inflation. Use your budget as a guideline of how much you should be spending for each category by reviewing your budget each term. It is also advisable to do a mid- year budget review whereby you tally money already spent for each category in order that you stay on budget for the remainder of the year.

The Hall Administrator is there to assist you when you need help. Either go and see her or email her.

Useful tips on next page

Tuckshop Suppliers:**United Cash and Carry**

2 Jarvis Road, Grahamstown.

Owner: Mr Tony Coopasamy

Tel: 046 622 6305

Cell: 082 889 1490

Email: tonycoopasamy@yahoo.com

Deliveries can be done.

Treasurer Appendices:

1. Petty Cash on Hand Sheet (below)
2. Budget Template Example (below)
3. House Finances Spreadsheet (will be sent to you by the Hall Administrator)
4. Tuckshop Spreadsheet (will be sent to you by the Hall Administrator)

PETTY CASH ON HAND FORM:**RESIDENCE:** _____**TERM:** _____

DESCRIPTION	AMOUNT	TOTAL
R 200		
R 100		
R 50		
R 20		
R 10		
R 5		
R 2		
R 1		
R 0.50		
R 0.20		
R 0.10		
R 0.05		
TOTAL CASH ON HAND:		

House Warden_____
Signed by Treasurer:**Date:**

Initial Suggested Budget

Date:

		Budgeted
		Amount
Balance brought forward from last year		
INCOME		
House Grant		
Any other income		
Total budgeted income		0
Total Income available		0
EXPENDITURE		
O-Week		
Corridor parties		
June exam snacks		
Nov exam snacks		
Awards evening		
Sport		
Community Engagement Transport		
Other functions		
Stationery		
Total budgeted Expenditure		0
Estimated balance to be carried forward to next year		
Total surplus/deficit		0

KIMBERLEY HALL AWARDS

(POLICY PAPER)

Introduction

The following awards will be instituted each year in the following areas:

- Academic Excellence
- Excellence in Sports
- Contribution to Residence Life
- The Prof D-C Balanced Life Award

1. Academic Excellence Awards

The principle underlining instituting the Academic Excellence awards is to encourage and reward academic excellence among students in Kimberley Hall. The phrase, ‘making academic excellence trendy’ is concerned with the need to shift away from the sub-culture of academic underachievement, which seems to exist among a category of students. The awards are to reward and encourage academic excellence—a primary reason for coming to the university. Rather than focusing on a ‘lone star’ in the Hall, the awards will be made at various levels in recognition of the achievements of as many students as possible, without devaluing the objective of encouraging excellence. For this reason, the awards will be guided by the framework that the university uses in awarding Half-Colours, Colours, and Honours. (Please see the Annexure for the relevant excerpts from the *Rhodes University Calendar*). In addition, awards will be made to the top academic of each residence.

In line with the above, the following awards will be made and announced at the **Welcome Dinner** in each year using the full-year academic results for the preceding year:

- a) **Distinguished Academic Excellence Award:** This award is the equivalent of the award of ‘Honours’ at the university level. Specifically, the award will be made to students of Kimberley Hall who in the preceding year, achieved Distinction (First Class; 75% and above) in **all the papers they wrote**.
- b) **Academic Excellence Award:** This award will be made to students of Kimberley Hall in line with the University’s guidelines for an award of “Colours”. Specifically, the award will be made to students—other than recipients of the DAE award—who in the preceding year’s final results received:
 - A First in **at least half of the papers written**, but not less than Upper Second in the others.

- **Academic Achievement Award:** This award will be made to students of Kimberley Hall in line with the University's guidelines for an award of "Half Colours". Specifically, the award will be made to students—other than the recipients of the earlier two awards—who in the preceding year's results received:
 - Not less than an Upper Second (70% or more) average in the papers written.
 - But must not have failed any paper (i.e., score less than 50% in any paper) or have a DP refused.

Academic Awards Committee

The academic award for the "Best Academic Residence of the Year" shall be made by a committee composed of the following:

- The Hall Warden or his/her nominee
- One male warden and one female warden
- One male sub-warden and one female sub-warden
- The Senior Student of each residence.

The awards for all the other categories shall be made by each residence and vetted by the Academic Awards Committee.

2. Excellence-in-Sports Awards

The Excellence-in-Sport awards will be made to the students in Kimberley Hall who achieved excellence in sports **in the current year**. As in the case of the Academic Excellence awards, the objective is to reward and encourage. The following awards will be made:

- a) **Sportsman and Sportswoman of the Year Award:** This award will be given to one Sportsman and one Sportswoman in Kimberley Hall, who in the estimation of the Sports Awards Committee is judged to be the top sportsman/sportswoman of the year.
- b) **Sporting Excellence Award:** This award will be made to students of Kimberley Hall who were members of their national or the provincial teams. This determination shall be at the discretion of the Hall Sports Awards Committee.
- c) **Sportsman and Sportswoman of the Year Award (Residence Level):** This award will be made to the Sportsman of the Year in each of the residences in the Hall. This determination shall be made by the House Committee of each residence.
- d) **Round-the-Block Relay Race:** The trophy for the winning team of the Round-the-Block Relay race will be presented to the residence that wins the race, **at the Welcome Dinner. If one of the other Halls wins the race Kimberley Hall cup must NOT go to them. They must purchase their own cup.**

The Excellence in Sports awards will be presented at the **Leavers' Dinner in each year**.

Sports Awards Committee

The committee shall make all sports awards listed above, except for the awards for the residence-level Sportsman/Sportswoman of the Year. The committee shall be made up of the following:

- The Hall Warden or his/her nominee
- One male and one female warden
- The Sports Representatives from each of the Kimberley Hall residences, and
- The Hall Sports Representative

The committee will make the awards based on nominations it receives from the residences.

3. Most Valued Members Award (for contribution to residence life)

This award will be made to students, in the various residences, who in the estimation of the House Committees contributed significantly to a high quality of residence life, helped to maintain good residence spirit, were generally supportive of their colleagues in residence. These activities may include for contribution to facilitating sporting achievements in the residence. The awards shall be made by members of each House Committee. Not more than three of such awards may be made for each residence in any one year. Students to whom the award is made shall not have had any disciplinary record of more than 5 hours of Community Service or its equivalent in the year for which the award was made. The award will be presented at the Leavers' Dinner.

4 The Prof D-C Balanced Life Award (Mike Davies-Coleman)

Life is all about finding the right balance between the many opportunities and challenges which face us every day. A balanced life is essential to get the most out of your time spent at Rhodes University in general, and Kimberley Hall in particular. This award is made annually to a second or **third year** resident student of Kimberley Hall, who, in the opinion of the Hall Warden in consultation with the Residence Wardens, best epitomises someone who has managed to find the correct balance between their academic career and any **two** or more of the following: leadership (at the Residence, Hall or University level), a spiritual commitment, social service and sporting participation. This award is not necessarily for the most academically gifted student and the only academic criterion is that the recipient must not have failed any academic course at any time while a student of Rhodes University.

4. The Dean of Students Award will be awarded each year in three main areas:

- **Sport**
- **Academic**
- **Cultural**

The Award will be presented at the Leavers Dinner

Criteria for Dean of Students Award

Minimum requirements. The student must

- not have any pending disciplinary cases at the time of application
- have participated in community engagement activities at a residence or hall level
- have spent at least three terms in the hall
- have shown exemplary conduct during their time in the hall

Nomination process

A call for nominations will be made before the end of third term. Nominations will be submitted to the Warden/Senior Student of the residence. Each nominee will be sent an application form to complete and return by a due date (1st Friday of fourth term) should they accept the nomination. The application must be submitted with a motivation and reference letters. After the applications are received, the selection process will begin.

Selection process

This process will involve a two stage process

Short listing (a residence sub-committee): short listing of applicants will be done by a sub-committee consisting of sub-wardens, the Senior Student and House Warden. This will involve scrutinising application forms and an informal interview with the candidates. The names of the successful candidates will be forwarded to the Hall selection committee.

Final selection (a Hall sub-committee): the Hall selection committee will consist of representatives of all the residences and will make the final decision on the successful applicant. The process will involve assessing the applications forms and a formal interview with the candidates. The successful candidate will be presented the award.

Note: the selection process will be flexible to accommodate indistinguishable cases and extraordinary situations.

KIMBERLEY HALL
DEAN OF STUDENTS AWARD
NOMINATION FORM

House: _____ Year _____

Nominee: _____

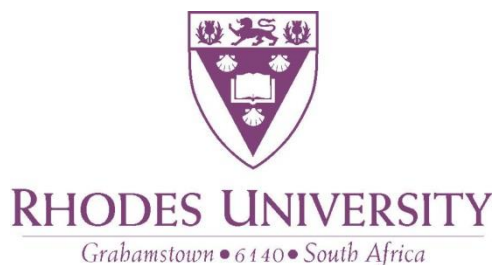
Proposed by: _____

(Name, signature and date)

Seconded by: _____

(Name, signature and date)

MOTIVATION



KIMBERLEY HALL

SPORTS AWARD

CALL FOR NOMINATIONS

Excellence-in-Sports Awards

The Excellence-in-Sport awards will be made to the students in Kimberley Hall who achieved excellence in sports in the year 2012. The following awards will be made:

- a) **Sportsman and Sportswoman of the Year Award:** This award will be given to one Sportsman and one Sportswoman in Kimberley Hall, who in the estimation of the Sports Awards Committee is judged to be the top sportsman/sportswoman in **2012**
- b) **Sporting Excellence Award:** This award will be made to students of Kimberley Hall who were members of their national or the provincial teams in **2012**. This determination shall be at the discretion of the Hall Sports Awards Committee.
- c) **Sportsman and Sportswoman of the Year Award (Residence Level):** This award will be made to the Sportsperson of the Year in each of the residences in the Hall. This determination shall be made by the House Committee of each residence.

If you wish to nominate someone Nomination forms can be collected from your House Warden or the Hall Administrator. All nominations must be returned to the House Warden for onward transmission to the Hall Administrator.

The Sports awards will be presented at the Leavers Dinner

KIMBERLEY HALL

MOST VALUED MEMBER AWARD

(For contribution to residence life)

CALL FOR NOMINATION

The ***Most Valued Member Award*** is made annually to students, in the various residences in Kimberley Hall, who in the estimation of the House Selection Committee , **made significant contributions in the particular year to a high quality of residence life, helped to maintain good residence spirit, and who were generally supportive of their colleagues in the residence.**

The awards shall be made from nominations submitted to the Selection Committee by members of the House or by the Selection Committee itself.

Nomination for the award at the Hall level may be made by the Hall Warden.

Not more than three awards may be made in a house, in any one year.

Sub-wardens and Senior Students are not eligible for this award.

ELIGIBILITY

To be eligible for nomination for the Most Valued Member Award, a nominee must:

1. Be resident in the House/Hall in the year for which the award is to be made;
2. Not have a disciplinary record, the penalty for which is more than 15 hours of community service or its equivalent in fine.
3. Sub-wardens and Senior Students are not eligible for this award.

NOMINATION

Nomination for the award **must be made in the prescribed form**, indicating the name of the nominee, those proposing the nominee, and a motivation indicating the grounds for which an individual is being nominated.

Nomination forms may be collected from the Hall Administrator or the House Warden.

SELECTION COMMITTEE

The Selection Committee for each house shall be made up of:

- The House Warden
- The Sub-wardens
- The House Senior Student
- Any other member of the house selected by the House Warden

PRESENTATION

The Most Valued Member Awards shall normally be presented at the Leavers' dinner each year.

KIMBERLEY HALL
MOST VALUED MEMBER AWARD
(For Contribution to Residence life)
NOMINATION FORM

House: _____ Year _____

Nominee: _____

Proposed by: _____

(Name, signature and date)

Seconded by: _____

(Name, signature and date)

MOTIVATION

KIMBERLEY HALL
MIKE DAVIES-COLEMAN AWARD
NOMINATION FORM

House: _____ Year _____

Nominee: _____

Proposed by: _____

(Name, signature and date)

Seconded by: _____

(Name, signature and date)

MOTIVATION

RESIDENCE MERIT SCHOLARSHIP

Preamble

The Residence Merit Scholarship is made available by the University to reward a student who has in the year of nomination made a considerable contribution and been involved in areas of sport/or other extra-mural Hall activities.

Value

The value of the scholarship is **R3,500,00** 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.

Eligibility

Eligible students are those who have spent at least three full terms in the Hall in which he/she is presently residing. Present sub-wardens are not eligible unless the Hall Warden can prove significant input to the Residence, over and above their normal duties as sub-warden. A special motivation should be submitted to the Student Funding Office by the Hall Warden in support of any nomination of a sub-warden.

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
- * 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 the 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.

Application and nomination process

! Application forms may be obtained from the respective Hall Administrators/Secretaries.

! 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 RELEVANT HALL ADMINISTRATOR BY 01 OCTOBER each year

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)

* The SRC Hall Representative

Minutes of the Hall Selection Committee, together with completed application forms (successful and unsuccessful) and nominations in order of preference plus motivations, where relevant, as mentioned above, must be submitted to the Student Funding Office by 15th October each year

Notification of award

Applicants will be informed, in writing, of the outcome in the second week of 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.

FINANCIAL AID ADMINISTRATOR

PLEASE TYPE or
PRINT CLEARLY

RHODES UNIVERSITY – RESIDENCES (WARDENS)
HEALTH & SAFETY QUARTERLY INSPECTION REPORT

Please submit at the beginning of each term to: RU Safety, Health & Environmental Officer (Estates Division, 35 South St).

& copy to: Hall Office

Inspection by Name Surname:		SIGNED:		COUNTERSIGNED by Warden:	
Residence:		Hall:		Date:	
Received by Estates Division (SIGNED by Safety, Health & Environmental Officer):					Date:

OBSERVATION		OK or N(=needs action)+Comments (please include brief details of action required / Requisition number - to Section, date, etc)	WHO will monitor this?
BUILDING STRUCTURES:			
1	BUILDING: No damage etc?		
2	FLOORS: No damage, holes, etc, to cause slipping/tripping?		
3	STAIRWAYS: Steps and hand rails firm?		
4	LIGHTING: Sufficient? Maintained?		
5	HYGIENE: All areas & toilets etc clean and hygienic?		
6	VENTILATION: Adequate?		
7	WASTE STORAGE: Suitable waste/recycling storage area?		
EQUIPMENT & SAFETY INFO:			
1	WASTE BINS: Suitable indoor waste/recycling bins?		
2	ELECTRIC APPLIANCES: All in safe working condition?		
3	VEHICLES: Any RU vehicles used? In safe working order?		
4	SAFETY TALK: Safety discussed in regular res meetings?		
5	TRAINING: Do residents know about the safety aspects of all/any equipment used? Adequate safety training provided?		

6	MONITORING: Do residents know about reporting procedures if unsafe/unhealthy conditions or incidents/accidents occur?		
7	EMERGENCY CONTACTS: Info present and visible? (see www.ru.ac.za/campusprotection/importantcontacts)		
FIRST AID:			
1	FIRST AID BOX: Present and contents maintained (see www.ru.ac.za/estates/safety/firstaid/firstaidbox)		
	Are residents made aware of location of first aid box?		
2	FIRST AID: Residents made aware of RU Health Care Centre & First Aiders in their res / other areas of campus? (see www.ru.ac.za/estates/safety/firstaid/rufirstaiders)		
FIRE SAFETY:			
1	FIRE DRILLS: Details of recent fire drill(s) held (date, time, evacuation time + comments).		
2	FIRE SAFETY TALKS/DVDs: Dates (this year) of fire safety talk(s) and/or fire safety DVD showings for all residents.		
3	FIRE EVACUATION PLAN: Building emergency evacuation procedures in place (incl people with sight / hearing / mobility disabilities, if applicable), on display & residents made aware of it?		
4	EMERGENCY EXITS: Accessible, clear of obstructions? Exit signs visible? Emergency key in break glass box (if applicable)?		
5	EXIT ROUTES: Are all fire exit routes & stairs clear of obstructions and clearly marked?		
6	FIRE ALARM: Type? Residents made aware how to warn everyone in building / activate fire alarm if there is a fire? If automatic smoke alarm, when was last signal test?		
7	ASSEMBLY POINTS: Residents made aware of suitable assembly points ± 50 m away - for roll call after evacuation?		
8	LIST OF STUDENTS IN RESIDENCE: Who has a copy?		

	Is a register kept of students who have signed out; is it easily accessible in case of emergency evacuation & roll call?		
9	FIRE FIGHTING EQUIPMENT: Hand extinguishers / fire-hoses easily accessible? Seals unbroken? Service date? Residents made aware of location & how to use?		
10	FIRE SAFETY GUIDELINES: Have all residents been made aware of these (www.ru.ac.za/estates/safety/firesafety)?		
12	POTENTIAL FIRE HAZARDS: Residents made aware of these? No electrical faults, unauthorised cooking / heating appliances, or accumulation of combustible waste? Use electrical appliances in safe working order, use ironing boards in good condition with safe resting place for hot iron.		
GENERAL ENVIRONMENTAL HEALTH & SAFETY:			
1	ENVIRONMENTAL POLICY: Residents made aware of RU policy (at www.ru.ac.za/environment/policy) & wise use of energy & water , recycling & reducing waste ? How? When?		
2	Residents made aware of health & safety risks of hazardous waste (e.g. batteries, bleach, pesticides) and its safe disposal ? How? When?		
ANY OTHER CONCERNS:			

RU Health & Safety Reps should conduct quarterly safety inspections as per the OHS Act (www.acts.co.za/ohs). This checklist can be downloaded at www.ru.ac.za/estates/safety/safetychecklist. More info: RU Safety Health & Environmental (SHE) Officer: 046-603.7205 / safety@ru.ac.za

EMERGENCY EVACUATION PROCEDURES

BUILDING NAME

working draft TEMPLATE - can be adapted for any RU building

- In the event of a fire, building occupants' first consideration should be for the safety of **PEOPLE**, second is the safety of the building and its contents.
- All staff, students and visitors **must know the location of EXITS and fire ALARM system devices**. Participate in your fire drills!
- Use the contact table templates below, and the University's **FIRE-GEAR** template on the next page, along with your ***building-specific emergency evacuation procedure***.
- Your building emergency evacuation procedures should be visible in all areas/floors to ensure that occupants can evacuate as quickly and safely as possible. In larger buildings, it is helpful to include a simple diagram of the building floor plan with evacuation routes marked on.

Emergency Contact Details			
Campus Protection Unit EMERGENCY NUMBER		046-603.8999	
Police		046 603 9111 or 10111	
Fire Department		046-622.4444 or RU speed dial 5298 or TOLL FREE NUMBER - 080 111 4444	
Settlers Hospital		046 622 2215	
Ambulance		10177	
Netcare (private ambulance)		046 622 7976 or 082 911	
	RU Extension	Cell phone	Home tel
Manager / HOD	046-000.000	000-000.000	046-000.000
Health & Safety Rep	046-000.000	000-000.000	046-000.000

- All buildings should have a **Building Emergency Coordinator**, appointed by the Head of Department or Section Manager, and large buildings should also have **Emergency Coordinator Assistants** / Floor Marshals for each floor or designated area.

Emergency Coordinator: Name of person (HOD/manager/other) - RU ext 0000 or cell 000 000 0000			
Building floor / area:	Floor marshal/monitor/ incident officer:	Deputy:	Assembly Point: (1. Primary, 2. Secondary)

Ground Floor	Joe Soap - RU ext. 0000 or cell 000-000.000	Jeff Marshall - RU ext. 0000 or cell 000-000.000	1. Barratt car park 2. Barratt lawns
First Floor	Xolani Zulu - RU ext. 0000 or cell 000-000.000	Lulu Xhosani - RU ext. 0000 or cell 000-000.000	1. Red square 2. Zoology car park
Computer Lab	Lungile Themba - RU ext. 0000 or cell 000-000.000	Jane Green - RU ext. 0000 or cell 000-000.000	1. Great field 2. Kaif lawns
Top Floor	Sue Brown - RU ext. 0000 or cell 000-000.000	Sipho Manzi - RU ext. 0000 or cell 000-000.000	1. Kaif lawns 2. Squash court lawns.

F**WHAT TO DO IN AN EMERGENCY / FIRE**

1. If you see or smell smoke, immediately find out where it is.

FIND the fire

I

2. Warn occupants as soon as possible.
 - Alarm may be automatic / manual / repeated blasts of whistle

INFORM users

R

3. Call **CPU EMERGENCY ext 8999** (or 8146) as soon as possible.
 - Provide the following info:
Building + Department / floor where the fire is + your name

REPORT to
emergency
services

- CPU will contact Makana Fire and Rescue Services.
- Call your Building Emergency Coordinator if possible

NEVER TRY to CONTROL a FIRE BEFORE ALERTING CPU.

E

EXTINGUISH
fire if safe to do
so

4. Use fire fighting equipment to control the fire, **ONLY** if:
 - It is small enough to be contained, and
 - You know how to operate the extinguisher (pull out the pin!)

AVOID BEING TRAPPED: place yourself between the fire and an EXIT.

G

GET GOING

5. Even if a fire extinguisher is being used, make sure everyone starts evacuating.
IF the FIRE CANNOT be CONTROLLED SAFELY, LEAVE IMMEDIATELY.

E

EVACUATE

6. Evacuate the building in an orderly manner. **DO NOT PANIC:**
 - Check that all occupants leave the building.
 - Assist anyone with mobility / hearing / sight challenges.
 - Follow EXIT signs and alert others to do the same.

If there is **THICK SMOKE**, keep **AS LOW AS POSSIBLE**, or **CRAWL**.

A

ASSEMBLE
outside

7. Get all occupants to go the Assembly Point on the lawn in front of the Drostdy Barracks:

- Keep clear of the building
- Building Emergency Coordinator take roll call

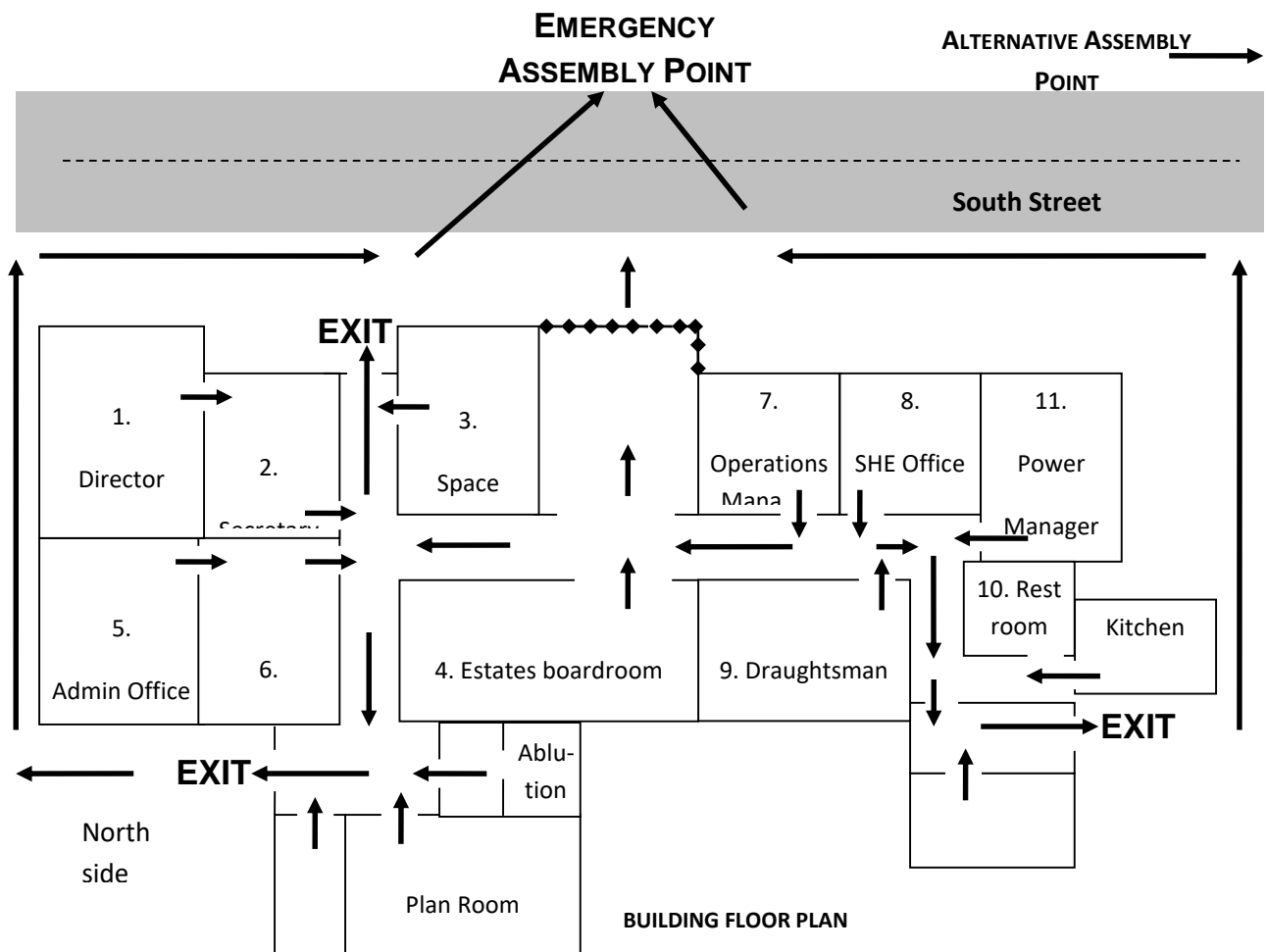
DO NOT OBSTRUCT emergency vehicles and personnel

R

RETURN only
when instructed

8. Only return to the building once directed to do so by the Makana Fire Officer

Example building floor plan with escape routes drawn in:



- You may also wish to list all your fire-fighting equipment in your building (not compulsory). The advantage of doing this is that you will be in a better position to monitor any theft or misuse of equipment.

Location of fire-fighting equipment		
Floor	Location	Type
2	Passage opposite Room 221	CO ₂ extinguisher
2	Outside Room 216	CO ₂ extinguisher

1	Glass case (106) opposite laboratory door	Fire hose
1	Outside Room 110	Powder extinguisher
Ground	Passage opposite Room 1	CO ₂ extinguisher
Ground	Outside Room 11	Fire hose

*If you notice any errors or outdated information, or have suggestions for improvements, please bring to the attention of the **Building Emergency Coordinator / Manager / HOD**. Thank you.*

Emergency Evacuation Procedures GENERIC mod 12-02-27.doc by RU SHE Officer: safety@ru.ac.za – available at www.ru.ac.za/estates/safety/firesafety

FIRES / FIRE DRILL

- Fire drills must be held at least once a term (i.e. four 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 n.kohly@ru.ac.za

This Booklet was compiled by the Hall Administrator (2012) as a useful tool for the Hall and House Committees. It is not an exhaustive list of help and useful hints.

NOTES