



**POLICY: ADMISSION AND
PLACEMENT OF
STUDENTS IN
UNIVERSITY
RESIDENCES**

Policy Owner	Senior Executive Director: Student Affairs and University Relations
Division/Unit/Department	Student Affairs
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1. Preamble

Student residences of the University are part of the enablers that contribute to student academic success, and also provide an opportunity for a preferred student experience. Therefore, the Policy on Admission and Placement of Students in University Residences takes in cognisance of the principles of fairness and impartiality.

Given the fact that the available space in the University residences is limited, strict procedures and processes in admitting and placing students are applied. These procedures and processes, however, provide for a fair, reasonable and lawful intervention to prioritise students who would be more vulnerable if they were to stay outside University residences.

Whilst it should not be the primary or only determining factor, a consideration to place NSFAS students in residences should be made as it is a form of guaranteed income for the University. However, this principle should not be arbitrarily applied. It should be balanced with the broader objectives and requirements.

A final decision-making authority for the admission and placement of students into UJ residences vests with the Vice-Chancellor. The Vice-Chancellor delegates this authority to a member of the Management Executive Committee responsible for Student Affairs.

He/she exercises his/her authority in consultation with a *Residence Admissions Committee* chaired by him/her and comprising, at the least, the Senior Director: Student Affairs, Director: Student Accommodation and Residence Life, House Wardens and representatives of House Committees.

In cases of conflict or indecision within the abovementioned Committee, or an inability to resolve the application of the principles listed in this policy, he/she shall consult with the Vice-Chancellor before making a final decision in the matter.

2. Admission and Placement of Students in Residences

In addition to the prescribed requirements, Student Accommodation and Residence Life shall offer accommodation to the following categories of new undergraduate students in order to gradually accommodate a large part of 'vulnerable' students whilst increasing the guaranteed residential financial income:

NSFAS: All new students who are made an academic admission offer and are awarded NSFAS will be made an offer for residence;

Orange Carpet: All entering undergraduate applicants who meet the requirements of Orange Carpet students will be made an offer for residence; and

In support of the above initiative, students are admitted to and placed in residences in accordance with the process that has due regard to the following guidelines:

2.1 The need for all the residences to adequately reflect the demographic diversity of the student body of the campus on which or near to which the residence is situated;

2.2 The need for all the residences to reflect the cultural diversity of the student body of the campus on which or near to which the residence is situated;

2.3 The need to utilise all of the residences to their full capacity;

2.4 The need for an appropriate balance between first-time entering first-year and senior students in each of the residences, except the residences designated for postgraduate students;

2.5 The need for students to be residents in a residence on their respective campuses of registration or in close proximity to the campus on which the majority of their academic activities take place;

2.6 The need to accommodate the preferences of students in so far as such preferences are not in conflict with the broader interests of the University;

2.7 The University's stated objective of providing accommodation for first-year, senior, postgraduate, and international students, with an underpinning objective of enabling students living with disabilities, female and junior students to live in accommodation free of discrimination, gender-based violence, xenophobia and any other social ills;

2.8 The University's commitment to providing its students, as far as is reasonably practicable, with an environment that is safe and secure, which is conducive to, and supportive of, a learning environment appropriate to an institution of higher learning, and which is protective of the rights to privacy, dignity and respect of all concerned;

2.9 The need for an admissions and placement process that is transparent and consistent; and

2.10. Admission to a faculty of the University for a full-time, state-subsidised degree, diploma or certificate programme is a minimum requirement for admission to a residence.

3. Required First Initial Payment for Residence

3.1 No student will be admitted or readmitted unless the required deposit, annually determined, has been paid. The deposit and residence amounts are reflected in the University fee booklet.

4. In the case of first-time entering first-year undergraduate students, the following apply:

4.1 A minimum of 40% of beds is reserved annually for first-time entering first-year students.

4.2 Placement of students in residences should ideally reflect the demographic profile of the campus on which or near to which the residence is situated in the year preceding their placement.

4.3 Notwithstanding the above stated procedure and process, placement of first-year students will afford preference to Orange Carpet and NSFAS students as provided for under section 2.

4.4 Each student must pay the required minimum residence fee before taking up residence (NSFAS students are exempted from paying the fee).

5. In the case of senior undergraduate students, the following apply:

5.1 Passing at least 80% of the registered full load modules as determined by the curriculum in a current academic year for purposes of provisional placement for the following academic year.

5.2 A minimum of 45% of the spaces in residences are reserved annually for returning residence senior students who meet the selection criteria.

5.3 A minimum of 15% of the spaces on each campus is reserved annually for returning day students, currently not staying in residences.

5.4 A student must be registered for at least two modules of a full-time subsidised qualification per semester to qualify for admission to a residence.

5.5 All financial obligations of residence students must be met by 31 August of the current year. If financial obligations have not been met by August of the current year no space will be reserved in the residence for the following year.

5.6 In determining a final decision of placement of senior or postgraduate students in residence, notwithstanding the pass rate of 80% of full load registered modules in the current year for provisional placement for the following year, a cumulative percentage of 80% will also be considered:

- (i) All modules passed by a student in her/his complete academic years (irrespective of course changes) are taken into account;
- (iii) Only modules that have been passed with 50% or higher will be taken into consideration, unless a particular progress other than the above is verified and confirmed as a pass by a faculty.

5.7 Students who meet academic requirements, but have served and/or are serving a penalty and/or sentence for a disciplinary and/or criminal finding may be refused admission to a residence. Of course, the nature of the offence and its imposed penalty determine the decision to refuse admission.

5.8 Placement of students takes place on the cumulative pass rate basis of the final end-of-year results of the students provided that:

- (i) Only the results after the November exams will be considered for final placement. If a student qualifies for accommodation after the supplementary examination (not sick examination), his/her name is placed on the waiting list; and
- (ii) A senior student meeting the requirements is only assured of a place in a residence after the November results have been published.

5.9 If applications from students who meet the academic requirements exceed the number of places in residences available to senior students in a given year, the following considerations apply:

- (i) All applications are listed in order of academic achievement (i.e. the percentage of modules passed during her/his complete academic career) and the available places are then filled with the best academic achievers.
- (ii) Students who are not placed as a result of the above, are placed on a waiting list.
- (iii) Undergraduate students may reside in residences for a period no longer than the prescribed minimum period of study of her/his academic programme plus one year. (Irrespective of course changes.)
- (iv) Students currently residing in the residences considering doing postgraduate qualifications the following year, must apply for Postgraduate Student Accommodation.

5.10 A student who does not take occupancy of the allocated room in the residence on the approved date will forfeit his/her place, which will be allocated to a student on the waiting list, unless prior written arrangements are made and approved by Student Accommodation and Residence Life.

5.11 A student must register online for residence, but must be physically present when taking occupancy. A student may not act on behalf of another.

6. In the case of postgraduate students, the following apply:

6.1 Postgraduate students are accommodated in the identified Postgraduate Accommodation. In cases of Postgraduate Accommodation already full or not available, an alternative would be to place postgraduate students in accommodation of senior students, subject to availability (this privilege can be extended to students who are older than 24 years on the date of application).

6.2 Students must have a cumulative pass rate of at least 80% for all full load modules as per the curriculum for which the student has been registered since her/his first year of undergraduate and subsequent postgraduate studies.

6.3 All financial obligations must be met by 31 August. If all the financial obligations have not been met by 31 August of the academic year, no space will be reserved for the following year.

6.4 Students must have completed their undergraduate programme of study within the prescribed minimum period of study plus one year.

6.5 Students are placed in the following order of preference:

- (i) Current residents in *Senior Accommodation*;
- (ii) Members of the SRC who meet the requirements;
- (iii) Senior students who currently reside in UJ junior residences (If not placed in a senior residence they can be considered for placement in the residence they are currently residing in.);
- (iv) Senior students who do not currently reside in UJ residences (depending on space availability);
- (v) Senior students from other universities, depending on space availability.

7. Accommodation in *flats* is for at least master's postgraduate students and, if place is still available honours students will be considered. The same admission requirements as in the case of Postgraduate *Accommodation* apply.

8. Despite the principles formulated above, the following additional placement principles are applicable:

8.1 A minimum of five places per residence should be reserved for students living with disabilities (as defined in the University Policy on Persons with Disabilities), and such residences will accommodate the needs of such students in as far as it is reasonably practicable to do so.

8.2 20% of residence spaces shall be reserved for international students. Such a reservation shall elapse if no international student is placed by the first day of the start of the University academic programme.

9. Payment for residence and/or claims for a refund shall be in accordance with the University Student Finance Policy and Procedures.

10. Once a student registers in a residence, no transfers between the residences/campuses will be allowed, unless it will be for the purpose of achieving the goals of this policy, and the University Strategy.

11. As the underpinning principle of all the quotas prescribed in this policy, 60% of those quotas should be for females, i.e. 60% of 40% of first-year students should be females, 60% of 45% of returning senior residence students should be for females, and 60% of 15% of day senior students should be for females.

The quotas of students living with disabilities (five per residence) and international students (20% of residence beds) are derived from these quotas of 40% first-year students, 45% returning senior students and 15% returning senior day students.

12. The Senior Executive Director in consultation with a *Residence Admissions Committee* shall put mechanisms in place to ensure that the provisions and prescriptions of this Policy are applied accordingly and complied with each academic year.