



UNIVERSITY OF<sup>TM</sup>  
**KWAZULU-NATAL**

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INYUVESI  
**YAKWAZULU-NATALI**

**DEPARTMENT OF STUDENT  
RESIDENCE AFFAIRS (DSRA)**

ALL CAMPUSES

**2016**

**PRINCIPLES AND PROCEDURES:  
RESIDENCE ADMISSION AND  
PLACEMENT DOCUMENT**

# **PRINCIPLES AND PROCEDURES FOR RESIDENCE**

## **ADMISSION AND PLACEMENT**

### **1. PURPOSE**

The Principles and Procedures for Residence Admission and Placement are intended to ensure the equitable and efficient management and administration of the University of KwaZulu-Natal's residence accommodation. The Department of Student Residence Affairs will regulate and inform the selection and placement of students in all University owned and administered residences in order to achieve maximum occupancy levels. This Principles and Procedures document will regulate room placements, room changes, cancellations and inter-campus transfers.

### **2. DEFINITIONS AND ABBREVIATIONS**

UKZN: refers to the University of KwaZulu-Natal

DSRA: refers to the Department of Student Residence Affairs

CAO: refers to the Central Applications Office

SRC: refers to Student Representative Council

HC: refers to House Committee

RAC: refers to Registration Appeal Committee

EMC: refers to Executive Management Committee

FIRST ENTRANT: refers to a student registering at the University for the first time

RETURNING STUDENT: refers to a student in the second semester and higher level of study

LOCAL STUDENT: refers to a student who resides or whose next of kin address is within 20km radius from the University.

### **3. SCOPE**

These principles and regulations shall apply to full-time contact students who reside more than 20 km radius from the University and who apply for admission to University owned and regulated residences including leased accommodation.

[Full-time or Part-time employed students, excepting for weekend or evening work, may not apply for residence accommodation.]

### **4. PRINCIPLES**

Residence Admissions principles and procedures must:

- Ensure that the administration of residence accommodation is supportive of the University's enrollment plan.
- Place priority in the allocation of First Entrant students in the University's on-campus residences whilst ensuring equitable and proportional distribution of residence accommodation amongst the four Colleges based on their full-time contact students.
- Promote and provide residence access to students with disabilities.
- Prioritise students who cannot commute daily from their homes because of the distance.
- Provide Post Graduate accommodation in line with the projected enrolment targets.
- Support the University's Academic and Monitoring Policy.
- Support the University's commitment to be the Premier University of African Scholarship by promoting an integrated living and learning community environment.

## **5. ADMISSION CRITERIA**

The following Admission Criteria shall be used to select students for admission to the University's residences.

### **5.1 Entrant Students**

#### **5.1.1 Academic**

- The student must be selected for academic admission to the University of KwaZulu-Natal and, approved by the College Admissions Office as part of their college quota in the first instance.

#### **5.1.2 Finance**

- Students must demonstrate their ability to pay the required residence fees (for example: via evidence of a suitable financial aid package, sponsorships or by paying the required deposit amounts in cash or by other approved methods).

### **5.2 Returning Students**

#### **5.2.1 Academic**

- All Returning residence students must be, and in reasonable academic standing (green or orange status as defined in UKZN's "Academic Monitoring and Exclusions Policy and Procedures").

#### **5.2.2 Finance**

- Students must demonstrate their ability to pay the stipulated residence fees (e.g. via evidence of a suitable financial aid package, sponsorships or by paying the required amount in cash or by other approved methods).
- Returning students must not have any outstanding residence fees that exceed the amount stipulated in the Institution's Financial Policy, excluding funds owed as a result of supplementary examinations, or be approved through the Registration Appeals Process.

### **5.2.3 Disciplinary Record**

- A Returning Student must have a clean disciplinary record. A student found guilty by a formal UKZN Tribunal and or any other court of law shall not be eligible for admission to residences.

### **5.2.4 Employment**

- No student shall be selected for residence accommodation or remain in residence if they are employed on a full-time basis, including mornings only work.

### **5.2.5 Maximum Duration In Residence**

- The maximum duration of stay in residences shall be the total minimum number of years for a degree plus an additional year (12 months).

## **5.3 Local Students**

Applications of students residing within 20km radius from UKZN subject to point 5.2 above may be considered under exceptional circumstances as approved by the Head of Campus DSRA and subject to availability of residence space. Prioritization of such application shall be for Disabled students who are not able to commute daily.

## **5.4 Post Graduate Students**

Returning Post Graduate students will be accommodated in the designated Postgraduate residences. Should the demand exceed the spaces available the postgraduates will be prioritised according to academic levels i.e. preference going to 6 and 7 being Postgraduate Diplomas and Honours, followed by 8 (Masters) and 9 (Doctoral).

New Postgraduates will be waitlisted unless available spaces permit and will then be prioritized as per above.

## **6. PROCEDURES FOR APPLICATIONS, SELECTION AND PLACEMENTS**

### **6.1 Applications**

In applying for residence accommodation Entrant and Returning students shall follow the procedure outlined below

#### **6.1.1 Entrants Applications**

- All First Entrant residence applications must be done through the Central Applications Office (CAO) on the same form used for academic application.

#### **6.1.2 Returning Students Applications**

- Residence Applications for Returning students including SRC and House Committee members are processed on an annual basis. Applications will be made through the on-line application system provided for this purpose by the Department of Student Residence Affairs at the beginning of September of each year. The application process will close on the final day of September each year for the following year.
- Students returning after a break in academic studies or new Postgraduate students will be given a hardcopy application which will be captured onto a waitlist by DSRA admissions staff.
- No consideration will be given for allocation and placement without a submitted application.

### **6.2 Selection**

#### **6.2.1 Entrant Student Selection**

- Only students who have indicated that they require residence accommodation on their CAO forms shall be considered for residence accommodation. All Entrant selections shall be undertaken by the Colleges, in the first instance.
- Residence selection shall not exceed the total allocated College quota.
- The applicants National Senior Certificate Scores and Distance from campus should be considered when Colleges make residence selection offers.

- Entrants NOT selected by the Colleges for residence offers shall be kept on a waiting list by DSRA and, should spaces allow after registration is finalized, the students will be offered a place in residence by strict academic scoring and Quintile prioritization with Quintile 1 & 2 being given preference.

### **6.2.2 Returning Student Selection**

- DSRA shall make a selection offers to returning students who have (a) submitted the requisite application form, and (b) meet the admission criteria as stated in section 5 above.
- Based on available residence spaces provisional selection offers shall be from the highest academic achievement to the lowest, based on mid-year results and utilizing the annual weighted average. On-campus residences shall be utilized in the first instance and, thereafter the leased off-campus residences, followed by bulk private accommodation residences.
- Where qualifying applicants exceed available spaces the shortfall will be placed on a waiting list or and be directed to approved/accredited private accommodation.

### **6.3 Room Placement**

- Room placement shall be the full responsibility of the Department of Student Residence Affairs and will be confirmed after final year end examination results are received, taking into account the annual weighted average.
- Priority placement to on-campus residence shall be given to College admissions' selected Entrant students as per College quotas and the balance to returning students based on academic merit prioritization or disability.
- Placement preference to large rooms shall be given to students with special needs.

## **7. RESIDENCE CLEARANCE**

In order to gain access to an allocated room a student must:

- Be academically registered, excepting for approved Master's and Doctoral thesis students who must provide academic evidence of their intention to prepare their dissertation proposal (a period of three months in residence shall be provided for this purpose)
- Produce evidence of having paid the required initial residence registration fee to Student Fees or, where a student is supported by a sponsor, a sponsor's letter for the current year must be provided to Student Funding for appropriate capturing and clearance on the University system.
- Sign a residence code of conduct form.
- Sign a residence and Inventory form.
- Sign acceptance of the Community Standards booklet (Rules).

## **8. RESIDENCE AND/OR ROOM TRANSFER**

To ensure stability and accurate record keeping students are permitted to transfer from one residence to another ONLY during the 1<sup>st</sup> mid-semester vacation i.e. April vacation period.

## **9. NON REGISTERED STUDENTS**

Students that are not registered at the end of the first or second semester registration process, shall be required to vacate residence, but will be charged for the days spent in residence.

## **10. RESIDENCE WITHDRAWALS**

- Any resident student who occupies a room, and subsequently withdraws from the University at any time during a semester or the Winter Term shall be liable to pay residence fees for the period during which the room was occupied. Proof of withdrawal from the University must be provided.



- Any resident student who decides to withdraw from residence (but not the University) at any time during a semester or Winter Term shall be liable to pay the full residence fees for that semester or Winter Term, unless:

the Student Residence Affairs Office is able to fill the vacancy created by the withdrawal, or, the Campus Head of the Department of Student Residence Affairs approves the withdrawal; in which event the student concerned will be liable to pay for the room for the period of occupation, plus a cancellation fee.

- A post-graduate student who is required, for purpose of his/her research, to move out of residence permanently at any time of the year, shall be only liable to pay for the full period during which the room was occupied, provided that proof of the academic reasons for the withdrawal are provided by his/her Head of School or Supervisor.

- If students are compelled to leave the residence by the University, for whatever reason, they will only be liable to pay for the full period during which they occupied a room.

## **VACATION ACCOMMODATION**

- All students are required to vacate residence during the University vacation period.

- Students who may be required to remain during the vacation period for reasons stated below must submit a vacation application form obtainable from the Department of Student Residence Affairs.

- Permission may be granted for :

- Academic purposes (written confirmation from the Head of School must be provided).
- Participation in sports events on behalf of the University (written confirmation from Head of Sport Administration must be provided).
- International students who may be unable to go home;
- Post-graduate students registered and charged for the full year inclusive of vacation periods and placed in a post-graduate residence may not be required to vacate or relocate residence, except for security and safety reasons.

## **Vacation Placement and Charges**

- A specific residence shall be identified on each campus for vacation accommodation.
- Students will be required to relocate to the designated residence.
- The current year's daily rate will be charged to a student and the cost must be settled in advance by:
  - Having the students fee account debited (only if there is a credit balance and or the debit is approved by Student Fees).
  - Presenting an original letter from a bursar/sponsor confirming that vacation costs will be covered.
  - Paying the amount required in cash, and presenting a receipt to DSRA (attached to the application form).

## **11. AMENDMENTS TO PRINCIPLES AND PROCEDURES**

- Changes to these Principles and Procedures shall require approval by EMC after consultation with relevant stakeholders.