hugenote kollege

Residence Guidelines

(HKRes)

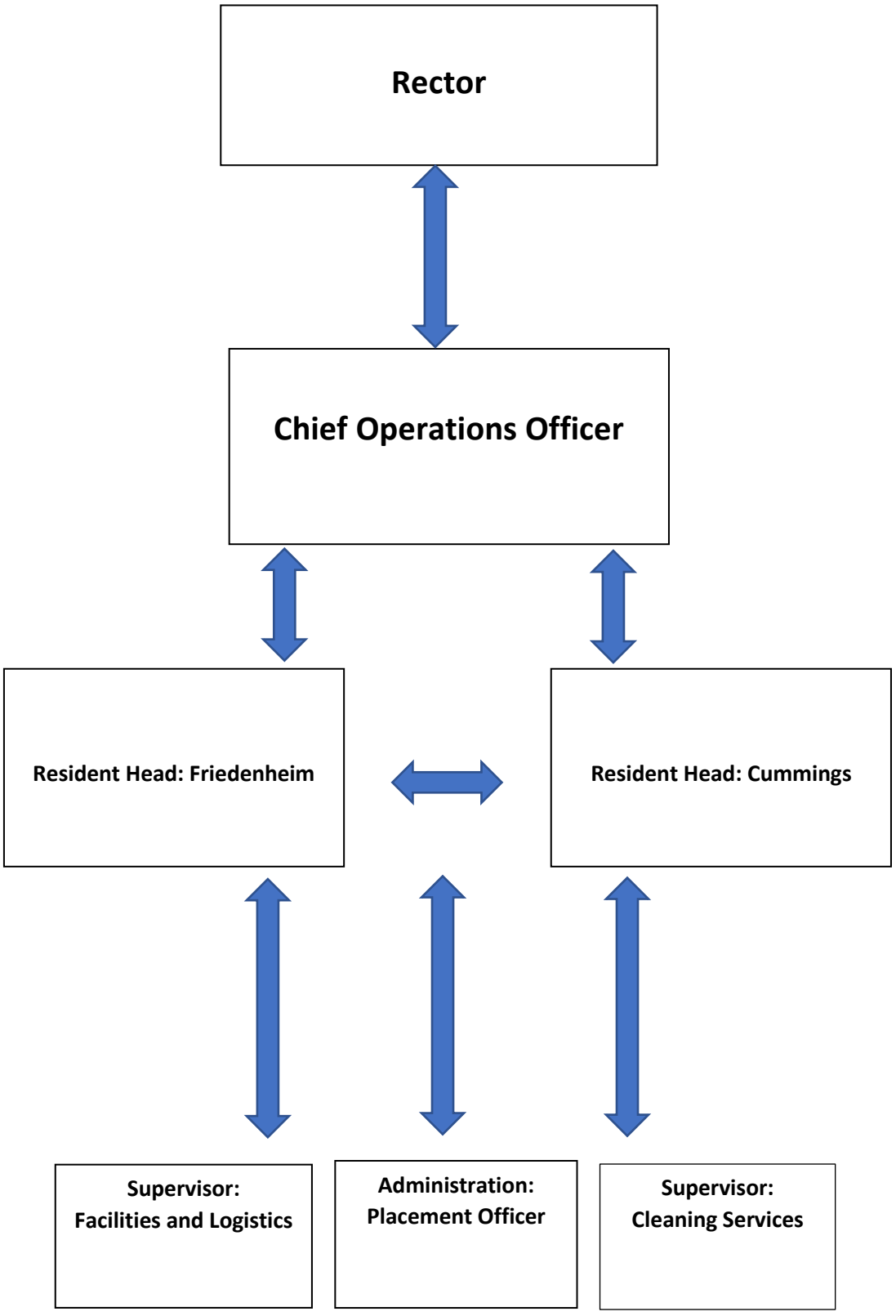
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Hugenote Kollege Residence Management Structure



1. Relevant contact numbers			
Mr. G Crocker	Chief Operations Officer	ops@hugenote.ac.za	021 8731181
Vacant	Resident Head: Cummings		021 8731181
Ms. S Brandt	Resident Head: Friedenheim	shanell.brandt@hugenote.ac.za	021 8731181
Ms. B Jacobs	Placement	admin5@hugenote.ac.za	021 8731181
Mr. F Adonis	Supervisor: Facilities and Logistics	fasiliteite@hugenote.ac.za	021 8731181
Ms. I Smith	Supervisor: Cleaning Services	facilities@hugenote.ac.za	021 8731181

2. Emergency numbers			
Specialized Security Solutions Group	(After hours security)		0633747741
Cell phone emergency	(Vodacom, MTN, Cell C, Telkom)		112

3. Student Service (SS)			
Telephonic enquiries E-mail enquiries	All enquiries with regards to accommodation, placements etc.	applications@hugenote.ac.za	021 8731181

4. Security Services			
SSSG	Mr. J van der Berg	johann@sss-group.email	0680205953

Heads of Residence – contact details

Cummings Campus

Residence	Title	Name	Surname	Telephone	E-mail
Whitehouse A / B		Vacant		021 873 1181	
Ark					
Bungalow					
Interim					

Friedenheim Campus

Residence	Title	Name	Surname	Telephone	E-mail
Friedenheim	Ms.	S	Brandt	021 8731181	shanell.brandt@hugenote.ac.za
Huis Frede					

A. Rules and Regulations

1. Introduction

These rules, regulations and procedures provide a framework for the management of all HK residences, and for maintaining discipline and order and providing a supportive, enabling and safe study and living environment. As such they constitute the official policy of the Hugenote Kollege. These rules and regulations of Hugenote Kollege can be adjusted with internal house rules that may be introduced in any individual residence that was approved by the Resident Head oe Manager: Operations and Accommodation.

In the context of these rules, any reference to residence authorities includes the Manager: Operations and Accommodation, Residence Heads, Supervisor: Facilities and Logistics and Supervisor: Cleaning Services. Residence authorities may, in appropriate circumstances, delegate their authority to a suitable person or structure, including members of the Residence House Committees.

2. Disciplinary codes

Residences are governed by a Disciplinary Code: Residences, as well as various governance structures for students and residences, the Disciplinary Code: Student Code of Conduct students of Hugenote Kollege.

Disciplinary measures may be instituted against any student who does not adhere to the conditions pertaining to HK accommodation. Ignorance of the Disciplinary Code, is not regarded as an excuse.

3. Contractual agreement and indemnity

All resident students must complete, sign and submit the HK student enrolment contract before being admitted to a HK residence.

On readmission, the HK student contract is renewed and continues to apply together with all HK conditions, codes and regulations for the subsequent year/s.

NOTE THAT the student indemnifies HK for any damage of whatever nature caused by the student within or on the residence premises, and indemnifies HK against claims of any third parties in this regard. Students further undertake not to hold HK or any of its employees liable for any damage that they may suffer in respect of personal injury and/or illness, or damage of any nature or loss of personal belongings.

Students must obtain personal property insurance to cover their personal property at the residence. HK does not carry insurance covering personal property, and is not liable and does not assume responsibility for theft, destruction, malfunction, failure or loss of money, valuables or other personal property belonging to, or in the care of a resident from any cause whatsoever, whether such loss occurs in the resident's room, storage area or public areas.

4. Residence placement and relocation

The Administration and Registration Department is responsible for the placement of students in residences. Placement for the following year is not automatic. Students must apply for residence placement every year. Accommodation cannot be claimed as a matter of right by any student.

Only registered students of Hugenote Kollege are admitted to HK accommodation.

NOTE that Hugenote Kollege reserves the right to relocate a student to another room or alternative accommodation for any length of time, due to renovations, maintenance, or in the interest of good order, health and/or the safety of all residents. In such cases the Resident Head will consult the Manager: Operations and Accommodation and the affected student(s) may be denied access to their original residence.

5. Cohabitation, unauthorised persons and subletting

Residence rooms may only be occupied by the authorised occupant(s) of the room. No unauthorised persons are allowed to occupy or use the room for any purpose whatsoever, irrespective of the duration of such occupation or use. A resident may not allow any person other than his/her authorised roommate to reside with him/her in a double room or in a single room.

No visitors are permitted in rooms unless in strict accordance with the rules as set out in this document or House Rules. Visitors must be accompanied by their host at all times and visits may not infringe on the rights of resident students.

Should there be a need for a visitor outside the prescribed visiting hours, WRITTEN PERMISSION must be obtained from the Resident Head and all residents must be alerted to the presence of such a visitor, as is reasonable.

Subletting, squatting, unauthorised sleepovers and permitting unauthorised persons to use the room for any purpose are strictly forbidden. The Resident Head or members of the House Committee are authorised to request any person/s found in any part of the residence environment illegally or outside the official visiting times to leave immediately and/or to arrange that such person/s be removed.

The presence of any non-residents anywhere in the residence, or residence block (as is applicable), outside the official visiting hours without written authorisation, will be regarded as unauthorised presence on the premises, and/or unauthorized sleepovers, or illegal squatting. Such non-resident visitor's host will face disciplinary charges. The non-resident may be requested to leave the premises immediately. A resident will be charged with squatting if he/she grants permission to any non-resident to reside in his/her room/unit/apartment with or without the resident being present. Non-resident visitors may not attend HK events without prior approval from the Resident Head or Primaria of the campus / residence.

Infants and children may not reside in any HK residence.

Contravention of these rules will result in disciplinary action being taken against the resident concerned, as well as any unauthorised guests.

6. Student's obligations

In terms of the disciplinary codes and regulations of HK, residences and/or individual residents may not behave in a manner that brings the name of HK into disrepute. Within the context of the value-driven culture in Hugenote Kollege residences, every resident student is obliged, individually and collectively:

- to treat fellow residents and HK's personnel and property with respect at all times;
- to respect the privacy of staff and other students;
- to respect the individual right of choice and opinion of fellow students;
- to seek honest and fair solutions in possible conflict situations during his/her stay in the residences without harming the institution's integrity;
- not to bring the Hugenote Kollege or its residences into disrepute;
- to provide, voluntarily or upon request, honest and factually accurate information about any circumstance that may arise inside or outside the residence and not to withhold any relevant information;
- to avoid any situation of individual enrichment at the expense of HK;
- to comply with all guidelines and instructions from the house committee members, personnel and officials of HK;
- to report any irregular behavior by fellow residents or staff;
- to use the available facilities responsibly and in accordance with the institutional rules and regulations; and
- to at all times, especially when receiving a guest/s, behave in a manner which is respectful towards your fellow residents and to be appreciative of their rights to fully enjoy their occupancy of the residence without undue inconvenience, embarrassment or disturbance.

7. House meetings

All residents of a particular residence are expected to attend house meetings. Such meetings are called by the Resident Head and/or House Committee at his/her/their discretion and in accordance with the house rules as a platform for communicating and relaying important information or for training purposes. House meetings are compulsory to attend.

It is the responsibility of every student who was absent from a house meeting to find out what transpired at the meeting. Ignorance of any information or instructions given to students in a general context at a house meeting shall not be regarded as an excuse.

8. Condition and cleanliness of residence facilities and rooms

All residence facilities and equipment are reserved for the registered students of that particular residence and must be used responsibly.

Every resident student must complete the relevant documentation when moving in and out of the residence When a student moves in, he/she must report any damage or defects in a room to the relevant Supervisor: Facilities in writing within seven days of moving in. If no problems are reported, it will be assumed that the facility has been found in a good condition, with no defects. Any breakage or damage, including but not limited to holes drilled, nails knocked into surfaces, damage caused by adhesives used for putting up posters and other

decorations, missing fixtures and furniture, shall thereafter be deemed to have been caused by the occupant, and the cost of repairs will be charged to his/her account.

A resident is responsible for ensuring that his/her room is in the same condition in which it was found when he/she evacuates the room.

With the exception of toilets, no visitor or former residents are allowed to make use of any other facilities of the residence without the consent of the Head of the Residence concerned.

College-provided furniture may not be removed from rooms or moved outside, including to patios and balconies, without the prior consent of the Resident Head or Primaria concerned. Furniture in communal areas that has been rearranged for an event must be returned to its original location immediately after the event. Any furniture that has been rearranged must be returned to its original location prior to moving out.

Residents are forbidden to engage any person from within the residence or from outside to carry out personal services, maintenance or repairs without the prior written consent of the Resident Head.

All residents are jointly and individually responsible for keeping the residence premises hygienically clean and neat. The residents of a specific house, floor or block will be held responsible for the general tidiness of communal areas of that house, block or floor.

Each occupant is fully responsible for the cleanliness, tidiness and condition of his/her room and for keeping his/ her own room hygienically clean and tidy.

When cleaning their rooms, students are not permitted to sweep anything under rugs or into the corridor. Students may not hire any third party to clean their rooms.

All garbage must be disposed of properly in waste/garbage containers available throughout the residence. A student must line the rubbish bin in his/her room with a plastic bag. Plastic bags must be tied with a knot when disposed of in the communal garbage cans. No litter or other items may be thrown out of windows. Food and beverage waste may not be disposed of in student rooms or in bathrooms.

Rooms may not become a health risk to fellow students. Any additional cleaning necessary as a result of any act or omission of a student or his/her visitor, will be for the account of the student.

No painting to the interior or exterior of a residence may be done or authorised by students. Blinds, residence furniture and other residence equipment may not be exchanged, removed or moved from one room to another. Fixed features may not be dismantled or moved.

All problems relating to facilities must be reported to the Supervisor: Facilities immediately. It is of particular importance that all leaks, moisture, plumbing, electrical shorting and pest control problems be reported without delay.

Students may not mount any satellite television installations to any of the buildings or install or modify network cables.

Students may not mount any washing lines, whether permanent or temporary, to any of the buildings or hang washing outside windows at any time.

9. Room inspection

HK's authorised delegate/representative reserves the right to enter a student's room at any time for the purpose of inspecting the room or apartment. There will first be a knock on the student's door. Upon the third attempt, the personnel will enter by themselves. Such inspections are to ensure compliance with the requirements of the rules and regulations of HK, for maintenance purposes or making repairs, in the event of an emergency, or for any other lawful or reasonable purpose. Inspections and repairs may be conducted while residents are absent.

Where possible or applicable the student will be given prior notice of maintenance and/or repairs or similar inspections.

During an inspection, a resident student may be requested to open his/her cupboard, bags or suitcases and any other storage items. All items that are not permissible in-residence rooms may be confiscated during such inspections.

During special inspections which may be conducted at any time of the night or day, (e.g., drug and alcohol inspections), Security and Police authorities and services may be involved and no prior notice will be given. Special inspections without prior notice may also include inspections for unauthorised sleep-overs, illegal substances or illegal squatting.

Room inspections may be conducted by the Resident Head, house committee members, authorized staff together with a witness and without the assistance of Security Services. Should a situation arise that the Resident Head cannot manage (i.e., stumbling upon drugs), they may contact Security Services to assist, who will then in turn activate the Police if necessary. Arrested students' parents will be contacted for support.

When an inspection or maintenance job has been completed in the absence of the rightful resident, the room shall be locked immediately after completion of the inspection/job.

In terms of South Africa's Criminal Law system, should there be a reasonable assumption that something unlawful is happening in a room, HK's delegate may knock (to announce entry) and enter immediately.

10. Damage to or misappropriation of property

Any wrongful, malicious and/or deliberate damage to or appropriation, destruction, alienation or possession of residence property or the property of any person associated with HK, including that of another student, staff member or of a visitor to HK, or any attempt to do so, is regarded as vandalism and/or theft.

No student may damage, vandalize or misappropriate any property of HK, or any of its residences – including but not limited to the facilities, furniture, fixtures, equipment, clothing, insignia and mascots – or the property of any individual. Such actions are criminal and are considered a serious disciplinary offence and will be dealt with in terms of the Disciplinary Codes and Regulations of HK. Criminal charges may also be laid with the South African Police Service.

Inter-residence raids of any nature whatsoever are strictly prohibited. This includes student raids where residents in an organized way visit other residences in order to harass students, and/or to take or damage property.

No wasting of water and electricity is permitted in and around the residence.

11. Safety: access, firearms and other dangers

Although Security Services oversees security matters in conjunction with the Residence Head, every resident is responsible for ensuring the safety and security of persons and property in and around the residence. Neglect, negligence and high- risk behavior that could pose a potential threat in HK or residence environment are punishable in terms of the Disciplinary Code: Students and/or may be reported to the South African Police Service.

Access to the campus, residence and other HK facilities requires a valid student card. Each student is responsible for ensuring that his/her student card is safe. The student card may not be abused in any way or used in a fashion that can lead to a security risk. The student card is only to be used by the person to whom it was issued. It may not be lent out, borrowed, shared or given to any other person. Students may not use their student cards to allow unauthorised persons access to the residence environment. Lost cards must be reported and replaced immediately.

Students and/or their guests are not permitted to carry, handle, display or store firearms, explosives, smoke bombs, open-flame devices (including all space heaters, paraffin or oil lamps or stoves, alcohol burners or gas stoves as well as candles of any kind) or any other dangerous or potentially dangerous weapons and/or articles in the residence. Cleaning Services shall take away such articles and report the matter to the Resident Head.

Gas cylinders and fireworks (including sparklers) are not allowed in or around the residence.

Residents are not allowed to use open fires, dangerous chemicals or highly inflammable materials (including but not limited to fuel and cleaning solvents) in the residences or on residence grounds. Fires are only permitted in dedicated areas (braai).

Students may not use any apparatus or keep any otherwise dangerous goods in the residence, which may render the insurance of the property invalid or otherwise present a risk or danger.

Braai facilities are only permitted in designated areas and only with the approval of the Resident Head.

Tampering with or the unauthorised use of any security or fire equipment is strictly prohibited. No person may intentionally or recklessly interfere with, damage or misuse any equipment, plant or consumables that are provided in the interest of health and safety. No person may light any fire outside of the designated braai area, break any fire glass, set off any fire alarms without cause, or misuse fire extinguishers, hoses or intercom systems.

It is strictly prohibited for any person to climb onto the roof, ledges or windowsills of any building, or remove window panes, burglar proofing, blinds, screens or louvres.

Unless prior written permission has been obtained from the Resident Head, other items that pose an "attractive nuisance" are strictly prohibited inside and outside the residences. These "attractive nuisances" include trampolines, hot tubs, saunas, pools of any size, inflatable jumping castles or slides or similar objects.

Each resident must be acquainted with the fire and other emergency procedures for his/her residence.

Students must lock their rooms at all times when out of the room.

Access-controlled doors must be kept closed at all times.

Sharing of keys to doors in a residence with any non-resident or on any public platform is strictly prohibited.

Fire escape doors and emergency exits may only be used in the event of a fire or similar emergency. These may not be used as normal exits or entrances to the residence.

Entering or exiting any residence facilities through the window or balcony is strictly prohibited.

Any association, active or passive, by a resident student with any unlawful organization is strictly prohibited.

Students may not fool around, play or tamper with any camera installations.

12. Preparation of food in rooms

Students may not cook food in any area of the residence other than that allocated for this specific purpose.

Cooking may only be done in the kitchens of self-catering residences or in the kitchenettes of residences that are fitted with these kitchenettes.

Prepared meals may be reheated in microwave ovens in a kitchenette or in a student's room where kitchens or kitchenettes are not provided.

Food preparation may not pose a fire hazard, cause cleanliness or hygiene issues, extreme smells or inconvenience fellow residents. Kitchens or kitchenettes must be kept clean and neat at all times. Failure to do so may result in disciplinary action being taken against the residents of the specific unit / corridor.

Food waste should be disposed of in designated bins and may not be disposed of in-residence rooms or bathrooms.

Crockery, cutlery and other cookware may not be washed in bathroom facilities.

13. Holiday periods and expiration or early termination of agreement of occupation

Student accommodation in HK residences covers academic terms only. Students have to vacate their rooms during holiday periods, taking all their belongings, including academic materials, with them. All residences are made available for the accommodation of visiting groups during holiday periods.

Please be advised that during dedicated recess periods throughout the year, no Resident Head will be on duty.

In order to make use of residence accommodation during vacations a student must apply for special permission. Each application is considered on merit. The applicant will be informed of the holiday accommodation arrangements and be charged a daily tariff that is determined annually.

Students must vacate their residence rooms within two days of completing their examinations and/or supplementary examinations, unless permission to the contrary has been obtained from the Resident Head.

Students not writing examinations or who have not been admitted to the examination must vacate their residence within two days of the conclusion of their lectures, unless permission to the contrary has been obtained from the Resident Head.

When vacating a room at the end of or during the academic year, or upon expiration or earlier termination of occupation, each occupant is responsible for leaving his/her room in a clean and tidy state and handing in the keys before leaving. Should an occupant fail to do so,

he/she will be held responsible for the condition of the room, furniture and for any costs incurred for replacement or repairs in this regard.

All personal property must be removed from the residence at the end of the contract term, whether by expiration or earlier termination.

If any personal property (including goods and furnishings) or any such items remain on the premises or in the residential building of the Hugenote Kollege, following the end of the lease term or vacation of the residence, such property shall be regarded by HK as abandoned property.

HK shall have the right to remove such abandoned property for storage at the sole cost and expense of the student.

Should the property remain in storage for a period exceeding 30 (thirty) days, HK shall have the right to dispose of the property in order to recover storage costs incurred by HK.

The student shall be given at least one notice, at the email address provided by HK after the student's registration, of the fact that the property is being stored and that, should it not be collected within the 30 (thirty) day period, that the property shall be sold and the proceeds forfeited as set out herein.

Notwithstanding the above provisions, the Hugenote Kollege, shall not at any time be liable for any loss or damage to uncollected property.

14. Compulsory quiet times

With due consideration of the fact that all HK residences are living environments that provide for a wide range of day-to-day activities, the onus rests on all residents, jointly and individually, to maintain an atmosphere that is respectful of others and conducive to study and rest. Residents' behavior must at all times be such that it is reasonable and does not infringe on the rights of others to enjoy privacy and quiet. Each resident and his/her guests must conduct himself/herself in a manner that does not cause a disturbance of any kind.

While a reasonable level of noise is normal in any living environment, unreasonable noise or noise levels that disrupt or potentially disrupt residents or the neighboring students and residents at any time of the day or night are prohibited.

The municipal bylaws for residential areas, the basic principle of good neighborliness, and agreements with the community regarding noise levels apply to all HK residences and accommodation facilities. There may be no high noise levels inside or outside the residences between 22:00 and 06:00 (unless prior approval for special events over weekends).

Quiet time in the residence environment is described as an atmosphere that is conducive to study and rest.

A 24-hour compulsory quiet time will be maintained during examination periods, starting one week before the commencement of examinations. There will be zero tolerance for noise during these periods.

Activities in students' rooms as well as in communal spaces, including shared sitting rooms, corridors or recreation halls, should be reasonable and may not disturb an atmosphere conducive to study and rest.

Any equipment with which a resident continues to disturb an atmosphere that is conducive to study and rest will be confiscated by the residence authorities and disciplinary measures will be taken. If this equipment is confiscated, it will be returned to the resident concerned, only at the end of the semester or when leaving for home during a weekend.

The house committee and management have the primary responsibility to enforce the quiet hours. Violation of quiet time rules will result in disciplinary actions taken.

15. Electrical appliances

There is a limitation on the number and nature of electrical equipment permitted in each residence room. For safety purposes, the metal casing of electrical appliances must have an effective earth connection. A student must ensure that all his/her electrical appliances are in safe working order, have a valid warrantee or have been tested by a qualified electrician before they are used.

Based on infrastructure limitations and safety requirements, only the following items may be used in residence rooms:

- Fridge/freezer (maximum 220 ℓ)
- Microwave oven (maximum 20 ℓ)

- Computer and printer
- Kettle (maximum 1.5 ℓ)
- Ironing board and iron
- Reading/study lamp
- Radio
- Heater – not larger than 500 watts (no open-bar heaters)
- Hair-styling equipment
- Air-fryers

Own stoves (gas or electrical) or open-bar heaters are not permissible in-residence rooms. If any such item is found in the room, it will be confiscated by the residence authorities and only released for collection at the end of the year, or by termination of stay, whichever happens first.

Additional electric cooking appliances are only allowed in the kitchens or kitchenettes of self-catering units.

It is the responsibility of every resident to ensure that permissible personal electrical appliances have a proper electrical connection that complies with health and safety standards (in most instances this is a 15 amp three-pin plug that is connected correctly to the lead of the appliance concerned).

A student must switch off all heat-producing electrical appliances, such as a heater and iron, when going to sleep or leaving the room.

If it is found that a student uses/abuses any electrical appliance that leads to a safety risk, the relevant appliance will be confiscated and only returned at the end of the year, or by termination of stay, whichever happens first. The necessary disciplinary steps will also be taken.

16. Selling of goods/conducting a business

Residences may not be used for commercial or business- related activity. Residents may therefore not conduct business or other commercial activities using their rooms or room addresses or any other college property.

17. Posters, notices and advertisements

All posters, notices and advertisements must be authorised by the Resident Head, Primaria of the House Committee or delegated House Committee member, before any such material placed on the relevant notice board. Such materials may only be displayed in approved areas of the residence such as the notice board and may not be placed on walls, mirrors, stairwells, passages, gates, windows, doors or outside walls.

Door-to-door and other personal solicitations are prohibited (unless approved by the Resident Head).

In order to ensure inclusiveness, all posters, notices and advertisements must be in English or accompanied by an English translation.

Only House Committee members, the Resident Head or authorized staff may remove posters, notices or advertisement from the notice board or any unauthorised place.

No commercial activity or advertising is allowed, unless approved by the relevant authorities.

18. Animals/pets

With the exception of guide dogs for blind students, no student will be allowed to keep any animals or pets (any living creature: e.g. fish, birds, hamsters, rabbits, dogs, cats, snakes, reptiles, pigs) in the residence or anywhere on HK premises.

19. Injury and illness

Students are responsible for their own health, for obtaining and taking chronic or other medication, and for informing the Resident Head and the House Committee of pre-existing medical conditions. Any mental or physical condition, impairment or disability which may affect the student or other students in the residence must be brought to the attention of the Resident Head before the student moves into the residence. Failure to do so may result in termination of the placement. Such information shall be treated confidentially as far as is reasonably possible.

Any serious injury, physical condition, indisposition, disability or illness of a resident student must be reported to the Resident Head immediately. Contact the parents, guardian or relatives of the student concerned, if necessary.

Students should report cases of contagious disease to the Resident Head immediately, who will report it to the Rector, and in turn, should report all such cases to the local health authorities immediately.

In the case of serious communicable diseases residents must leave the residence immediately after being diagnosed until such time as he/she is medically specified as recovered.

NOTE that HK reserves the right to relocate a student who is ill to another room or alternative accommodation for any length of time in the interest of the health and safety of other residents. HK further reserves the right to suspend or terminate access to any college-controlled premises and/or accommodation in a residence in circumstances where a student's state of health and/or conduct constitutes a danger to him-/herself and/or fellow residents, staff or any third parties.

20. Pregnancy

In the interest of the health and safety of a pregnant student and the welfare of the unborn child, a student who is pregnant must report her pregnancy to the Resident Head. The confidentiality of the matter will be respected by the Resident Head as far as is reasonably possible. The provisions of the Policy on Pregnancy in Residences (Point F) apply.

21. Smoking policy

In order to create a pleasant and healthy working and living environment and to balance the interests of smokers and non-smokers, the following smoking policy is applicable, subject to the relevant national and municipal legislation:

The following areas are classified as non-smoking areas:

- All indoor areas
- Any area where a possible fire and/or security risk exists and which has been designated as such.
- Any premises where food is stored, manufactured, prepared, handled, sold or served.
- Smoking is only allowed in designated smoking areas. Notices will identify a designated smoking area in each residence, which will be captured in the house rules, on condition that such provision is following national legislation.
- This smoking policy is also applicable in terms of the use of hookah pipes and electronic cigarettes.

22. Alcohol

The policy regarding the use or abuse of alcohol or other habit-forming substances is aligned with South African legislation, as well as general policy governing residences and student life. HK affirms and maintains community wide norms that support the responsible use of alcohol, and encourage low risk choices regarding alcohol, as well as choices that do not compromise the positive living and learning experiences of the institution's community.

In view of the serious legal, social, medical and psychological hazards caused by alcohol abuse, the ways in which it interferes with the rights and privileges of others and adversely affects the campus environment, HK restricts permission for the sale and use of alcohol. Limitations are placed on the nature and amount of liquor that may be used as well as the times and/or occasions where alcohol consumption is permissible.

Students are expected to act lawfully with respect to the possession and consumption of alcoholic beverages. It is a criminal offense:

- for any person under the age of 18 to use, possess, purchase or consume alcohol;
- for any person to provide any alcoholic beverage to a person under the age of 18;
- for any person to provide any alcoholic beverage to an intoxicated person;
- to be under the influence of alcohol in a public place, including HK-controlled premises, and unable to exercise care of one's own safety and that of others;
- to operate equipment or vehicles after consuming alcohol or drugs; and
- to have in one's possession or use any false evidence of age or identity for purposes of purchasing, possessing or consuming alcohol.

Drunken, disorderly and rowdy behavior due to alcohol consumption is strictly prohibited in the residence environment and is therefore subject to immediate disciplinary action.

Subject to all other provisions in this regard the consumption of alcoholic beverages in the residence environment may only be done lawfully, in designated areas and in moderation with the approval from the Resident Head.

Alcoholic beverages may not be consumed (irrespective of the container) in any residence room, corridor, flat or lounge without the specific written permission granted by the Resident Head in respect of that residence or designated area. The Resident Head may review or summarily withdraw such permission from time to time. Alcohol bottles, tins or advertisements may not be stored or displayed in the residence.

A residence may hold a social function at which alcoholic beverages are consumed by its members and guests only if a formal application in this regard has been approved and signed by the relevant residence authorities. Applications must be submitted at least one week before the date of a proposed event. HK may lay down further guidelines in respect of the type of beverages and the maximum quantities that may be consumed, as well as restrictions in terms of times and designated areas. Once such a special function or arrangement has been approved, the relevant House Committee member of the residence will accept full responsibility for all activities relating to the function.

A resident shall be responsible for ensuring that his/her visitors (if approved) obey all the rules laid down concerning alcoholic drinks.

The residence House Committee shall accept responsibility for the consumption of alcohol at any function arranged under its auspices. Where abuse of liquor occurs, disciplinary steps shall be taken against the person or persons abusing the liquor, as well as the person(s) responsible for overseeing the function or event, and the person(s) selling or serving the liquor.

No alcohol may be consumed in public on HK-controlled premises, except at a venue approved by the bodies and persons mentioned above.

Residents are prohibited from participating in drinking games of any nature or any activities that promote the rapid and/or excessive consumption of alcoholic beverages.

23. Drugs

HK maintains a drug-free workplace and campus. The manufacture, cultivation, distribution, dispensation, possession, sale, or use of drugs or banned substances on campus is illegal in terms of South African law. Any student who does so will be subject to immediate disciplinary action by the institution and will also be reported to the South African Police Service.

The House committee and Resident Head should immediately be notified once one of their resident students are arrested, in order to advise their parents/guardians to provide the necessary support as far as it is possible.

In view of the serious and adverse legal, social, medical and psychological hazards caused by substance use and abuse and the ways in which it interferes with the rights and privileges of others, HK reserves the right to require from students to be searched of their person or property, and/or to testing for the use of drugs (saliva and/or blood tests), by way of an organized random testing system or upon suspicion of such activity.

24. Communal living and learning spaces

All resident students have equal right to the use of communal living areas and recreational spaces, such as games rooms, television rooms, study areas, IT labs, reading lounges, braai areas and residence sports facilities.

Students who make use of the communal living areas may not cause any excessive noise, undue inconvenience, embarrassment or disturbance in the residence.

Students should be properly attired in communal living spaces and may not make use of communal living areas whilst dressed in swimwear, towels or underwear or are generally deemed to be inappropriately attired.

The channel on the televisions in communal areas may be managed on a first-come basis, except where national sports events are televised and/or the House Committee makes other arrangements.

Board games need to be returned to their proper place after use.

Communal kitchens must be kept hygienically clean and tidy at all times. Each person is responsible for cleaning up after themselves.

Communal study areas should be kept neat, and academic materials belonging in the study area should be returned to its original position after use.

Students must be considerate of other students making use of communal study areas, academic materials and IT labs. Students must respect the academic obligations of others and should manage their time spent using academic materials and/or computers in a considerate manner.

Noise levels, including computer sound, should be kept within reasonable limits in the communal study areas and IT labs. No talking on mobile phones is allowed in the communal study areas and IT labs.

IT labs and study areas may be used for academic purposes only.

The viewing or downloading of indecent or pornographic materials in the IT labs or HK communal Wi-Fi areas is strictly prohibited.

Interference with the air-conditioning systems in the IT labs is strictly prohibited.

Students may make use of the IT labs and library as arranged with the Librarian.

Residence laundry facilities are reserved for the registered students of a particular residence to do their own washing of clothes and bedding in accordance with the general and house rules posted in the laundry. The residence laundry facilities may not be used by any non-resident or for the washing of any items on behalf of non-residents.

Each residence management team may make internal arrangements for the allocation of specific laundry days.

Unacceptable behavior, including indecent behavior, and or creating a nuisance or embarrassment to any person/s, are strictly prohibited in all communal areas.

25. Braai areas

Braai areas are for the exclusive use of residents. Guests may be allowed with the written permission of the Resident Head.

Students may not make use of the braai area after 22:00.

All rules regarding noise, alcohol and visitation apply at the braai areas.

Residents who use the braai area must clean up the braai facilities and surrounding area after use.

No private functions are allowed at the braai area without the express permission of the Resident Head.

26. Visitors

The relevant resident host will at all times be responsible for the behavior of the visitor, who must comply with all college rules and regulations. The resident student is responsible for informing the visitor of these provisions.

In order to ensure safety, privacy and an improved academic culture, the visiting hours and areas designated for guests in residences are restricted.

Visitation in any college residence, may not inconvenience or infringe on the rights of any fellow resident and/or roommate in any way.

No visitors are allowed in any of the residences unless accompanied by their host.

Individual or group socials are not allowed in any residence during examinations.

Visiting may only take place in the designated visiting areas identified for this purpose in each residence.

No visitor (friend, guest or family member) may stay in any college residence overnight without the express written permission of the Resident Head of the residence concerned. Such permission will only be granted in exceptional cases. Permission will not be granted for women to stay over in a men's residence, nor for men to stay over in a women's residence.

If the Resident Head has granted written permission for a visitor to stay at the residence overnight, the relevant resident host will at all times be responsible for the behavior of the visitor, who must comply with all college rules and regulations. The resident student is responsible for informing the visitor of these provisions.

No dependent, family or spouse of any resident will be accommodated in any residence.

Visitors are allowed in single-sex residences, between 08:00 and 22:00, provided that visitors are accompanied by their host at all times and that such visits do not infringe on the rights of resident students.

For safety and privacy reasons male visitors are only allowed in single-sex women's residences provided that visitors are accompanied by their host at all times and that such visits do not infringe on the rights of resident students.

Each residence may require resident students to do duty to receive visitors and ensure that they are signed in on arrival and signed out on departure, provided that such duties are shared equally among residents and not discriminate against specific cohorts. Such arrangements will be captured in the residence house rules.

Residents do not have the authority to allow or give permission to visitors to use any of the facilities or equipment specifically reserved for use of their residence.

Each "House" can only deviate from these hours with approval from the relevant Resident Head. If the "new" rules are abused or not adhered to, it will be reverted back to the original hours as stipulated above.

27. Social interaction and student life

The Hugenote Kollege takes pride in the diversity of its student population. Being part of a community can be both exciting and challenging. In order for the community to continue to develop and grow in a healthy manner, all members of the residence community need to feel that they belong and have a voice within the community. All members of the HKRes family play a part in achieving this goal. Because the HKRes community consists of many diverse people, it is imperative that resident students engage in difficult and respectful conversations with each other and expand their understanding of the world around them. All students should take advantage of the opportunities to learn from others who come from different backgrounds. Students should be aware not to make assumptions and generalisations or stereotype others and remember that an individual's experiences in the world may be very different from those of their neighbors. Students are encouraged to see the world differently and to ask questions. Through collaboration, openness, education and growth HKRes is developing a community where every member can be successful and safe and where diversity leads to inclusiveness.

In participating in student social interaction and organised student life activities residences and residents must jointly and individually strike a balance between academic and social development. Students are responsible for ensuring that social interaction is safe, healthy, fun, constructive, problem-free.. No resident student may be forced or coerced into participating in any social interaction or student life activity. However, positive interaction at a social level through sport, culture, community engagement and constructive recreation is encouraged by HK to produce well rounded and accommodating citizens.

Formal group interactions between residences and social events at residences must always bear in mind the quiet times and the academic programme obligations of all residents. Any deviation in terms of time is subject to prior approval by the Head(s) of Residence concerned. The residence management is responsible for coordinating the formal student life programme activities in consultation with the relevant student structures involved.

No social activities or interactions may take place during the period starting one week prior to the commencement of examinations until the end of the examination period. This period is deemed as quiet time.

Written permission should be obtained from the Resident Head and/or Chairperson/Primaria of the House Committee in advance to host a special function such as a birthday party or graduation celebration. Other members of the house must be informed of this event so as not to disturb their activities.

Written permission must be obtained for the use of alcohol at any social interaction or organised student life event.

Social events may not promote the inappropriate or excessive use of alcohol.

No inappropriate public displays of affection are allowed during individual and/or group social interaction.

The following acts are strictly prohibited:

- Hazing and/or initiation practices
- Any form of physical or verbal abuse
- Assault
- Threats, intimidation, coercion or any form of harassment
- Overt acts of discrimination, including racism, sexism and homophobia
- Foul language

- Vandalism
- Damage to property, including painting or defacement of property
- Criminal activities, including theft and extortion
- Disorderly conduct
- Lewd / obscene conduct, including voyeurism, public urination, and public exposure of private body parts
- Inappropriate or potentially dangerous pranks
- Throwing, dropping or projecting objects or substances from or into residence facilities
- Trespassing
- Raids

28. Religious activities

HK supports the freedom of worship in a pluralistic, multicultural and interdenominational environment.

Religious activities must comply with college policies and should not endanger the health, safety or welfare of HK, the residence community or individual residents.

A student's individual right to personal religious expression in the residence environment should not interfere with the rights of roommates or other residents through intolerance, extremism, direct or indirect harassment, pressure or intimidation.

Religious activities in the form of pastoral care, worship and growth groups in the residence should be limited to residents.

Religious activities in the residence may not create a disturbance or inconvenience to other residents.

29. Motor vehicles and motorcycles

Residents may keep roadworthy cars at the residences subject to the following conditions:

Only one vehicle per student is allowed.

Students are obliged to park in designated zones only. Students' vehicles that are parked in prohibited areas, such as faculty/ staff areas, fire lanes, zones for the handicapped or any areas designated as prohibited, may be towed away.

All parking and traffic rules and regulations are applicable and must be adhered to.

Motor vehicles may not be driven on pedestrian pathways or gardens.

No car or motorcycle parts may be repaired or stored in rooms or any other part of the residence and no washing with hoses, servicing or reparation of cars or motorcycles will be permitted on residence premises. If the washing of cars creates a nuisance, it may be prohibited.

B. Residence placement

1. General

All placements take place according to the relevant placement policy.

It must be noted that the demand for college accommodation by far exceeds the availability of place. Admission and/or registration for a study course does not guarantee college accommodation.

Only students who are registered for full-time study in a degree, certificate or diploma course at HK, which excludes short courses offered, who fulfil all the admission requirements for such a course, and who are not in full- time employment or work, may live in college accommodation.

Single persons only are admitted.

All residence placements and enquiries are processed by applications@hugenote.ac.za

2. Residence placement: prospective first-year students

Application

Students are requested to indicate on the HK online application form whether they would be interested in accommodation. No additional form is required.

Application for admission to HK residence is available when online registrations are opened.

Placement takes place on an ongoing basis as application forms are received and processed until all the residences are full. Thus, the sooner a student applies, the better the chances of securing a place in a residence.

Placement

Should the residence of preference already be full, another residence will automatically be considered.

Waiting list

If there are no places available, students' names are placed on a waiting list according to academic merit and date of application.

Placement from the waiting list takes place on a continuous basis as cancellations are received.

Payment

A prescribed deposit is payable as communicated. If this deposit is not paid, the room will be allocated to the next person who has paid the applicable deposit and signed the student accommodation agreement.

Should it not be possible to pay the deposit, arrangements for the extension of the period can be made by sending a request via email to studentaccounts@hugenote.ac.za

Cancellations

All cancellations must be submitted in writing to applications@hugenote.ac.za

Readmission to residence

Application for renewal of accommodation for the following year must be requested during the registration period.

An application for renewal of places takes place in October/ November of the preceding year. Students reapply at applications@hugenote.ac.za

A student will not be considered for residence accommodation for the following year if he/she has not reapplied.

Placement for the following year for residences is finalised when registrations open and once the deposit is paid and the Student Accommodation Agreement is signed

Students with outstanding student fees who have not made financial arrangements will not be considered for placement in the following year.

Conditions to ensure residence placement for the following year:

- All outstanding study and accommodation fees for the current year as well as the deposit for the following year must be paid in time.
- Students must register for a full-time degree or course for the year for which residence placement is required.
- Application for a place does under no circumstances guarantee a placement in residence of preference or any other residence, as the number of applications by far exceeds the available places.

Allocation of rooms

It can be pre-determined by management that student groups are placed in specific hostels or rooms according to their qualification or year group for logistical reasons, also taking into account different examination schedules and practical periods

Room allocation takes place once the deposit is paid and the Student Accommodation Agreement is signed, before students report to the residence at the beginning of the relevant year.

Due to the limited number of single rooms available in residences, first-year students and senior students may be accommodated in double rooms.

Some residences have separate houses/buildings close to the main buildings and these rooms are allocated by the Resident Head.

3. Room occupation procedure

The date on which the residences open at the beginning of the year is communicated during the registration process.

When students arrive at their residence on the date as communicated, their room numbers are supplied, together with their keys.

On arrival, a "key form" must be completed, signed and returned immediately.

A 'Room Check-in' inspection must be done and any discrepancies reported to the Supervisor: Facilities.

The Supervisor: Facilities must inspect and sign off the room.

4. Change-of-room procedure

Permission must be granted for a student to move from one room to another. If the following procedure is not followed, disciplinary steps are taken.

A 'Change of Room' request must be submitted to the Resident Head. The recommendation can be motivated by the Resident Head to the Manager: Operations and Accommodation for approval.

The Supervisor: Facilities will do a room inspection to determine if any damages occurred.

5. Early occupation procedure

Senior residing students who need to move in earlier than HK's stipulated opening dates, must apply to do so at applications@hugenote.ac.za.

Students may move in earlier exclusively for academic reasons. Other reasons can only be considered on merit.

Approval of each request will be considered on merit and the availability of places.

Early occupation fees: Students who move in earlier will be charged a daily tariff that is reviewed annually, as residence fees are calculated for the academic period only, and this amount will be debited on the student account.

6. Departure (moving-out) procedure and fees payable

Procedure

Should a student decide to move out of residence during the year, notice must be sent to applications@hugenote.ac.za.

The keys must be handed in at the office between 08:00 and 15:30. If a student moves out over a weekend, these items can be handed to the relevant House Committee member or Resident Head.

A room inspection will be carried out to determine if there are any damage/breakages in the room. Students are held responsible for any breakage, lost keys, paint damage, and so forth, and will be debited accordingly.

The room will be considered evacuated only once the keys have been handed in.

All personal belongings must be removed by the occupant when evacuated.

Fees payable after departure: Students are accountable for the full accommodation fees even if they depart during the course of the year, irrespective of whether it is done of their own free will or as a result of unsatisfactory academic progress or conduct. A student will be held financially accountable for the duration of stay.

If students are unable to continue their studies in the second semester due to poor academic achievement in the first semester, they are obliged to leave the residence and will be accountable for accommodation fees for the period of stay in the residence plus the accommodation fees for the second semester.

If any damage/breakages occurred in the time the student occupied the room, the student account will be debited with the relevant amount.

Departure without notification: Students leaving the residence without following the above procedure are held accountable for the full annual fees

7. Accommodation during holidays

Student accommodation at HK residences covers academic terms only. Therefore, students have to vacate their rooms (everything must be removed from the room) during vacations and will be informed as to which residences are open during these periods. Students who need to remain in residence during vacations must apply for such accommodation to the relevant Resident Head.

Students may only stay on in residences during holiday periods for academic purposes.

Only designated residences (one women's residence and one men's residence on a rotating basis) are available for student accommodation during vacation periods. Students who acquire permission for holiday accommodation during this period must move to these designated residences and must move back to their respective own residences after the vacation period on the date that is communicated to them. Residents must make their own arrangements for transporting personal items, belongings and furniture.

Please be advised that during dedicated recess periods throughout the year, no Resident Head will be on duty.

Vacation fees: Students staying on in residences during vacation periods are charged a daily tariff that is determined annually, since residence fees are calculated for the academic period only. The total amount owed in daily tariffs is debited to the student account.

8. Procedure for fault reporting in residence rooms, as well as communal living spaces

Should a student notice a fault in a communal living space (broken light or no warm water) the student must report it on the student system. If students are unsure how, they should contact their relevant House Committee member.

When a problem occurs that needs repairing and a contractor must enter a room to carry out the repair work, the following procedure must be followed:

If the problem/fault falls in one of the following categories, the contractor will be instructed to attend to it immediately and, if possible, to repair it on the same day:

- Any electrical hazard
- Door lock
- Leaking roof (weather permitted)
- Any water supply to the room, leaking pipes or blocked drain

Students must ensure that the Supervisor: Facilities can access their rooms, to unlock for the contractor, and that their valuables are locked away and that all computers or any other equipment/appliances are suitably protected/covered.

Please take note: The contractor will not issue a notice for the above repairs, as the repairs will be done within 24 hours.

HK does not offer an after-hour service to help with door lock problems, lost keys, keys locked in room, broken keys and room lights not working, etc.

When the room/wall has to be painted, floor tiles/carpets repaired or replaced, window panes or doors replaced etc., the contractor will schedule such repairs in advance. The Supervisor: Facilities will be informed of the date/s and he/she will, in turn, inform the student of this in writing. It can take anything from 24 hours to 14 days for the contractor to start these repairs. It is the student's responsibility to lock away his/her valuables and to ensure that computers or any other equipment/appliances are suitably protected/covered.

When a contractor arrives with the Supervisor: Facilities for the repairs and a student is in his/her room at the time (particularly in the case of female students), he/she has the choice to either stay in the room while the repairs are being done or to leave the room. It is unfortunately not possible for the Supervisor: Facilities to supervise the contractor for the duration of the repair works in the room. It does happen that other contractors arrive for repairs in other rooms at the same time.

It is the student's responsibility to ensure that his/her room is in an acceptable condition upon occupation.

C. Residence information

1. Residence fees

The Finance Department determines college fees annually.

Students are accountable for the full accommodation fees even if they depart during the course of the year, irrespective of whether their departure is of their own free will or as a result of unsatisfactory academic progress or conduct.

If a student is unable to continue their studies in the second semester due to poor academic achievement in the first semester, the student is obliged to leave the residence and will remain responsible for the payment of the accommodation fees.

If, at a later stage, such a student is again admitted to a study course and requires accommodation in a residence, the student will have to reapply.

2. Accommodation fees

Every student who has been granted a place in a residence must pay a deposit fee before or upon registration.

Requests can be made with the Finance Department for acceptable / agreed upon terms.

A student who is dependent on a bursary and/or loan must make satisfactory financial arrangements with HK.

3. Constitutions and house rules

Each residence compiles its own house rules, which must be accepted by an absolute majority of all residents at a residents' meeting. A copy of the house rules must be forwarded to the Resident Head. All changes that are made must also be approved by the Resident Head before they can be implemented in the residence.

4. Disputes and procedures regarding the drafting of this document

The Resident Head will make a ruling on any disputes that may arise regarding this document and will notify all the relevant role-players accordingly. Rules and regulations, processes and procedures, policies, etc. are subject to change.

D. Disciplinary Code

All students in residences are subject to the general disciplinary provisions and procedures.

Each residence may further compile its own house rules, which must be accepted by an absolute majority of all residents at a residents' meeting.

Duties and powers of the HC member responsible for discipline

The HC member for discipline:

- investigates all complaints reported to him/her;
- decides whether or not a person should be prosecuted;
- arranges, in consultation with the Resident Head and the HC member serves the necessary documentation on the accused;
- prepares a charge sheet in which the allegations against a resident are set out and makes it available to the accused;
- sees to it that the disciplinary measures prescribed are executed;
- collects all fines (if applicable) on behalf of the House Committee;
- keeps a complete record of all fines and disciplinary measures imposed; and
- refers sensitive complaints, such as cases in which an HC member is involved, to the Resident Head.

Disciplinary guidelines: Residences

The disciplinary measures set out below are mere guidelines and different measures may be imposed depending on the circumstances of each case.

Notes:

Procedures are instituted by laying a charge with the HC member for discipline.

The Resident Head and the HC member for discipline discuss all charges, except cases of serious misconduct

A person may be charged for more than one violation at a time, in which case the sanctions/fines are cumulative.

Cases of repeated violations by any resident or charges against the HC members are referred to the Resident Head. The case is then referred to an appropriate forum. Should an HC member be found guilty of misconduct by said forum, he/she will simultaneously be relieved from his/her official position in the residence.

An HC member who has already received a written or final warning during his/her stay in residence may not be available as a nominee for the HC.

If a person is found guilty, he/she may appeal.

No separate disciplinary regulations exist for first-year students (rules may not discriminate against any group).

The result of every session must be communicated in writing to the Resident Head.

In the case of a student already having received multiple written or final warnings, any further transgression (also a first transgression in another category) will be handled as a third transgression.

Students can be denied future access to placement in HK hostels due to a poor disciplinary record.

E. HIV/AIDS

These guidelines on HIV/Aids applies to staff employed by HK and to students during their period of study at the Hugenote Kollege.

General principles

No staff member or student living with HIV/Aids shall suffer from any form of unfair discrimination by HK, based on his/her HIV/Aids status.

Members of staff and students living with HIV/Aids, their partners, families and friends shall be accorded the same respect as persons with other chronic, terminal or life- threatening illnesses.

Members of staff and students living with HIV/Aids shall have the same rights and duties as other members of staff and students.

Where appropriate, all sectors of HK, including people with HIV/Aids, should be involved in the development of all prevention, intervention and care programmes.

The principle of confidentiality applies to the HIV/Aids status of any member of staff or student and breach of confidentiality shall be regarded as a serious offence.

Goals and objectives

Education and prevention

HK ensures that there is a sustained HIV/Aids education and prevention programme across the campus. This programme reaches all academic and non- academic staff and students.

HK strives to raise the level of understanding of HIV/Aids in all aspects of the work of the institution.

HK identifies and disseminates the available resources to be used across the campus in HIV/Aids education, prevention and care programmes.

HK supports the development of volunteer-based counselling and support programmes and ensures that staff and students are able to access these services during normal working hours.

HK ensures an adequate supply of condoms and addresses the need for testing on an individual basis.

Care and support

Through the provision of education, counselling and support, HK strives to ensure that those who are uninfected with HIV can remain so.

HK strives to equip staff and students to be able to live and work in communities that have increasing rates of HIV infection and Aids-related illnesses and death. In the event of the death of colleagues and peers, HK ensures that support and bereavement counselling are available to staff and students.

Management

HK ensures that all members of staff are familiar with the HIV/Aids policy and the legislation that governs HIV/Aids in the workplace.

HK is proactive in determining any changes that might be required in terms of student admission, staff recruitment and the structure of the teaching terms, examinations and other activities as a result of the impact of this epidemic.

F. Pregnancies in College-controlled Residences

Policy statement and purpose

The Hugenote Kollege (HK) is committed to creating and maintaining a safe and welcoming campus and residence spaces, which support the health and wellbeing of students, as there are some of the important elements in striving to create the environment that is conducive for academic and overall success. The policy is based on the premise that pregnant students staying in college-controlled residences should be provided with the basic level of support within the residence environment. The policy also takes into cognisance the limitations that may exist while striving to provide the support accordingly, as HK cannot take responsibility for the potential health (and otherwise) risks that may happen during pregnancy, while staying in college residences. The college will however strive to provide the basic support as far as possible.

Prevention of unplanned pregnancies

Previous interactions with students have shown that most of the pregnancies that occur amongst the students are unplanned and they result in severe emotional trauma. Thus, the biggest focus would be on prevention of unplanned pregnancies through the following action steps:

First year orientation or continuous talks provided by the Support Service regarding all sexual health issues.

All students should note that Support Services provides family planning options to all students, regardless of where they stay.

Ongoing awareness regarding contraceptives, safe sex choices and decision making. This are done in the form of flat talks, campaigns, pamphlets and poster distribution to all facilities.

Application of the policy

The policy is applicable to all students staying in college-controlled residences and staff of HK.

Student support

The Student Support at HK will provide a pregnant student with information and reference, so as to enable the student to make an informed decision about her pregnancy. The Student Support will also provide information on health care options, alternative accommodation and HIV/Aids and other related issues.

Emotional support will also be provided, and if necessary, the Student Support will refer the student for professional at student counselling Services.

Pregnant students will have access to the Student Counselling Services.

Information sharing and reasonable confidentiality

A pregnant student is required to inform the Resident Head as soon as the pregnancy is confirmed. If the student is not comfortable in informing the Resident Head, she may opt to inform a member of the House Committee responsible for wellbeing, or perhaps a House Committee member that she is comfortable to engage with. Then the House Committee member will have to inform the Resident Head

accordingly, as soon as possible. The Resident Head will require medical confirmation of the pregnancy and the expected date of delivery. This will assist both the Resident Head and the Student Support to determine the date until-which the student will stay in residence during pregnancy.

Any student under the age of 18 years will be advised to inform her parents of the pregnancy.

A student's rights to privacy and confidentiality shall be respected, and shared information regarding pregnancy will be kept confidential amongst the concerned parties. The student may have to give verbal permission for her information to be divulged, or the information may be shared with parties concerned in a reasonable manner as necessary.

Recommendations when suspecting a pregnancy

Upon suspicion of pregnancy, a student may visit the HK Support Services (or any legal public or private health entity of their choice) to take a pregnancy test.

If a pregnancy test turns out positive, the student is encouraged to do follow up visits or consultations with Support Services, to receive further support with regard to:

- The related health care that the student may need. Student Services may refer the student to other relevant services based on the student's decision regarding the pregnancy.
- For additional support, the student should voluntarily visit/consult:
- The Student Counselling for emotional support, counselling and coping mechanisms.
- The Student Support who offers continuous/ ongoing support during the pregnancy.
- Her parents and the father of the baby, to inform them of the pregnancy and for emotional and other support, regardless of her decision on the pregnancy.
- Their school, to arrange regarding their studies and possible absence when the baby is delivered, and during recovery.

Accommodation arrangements

A student may remain in residence provided that there are no medical complications, until the 34th week of pregnancy. Where complications or increased level of risk (including the possibility of a premature birth), the student may be required to seek alternative accommodation at an earlier date. It shall remain the responsibility of the student to keep the Resident Head informed on her pregnancy and health status during the first 34 weeks of her pregnancy. The regular updates may assist in the overall monitoring of the pregnancy and in providing the basic advice to the student where possible.

Alternative accommodation during the final weeks (after the 34th week) of pregnancy must be arranged by the student, since the residence management cannot accept any responsibility relating to the pregnancy, nor the birth of the baby.

In all instances HK and its Resident Head shall not be held liable by the student or parents/guardian, or any other third party for any unfortunate incident that the student might experience during pregnancy while staying in residence.

If the student wishes to have her room kept vacant so that she may return after the birth of the baby, arrangements can be made at normal accommodation fees for a period of three months, after which the room will be allocated to another student. The student will remain liable for payment of the relevant residence fees in her absence.

While the student may return to residence after the birth of the baby, the baby will not be permitted to live in residence with the new mother. The student is thus responsible for making appropriate childcare arrangements.

In the case where a pregnant student leaves the residence towards the end of the academic year, she will not automatically be allowed to resume residence at the beginning of the following year, but will have to apply/re- apply for residence accommodation just like any other student. Such an application will be considered in terms of HKRes guide document.

Further guidelines relating to pregnancy

Things to note:

Pregnancy may involve health risks to the pregnant woman, particularly around the final few weeks prior to the birth of the child.

Making unexpected decisions about health issues is often difficult and decision making around a pregnancy is no different. For many women, a pregnancy can be the first time that they have had to deal with a decision about their health and the course of their life.

Pregnancy means deciding on one of these three options:

- Continuing with the pregnancy and raising a child
- Continuing the pregnancy and placing the child up for adoption
- Choose the option of terminating the pregnancy

In the case of an unplanned pregnancy the student has to deal with the associated physical and emotional implications that this might have on their studies.

It is very common for women to have a variety of emotional reactions to an unplanned pregnancy, and dealing with one's feelings is an important part of decision-making that one can live with.

The father of the child also has rights and responsibilities and he should be involved in all decisions made relating to the management of the pregnancy, unless the mother of the child chooses not to do so. In the case where adoption is considered, the father will have to be involved to obtain his permission.

While a student's right to confidentiality shall be respected, it is reasonable to expect a pregnant student to inform the parties who might be affected by the pregnancy. It is strongly recommended that the student inform:

- A medical practitioner, to obtain expert advice
- The Resident Head, so that she/he is aware of the student's pregnancy, and can assist the student in making the necessary arrangements for the final stages of the pregnancy, when she will have to move out of the residence (that is, after the 34th week).
- Her parents/legal guardian.
- The school/academic staff (e.g. lecturers, to make proper arrangements during the student's absence relating to pregnancy).
- The father of the baby, if the student chooses to do so.

It needs to be taken into cognisance that a pregnant person may not be able to take an international flight after the 30th week, or a local flight after the 34th week.

G. Medical Assistance for Residence Students

Supporting Student Wellbeing

Wellness implies a lifestyle with a sense of balance. This sense of balance arises from a balance, or harmony, within each aspect or 'dimension' of life… Realistically, perfect harmony is almost impossible to achieve. However, the individual challenge is to seek this balance, calmly and constantly; it is the state which we continually move towards. (Lowdon et al., 1995, 6)

The five areas of student wellbeing are identified as:

- Mental Wellbeing
- Emotional Wellbeing
- Spiritual Wellbeing
- Social Wellbeing
- Physical Wellbeing

In the event of a student having difficulty in any of the above aspects to such an extent that professional intervention is required and upon professional assessment it is established that such a student might hold a risk to him/herself and/or the rest of the students in the residence, then such a student might be asked to leave the residence until such time as he/she are declared fit by a professional, to be taken up in a residence environment again.

HK does not provide any transport to students for medical reasons or emergencies.

H. Welcoming of First-year Students in Residences

Preamble

The transformation of welcoming (of first-years) in residences should be viewed against the back-ground of the transformation of the Hugenote Kollege (HK) as a whole. It remains a challenge to move from an orientation that is characterised by obsolete practices and based on many questionable assumptions about the needs of first- year students to a welcoming process that is applied as a strategy for

the development of first-year students. Any welcoming programme should be inclusive and should focus on all first-year students from diverse backgrounds. It should specifically be sensitive to the needs of previously disadvantaged students.

The general needs of first-year students who must make the transition from different school systems to a college/university can be summarised as follows:

- Skills: In order to be successful in the new environment, students should acquire new skills. Some skills are of an academic nature, while others are social or general life skills such as dealing with money matters or conflict, self-image, assertiveness et cetera.
- Expectations: Students have certain expectations of a college, some of which are realistic and some unrealistic. The welcoming of first-years should address these expectations, while also informing students about the expectations that HK has of them.
- Security: New first-year students experience feelings of meaninglessness and anonymity as a result of the size and complexity of the new environment. Students of different cultures, races, language groups, religious convictions, economic classes and sexual orientations are placed together in residences. Many students are simply not able to deal with this diversity. The nature of HK environment increases the students' awareness of the social relevance of such differences. There is a direct correlation between students' feeling of security, comfort and trust on the one hand and their ability to perform academically on the other.

Introduction

Core focus

The Vision is to offer an on-campus listening, living and learning environment that supports staff and student's experience at the Hugenote Kollege.

HKRes' core focus is to create an environment of dialogue and conversation to achieve understanding, that is inspirational and promotes a sense of belonging for the holistic development of all, and that promotes academic and experiential learning

Declaration of intent

The welcoming programme in HK-controlled residences at HK, introduces first-year students to the realities of their living and study environments for the full year, rather than to merely provide first-year students with one week of enjoyment. The point of departure is that residences are not only a social environment, but primarily an academic environment. The ultimate aim is to develop a residence welcoming programme that is complementary to the mainstream academic orientation. The welcoming of first- year students is considered to be an integral part of an encompassing strategy of adding value to the development of students.

The following guiding principles are applied within the context of transformation at HK:

Each residence management and committee that participates voluntarily in the program bears responsibility for the welcoming.

The welcoming is applied as a mechanism for constructive group interaction.

Objectives

The objectives of the welcoming programme in residences are directed at satisfying the needs of first-year students who enter HK and residence environment for the first time. These basic needs are:

- Information about the new environment.
- Skills necessary to succeed in the new environment.
- Acquisition of feelings of trust, belonging, security and ownership.

The objectives are:

- To empower first-year students by providing them with specific and adequate information about HK and residence life.
- To facilitate the academic performance of first- year students by providing a climate and a supporting infrastructure that is conducive to study.
- To facilitate the social adjustment of first-year students in residences by exposing them to the various facets of student life and opportunities on campus.
- To facilitate the feeling of belonging and ownership among first-year students by introducing students to one another ("kenmekaar"), and by developing skills with which they can constructively deal with the challenges of diversity.

Core values for residences

The following eight values were articulated as the core values in the residences. These values serve as the frame of reference of all actions and practices and will be implemented by means of the code of conduct and implementation plan of each residence.

- Respect
- Integrity
- Accountability
- Fairness
- Commitment
- Excellence
- Pride
- Relevance

The welcoming programme will be executed in a spirit of moving away from the outdated and traditional approach to encompass a new spirit based on the empowerment of first year students to adjust to their new living and academic environment. Common sense should prevail.

Credo for residences

The Hugenote Kollege is committed to playing a leadership role in the development of a national spirit of moral and ethical citizenship. It is further committed to foster and encourage a common will to perform and excel in all fields. Therefore, HKRes has developed a credo for residences which students are expected to abide and live by. It reads:

As proud members of HKRes:

- We appreciate and value the uniqueness of each individual person.
- We are honest and open in all our endeavors and our actions are consistent with what we say.
- We take responsibility for our own decisions and personal development.
- We participate as equals and compete for the same opportunities in a spirit of goodwill and collaboration as we all strive towards a just society.
- We serve others above self, whilst we grow and develop our own potential.
- We strive towards a society of rewarding and healthy relationships where we have fun together and celebrate our successes.
- We are on a continuous journey of learning and discovering new things which we apply in our lives.
- We appreciate, recognise and reward work well done.
- We take pride in a culture of belonging to a community of HKRes, that is relevant to the future.

General guidelines

Standard welcoming programme

Every year the House Committees of each Residence draws up a welcoming programme and distributes it to participating residences. The programme departs from the assumption that each activity is intended to satisfy the needs generally prevailing among first-year students who must adapt in a new living and study environment, and therefore each activity is directed at achieving a specific objective.

The programme and the activities and time frames that it contains are obligatory for each residence. There is limited latitude for deviations from the standard programme, provided that the House Committee approves the deviations.

The Resident Head and the House Committee of a residence accept the official standardised welcoming programme including the approved deviations from this programme as vetted by the House Committee.

The First-year Liaison is held responsible and accountable for the programme. The integrity of each First-year Liaison is respected and accepted, and everyone must act accordingly. Common sense should be an important guiding principle.

First-year students may not be required to get up before 05:45 or go to bed later than 23:00 during welcoming week.

First-year students must be allowed to attend their own churches on the Sunday evenings during the welcoming period. No mass dating may take place with respect to church related activities.

All residence welcoming activities have to be concluded by no later than 07:45 during the academic orientation weeks to ensure that the academic activities can commence at 08:00 sharp.

Responsibilities and monitoring

The House Committee accepts full responsibility for the implementation of the programme and for the welfare of first- year students within the spirit and framework set out in this regulation as well as full responsibility for the programme.

Only positive motivational techniques may be used, and the Resident Head, Chairman/ Primaria and First-year Liaison should ensure that the House Committee is informed of such techniques. The following practices "Memorandum of Understanding" are not in line with the policy of the Hugenote Kollege and are prohibited (during and after Welcoming Week):

- shouting and swearing at first-year students;
- motivation through coercion of fear;
- victimisation, isolation and preventing first-years from sleeping;
- preventing first years from using facilities in a residence, such as access areas, lawns, benches, et cetera;
- organised first year/senior greetings (during or after lunch or dinner on a daily basis);
- wearing of name tags after the specified period;
- special form of greeting inflicting pain in the process of execution, such as chest hitting of forceful contact with any body part;
- physical activities, exercise sessions, et cetera;
- compulsory participation at activities such as sport events, socials, et cetera;
- obligatory gatherings;
- personal duties involving HC members and seniors such as car washing, buying of refreshments from garage shops et cetera;
- duties within the residence such as washing of sports team clothes, waking up of HC members, et cetera;
- preventing first years to wear make-up, et cetera;
- expenses for providing refreshments at House Committee meetings, House meetings, et cetera and
- preventing first year students to visit public places.

Please note that it is the responsibility of the House Committee to manage the above accordingly and disciplinary action will be taken against anyone who is involved in the above in any manner whatsoever.

Heads of Residences must be informed at all times of the entire programme that will be followed and must attend activities at their discretion. The House Committee accepts responsibility for the programme.

Residence traditions

No tradition may be forced on any first-year student, even if the Resident Head and House Committee have taken a consensus decision on it.

First-year students cannot be prevented from using any of the facilities in a residence, such as stairs, access areas, et cetera.

Physical activities

Physical activities are only permitted within the framework described in the standard programme.

No organised group activities or exercise sessions are permitted outside specified times.

First-years may not be required to run to venues.

Conclusion of the programme and activities after welcoming

The welcoming programme concludes after the welcome week with a symbolic ceremony. Thereafter no welcoming activity of any kind is permitted.

First-year students may only be required to remain in the residence for the first two weekends to participate in scheduled activities and must be communicated as such to first-year students and their parents. Thereafter no first- year student may be required to remain in the residence for a weekend. First-year students will only be allowed to go home during the welcoming week at the request of their parents or under special circumstances (medical reasons and so forth).

Any participation in activities, including community service projects, concerts or the attendance of sports activities et cetera is voluntary.

Mentorship/academic curriculum activities/study hours/development sessions for all first-year students (and seniors where applicable) and periods of silence in residences are compulsory. HC members and academic mentors can use this time to assist first-year students with academic difficulties.

The status and responsibilities of first-year students

First-year students are equal in status to and treated like any other resident.
Participation of first-year students in any activity related to the residence is voluntary and must be communicated as such.
No obligatory gathering ("aantrede") of first- year students may occur. Only house meetings for all residents are allowed and are compulsory,
Like any other resident, a first-year student is subject to the accepted rules of HK.