



## First Year Residence Guide

# Contents

	Item No
Welcome: a message from Student Housing management	1
Reslife Life; The residences	2
Staff and emergency telephone numbers	3
Student Leaders	4
Admissions to residences	5
Residence equipment and rooms	6
Facilities and attractions	7
Communication with residents	8
Meals	9
Vacations / recess	10
Residence regulations	11
Misconduct	12
Residence Orientation	13

## Our Values

Respect for Diversity  
Excellence  
Ubuntu  
Integrity  
Respect for the environment  
Taking responsibility

## Welcome

Dear First Year Student

Congratulations on being accepted to the NMMU residences. You have made a wise choice.

We welcome and encourage you to take every opportunity that residence life provides. We believe that living in res allows you to:

- Produce a superior academic performance
- Work on your degree / diploma and complete it within the prescribed time
- Be exposed to developmental opportunities e.g. joining Living and Learning communities, societies, clubs, sport etc.
- Be protected by sophisticated safety and security initiatives/systems;
- Be within close proximity to important university facilities e.g. library, labs, counselling services and sport facilities;
- Be involved in various exciting leadership programmes
- Have an opportunity to partake in meaningful activities and programmes
- Have a comprehensive and fulfilling university experience
- Utilize advanced technology e.g. wireless connectivity

Living and Learning Communities (LLC) form the heart of our support to you. These LLCs will provide you with friendships; challenging intellectual and academic debates and the provision of enriching self-development opportunities.

Why join a Living Learning Community?

These communities assist to:

- Encourage the idea of self-development
- Create a sense of belonging
- Develop emotionally and physically healthy students
- Improve leadership skills
- Prepare yourself for better employment opportunities
- Contribute to the academic success of yourself
- Make better citizens

How can this be achieved?

By creating small student communities within

residences, a Living Learning Community can contribute to the learning experience and critical life skills required for successful employment.

Communities can be formed to include academic programmes, hobbies or personal interests.

Why?

Students who complete the programmes will receive written acknowledgement which is useful for developing a CV for job application purposes.

Furthermore, the benefits are to:

- Broaden leadership skills
- Appreciate and be sensitive to cultural diversity
- Encourage volunteer work
- Improve interpersonal communication
- Prepare for future careers
- Understand self and respect others
- Build a sense of citizenship

Note that all our residences are wifi compliant – currently access to the internet is free on a 'reasonable usage' basis;

Please read this guide to familiarize yourself with how you need to prepare yourself for the transition into your new environment.

Regards  
Student Housing Management

## 2. Residence life

Our experience indicates that a successful stay in residence goes hand in hand with maximum participation. As a result, we encourage you to develop a structured approach to your academics (80% of the time) and participation in extra-murals (20% of the time). This could include participating in developmental programmes, sporting activities as well as social and cultural activities. The onus of participation lies with you.

### 2.1 Background to the residences

#### South Campus

Our residences on South Campus consist of Veritas Main, Veritas Annex, Melodi Main and Melodi Annex, Unitas Annex for women, (does this not change next year?) Unitas Main, Xanadu Main and Xanadu Annex for men.

The residences, with the exception of Unitas Main and Unitas Annex, are divided into a number of flats, each housing 17 students – eight double rooms and a single room for the house committee member (student leader). Unitas Main, built in 1972 and the oldest male residence accommodates 210 students in single rooms. Unitas Annex houses 100 female students in single rooms. Each set of flats (34 students) shares a communal kitchenette. Village 7 has three floors and each floor has 13 one-bedroom units, a communal kitchenette and bathroom. The Renaissance Postgraduate Student Village consists of six clusters housing 20 students in one, two and three bedroom units. There are also limited, specially-designed units for students with disabilities. Each unit has a fully-equipped kitchen with fridge, microwave, stove, a lounge and patio. Each bedroom has a network point linked to NMMU's computer network. Each flat has a shower and separate toilet. Laundry facilities are also available for each cluster.

#### Sanlam Student Village

Sanlam Student Village (Indwe for ladies and Ikamva for males) is just across the road from North Campus and forms part of NMMU's business hub. The Village consists of 264 self-catering units of which 212 are two-roomed units and the remaining 52, single-room units. Each unit has its own kitchen and bathroom. This residence is on the bus route with 24-

hour security and is adjacent to Van Schaik's bookstore, auto teller facilities and the University Shop (NMMU clothing etc). There is also a swimming pool, squash court and braai area in the centre. This accommodation is available for senior students from third year through to postgraduate level.

#### North Campus

The women's residence, Lebombo consists mainly of double rooms with communal bathrooms and houses 141 female students. The men in Letaba are housed in ten individual double-story units. Two units in Letaba are reserved for female students. Each unit can accommodate 34 students - 272 male students in total.

The units comprise mainly double bedrooms and shared bathroom facilities. These residences are equipped with free Wi-Fi, public telephones, communal DSTV and dining facilities. Recreational and sporting facilities include a swimming pool, tennis courts and sports fields. There is also a study centre. These are designated first year residences. A new complex has just been completed.

#### Protea Residence

Protea residence is an ultra-modern residential facility catering for 312 senior students. It is located within the boundaries of the Sanlam Student Village. Rooms are single and spacious, equipped with Wi-Fi, mattress and base sets, a built in cupboard, desk, chair, study lamp and modern plugs. Rooms are built in flatlets of two, three and four, sharing a kitchen, bathroom and a compact lounge. Kitchens are equipped with a mid-sized fridge, two plate hob and microwave. The buildings are "smart" and lights are controlled by sensors. The residence has a limited number of dedicated disability rooms. The entire residence is wheel chair friendly and thus accessible. All four floors are serviced by elevators. The buildings are centrally located between North and South campuses (within just under 1km walking distance). Two comprehensive shopping centers are located within 3km of the residence and transport is plentiful. A brisk 10 minute walk will take you to a beautiful beachfront

## Second Avenue Campus

This campus is 2km from North and South campuses in Summerstrand and is within easy walking distance of some of the country's most beautiful beaches.

Oceana Residence has separate housing for men and women. Students reside mainly in double rooms and share bathrooms. The residence can accommodate 112 women and 58 men. The residence has lovely spacious lounges where students can watch DSTV, or a DVD, play pool or table tennis. There are payphones and laundry facilities too. Limited self-catering facilities are available on every corridor.

Oceana is managed by Student Housing staff and supported by seven house committee members who are elected annually. This is a designated first year residence.

## George Campus

There are six main residences on this campus for first years namely Outeniqua, Kalander, Oukraal Umtoni, Kamassi, and Phoenix. Senior Students are also accommodated in smaller houses spread over the campus. In total there is accommodation for 372 students. The hostel residences are all equipped with TVs, telephones, a Laundromat, dining hall and vending machines. A clinic service is available to all students.

Many sporting and recreational facilities exist including a swimming pool, sport centre, a 9-hole golf course and snooker tables. We have 34 houses that accommodate senior students. They all have fridges, lounges, dining tables for living and learning purposes and also for self-catering.

### 2.2 How residences are organized

Residences have elected student-governing bodies called house committees. The house committee and mentors, together with Student Housing Management, share the responsibility for managing the academic and social needs and interests of students.

Student Housing management, together with house committees and the wider residence student body, aim to create friendly and comfortable environments in which students are able to pursue their academic objectives and to achieve personal growth.

Student Housing management, along with the respective student bodies, have a responsibility to see that the rules of the residence and of the university are observed.

Residence disciplinary committees made up of members of management and students from the residences are responsible for dealing with those students who break the rules.

House committees organise numerous activities throughout the year in order to maintain a balanced residence experience. Mentors are also available in most academic disciplines in the first year residences. Mentors, Peer helpers and How2 Orientation helpers are available as a first port of call for emotional, personal or academic difficulties at most residences. House committees, peer helpers, and mentors all undergo life-skills training, which enable them to help students with problems.

### 2.3 What to bring to residence

All student rooms are equipped with basic furniture - a bed, mattress, cupboard, desk, chair, bookcase, wastepaper basket, curtains and notice board. No sheets, blankets, pillows or towels are provided.

Extra furniture is not needed so don't bring it along, but **do** bring your own bedding (duvet, duvet cover, blankets, sheets, night frill or base cover for a single bed, pillows, and pillow cases) and towels. You must also bring two strong padlocks (a 40 mm Viro or Cisa with at least two keys is recommended), a laundry basket and iron. In addition, you may like to bring a desk lamp (essential on South, but not essential in Oceana), rug, coffee mugs, kettle (not necessary at Oceana), radio, computer, plants, cushions, or anything that will make you feel at home. You should also bring your own cutlery and crockery as the dining hall does not provide these items. Most areas are Wi-Fi designated so if you have your own laptop, feel free to bring it along. You are also advised to bring a torch in case of a power outage. Candles are not permitted as they pose a serious fire hazard.

**Please note: No cooking is permitted in bedrooms.**

Cleaning bathrooms (including bath, shower and toilet) and common areas are the responsibility of the university's cleaning service (with the exception of Sanlam Student Village) but cleaning of bedrooms is the responsibility of each resident. Students sharing accommodation are expected to reach a friendly agreement to ensure that everything is kept clean and in good order.

### 3. Staff and emergency numbers

Director	Dr Shuping Mpuru	041 504 2403
Senior Manager: Operations	Mr Khotso Bada	041 504 3663
Senior Manager: Living & Learning Support	Mr Robin Minne	041 504 2487
Senior Manager: Off Campus & Vacation Accommodation	Ms Shirani Nhlanguwini	041 504 2835
Manager: Admissions & public relations	Ms Estelle Broekhuizen	041 504 1415/3690
Student Life Officer	Mrs Beverley Willemse	041 504 2954
Oceana Residence (Second Ave Campus)	Mrs Charity Ntseoane	041 504 3839
Student Village – Indwe North Campus	Ms Lusanda Cain	041 504 4506
Student Village – Ikamva North Campus	Ms Xoliswa Xaluva	041 504 4746
Protea Residence	Mr Thando Rubusana	041 504 3572
Lebombo Residence – North Campus	Ms Leonie Beckett	041 504 9107
Letaba Residence – North Campus	Mr Michael Goromondo	041 504 3049
Veritas Residence – South Campus	Mrs Nomhle Zako	041 504 2485
Melodi Residence – South Campus	Mrs Wendy Reeves	041 504 2402
Xanadu Residence – South Campus	Mr Silvesta Tswane	041 504 4547
Unitas Residence – South Campus	Mr Sammy Elie	041 504 2405
Postgraduate Student Village South Campus	Dr Shuping Mpuru	041 504 2403
George Campus	Ms Vuyiswa Mentile-Gozongo	044 801 5052
<b>Medical emergencies (office hours)</b>	Campus clinic	041 5049998 041 5042174 (S) 041 5043364 (N) 044 8015062 /5025 (G)
<b>Medical/security/fire emergencies (after hours)</b>		041 5042342 (S) 041 5043636 (N) 041 5043710 (Second Ave) 044 8015114 (G)
<b>Security emergencies all hours (These numbers can be contacted for medical emergencies after hours)</b>	Protection Services	041 5042482 (S) 041 5043483 (N) 041 5043356 (N) 041 5043636 (N)
<b>Reporting technical issues (after hours)</b>		041 5042482 (S) 041 5043636 (N) 041 504 3710 (Second Ave) 044 8017000 (G)
<b>NMMU Crisis Helpline (24 hours)</b>	Counseling, health and welfare services	082 428 5009

#### 4. **Student leaders**

##### **Primaria / Primarius**

The house committee is under the guidance of the primaria / primarius and each house committee member is primarily accountable to the Prim and to residence management in carrying out of their duties.

##### **House Committee members (HC)**

A HC is a student who lives in a university residential facility and acts as a resource for the students on the floor or in their area of the building. House committees also play a key role in creating an environment for students that is conducive to academic, personal and social growth. House committees manage social, academic and cultural activities for the residents, but most importantly a house committee is a friend, resource, role model and community leader in their residence.

##### **Mentors**

Mentoring occurs when a senior student in terms of age and experience undertakes to provide information, advice and support to a junior student in a relationship lasting over an extended period of time and marked by substantial emotional commitment by both parties.

Mentors provide assistance to students in their transition to university and create a new network of support to help the student cope. Besides easing the initial academic adjustment, the mentor and fellow students / mentees will be there for you as friends to offer suggestions on making decisions that are best for you.

Mentoring sessions are learner-centred and the primary focus of the sessions is on the needs of the mentee. Mentors aim to be supportive and encouraging. They are there to guide the mentee's efforts to learn, to clarify, and to promote involvement with academic courses and res life in general.

All first years are allocated a mentor during their first year.

**Note:** All meetings and groups sessions coordinated by mentors are compulsory for first year students to attend.

##### **Computer Lab Demonstrators**

Residence Laboratory Demonstrators supervise and assist students in the Residence Computer Laboratory. These demonstrators assist students with general PC usage, application problems, programming and other queries. Currently this facility is available on South Campus residences; however the general computer lab is situated within close proximity of the residences on North Campus.

#### 5. **Admission to residences**

**Note:** Single rooms are only assigned to senior students or special needs students.

**5.1 Where to report:** Every student admitted to a residence must report to the residence to which he / she has been assigned.

Only students who have been **accepted by the university academically will be admitted to residence, provided there is space.**

**Very important:**  
**An applicant must have written confirmation of accommodation. It is the responsibility of the applicant to ensure they have accommodation before arriving at university.**  
**Keep in mind that acceptance is also dependent on payment of prescribed fees in advance (see 5.3)**

##### **When to report:**

All first year students will be admitted to their respective residences from **Thursday, 24 January (Faculty of Arts, Health and Sciences, and Law) and Friday, 25 January (Faculty of Business and Economic Sciences, Education and Sciences, and Engineering) between 08:00 – 16:00.**

##### **5.2 Cancellation of residence accommodation**

Kindly notify the Manager, Admissions (041) 504 1415 or George Campus(044) 801 5034, as soon as possible if you decide to cancel either your application for accommodation or the accommodation allocated to you, since

there will be other prospective students waiting for admission.

If a student or prospective student cancels an application for admission to a residence after accommodation has been allocated, the full deposit will be forfeited. (please take out this one, as there's no deposit forfeited at all)

Should you leave the residence or the university once you have been admitted to your room, you need to notify the residence management in writing without delay thereof as there could be financial implications if this is not done timeously. (residents must give in one month's notice before they can deregister their accommodation. Please add)

### 5.3 Residence fees

Applications for admission to a residence must be accompanied by a breakage deposit (it is no longer in place, breakage deposits are debited in each student's account once registration is done, please take out). This deposit will be retained as caution money against damage to NMMU property and as a guarantee of the acceptance of reserved accommodation. In cases where the claims/breakages exceed the deposit, the balance will be recovered from the student via an account. The breakage deposit is refundable (at the end of the academic year automatically, if there were no breakages reported by the residence) upon written application by the student within a year of leaving the residence. Deposits not claimed within 12 months are forfeited. If a student or prospective student cancels an application for admission to a residence after accommodation has been taken up (he/she physically moved into residence for one or more days), the full deposit will be forfeited.

A registration fee will be debited to the students' account and is payable every year of registration, this is for the purpose of paying for facilities used by the student i.e. laundry, DSTV, house funds etc.

Accommodation fees are determined annually and are payable in advance??? (they are paid per semester, the only students who must pay in advance are the international students) at the beginning of the respective semesters. Current fees are available on request from the residence managers.

### 5.4 Insurance cover

**The university accepts no responsibility for a student's personal property. Personal**

**property is not insured by the university. Please ensure that you hold the necessary insurance coverage for this purpose.**

## 6. Residence equipment and rooms

On the day of your admission to a residence, you will be expected to sign an agreement form for your room key/code and the equipment in your room. As you will be held responsible for these items, it is in your own interest to check that the articles signed for are in your room. If a key is lost during the course of a year, NMMU will replace it upon payment of the cost to replace the key. This is payable at the cashier.

Bulky sport and other equipment may not be kept inside the residence in rooms or bathrooms.

## 7. Facilities and attractions

### A nature reserve

South Campus is in a 720-hectare nature reserve. The campus declared its grounds a private nature reserve in 1983 to conserve dune fynbos. As a result, you are not only surrounded by beautiful indigenous gardens and bush but by small buck, monkeys, reptiles and the like. Furthermore, at night when everything quietens down, you can hear the distant roar of the Indian Ocean.

Extreme caution must be taken with the animals on campus and especially the monkeys and baboons. All students are requested **not to feed** them because they are dangerous and can become a menace once approached or fed.

### Recreational facilities

Beautiful recreational areas nestled among the trees and shrubs are provided for your benefit. Clubhouses, pools and braai areas are popular among students, so do remember your swimming gear.

A well-equipped gym is available, upon paying a membership fee, on South Campus. The official sport facilities for tennis, cricket, rugby, soccer, swimming, athletics and netball are within walking distance from the residences. Vibrant and competitive residence sporting leagues exist.

Residences also have pianos, DSTV, study areas, computer labs and "chill areas" for your convenience.

## Societies

Numerous societies exist on campus to provide opportunities for you to develop your skills, talents, and to broaden your views and understanding of issues including economics, diversity, ecological sustainability, religion and of course, subject based knowledge.

Evidence suggests that students who participate in these societies cope far better both academically and socially.

Examples of societies:

Choir Society  
Creative Arts  
Debating  
Arts and Culture  
South African Students Voluntary Organisation (SASVO) and many more

## Study facilities

In order to enable learning, Student Housing management has developed well-equipped study centres and learning philosophies to support the students in their endeavours. Study centres and computer labs exist in the residences and at other key points in the university. Furthermore, mentors and other academic staff are available to provide group and one-on-one advice and support to residents. Students are also encouraged to enrol for the numerous short courses presented eg. learning skills, goal setting, time management, stress management, leadership skills etc

You are encouraged to develop a healthy study pattern of at least three hours daily. This is over and above your class time.

## Security

There is a 24-hour security service to ensure the safety of students and their belongings. Close circuit cameras are situated in strategic places within all residences. The University's security and residence managers can be contacted at any time in case of emergencies. In as much as security is provided, we do advise students to take control of their own personal safety and not to put themselves in dangerous situations. Laptops and cell phones remain high theft risk and must be carefully stored at all times.

## Other facilities

Laundry facilities are available on all campuses. Students are responsible for their own laundry. Washing machines and tumble driers are available free of charge.

**Please note: laundry hanging from outside**

**buildings and windows is unsightly and therefore not permitted.**

Pay phones are strategically placed in all residences;

Each residence has a lounge where students can enjoy listening to music, watch television or just relax.

There are dining halls and coffee shops where meals can be enjoyed together as a residence community. There are meeting places where students meet for fellowship and conversation, as well as tuck-shops managed by students.

## 8. Communications with residents

All students have access to free email and are advised to check messages regularly for notices from NMMU, Student Housing and other sources.

**NOTE:** Students are not allowed to make telephone calls from the administration offices, unless in extreme emergencies. Such requests must be authorised by the Director: Student Housing.

Mail:

Students in the various residences must ensure that their mail is addressed as follows:

\*C = Flat in which room is located

\*3 = Room number within the flat/corridor

The Post Office does not accept responsibility for the miss-sorting and possible loss of mail items that are incorrectly addressed. It is in your own interest to see that you comply with the above request. There are post offices on South, North and George campuses.

Name
Melodi C3*
Private Bag 6057
PORT ELIZABETH
6000
Name
Xanadu C3*
Private Bag 6056
PORT ELIZABETH
6000
Name
Veritas C3*
Private Bag 6053
PORT ELIZABETH
6000
Name
Unitas C3*
Private Bag 6054
PORT ELIZABETH
6000
Name
Oceana Residence
Private Bag X13357
Humewood
Port Elizabeth
6013

Name  
Unit & Room Number  
Letaba / Lebombo  
PO Box 77000  
NMMU  
Port Elizabeth  
6031

Name  
Res room number & name  
Private Bag X6531  
George  
6530

## 9. Meals

Dining services are outsourced to a private company who manages all catering on campus via the Meal Management System(MMS).

During the official registration periods, students register for academic purposes as well as for student residence accommodation, and during this process students are issued with an ID/Access card. The student meal account is electronically activated and ready for use as soon as payment is made by a registered student into the MMS;

Money can be loaded onto the Meal Managements System in 3 ways:

- Cash can be paid in through any University cashier on any campus during office hours;
- Funds allocated to students as a component of a bursary or loan will be automatically transferred electronically through the Financial Aid and Finance departments. Residence students may not have the option of having the food component paid out in cash;
- Electronic transfer into NMMU's bank account. If this route is followed there could be a delay of up to five working days before the payment reflects in the meal account;

Meal Bookings:

The option to pre-book meals is only available to students living in residence. Pre-bookings must occur within deadlines shown below prior to the meal being taken:

Breakfast 18h00 previous day;

Lunch 18h00 previous day;

Supper 08h00 on the same day

Once a meal has been booked, the cost of the booked meal is immediately deducted from the meal account. Cancellations are allowed but this must be done within the same deadlines outlined above.

**Below are the costs of meals 2013 and will increase slightly (8%) in 2014:**

Standard Breakfast R16.95

Economy Breakfast R13.40

Standard Lunch R25.65;

Economy Lunch R21.00

Standard Supper R25.65;

Economy Supper R21.00

Additional items are available on an a-la-carte menu. Prices are available on the Meal Management System.

On the day and time of the booked meal, students claim their meal in the dining room by swiping their card at a meal redemption station where a meal voucher will be printed. The student hands this to the catering staff at the serving station.

End of year or cancellation of studies: At the end of the year or in the event that students cancel their registration, any debit or credit balances in the MMS will be transferred to their student debtor accounts where they will be dealt with in terms of bursar / loan rules or any other rules that may apply.

Meals will be served at the following times		
Meal	Weekdays	Weekends & public holidays
Breakfast	07:00 – 08:00	08:00 – 08:45
Lunch	11.30 – 14:00	11:30 – 14:00
Dinner	16:30 – 18:00	16:30 – 18:00

For further queries please contact the MMS Administrator:

Ms Faith Bada, K Project Building, Room 120 or call 041 504 3341.

For bursary students:

Mrs Vuyokazi Maneli: 041 504 3937.

Very important:

- Until you are registered, you will be responsible for paying for your own meals, so please make provision for this until your bursary or funding comes through.

- Students living in self-catering residences may provide their own meals or they may use the dining halls if they so wish, however, all students living in residences without catering facilities are obliged to use dining facilities, as cooking in rooms is not permitted.

## 10. Vacations / recess

Your accommodation agreement covers only the academic semester and excludes all long vacations i.e. June/July and December/January period.

**Residences are closed during university recess (June/July & Dec/January).** All students must leave the residence within a **day of the completion of their examinations** and not later than indicated by Student Housing management. Always check the notice boards or email. Students must take their personal belongings

with them when they depart on holiday. Neither NMMU nor residence management can be held responsible for any losses suffered by students who disregard this rule.

**NOTE:** Due to residence closure during the June and December vacations, early arrival before the official opening of the residence is not allowed. The person must make other arrangements for accommodation. Under no circumstances will such students be admitted to the residence.

Limited storage space is available and anything stored is done so at your own risk

## 11. Residence regulations

Resident students are bound by the current residence regulations. Always ensure you understand the rules and regulations as no excuse will be accepted if challenged for misconduct.

### Control and authority

Student Housing is under the control of Council which delegates its authority and control to the Executive Director: Student Affairs – who in turn delegates his/her authority to the Director of Student Housing. The Director of Student Housing is empowered to delegate authority to Student Housing staff to assist him/her to control and manage the residences in all respects.

### Student governance

To ensure student participation in residence activities and programmes and to promote a living and learning environment and ensure residents' compliance with the rules and regulations, a resident student governance structure consisting of Residence Council (RC) and House Committee (HC) is in place. The composition, election, responsibilities and functions of these structures are set out in the Student Union and the Student Housing Constitution.

### University property and rooms

- The residences are the property of NMMU and shall not be damaged
- Alterations are not permitted to the buildings, equipment or furniture in the residence. In the event of destruction, damage, removal or alterations to residence property, the responsible student shall have to compensate NMMU for the full value of the damage caused.

- Special care shall be taken regarding the cleanliness of rooms, bathrooms and toilets.
- Nothing shall be written, glued or nailed to walls, cupboards or doors.
- Resident students are **responsible for the cleanliness** of their rooms
- Resident students are strictly prohibited from making any alterations to or carrying out any work on the electrical or telephone equipment or installations in the residences. Violation of this will be treated as serious misconduct.
- Electrical appliances may not be used in the residences without the approval of the Director of Student Housing.
- Food is not permitted to be cooked or prepared in rooms. Food may only be prepared in areas officially designated for that purpose.

### Students' property

NMMU or residence authorities cannot be held responsible for the damage, destruction or loss of a resident student's property. However, NMMU will investigate and pronounce its finding with respect to the circumstances resulting in the loss, damage or destruction of the student's property. Resident students' property, especially clothing, must be properly marked and securely stored.

### Injury or illness

Any serious injury, indisposition or illness of a resident student should immediately be reported to the house committee member or primarius/primaria who will obtain medical assistance if necessary. In the event of serious injury or illness, the primarius/primaria will inform the relevant residence manager who will contact the parents, guardian or relatives of the student concerned.

Furthermore, cases of contagious disease will immediately be reported by the same groups who will in turn report to the local health authorities.

### Motor vehicles

- Motor vehicles and motorcycle parts may not be repaired or stored in rooms or any other part of the residence;
- Visitor's cars shall not be washed or repaired on the premises;
- All motor vehicles/cycles must be registered with the university authorities and NMMU parking disks must be affixed to the vehicle in visible view for inspection;

- Students are obliged to park in the designated student parking zones only and not in staff areas, fire lanes, zones for handicapped or any area designated as prohibited, as this may result in the vehicle being towed away.

### Advertising

- Advertising is restricted to printed materials which bear a stamp showing they have been approved by the residence manager;
- Such material may only be displayed in approved areas of the residence, such as the notice boards, and **may not be placed on walls, windows, doors or under a student's door**;
- Door to door and other personal solicitation is prohibited, whether engaged in by students or commercial sales people.

### Selling of goods/conducting a business

- Residences may not be used for commercial activity. Residents may therefore not conduct a business or other commercial activity using their room or room address;
- Residents may invite a commercial representative as a personal guest to their rooms, but these representatives cannot solicit or use the residence facilities to advertise their goods.

### Liquor / alcohol

- Rules should be read in conjunction with the NMMU Liquor / Alcohol Policy;
- Possession and consumption of alcoholic beverages is **prohibited within the residence** without the authority of the Director of Student Housing;
- The resident must ensure that no guest brings alcoholic beverages into the residence without the necessary permission of the Director of Student Housing;
- Containers that originally contained alcoholic beverage are not permitted in the residences;
- Students in the company of a person who is consuming or is in the possession of alcoholic beverages may also be subject to disciplinary action.

### Narcotics / drugs

The institution encourages students to educate themselves about narcotics and drug abuse. Residents should note that the unlawful sale or possession of such substances will be subject to disciplinary action by the institution and will be reported to the SAPS.

### Animals

For reasons of health and cleanliness, students may not bring any animals into the residence or keep animals in or near the residence.

The campus is a nature reserve, please be aware of monkeys and other small animals. Under no circumstances feed, encourage or aggravate them in any way.

### Safety

- No resident is allowed to keep firearms, explosives or any other dangerous articles in the residence;
- Gas cylinders and fireworks are not allowed in the residence;
- Open fires, dangerous chemicals or highly inflammable materials (petrol, cleaning solvents, charcoal and lighter fluid) are not permitted in or around the residences. Braais are only permitted in designated areas eg. clubhouses;
- Tampering with or unauthorised use of any security or fire equipment is prohibited. This includes lighting any fire, breaking fire glass, pulling fire alarms without cause, or misuse of fire extinguishers or hoses.

### Storage

Students are restricted to three well-sealed, marked boxes measuring no more than 60cm x 60cm to store during recess periods. Students utilising the storage facility do so at their own risk. NMMU or any of its staff members cannot assume responsibility or be held liable for the damage, loss or theft of any stored item. Items must be collected within one month after NMMU reopens. Items not collected timeously will be removed and given to a charity.

### Entry rooms

In as much as the university respects and is committed to the protection of a student's right to privacy, NMMU also has the responsibility for the welfare of people on campus, the educational and service functions of the university and its property.

Physical maintenance: For the purpose of safety, sanitation and general upkeep, NMMU reserves the right to enter a student's room upon due notice during the working day for the above purpose, whether a student is present or not. In cases of emergency, rooms may be entered in the presence or absence of the room's occupants, at times other than regular working hours.

Between semesters, residence rooms are exclusively under the control of Student Housing management and not the student, even though the student plans to return to the same room the following semester. During these periods, NMMU reserves the right to inspect, maintain and make repairs to the residence rooms. Further, the university reserves the right to replace damaged or obsolete furniture and remove from the room, without the occupant's permission, any objects or materials that constitute a safety or health hazard or is the property of NMMU.

Student Housing Staff may not enter a resident's room without permission of the resident, unless under conditions of immediate and serious threat to the safety or well-being of the person or the property.

Under such conditions a staff member may enter a student's room whether the residents are present or not. If it is believed that such danger is connected with fire, chemicals, explosives, weapons or other items that would cause serious personal harm, the staff member should, if possible, contact the Protection Services and SAPS for assistance.

The same procedure is prescribed if the danger involves assault or other acts constituting possible jeopardy to persons or property. Others (staff or students) may be asked to assist in an emergency situation requiring room entry, which threatens immediate harm to the safety of the individuals.

Student Housing staff may also enter the resident's room to evict unauthorised persons or visitors in the residence.

Student Housing staff may enter a student's room if the student is not present to eliminate disruptive noise from sound equipment which may violate an individual's right to sleep, study, read etc.

Entry of SAPS officers or Protection Services into a student's room for purposes of investigation is governed by university rules. This includes, but is not limited to, officers in possession of a valid search/arrest warrant;

hot pursuit, safety emergency or when there is cause to believe a crime is being or has been committed by the individual therein.

Student Housing staff shall not, except as noted above, admit a third party to a student's room without the resident's permission.

## 12. Misconduct

Residence regulations are put in place to assist the residence community to create an environment which is harmonious for all. A student shall be guilty of misconduct if he/she deliberately or through negligence contravenes any of the university or residence rules (see also rules in NMMU prospectus) or:

- Smokes in residence buildings
- Makes excessive noise – human, audio or any other kind
- Creates conflict in room/flat/corridor
- Parties in room
- Does not maintain kitchen, bathroom or bedroom or any other facility in a good state of tidiness
- Abuses facilities in residence i.e. TV areas, laundry, electrical equipment etc
- Removes furniture from one area to another
- Tampers with notice boards, posters and signs
- Cooks in residence bedroom
- Uses stove as a heater
- Possesses a pet
- Gives keys, codes or student cards to someone else for use in the residences
- Possesses inflammable substances
- Uses illegal and unsafe electrical appliances
- Irons in areas not deemed for ironing e.g. bedroom desk top
- Starts a fire in a non-designated area
- Makes a false report of a fire
- Discharges fireworks
- Uses candles
- Misuses, tampers with or damages fire safety equipment
- Uses, possesses or distributes liquor in cans, boxes or glass bottles in a university residence without the necessary approval
- Undermines and disrespects authority
- Uses fire escape doors when there is not a life threatening emergency
- Displays any other behaviour that infringes NMMU residence rules or conflicts with the normal and peaceful co-existence in the residences
- Sublets the residence room to another student or person; (the unlawful arrangement whereby a registered student of a room assigns his/her

- privileges to another student in return for rent)
- Allows squatting (squatting is allowing illegal occupation and use of university residences and related facilities without the necessary authority).
- Allows cohabitation to occur (cohabitation is the unauthorised living with a partner in a university residence)
- Contravenes visiting hours

### 13. Residence Orientation

This is a critical programme that is compulsory. It forms part of the whole first year experience and is organised for **ALL NMMU new students**. The aim of the residence orientation programme is to make you feel more at home and part of your new living and learning environment and to cope with the mixed feelings you may have – excitement about your new life, sadness about leaving your family, anxiety about your roommate, joyful anticipation of freedom, etc.

The residence orientation programme commences with a two-day compulsory conference. Here you will get to meet all the people who will take care of you during your stay at NMMU i.e. residence management, house committees, mentors and many others.

Each residence has its own orientation programme activities which take place over weekends and during the evenings and are run by senior students on the house committee. The purpose of all these activities is to help you get to know other students in your home-away-from-home as quickly as possible.

During February, there will be a Campus Life Festival which is a day filled with fun and activities. You may choose to participate in the many sport disciplines (rugby, soccer, netball, hockey etc) or just be a spectator. In any event, be prepared to stretch your vocal cords because you will be doing plenty of singing as you prepare for the festival. There are usually big prizes for the residence with the best spirit, so it all forms part of the fun and friendly competition of the day.

The aim of the orientation programme is to get you off to a good start. We will also emphasize the importance of spirit building, academic issues and the creation of friendships.

We recognize that there are three types of people in this world:

- those who make things happen;
  - those who watch things happen;
  - And those who wonder what happened.
- We encourage you to be the first of these people!**

## **Dates to remember**

<b>Friday, 23 January 2015</b>	Residence opens for first year students
<b>Saturday, 24 January 2015</b>	Official NMMU opening and Vice Chancellor's address
<b>Monday &amp; Tuesday, 26 &amp; 27 January 2015</b>	First year compulsory residence orientation
<b>Saturday, 21 February 2015</b>	Campus Life Festival

***We know that your stay at NMMU will be life changing and that you will grow not only in maturity, but academically, spiritually and socially.***

***Welcome to your new home and all the best for your future.***