

## Emeris Ruimsig Residences



## Conditions of Residency

***Emeris Ruimsig reserves the right to change the Conditions of Residency and Accommodation Fee Regulations at anytime.***

**Directors:** GD Whyte (UK), JW Boonzaaier, MD Aitken, SCD Lurie    **Group Company Secretary:** CB Crouse

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## CONDITIONS OF RESIDENCY

Upon registration at Emeris Ruimsig residence, students shall be provided with a copy of the Conditions of Residency and shall acknowledge receipt of Conditions of Residency by signing a form provided to them.

Disciplinary action will be taken if / when students fail to comply with these conditions of residency. The Residence Management Team, together with the staff members are responsible for managing the implementation and adherence to the conditions of residency.

Please initial every page and sign the last page of the hard copy and hand it back to the Residence Office. An electronic copy will be sent to your student email address for ease of reference.

### 1. APPLICATION AND ADMISSIONS

- 1.1 An offer or admission into an academic programme does not automatically imply admission to any of Emeris Ruimsig residences
- 1.2 The application for accommodation must be emailed to [residence.rmg@emeris.ac.za](mailto:residence.rmg@emeris.ac.za) and the following process should be followed to be allocated a residence room:
  - 1.2.1 If the student's residence application is successful, the student will receive a residence offer via e-mail requesting the student to accept / decline the offer within 7 working days
  - 1.2.2 The Student Fees office will fully reserve a student's room after receiving full Residence fee payment for a semester by the specified payment due date. Due to the limited space available rooms are reserved on a first pay first-serve basis
  - 1.2.3 Students will not be able to move into their accommodation on campus if they have not received written confirmation, and submitted proof of the required payment as well as proof of enrolment and valid study visa (international students)
  - 1.2.4 Accommodation fees are payable upfront per semester due to the limited space available for on campus accommodation
  - 1.2.5 Should a student decline, in writing within the specified time, the Emeris Ruimsig offer for accommodation, the student will only forfeit the R 1,800 non-refundable residence admin fee
  - 1.2.6 Should the student be offered accommodation, accept the offer and submit a written cancellation within 4 weeks prior to the commencement of the semester the student will forfeit the entire amount of your acceptance deposit
  - 1.2.7 Should a student be offered accommodation, accept the offer, move in and decide to move out of the assigned room before the conclusion of the semester, he / she will be held liable for the full year fees. If the student manages to secure an active Emeris Ruimsig student to take over the lease, Emeris Ruimsig may consider a pro-rata fee for each student
  - 1.2.8 The accommodation fee covers occupation for February – November
  - 1.2.9 A student will not be permitted to sub-let his / her room or part thereof to any person at any given time
  - 1.2.10 The occupying student is the only person that can sign out from his / her room. This will be done by completing the sign out form when moving out from the room during the signing out period, or desired period during weekdays. Students are to arrange a time and date with the Residence Office – all rooms will be checked periodically by an Emeris staff member only
  - 1.2.11 A student will not be permitted to swap rooms with another student once he / she has been signed in.
  - 1.2.12 All damages to residences will be charged to the student's tuition and residence account and will be deemed payable immediately
  - 1.2.13 Should a student violate any of the residence rules and be asked to leave the assigned room, he / she will be held liable for the semester's fees

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## 2. KEYS

- 2.1 All room keys are the property of Emeris Ruimsig and may not be handed to any other persons for purposes of gaining access to a residence room
- 2.2 The room key provided is the sole responsibility of each resident student
- 2.3 Residence students must submit their keys in person to the Emeris Ruimsig Residence Office after signing out
- 2.4 The cost of unreturned keys will be debited against the accounts of defaulting student
- 2.5 Duplicates of lost room or cupboard keys can be requested from the Residence Office on payment of a predetermined fee

## 3. ACCOMMODATION DURING SEMESTER BREAK

- 3.1 During semester vacation periods, residence students need not remove their possessions from their room when vacating, unless requested to do so by Residence Management for the purposes of renovations and cleaning. The institution will not accept responsibility for items stolen or damaged during a vacation period
- 3.2 Students must remove all food and perishables in their room and fridge during semester break
- 3.3 During the end of year vacation period, residence students must remove all their possessions from their room on vacating
- 3.4 Students who stay in the residence during semester break must subject themselves to any special arrangements that may be made during these times

## 4. CODE OF CONDUCT FOR RESIDENCE

### 4.1 MISCONDUCT

If a residence student commits any of the following acts or omissions, she / he commits a transgression and shall be subject to the institutional disciplinary procedure:

- 4.1.1 Contravenes or fails to abide by any of the Conditions of Residency contained here or in the institutions' rules, policies and procedures
- 4.1.2 Commits an act that is demeaning or degrading to a fellow student, or that impairs the dignity of such a student
- 4.1.3 Is involved in or participates in any activity that causes a disturbance to fellow students
- 4.1.4 Disobeys a reasonable instruction of any duly authorised (Residence Staff Member and /or Residence Assistant) person
- 4.1.5 By wilful act or negligence destroys or damages any property of Emeris Ruimsig or other students or remove such property without permission from a duly authorised person
- 4.1.6 Uses violence or threatens any person with violence on Emeris Ruimsig premises or during participation in any Emeris Ruimsig activity
- 4.1.7 Commits an act of indecency or dishonesty in the residence
- 4.1.8 Aids or encourages a fellow student in committing an act of misconduct or breach of discipline

### 4.2 GENERAL CONDITIONS OF RESIDENCY

- 4.2.1 No alcohol is permitted in residence
- 4.2.2 No large-scale social gatherings that involve the use of alcohol and / or music shall be held in residence
- 4.2.3 Students must report all defects and damages to maintenance through the residence office
- 4.2.4 Students are liable for any damage that they cause to Emeris Ruimsig property, including damages discovered in their rooms after they have left the residence. All damages will be debited to the relevant student account

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- 4.2.5 Students must keep their rooms neat and hygienic according to Occupational Health and Safety Standards
- 4.2.6 Students may not remove any furniture from any part of a residence (such as rooms, recreation areas, dining rooms, lounges or study centres) or from the campus
- 4.2.7 No pets are allowed in residence, unless this is a requirement for a person with a disability - such as a guide dog
- 4.2.8 Emeris Ruimsig does not accept responsibility or liability for the loss of any personal property
- 4.2.9 The Residence staff will not deliver messages to students except in the case of an emergency
- 4.2.10 No cooking is allowed in students' rooms. Cooking must take place in designated residence kitchens
- 4.2.11 Students may not allow any other persons to occupy their residence room
- 4.2.12 Students may not engage in any trade in the residence or on campus
- 4.2.13 Students are responsible for their own medical expenses and shall ensure valid membership to a medical aid

### 4.3 DISCIPLINARY PROCEDURES

In the event of an alleged contravention of the Conditions of Residency, the institutional disciplinary procedure will be followed. The following acts are seen as being in contravention of the Conditions of Residency:

- 4.3.1 verbal abuse, attacks, harassment, intimidation, stalking or bullying another person / student or threatening to attack, harass, intimidate, stalk or bully
- 4.3.2 racial / gender discrimination
- 4.3.3 intentional damage to property in the student residence / campus
- 4.3.4 drunkenness
- 4.3.5 excessive noise
- 4.3.6 cooking in bedrooms
- 4.3.7 smoking in non-smoking areas including all rooms / common areas
- 4.3.8 usage of any form of narcotic or habit-forming drugs
- 4.3.9 transport, possession, possession with intent to deliver, delivery, manufacture, purchase, sale, distribution of illegal narcotic and habit-forming drugs
- 4.3.10 unauthorised use of and / or interfering with firefighting equipment or any other Occupational Health and Safety equipment, including covering the smoke detectors in rooms or any other area in residence
- 4.3.11 removal of any equipment / furniture from rooms or common areas
- 4.3.12 unauthorised entry to roofs or plant rooms or any other unauthorised room or area
- 4.3.13 unauthorised painting, wallpapering, or similarly decorating individual rooms or common areas of a permanent nature
- 4.3.14 unauthorised repairs or alterations of residence property
- 4.3.15 unauthorised modifying or tampering with circuit breakers or any part of the electrical points (e.g. lights, switches, appliances, plugs etc.)
- 4.3.16 in possession of a firearm or other weapons on campus / residences
- 4.3.17 throwing objects from bedroom / apartment windows
- 4.3.18 subletting rooms or apartments
- 4.3.19 theft from fellow resident student / guests or staff
- 4.3.20 preventing residence staff and / or maintenance staff from completing authorised duties
- 4.3.21 sleepovers are not permitted in any of the residences or campus, including internal sleepovers
- 4.3.22 breach an institutional statute or regulation or published policy or procedure
- 4.3.23 during any dealing with the institution or with a member of staff, make a dishonest, fraudulent or false statement or representation or engage in a dishonest or fraudulent activity
- 4.3.24 tampering with or removing any window screens, latches, signage or apparatus in student rooms or public areas is prohibited
- 4.3.25 contravening any Occupational Health and Safety Regulation

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## 5. GUIDELINE ON RESIDENCE SANCTIONS OF MISCONDUCT

- 5.1 This Code serves as a guideline when disciplinary action is taken, and the sanction suggested does not detract from the inherent sentencing discretion of the Disciplinary Committee
- 5.2 The Disciplinary Committee shall impose a sanction having considered all relevant factors including (but not limited to) the offence, the interests of the Institution and the personal circumstances of the student
- 5.3 The Misconduct Offences listed in the Code is not exhaustive and a student may be charged with other, unlisted misconduct as specified in the Student Code of Conduct Policy
- 5.4 Note that any misconduct in categories 2 and 3 may be recognised as gross misconduct and be dealt with as a very serious offence

### Category 1:

| VERY SERIOUS OFFENCE                                | First Offence        |
|---|----------------------|
| Murder  | Disciplinary Hearing |
| Possession of Stolen Property                       | Disciplinary Hearing |
| Fraud   | Disciplinary Hearing |
| Malicious Damage to Property                        | Disciplinary Hearing |
| Assault with Intent to Inflict Grievous Bodily Harm | Disciplinary Hearing |
| Rape  | Disciplinary Hearing |
| Indecent Assault                                    | Disciplinary Hearing |
| Dealing in Dagga / Drugs / Habit-Forming Substances | Disciplinary Hearing |
| Possession of a Dangerous Weapon (e.g. Firearm)     | Disciplinary Hearing |
| Burglary / Breaking and Entering                    | Disciplinary Hearing |
| Selling Alcohol                                     | Disciplinary Hearing |

### Category 2:

| SERIOUS OFFENCE                                    | First Offence        |
|--|----------------------|
| Allegation of Squatting / Sub-Letting in Residence | Disciplinary Hearing |
| Allegation of Possession of Dagga / Drugs          | Disciplinary Hearing |
| Allegation of Theft                                | Disciplinary Hearing |
| Vandalism of Property in Residences                | Disciplinary Hearing |

### Category 3:

| MODERATE OFFENCE  | First Offence         | Second Offence       |
|---|-----------------------|----------------------|
| Breach of Residence Rules                               | Warning / Counselling | Disciplinary Hearing |
| Excessive Noise (Breach of Noise Policy)                | Warning / Counselling | Disciplinary Hearing |
| Disorderly Behaviour (e.g. Swearing / Abusive Language) | Warning / Counselling | Disciplinary Hearing |
| Smoking in Unauthorised Venues                          | Warning / Counselling | Disciplinary Hearing |

**NOTE:** Sanctions to be determined by Disciplinary Committee are applicable.

## 6. MANAGEMENT OF RESIDENCES

- 6.1 The care and management of residences rests with:
  - a) Residence Assistants
  - b) Residence Officer
  - c) Senior Residence Officer
  - d) Head: Student Experience
  - e) Campus Head

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- 6.2 Powers not specifically delegated to the Residence Management are vested in the Head: Student Experience and Campus Head
- 6.3 Matters concerning the misbehaviour and discipline of students rest with the Residence Management Team

## **7. CARE AND USE OF BUILDINGS, GROUNDS AND FURNITURE**

- 7.1 It is the responsibility of all residence students to keep residence grounds and buildings clean and neat
- 7.2 It is the responsibility of the student to clean their dishes after use, this includes:
  - Packing away all clean dishes from the sink to the cabinet
  - If the student can't immediately wash their dishes they must be stored in their respective bedrooms
- 7.3 Failure to comply with section 7.2 will be dealt with in accordance with the Student Code of Conduct Policy
- 7.4 All notices must be placed on notice boards. No posters, notices or any other objects may be attached to or placed on the walls of buildings
- 7.5 No objects may be knocked into the walls
- 7.6 As soon as a student occupies a room, he / she must immediately report through the residence office if there are any maintenance issues in residence
- 7.7 When reporting issues for repairs, please specify:
  - Student name
  - Block / apartment number
  - Room number
  - Time that best suits you as no work will be carried out in your room without you being present
  - All urgent requests after hours / weekends e.g.: burst geysers, leaking toilets, electrical faults etc. must be reported to your Block RA or the security
- 7.8 If a student leaves the residence permanently at the end of the semester / year, he / she must check the condition of the room, together with the Residence Staff member. If this is not done, resident students may be liable for damage discovered later
- 7.9 A student who dirties or damages his / her room or the building will be liable to Emeris Ruimsig for the cost of cleaning or repairing the room or building
- 7.10 Breakage or damage to buildings or furniture must be reported to the Residence Office immediately
- 7.11 The person concerned will have his / her student account debited with the amount and results may be withheld until the account has been paid in full

## **8. RESIDENCE PARKING**

- 8.1 Each residence has allocated parking bays at the back of the respective residences
- 8.2 No parking is allowed at the shade net parking between Building D and Res 4 – this parking is strictly allocated for Capsicum
- 8.3 Parking in the street in front of the respective residences is strictly prohibited
- 8.4 Parking or driving any motor vehicle or motorcycle on restricted areas of the campus or residences (i.e. lawns) is prohibited
- 8.5 No bicycles or other vehicles or parts thereof are allowed in the rooms or elsewhere in the residence. Bicycles must be parked outside in the designated area
- 8.6 Students are subject to the traffic and parking rules set by Emeris Ruimsig
- 8.7 Unauthorised parking will result in clamping and a possible fine

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## 9. SOUND EQUIPMENT

- 9.1 The student must abide by the Conditions of Residency set by the Residence
- 9.2 Students will be requested by Residence Management staff to remove any unauthorised television or sound equipment, failure to comply might result in equipment being confiscated and stored until end of Semester

## 10. USE OF ALCOHOL

- 10.1 There are strict regulations governing alcohol on campus or in any residence. No alcohol is permitted in any of the residences. All alcohol will be confiscated and disposed of by Campus Protection Services. Refer to Alcohol and Drug Management Policy

## 11. PRIVACY OF INFORMATION

- 11.1 No student may share personal details of resident students or staff to third parties. Refer to the POPIA Act

## 12. OCCUPATIONAL HEALTH AND SAFETY REGULATIONS

- 12.1 For health and safety reasons the following items are not allowed on the Emeris Ruimsig premises or in the Residence:
  - 12.1.1 Personal heaters of any kind, e.g. bar / fan / oil heaters etc
  - 12.1.2 Candles, incense or anything which generates an open flame
  - 12.1.3 Guns, firearms, knives longer than three inches, or weapons of any type, including BB / paintball and pellet guns
  - 12.1.4 Narcotic and habit-forming drugs in any form are forbidden
  - 12.1.5 Physical training equipment
  - 12.1.6 Dartboards or darts
  - 12.1.7 Fire doors may not be “propped” with chairs or other objects. These doors are to be used only in cases of emergency
  - 12.1.8 Smoking, including the use and possession of a Hubbly Bubbly is not allowed in any of the rooms, halls, kitchens, bathrooms, etc. Refer to Smoking Policy

## 13. VISITORS

- 13.1 Visitors are allowed in residences from 09h00 to 22h00 (Sundays to Thursdays and during test and exam periods) and from 09h00 to 00h00 (Fridays and Saturdays not falling during test and exam periods)
- 13.2 The person accepting the visitor must always be with the visitor and shall take responsibility of the visitor/s
- 13.3 Visitors not abiding to the rules may be banned from the residence and the student will be disciplined
- 13.4 Emeris Ruimsig reserves the right to deny anyone access to its residences without any explanation
- 13.5 A maximum of two (2) visitors shall be allowed per person at any given time

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- 13.6 Male visitors visiting in female apartments and vice versa (including internal visitors / other residence students) are NOT ALLOWED to use the toilets in the apartment visiting, to safeguard the privacy of the occupants. Visitors must make use of the public toilets in the common areas
- 13.7 Visitors (including internal visitors / other residence students) are UNDER NO CIRCUMSTANCES allowed to use the showers
- 13.8 Emeris Ruimsig Residences reserve the right to apply 13.1, 13.3 & 13.5 to any internal visitors / other residence students when deemed necessary

I have read, understood and agree to abide by the Conditions of Residency and the Student Code of Conduct.

**Student Full Name:** \_\_\_\_\_ **Student #:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff Member Full Name:** \_\_\_\_\_

**Staff Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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