



UNIVERSITY OF PRETORIA
Department of Residence Affairs and Accommodation

PROCEDURE FOR THE PLACEMENT OF STUDENTS IN UNIVERSITY-CONTROLLED RESIDENCES

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1. PURPOSE

The purpose of this procedure is to support and expatiate the salient points of the policy on the placement of students in University-controlled residences.

The procedure further outline the responsibilities of the Department of Residence Affairs and Accommodation (DRAA) and the students who desire to be accommodated in the University-controlled residences.

The application and placement of students in residences is a cyclical annual process and the placement in residences is valid for one academic year. This means that students apply during the preceding academic year to be in University-controlled residences placed in the following academic year. The placement of students in the University residences is not guaranteed.

2. ROLE OF THE DEPARTMENT OF RESIDENCE AFFAIRS AND ACCOMMODATION

- 2.1. The DRAA's primary responsibility is to ensure that the administration of students' residence applications and placement process, the design and maintenance of the system, communication with stakeholders, and the financial administration are geared to support the students' academic success.
- 2.2. The DRAA will provide and administer the ITS systems required for the application and placement of students in the University residences.
- 2.3. The DRAA will ensure that students are allocated to the correct rooms to ensure quality service provision and sustainability of the DRAA, as well as the accurate billing of students for residence placements.
- 2.4. The DRAA reserves the right to place students in any residence, even if it is not the student's first choice.
- 2.5. The DRAA will open the applications for first-year undergraduate placements in line with the application for enrolment in academic studies. However, the application for placement remains open even after the application for academic enrolment has closed.
- 2.6. The application for new postgraduate studies also opens simultaneously with the enrolment applications.
- 2.7. Students placed in residences in the current academic year will have their applications opened when the second semester begins, and will remain open until the next application cycle the following year.
- 2.8. The DRAA will communicate to students, and students placed on the waiting list when applications open in the preceding academic year for the following academic

year, and invite them to apply for residence placements. Information regarding the undergraduate first-year and new postgraduate applications process will be published on the UP Website.

- 2.9. The DRAA will administer a payable residence reservation fee for all placed students.
- 2.10. The residence reservation fee is payable within 30 days of the student's placement.
- 2.11. The DRAA reserves the right to assume that all residence students are self-funded, unless advised otherwise in writing by the students.
- 2.12. The DRAA will manage the residence placement waiting lists and place students according to the waiting lists.

3. ROLE OF THE STUDENTS

- 3.1. The students need to familiarise themselves with the contents of the policy on the Placement of Students in University-Controlled Residences.
- 3.2. The student must ensure that they apply online for their desired residence placement in the preceding academic year for placement in the following academic year.
- 3.3. The students need to note that placement is valid for one academic period, and that placement is not guaranteed.
- 3.4. The placement of students in one academic year does not mean they will receive automatic placement in the next academic year.
- 3.5. All applicants are subjected to the procedure and policy requirements for the placement of students in University-controlled residences. These apply equally to students who are dependents of University staff. Therefore, there is no preferential treatment for dependents of University personnel.
- 3.6. It is the student's responsibility to ensure that they obtain good academic marks and maintain a high academic average, to enhance their chances of residence placement.
- 3.7. Students placed in University-controlled residences primarily remain responsible for their residence fees.
- 3.8. In the case of a bursary/sponsor, it remains the student's responsibility to provide the Residence Placement Division with written proof that their studies will be paid for by a bursary scheme or sponsor.

4. PLACEMENT OF STUDENTS

4.1. Placement Criteria

- 4.1.1 The placement of students follows the criteria for students to be eligible for placement, as outlined in the policy on the placement of students in University-controlled residences.
- 4.1.2 Students are ranked based on the earliest date of application and their average academic marks from highest to lowest.
- 4.1.3 Placement of students is an automated process that considers the students' enrolment demographics.
- 4.1.4 40% of available residence capacity is reserved for new undergraduate first-year students (FTEN)
- 4.1.5 FTEN students with a final mark average of 80% are categorised as Top Achievers and get preferential placement in line with enrolment demographics.
- 4.1.6 The required percentage to be considered a Top Achiever (calculated on the best 6 subjects, excluding Life Orientation) will be 80%. These applicants will qualify for placement in UP residences.
- 4.1.7 60% of available residence spaces will be reserved for returning senior students.
- 4.1.8 Master's and Doctoral students who apply for residence placement are given priority for placement in postgraduate residences.
- 4.1.9 Undergraduate students turning 26 years old in the next academic year of study will not be considered for residence placement in undergraduate residences.
- 4.1.10 Students over 25 years of age who are pursuing a qualification in the faculties of medical sciences and veterinary sciences will be considered for placement in residences attached to those two faculties.
- 4.1.11 A limited number of students between 25-30 years may be considered for placement at the Groenkloof Campus residences provided they are pursuing B.Ed Hons, PGCE and Masters in Education.
- 4.1.12 Students who have exceeded the prescribed maximum number of years of study in an academic programme (The N+1 rule) may not be considered for placement in any University residence.
- 4.1.13 All students not placed will automatically be assigned to the waiting list of the residence they applied for.
- 4.1.14 Students are given 30 days to accept their placement and to pay the residence reservation fee.

- 4.1.15 All students who have accepted their placement must pay their residence reservation fee within the prescribed period.
- 4.1.16 The last date for the placement acceptance and payment of residence reservation will be recorded in the student placement letter.
- 4.1.17 The residence placement letter will be emailed to the student's supplied email address and posted in the UP-Student Centre under the Communications tab.
- 4.1.18 At the lapse of the 30 days, the students who would have either not accepted their placement or paid their residence reservation fee will have their residence placement automatically cancelled.
- 4.1.19 Students residing within a 20km radius of their University residence of choice may not be considered for University residence placement as part of the automated placement process.
- 4.1.20 Students who are permanently employed on a full-time basis will not be considered for placement.
- 4.1.21 It is the responsibility of the student to disclose information regarding their employment status.

4.2. Prospective First Year Students

- 4.2.1 Prospective first-year students mean students who applied in the preceding academic year, and have been provisionally admitted to formal academic programmes at the University for the following academic year.
- 4.2.2 The students' final Grade 11 marks average will be considered for residence placement in line with their provisional admission to the University.
- 4.2.3 Students who may have taken a gap year subsequent to completing their Grade 12 will have their final Grade 12 marks average considered for residence placement, in line with their provisional admission to the University.
- 4.2.4 The date of application for residence is when the student completed their residence application, and not necessarily their academic enrolment application.
- 4.2.5 Students who apply for residence placement after the outcome of their academic enrolment is known/declared will have their dates of application for residence placement as the dates on which they completed their residence application.

4.3. Returning Students

- 4.3.1 Returning students, also known as senior students, are accepted into and continue their academic studies and have yet to complete the degrees they initially enrolled for. These are students in their second year of undergraduate studies and

above; as well as students in their second year of postgraduate studies and above.

- 4.3.2 Returning registered students will have their first semester Grade Point Average (GPA) considered for residence placement.
- 4.3.3 At the end of the academic year, registered students must maintain a GPA of 50% or more and must have passed at least 50% of the modules they enrolled in that year in order to keep their residence placement for the next academic year.
- 4.3.4 The students must have their current student accounts fully paid at the end of the academic year, in order to retain their residence placement for the following academic year.
- 4.3.5 Returning students with adverse negative service indicators, such as, but not limited to SC5, Legal and Residence Rights Waived, will not be placed in University-controlled residences for the following academic year.
- 4.3.6 Students in residences in the current academic year would still need to reapply for residence placement for the next academic year.

4.4. Postgraduate Students

- 4.4.1 Postgraduate students mean students who completed an undergraduate degree, and are pursuing a higher degree than their currently completed degree. Such students would be pursuing their Honours degree, Postgraduate diploma, Master's degree or Doctoral degree.
- 4.4.2 Only full-time postgraduate students will be considered for placement in postgraduate residences.
- 4.4.3 Postgraduate students under 25 years of age may be considered for placement in undergraduate residences.
- 4.4.4 No postgraduate student over 25 years of age will be considered for placement in undergraduate residences.
- 4.4.5 Married spouses who are students doing their postgraduate degrees will not be considered for placement in mixed residences as a couple. They will apply for residence as individual students. However, they may consider an alternative option through the University's Guest Accommodation.
- 4.4.6 Postgraduate students who hold permanent full-time jobs, including jobs in the academic research fields, will not be considered for placement in postgraduate residences. They may consider an alternative option through the University's Guest Accommodation.

5. MANAGEMENT OF THE WAITING LISTS

The Waiting Lists refer to a list of students who applied for residence placement for the next academic year, but who are not placed in a residence. A waiting list will carry into the next academic year for a stipulated amount of time. A waiting list will reflect the date of application and academic performance. The DRAA will manage the different types of Waiting Lists as mentioned below:

5.1. Preferential Waiting List

- 5.1.1 This list refers to returning students who were previously placed in University-controlled residences and lost their places due to their lower GPAs or some other reason. The list will also include students who would be transferring between residences. In addition, the list would consist of returning students who were somehow not placed in residences in the previous academic year, but had achieved a higher GPA.
- 5.1.2 The date of application and academic performance will be considered when compiling the Preferential Waiting List.

5.2. First Year Waiting List

- 5.2.1 The first-year waiting list will comprise students who were not placed due to lack of available residence spaces.
- 5.2.2 There will be no waiting list for Top Achievers, as they are automatically placed.
- 5.2.3 The first-year waiting list will remain for a stipulated period of time.

5.3. Director's Discretionary Placement Waiting List

- 5.3.1 Not all the students applying for residence will meet the requirements for placement. These students will however be allowed an opportunity to apply for the Director's Discretionary Placement.
- 5.3.2 Students will be allowed to apply for Director's Discretionary Placement through the UP-Student Centre Residence Placement system.
- 5.3.3 Applications will go to a waiting list, according to the student's preferred residence.
- 5.3.4 The Department will constitute a committee that will assess all applications, and rank students according to individual case circumstances and merits.
- 5.3.5 The committee will consist of various internal stakeholders from the Department.

- 5.3.6 Once all the students are ranked, the top 10 students for each residence will be presented to the Deputy Director: Housing Services.
- 5.3.7 The Deputy Director: Housing Services will then recommend the final 10 students per residence to the Director: Residence Affairs and Accommodation for approval.
- 5.3.8 Students who would have not made it to the final list will remain on the waiting list.

5.4. General Waiting List

- 5.4.1 Once the placement of students whose names/numbers appear on the Preferential Waiting List (par 5.1 above), the First-Year Waiting List (par 5.2 above) and the Director's Discretionary Waiting List (par 5.3 above) has been completed, all remaining names/numbers remain on a general waiting list.
- 5.4.2 The DRAA will place students on the General Waiting List based on the available residence spaces as and when they become available.

6. RESIDENCE RESERVATION FEE AND RESIDENCE BREAKAGE FEE

- 6.1 The DRAA will levy the Residence Reservation Fee, payable within 30 days of students being placed in residence.
- 6.2 The Residence Reservation Fee symbolizes a student's commitment to take up their allocated residence space, and to effect smooth administrative preparations for the student's move-into residence.
- 6.3 The Residence Reservation Fee is credited to the student account once the residence fees are debited/calculated to the student's account. Hence, it is not considered a deposit, but an initial fee that contributes to the settlement of the student account.
- 6.4 The Department also levies the Residence Breakage Fee. This fee is levied when a student causes damages that may be intentional or due to negligence to the University-controlled residence premises, infrastructure or equipment.

7. PROCEDURE LIFECYCLE

This procedure should be reviewed every five years.

8. DOCUMENT METADATA

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