

CPUT: Residence Rules and Regulations

1. Procedures and rules applicable to maintaining order

- 1.1 Upholding the residence and accommodation rules rests firstly with the relevant resident head of a residence or student house, the head student and the house committee, and the students must assist these office bearers.
- 1.2 The resident head must submit the house rules (internal house rules, which are also applicable to other types of residential environments, such as clusters, apartments and houses) and any changes thereto to the Director.
- 1.3 The members of the house committee are responsible for upholding the rules and regulations of the University, the residence rules, the accommodation rules and the rules of the relevant cluster or house.
- 1.4 The Residence Head is responsible for ensuring that only students who are placed in residence by the Residence Placement Office, are residing in residence.

2. Procedures and rules applicable to the accommodation offering

- 2.1 All accommodation in a university residence, apartment or house is allocated for a full academic year, subject to the provisions for the vacation of residence rooms/University houses during certain vacations and second rounds of examinations. Accommodation fees exclude the June/July & December/January recess periods (refer 2.3 below).
- 2.2 Accommodation in a University residence implies occupation of the allocated room, as determined by the University from time to time over the year, excluding certain vacations.
- 2.3 The University reserves the right to utilize the rooms to accommodate other persons during certain vacations.
- 2.4 Outsiders (i.e. those who are not students placed in the residence for the particular year) may not overnight in residences during the academic year without the permission of the resident head.
- 2.5 The keeping of weapons is strictly prohibited and any resident who is caught with a weapon will be suspended from residence immediately.
- 2.6 No animals may be kept. Any animal will immediately be removed and handed over to the local SPCA.

3. Procedure and rules applicable to damage to facilities and infrastructure

- 3.1 Residents and/or their guests will be held financially liable for any damage caused by them in the residence. They are also responsible for the state of the rooms they occupy, as well as the furniture and equipment contained therein,

and will be liable for any damages that they, or others, or devices used by them or others, may cause.

- 3.1.1 All monies payable for damage caused by a student in a University residence will be charged to his/her student account as a single amount or in instalments, as determined by the Finance Division in consultation with the student.
- 3.1.2 Any damage that cannot be attributed to a specific student/students (unidentified damage) will be recovered from the residence's House fund.
- 3.2 The University Council and University staff are not liable for the loss of or damage to the personal property of residents of a residence. The residents must themselves ensure that their property is insured sufficiently. This includes fire or water damage and theft.
- 3.3 Only single power plugs or multi-plug distributors with SABS-approved trip switches may be used in 15-amp wall sockets. All other forms of power distribution, such as dual plugs, temporary wiring and the like, are strictly prohibited. Only one device with a proper three wire cord will be permitted per socket in a multi-plug distributor.
- 3.4 No switchboards, trip switches or permanent electrical wiring may be tampered with.
- 3.5 No equipment that may pose a fire or other risk will be permitted in rooms. The University reserves the right to confiscate such equipment.
- 3.6 Fire extinguishers are placed in predetermined positions in residences and may only be removed in the case of fire.
- 3.7 Under no circumstances may emergency equipment such as fire extinguishers, fire hydrants and the contents of emergency plan boxes be misused or tampered with. Such transgressions will be punishable by summary eviction.
- 3.8 Any form of obstruction in corridors and thoroughfares, such as bicycles and motor scooters, is strictly prohibited.
- 3.9 The unauthorised stacking of wastepaper, cardboard or any other flammable material in any room of the residence is prohibited. (Residences have designated places where this type of material may be stacked for recycling purposes.)
- 3.10 Residents may under no circumstances undertake any maintenance work themselves (this include any painting of walls).
- 3.11 For safety reasons, occupants of residences will be required to remove all their belongings from their rooms and leave all cupboard doors open prior to their departure for the end of- year vacation or any other break for which the University may require the rooms. Where practical (excluding in the December/January vacation), the resident head, in consultation with the house committee, will designate an appropriate room where students' belongings may be stored. Storage will only be provided for properly packaged and identified items. Any storage

space in the facility will be under the supervision and control of the house committee.

3.12 Residents will receive a price list for certain categories of damage at the beginning of the year.

3.13 Structural changes to furniture or University property are not permitted under any circumstances.

4. Procedure and rules applicable to Rooms / Furniture.

4.1 A room will be presented to the student, at which stage the student will be required to sign an “inventory” confirming the state of the room. After the room is vacated, or on agreed ad hoc inspections, it will again be inspected by the Residence Services Coordinator. In the case of any discrepancy with the inventory form, damages will be recovered from the student’s account. Inspection is however not limited to the end of the year.

4.2 Only one fridge (up to a maximum of 150 litres) will be permitted per room.

4.3 Any items such as traffic signs, information signage, shopping trolleys, flower boxes and waste bins that are not the property of the residence, and therefore of the University, are strictly prohibited in any area of the residence or on the related premises, irrespective of whether these were used, bought, exchanged or donated.

4.4 No furniture, equipment and curtains may be removed from rooms or any other areas at the residence without the written permission of the Residence Head and the Residence Services Coordinator which permission shall be requested in writing by the student. Students shall be responsible to hang their own curtains in such instances. It is the students’ responsibility to return the room to its original state before vacating the room.

4.5 The University will not be liable for the loss or damage of residents’ property, and residents will be personally responsible for arranging the necessary insurance cover. This includes fire or water damage and theft.

4.6 All rooms must be accessible for inspection from time to time to authorised residence staff.

4.7 Residents must allow access for cleaning staff to their rooms to clean the rooms as and when requested.

5. Procedures and rules applicable to accommodation during vacations

5.1 Residents who remain in Cape Town during vacations, and who are required to vacate their rooms in terms of the procedure for the vacation of residences for certain vacations, may apply for accommodation in a residence/residences made available for this purpose by the University, upon payment of the applicable levy and on any other specific conditions that may apply from time to time.

6. Procedure and rules applicable to laundry and bedding

- 6.1 Residents are required to provide their own bed and bath linen, e.g. duvets, duvet covers, sheets, pillowcases, blankets and towels. It is recommended that residents also bring with them a mattress protector.
- 6.2 Students who wish to do their own laundry will be able to use paid-access washing machines and tumble dryers. Students will receive a quota, levied against their student accounts, to pay for these services. It must be noted that, once funds are transferred to the student card, it is similar to a cash withdrawal and money that is not spent cannot be refunded.
- 6.3 Students shall report the presence of pests for example bed bugs to the Residence Services Coordinator immediately and shall be willing and available to vacate the room until such time that the necessary pest control treatments are applied. In such an instance, students shall wash and clean all their own bedding and clothing as a preventative measure.

7. Procedures and rules applicable to meals and preparation of food

- 7.1 Where applicable, catered meals will be available during the academic terms, on conditions determined by the University from time to time; and
- 7.2 Hot plates, electric frying pans or similar apparatus with open elements that may be deemed a fire hazard, may not be used in the residence rooms, but only in areas that have been approved by the Risk Management Division.
- 7.3 Microwave ovens may be used in rooms in accordance with approved conditions.
- 7.4 No food may be prepared in rooms or on verandas or balconies.
- 7.5 Meals may only be provided to students who have booked meals on the student portal. In all instances, meals must be booked via the online system at least one day in advance. Where students have failed to book, they may receive a meal at double tariff, should there be food available after the relevant mealtime.
- 7.6 Upon registration at the beginning of the year, all residents are required to select a meal quota based on their own requirements. Non-residents may also register to have meals at a residence, on conditions determined by the University from time to time. For example, students in a specific cluster may book meals in the dining halls of the residences in that cluster that is accessible to students.
- 7.7 Parties and special events will only be permitted at the applicant's expense. The resident head will exercise control.
- 7.8 Alcoholic beverages will only be permitted in residences in accordance with the provisions contained in the Residence rules as amended from time to time.
- 7.9 Meal times are determined by the resident head, in conjunction with the service provider.

- 7.10 Students that require Halaal prepared food can apply for access to such dining facilities at the office of the service provider.
- 7.11 The residence kitchens are for the exclusive use of the allocated catering contractor.
- 7.12 The use, other than for dining in the dining hall will only be allowed if it does not have a negative impact on dining services and operations. No other external meal contractor or supplier are allowed to use any part of the kitchen preparation and serving area or dining hall for meal provision.

8. Procedures and rules applicable to conduct

- 8.1 Students' conduct must always comply with the disciplinary code for students of CPUT. Any potentially offensive actions must be avoided. The residence and other house rules must also be adhered to throughout.
- 8.2 In order to fill all available rooms and to keep pace with circumstances (such as economic considerations and actual enrolment figures), the University reserves the right to amend, cancel or add any provisions, procedures and rules.

9. Construction and maintenance

- 9.1 Students acknowledge and accept that from time to time, the University will upgrade built structures in and around residences and conduct necessary maintenance work that might have a negative impact on their living conditions and even sometimes necessitate temporary moving of students to different facilities.
- 9.2 At no time can the University guarantee uninterrupted supply of water, warm water, electricity or network connectivity.
- 9.3 Necessary measures will be taken to minimise any inconvenience as far as possible.

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