

ANNEXURE C

Residence Management: NextGen Student Accommodation (NGSA) Rules of Residence / Disciplinary Code / Demerit System

1. Housekeeping/Room Supervision:

- 1.1. The Residence Management reserves the right for authorized representatives to enter rooms for repair or maintenance purposes, health or safety reasons, to determine the occupancy and vacancies in rooms, and to establish order.
- 1.2. The Residence Management and Maintenance Services may enter students' rooms during break periods for damage assessment and for maintenance reasons.

2. Quiet Hours:

- 2.1. Noise pollution in residential areas must be managed continuously for 24 hours, meaning that regardless of the time of the day, any amplified sound or activity loud enough to be heard outside one's room should be curtailed. Any conduct and/or noise interfering with study and sleep of residents is unacceptable.
- 2.2. During quiet hours a student should be able to study or sleep in his/her room without disturbance from his/her neighbors. Students using sound equipment should use headphones or play their equipment on low volume.
- 2.3. Quiet hours for all NextGen Student Accommodation residential facilities are:

Sunday through Thursday:	8:00 pm until 6:00 am and 6:00 am until 6:00 pm
Friday and Saturday:	6:00 am until 6:00 pm and 12:00 midnight to 6:00 am
- 2.4. During examination time, quiet hours will be in effect on a 24-hour basis.
- 2.5. NGSA and Blu Bay Security Services have the primary responsibility to enforce the quiet hours and maintain all hours as courtesy hours.
- 2.6. NO parties / braais / social gatherings are allowed in any of the NGSA Residences unless signed written consent is given by NGSA management to the student and Blu Bay Security Services.
- 2.7. Persistent noise and the violation of quiet hours will be deemed misconduct and will result in disciplinary action.
- 2.8. General loud music from vehicles in the parking lots is NOT permitted at all. It is the responsibility of the host to conscientize his/her visitor(s) that contravening this regulation might lead to the host's loss of rights to host visitors.

3. Responsibility of Students in NGSA Property:

- 3.1. No cooking or food preparation is allowed in the bedrooms unless it is a self-catering bachelor unit.
- 3.2. The student will be held responsible for the condition and cleanliness of his or her room, its furnishings, and for any loss or damage other than normal wear and tear that may occur during occupancy.
- 3.3. Upon occupying a room all students residing in the room must review and sign a Room Inventory Report (RIR).
- 3.4. Rooms will be assessed for any/all damages beyond what a reasonable person would determine to be a result of normal wear and tear including, but not limited to, defaced plaster or woodwork, broken windows, lights, furniture, or the general deterioration of property due to misuse and room occupants will be held liable.
- 3.5. Damage and loss will be determined through inspections conducted by the Inventory Department and/or Residence Manager prior to move-in and at the time when the student vacates his or her room.
- 3.6. No student is permitted to perform repairs or alterations on residence property. Request(s) for repairs or other maintenance work should be submitted to the Residence Manager or designee who will do a job request via the online maintenance request form.
- 3.7. Collectively, the students in each corridor/flat/residence are responsible for the common areas in that facility. A charge for damage done in a given common area will be distributed among the students of that area when it cannot be determined which individual(s) is/are responsible for the damage.
- 3.8. Unpaid invoices for damages will result in "judicial holds" preventing re-registration in a NextGen residence.

4. Personal Valuables:

- 4.1. The student is responsible for the care and safety of his or her own personal property.
- 4.2. While effort will be made to assist to recover lost or damaged personal property of individuals, NextGen will not be held liable, either directly or indirectly for loss or damage to student's personal property.
- 4.3. It is recommended that insurance be carried by each student or his/her parent(s) against loss and/or damage of personal property.
- 4.4. Students using the storage facility do so at their own risk. NextGen or any of its staff members cannot assume responsibility or be held liable for the damage, loss or theft of any stored items.
- 4.5. Items left in the storage facility during vacation must be collected within one month after the reopening of the residences. Items not collected within one month may be removed by the management and donated to a charitable organization.

5. Room Keys/codes and student cards:

- 5.1. Loss of a room key by a student must be reported to the Residence Manager immediately.
- 5.2. Loss of a room key will result in a replacement charge for a new lock, core, and key.
- 5.3. In the event room keys are not returned at the end of the period of residency, the student will be liable for the cost of the replacement key.
- 5.4. A student may not loan and/or give his or her room key/code to another student for any purpose. The owner will be subjected to a fine, should it be verified that the owner intentionally or recklessly allowed a friend or a stranger to use his/her room key/code.

6. Removal of Furniture:

- 6.1. The Residence furniture may not be removed from any room.
- 6.2. Furnishings in common areas are provided for the use of all students in the building and may not be removed to private rooms.
- 6.3. Any student found in violation of this policy will be subject to disciplinary action. The prescribed minimum penalty in such cases plus a daily charge if the furniture is not returned after the instruction to return it to its proper place, will be enforced.

7. Prohibited Items:

- 7.1. The following items are among those not permitted in University-owned residential facilities:
 - o candles, incense,
 - o occult pipes,
 - o exterior radio and television aerials,
 - o heavy electrical appliances (washers, dryers, freezers and large fridges...),
 - o firearms, paintball guns,
 - o pellet guns, CO₂ cartridges, propane tanks,
 - o lethal weapons, ammunition and explosives,
 - o and appliances with open heating elements.
- 7.2. Cooking appliances, such as toasters, microwaves, and indoor grills are permissible only in the kitchenettes in self-catering residences. These appliances must be verified faultless by the General Maintenance Practitioners before being brought into the residence.
- 7.3. The use of extension cord(s) extending into the common areas is not permitted unless prior request had been obtained from the Residence Manager.

8. Pets:

For health and maintenance reasons, pets are not permitted in any residential facility.

Any student found in violation of this policy will be subject to disciplinary action without prior warning.

9. General Fire, Health, and Safety:

- 9.1 *Any student who tampers with any fire safety equipment will face residence disciplinary hearing and a civil case may be opened against him/her.*
- 9.2 *All persons must evacuate the facility when the fire alarm is sounded. This includes drills and false alarms. Disciplinary action will be imposed against a student if he or she fails to evacuate the facility when the fire alarm is activated.*
- 9.3 *All NextGen Managed housing facilities are clean air. Smoking within residence premises, burning of incense, candles, or any other substance is strictly prohibited and will result in fines and possible cancellation of students contract.*
- 9.4 *A resident student is not allowed to keep or use any item that threatens the health and/or safety of occupants of the residence. NextGen reserves the right to determine if a specific object or activity poses a threat to the health and/or safety of students.*

10. Recreational Activities:

Recreational activities, such as those involving any type of sporting equipment, may not be played in any residential facility and/or in areas that are potentially hazardous to resident students or any occupants.

11. Prohibition of liquor and drug abuse within residence premises:

- 11.1 It is the responsibility of the resident student to read, understand, and abide by the Mandela University Policy and Procedure for the Consumption, Distribution and Sale of Liquor.
- 11.2 All the NextGen residences are alcohol-free facilities and the consumption, distribution and conveyance of alcoholic beverages within the residential premises and on its grounds is prohibited.
- 11.3 Students who are knowingly present during the commission of the violation(s) of, possession or consumption of alcoholic beverages in residences; or dispenses alcoholic beverages to an individual who is under the age permitted by the Constitution of the Republic of South Africa, or violates any provision of the University liquor policies, will be subject to disciplinary action.
- 11.4 Would-be non-resident guest(s)/visitor(s) or commuters are not permitted entrance with alcoholic beverages into the residences, regardless of age.
- 11.5 Alcoholic beverage containers cannot be used as decorations or for any other purpose whatsoever within NGSA-Managed residences, regardless if they are empty.
- 11.6 Residents are responsible and legally accountable for their actions and the actions of their visitor(s)/guest(s), including any damages or injuries which result from their actions after the consumption of alcohol.
- 11.7 Regardless of ownership or origin, unauthorized liquor found in the possession of residents and other mechanisms that have been used to dispense liquor in any one of the residences will be confiscated and disposed of and the resident student will have to attend a disciplinary hearing and be reported to Nelson Mandela University.
- 11.8 Abuse of drugs and other narcotic substances is a serious offence and if continued, the resident student will be to Nelson Mandela University and be subjected to a heavy punishment.

12. Visitation:

The following procedures and regulations governing guest visitation have been developed for students in residence in order to meet their needs of personal security, and to assure students the right to privacy in their living units. A visitor or guest is defined as a person who is present on a residence at the invitation of a contractual student. Residents will be accountable for rule infractions by their visitors/guests, including those signed in or accompanied by the resident, as well as all visitors/guests within a resident's room.

If visitation becomes problematic between roommates within a given room, the individual experiencing the problem should first address the issue with their roommate and if unable to resolve it, should then contact NextGen office to assist with the issues.

If there are still some unresolved issues related to visitation or there is a wish to seek an exception to any of the provisions of this policy, the RSA and/or the Residence Manager must be consulted. Residents are permitted to host a maximum of two (2) visitors/guests at any one time. A visitor/guest is any person not assigned a room or a space in a room in the given residence. Exceptions may be approved by the Residence Manager, who has the right to deny approval of a guest pass.

- 12.1 A resident student may have guests in his or her room between the hours of 8:00 am and 12:00 midnight only. Visitors of the opposite gender to the occupants of a given residence are permitted only after 10:00 am.
- 12.2 Visitation will be determined by mutual consent with the roommate. Visitation within a flat/unit will only be possible when all occupants of a flat/unit unanimously consent to visitation.
- 12.3 The resident student must accompany his or her guest(s) at all times. The host is ultimately responsible for the behaviour of his/her guest(s).
- 12.4 All visits are subject to the following conditions:
 - 12.4.1 The roommate's approval is required, which is granted through the roommate contract. All resident students will have the opportunity to establish and regulate visitation through their roommate contract.
 - 12.4.2 All visitors/guests must present proper photo identification to gain residence entry.(proper identification is in the form of student cards, ID, drivers' license, passport, etc.).
 - 12.4.3 A resident may not entertain children under five (5) years of age unless accompanied by a parent. If visitation is granted by the Residence Manager, the period of visitation may not exceed two (2) hours.
 - 12.4.4 A resident may not entertain a person under the age of sixteen (16), unless accompanied by a parent. If the parent is not present, permission of the Residence Manager must be obtained through the issuance of a guest pass. Guest passes may be obtained in advance by contacting the Residence Manager during his/her posted office hours.

12.5 **An extended guest** is defined as any guest visiting between the hours of 12:00 midnight and 8:00 am. Senior residents may, with the permission of the Residence Manager, have extended guests subject to the following additional conditions:

12.5.1 The host has obtained the Residence Manager's permission at least 24 hours in advance and paid R60 per night per extended visitor at the cashiers prior to the arrival of the extended visitor.

12.5.2 An extended guest is of the same gender as the residents of that particular residence building.

12.5.3 A resident may not have more than one (1) extended guest at a time.

12.5.4 An extended guest may not stay longer than two (2) consecutive nights.

12.5.5 A resident is limited to hosting not more than two (2) extended guests during any calendar month.

12.5.6 The total number of extended guest nights allowed for any resident student is four (4) in a given semester.