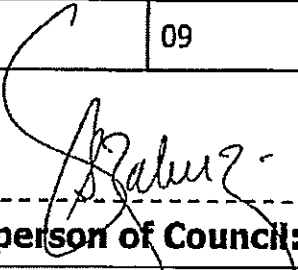




WALTER SISULU UNIVERSITY POLICY ON ROOM ALLOCATION



Policy on Room Allocations to students

Sponsor Division	Student Development and Support Services
Responsible Department	Residences Unit
Related WSU Policies	
Policy name	Policy Name
Policy on Student Pregnancy	WSU Prospectus
Recruitment and Retention Strategy for WSU	
Change History	
Approval authority	Council
Approval Date	28 August 2015
Latest revision date	01 February 2019
Next Review Date	January 2022
Effective date	Immediately
Number of Pages	09
 Chairperson of Council: Mr T Zakuza	

Key Policy Elements

1. Title

The Title of this Policy shall be: WSU Room Allocations for Students

2. Preamble

The Room Allocations Policy seeks to regulate the allocation of rooms to students in a fair and equitable manner. It is driven by the commitment to support the Academic Enterprise through the provision of a living and learning environment.

3. Purpose

The purpose of the Policy is to ensure that Residences do support the Academic enterprise by ensuring that we create an environment conducive to learning while providing accommodation for students who contribute to the improvement of the institutional throughput rates.

The Policy also seeks to clarify the criteria for admission into WSU Residences.

The Privately Owned Residences that are accredited by WSU, are also included as alternative accommodation for our students.

4. Scope

The Policy is applicable to WSU students seeking admission into WSU residences, Privately-owned WSU Accredited Residences, Residences Officers, Financial Aid Offices, and the general university community.

5. Definitions of Key Words or Concepts

On-line Application Form: An application form meant specifically for those who seek accommodation in WSU residences. It is different from the University's general application form and has to be done online.

Clearance Form: It is a document that is handed to students seeking accommodation by the Finance Division allowing the bearer access to accommodation if/when such is available.

Average percentage: A percentage constituted by adding up all subjects/ modules written in an exam

	divided by the number of such subjects/ modules.
Pre-allocation:	Provisional allocation of a student to a room until such student is registered.
Proof of registration:	A document that indicates that a student is registered.
Self-paying student:	A student who is not funded by a Sponsor, Grant, or Government
Funded student	A student whose fees are paid for by a Grant, Sponsor or Government
SDSS:	Student Development and Support Services

6. Policy Content and Guiding Principles

6.1 Residence Allocation Process

1. All students (new and returning) who need accommodation have to apply online before they can be considered.
2. Residences at WSU shall be allocated on the basis of Academic Performance and Funding while honoring the commitments the University has entered into with Professional Bodies[SAICA & MBChB]
3. International students are to be provided with accommodation in line with the MOA's entered into by the University with those countries through the SADEC Protocol. Such students are to meet the minimum academic performance criteria as stated below.
4. Special arrangements will be done for Older students (28 years and above) to cater for Inter-generational gaps. Such students will be considered for single rooms depending on availability.
5. Disabled students will be catered for provided they progress academically and prioritized based on their disability and availability of funds.
6. Rooms are divided according to the Size of Faculties within each campus to determine Faculty/ Programme Quotas that are to be allocated to students registered in those faculties/ Programmes of study. Students will be ranked according to academic performance and allocated accordingly in their respective programme quotas. If there are rooms still available in that programme's quota, progressing

students on the ranked list may be considered for allocation. There shall be a quota for Postgraduate students as well.

7. Pre-allocation is done centrally using an Application developed by ICT after examinations have been published and the Lists are posted in Notice Boards by Residence Officers prior to registration to enable students to know if they are allocated accommodation in that given year. Students are ranked according to their scores and priority is given to the high achievers. Students are given 48 hours within which to claim their rooms according to their registration days, they do so by producing proof of registration and financial clearance. No guarantee is given to students who do not claim their rooms within the specified time once Pre-allocations are done.
8. International students will be allocated into residences provided they are progressing academically. The allocation may be on or off campus (Private Accommodation)
9. Academic performance for admission into residences is as follows:
New Students:
 - Students must have achieved entrance requirements for their chosen field of study. Such students shall be ranked according to points obtained in their National Senior Certificate and allocated rooms
 - Preference will be given to students who reside in places that are far from the University by at least 50km

Returning Students

- Students must obtain an average of 70% for all modules/courses registered for, to qualify for a single room (subject to availability) and 50- 69% for a double room. In the event where such percentages do not fill our residences students will be considered according to the highest percentages obtained as an average until all rooms are taken up. However, students who are repeating any year level of study will not be allocated rooms.
- Supplementary results will not be considered for residence allocation purposes.

- The calculation of the Average Percentage for room allocation purposes shall be consistent with the Registration Census dates.
- It must be noted that due to the shortage of single rooms, priority will be given to senior students. Other year levels who qualify for single rooms will be considered if and when single rooms are available.
- Preference will be given to students who reside in places that are far from the University by at least 50km
- Funded students (NSFAS, Bursaries, and Grants) who may not meet other criteria listed above shall be catered for both On and Off-Campus accommodation.
- Self-paying students who wish to be accommodated in Privately Owned residences will be accommodated upon payment of 30% of the annual residence costs in advance during registration and the remaining balance to be paid at the beginning of the Second Semester.

10. Students are only allowed to stay in the residences for the duration of their programme of study. Students who are repeating a year level of study will not be accommodated in on-campus accommodation. If they are funded, they will be considered in the off-campus accommodation.

11. Students who only register for 2 modules or less will be considered if they have not exceeded the duration of their degree/diploma in on-campus residences. If they are funded but exceed their course duration in the residences they will be accommodated off-campus even if they meet the academic performance in their last exam.

12. Students are to vacate their rooms at the end of each semester in on- or off-campus WSU accredited accommodation. International and Postgrad students will be allowed to stay on subject to requests for such being approved by the Deputy Director Student Affairs. Such students may be relocated to designated residences during University Downtime periods to allow for routine maintenance. Students will be given 48 hours after their last exam paper within which to vacate the rooms.

13. Students registered in Academic Programmes that spill over to the next year will be accommodated in the residences on condition they pay a pro-rata fee commensurate with their stay.
14. Students must return keys to the Residence Officers when they vacate the rooms at the end of each semester. Failure to do so will result on a fine of R500 debited to their student fee accounts.
15. Students who transgress Residence Rules and Regulations will not be considered for room allocation the following year.
16. Each Campus Deputy Director SDSS shall be allocated 10 beds to cater for Special Cases that may not be catered for above.

7. Statutory structure to approve, adjust and review the policy

The first structure responsible for the approval of this policy is the Institutional Management Committee. Once approved it goes to the Student Services Council. Once approved the Policy will be forwarded to the Institutional Forum for recommendation to Council.

The review process of the Policy will start with the SDSS and follow the same route for approval, recommendations and approval

8. Administration of Policy

The policy should be administered by Residence Officers responsible for room allocations at WSU. They are the primary personnel to implement the Policy. Student Affairs Deputy Directors in various campuses should monitor the implementation of the policy. The Internal Audit Office should oversee the process of implementation.

Matters of concern about the policy or the implementation thereof should be submitted to the SDSS Deputy Directors.

9. Custodianship of Policy

The Policy is a SDSS Residences Unit Policy led by the Executive Director SDSS. Residence Officers and the Director SDSS Residences are the primary implementers of the Policy.

10. Effective Date of Policy

The Policy shall be effective upon approval by Council.

11. Procedure

1. Residence Allocation Process

- 1.1 A call for applications for residences will be done on the University Website for returning students on 01 Oct and 01 June for new students
- 1.2 Students are to apply online to a central database (deadline is Nov 30 for returning students and open to those admitted for new students)
- 1.3 Division of rooms according to faculty quotas to be done by Residence Officers and submitted to ICT
- 1.4 Source results from ITS
- 1.5 Pre-allocate continuing students according to academic performance of the previous examination. Students are ranked according to their scores and priority is given to the high achievers. Students must obtain an average of 70% for all modules/courses registered for to qualify for a single room and 50- 69% for a double room. However, the top achievers within a specific quota qualify for single rooms if and when these are available.
- 1.6 Students are given 48 hours within which to claim their rooms according to their registration days. In the event where there are disruptions to the registration process, the 48 hour cut off will be waived.
- 1.7 Students will be given a Residences Brochure that outlines Residences Rules and Regulations that they have to sign prior to them receiving keys, and an inventory of what they will find in the room

12. References

The following documents were used to develop the policy:

- The WSU general prospectus
- The SDSS Handbook for students
- The Residences Brochure