

## Policy on the Placement of Students in University-owned Residences

Document type: Policy  
Policy Category: Support Service

Document number: Rt 354/17

---

### CONTENTS

1. Purpose .....	1
2. Organisational scope .....	1
3. Policy statement .....	1
4. Application for Admission into a Residence .....	2
5. General Criteria for Residence Placement .....	2
6. Prospective first-year students .....	4
7. Senior Undergraduate Students .....	5
8. Postgraduate Students .....	6
9. Retaining Allocated Places .....	6
10. Waiting Lists and Vacancies .....	7
11. Associated Documents .....	7
12. Responsibility for Implementation .....	7
13. Policy-life Cycle .....	8
14. Document Metadata .....	8

---

### 1. Purpose

The residence placement policy outlines the requirements and criteria for prospective students and full-time registered undergraduate and postgraduate students to be considered for placement in various forms of University-owned residence accommodation from year to year.

### 2. Organisational scope

The policy is applicable to all students admitted to full-time undergraduate or postgraduate studies at the University of Pretoria, provided that such admitted students shall be admitted and registered in the year for which accommodation is requested.

### 3. Policy statement

The University of Pretoria is a contact university as opposed to a residential university and only has limited residence capacity. The demand for places is high and far outstrips the supply. Residence placement is subject to application for accommodation and is valid for one year only. Applications must be submitted as early as possible in a placement cycle.

Accommodation is not automatic when a prospective student's application for admission to studies is approved.

Placement in one year does not guarantee automatic placement throughout the course of study and a student must re-apply every year. Placement in a student's first choice residence is also not guaranteed, irrespective of whether a student is admitted to his/her first-choice academic programme. All students admitted or readmitted to full-time undergraduate or postgraduate studies at the University of Pretoria, must adhere to the requirements, criteria and procedures set out in this policy to be considered for placement in a University-owned residence.

#### **4. Application for Admission into a Residence**

In order to be considered for first-time placement in a University residence, a prospective, transferring or full-time undergraduate or postgraduate student must:

- 4.1 formally apply for residence placement every year before the closing date set for a particular year;
- 4.2 accept that renewal of residence placement from year to year is not automatic;
- 4.3 accept that placement in University residence accommodation does not occur through any other means than the official channels in the University dealing with residence placement;
- 4.4 agree that placement in University residence accommodation is based only on the considerations captured in this policy document; and
- 4.3 meet all the criteria to qualify for residence placement.

#### **5. General Criteria for Residence Placement**

The following criteria apply to all students:

- 5.1 Academic merit is the primary principle used for initial placement in, and readmission to residences. Qualifying for residence placement in one year does not guarantee automatic placement throughout the course of study. Every year is treated individually based on academic performance.
- 5.2 The maximum number of years a student may stay in a residence is limited and aligned to the minimum duration of the programme for which he/she originally enrolled.
- 5.3 A student who registers for a second undergraduate degree is not considered for residence placement.
- 5.4 The limit on the number of years a student is allowed to live in a University residence, as set out in paragraph 5.2 above, is not extended for students who change their study course, whether undergraduate or postgraduate.
- 5.5 A student who is subjected to the regulations governing academic exclusion (e.g. Regulation G3) will not qualify for a place in any residence and will forfeit his/her allocated place even if he/she is readmitted to a study course in the subsequent year.

- 5.6 Provisional re-admission to a residence for the following year is determined after completion of the first semester. The GPA (Grade Point Average) of the first-semester examination marks is used to rank students re-applying for residence placement (from highest GPA to lowest GPA) for the provisional renewal/placement of residence place for the following year.
- 5.7 After having been granted provisional re-admission to a residence, students must maintain a GPA of 50 at the conclusion of the academic year and must have passed 50% of the modules required for that year to secure their allocated places for the following year.
- 5.8 A student placed in any University-controlled residence may not be employed on a full-time basis.
- 5.9 Students living in a University-controlled residence who are employed on a part-time basis may not be employed for more than 12 hours a week or as otherwise agreed to in terms of University policy.
- 5.10 Only undergraduate students are accommodated in formal University undergraduate residences, with the exception of House Committee members and with the exception of the residences at the Prinshof and Onderstepoort campuses.
- 5.11 Students who apply for placement in University residence accommodation and are older than 24 years of age will not be considered for placement in an undergraduate residence, with the exception of the residences at the Prinshof and Onderstepoort campuses.
- 5.12 A student who stays in an undergraduate residence, completes his/her undergraduate course and registers for a postgraduate course may still be considered for placement in the relevant residence (provided that he/she is younger than 24 years of age). The University reserves the right to move postgraduate students who comply with the criteria to postgraduate accommodation in accordance with the availability of places.
- 5.13 Students in the Faculties of Health Sciences, Education and Veterinary Science are primarily housed on the Prinshof, Groenkloof and Onderstepoort campuses respectively, in accordance with the availability of places.
- 5.14 The University has the right to move students from one residence to another.
- 5.15 A specified number of residence places is reserved for University-supported academic programmes<sup>1</sup>, as decided by the Executive of the University from time to time.
- 5.16 A variable number of residence places is reserved to accommodate students with disabilities, according to the need from year to year. In order to be considered on the basis of disability, the student must declare his/her disability in his/her application for admission. The University will strive to provide basic support for students with disabilities. It is also expected that there should be support from students' families or guardians.
- 5.17 As placement is from year to year, the University reserves the right not to renew any student's placement at the University's discretion.

---

<sup>1</sup> E.g. the Thuthuka program, Dell program, MasterCard, Top Achievers (see paragraph 6.1.1) etc.

- 5.18 A student who has been found guilty in terms of the *Disciplinary Code: Students* of the University of Pretoria will not qualify for placement or re-placement in a University-controlled residence.

## **6. Prospective first-year students**

### **6.1 Academic criteria and financial need:**

- 6.1.1 A specified number of places, as decided by the Executive Management of the University and after consultation with the Director: Residence Affairs and Accommodation from year to year, is reserved for Top Achievers with a Grade 11 or 12 average of 85% and above. Top Achievers in this category, who have applied before the end of May and have been granted admission, are guaranteed residence placement for the following year.
- 6.1.2 Residence placement is based on academic merit (Grade 11 or 12 mark) and date of application. Preference is given to students with an average of 70% and above.
- 6.1.3 At least 35% of places in all undergraduate residences are reserved for new first-years from quintile 1, 2 or 3 schools<sup>2</sup>.
- 6.1.4 Prospective students who applied for residence accommodation and were not placed in terms of paragraphs 6.1.1, 6.1.2 and 6.1.3, shall be placed according to the availability of places on a waiting list.
- 6.1.5 First-year students are placed according to the number of available places until the beginning of January, after which allocation of place will take place on a supply and demand basis within the criteria set for placement.
- 6.1.6 No more than 10% of the general spaces allocated to first-year students may be awarded to new first-year students who live within a 20km radius from the University.

### **6.2 Capacity:**

- 6.2.1 At least 40% of University residence places shall be reserved for first-year students.
- 6.2.2 The availability of places in the residences will be monitored by the Residence Placement Office.
- 6.2.3 An over-subscription of prospective students is done so as to ensure the realisation rate figure. The University has the right to accommodate the relevant over-subscribed students in an alternative residence.
- 6.2.4 Vacancies arising from cancellations by first-year students are filled on a continuous basis by allocating them to first-year students on the waiting list.

### **6.3 Demographics:**

---

<sup>2</sup> As an indicator of financial need.

The demographic spread of first-year students in residences shall align with the University's demographic profile from year to year.

6.4 Discretionary places based on special circumstances or need:

Ten first-year places per residence are reserved for allocation by the Director: Residence Affairs and Accommodation to make provision for academic, social, personal, financial and other relevant circumstances, including. The places of the Director will be allocated with the support of a committee.

**7. Senior Undergraduate Students**

7.1 Academic criteria and financial need:

7.1.1 Returning undergraduate students with a minimum GPA of 50, who have passed 50% of the modules required for their particular study course for that year and who apply for residence placement or re-placement may be considered for admission to a residence. Placement is, however, not guaranteed.

7.1.2 Residence placement or re-placement is based on academic merit. Senior undergraduate students who have applied for re-placement are ranked according to their GPA and placed in the available number of spaces.

7.1.3 At least 35% of places in all undergraduate residences are reserved for undergraduate students who qualified for and received NSFAS (as an indicator of financial need) in the year of application for placement in the following year, provided that they meet the academic requirements.

7.1.4 Undergraduate students with a GPA of 55 and higher who were accommodated in University residences previously are given preference for re-admission to his/her residence and/or any other residence for the following year.

7.1.5 Full-time undergraduate students who are 24 years of age and older are not considered for undergraduate residences (with the exception of the residences at the Prinshof and Onderstepoort campuses) but may be placed in postgraduate or alternative accommodation, on merit, subject to the availability of spaces and provided that they comply with all undergraduate placement criteria.

7.1.6 No more than 10% of spaces allocated to senior students in undergraduate residences may be awarded to students who live within a 20km radius from the University.

7.2 Capacity:

7.2.1 About 60% of University undergraduate residence places shall be reserved for senior students.

7.2.2 The process of allocating places for senior students for the following year is finalised and announced by not later than the end of September.

7.2.3 Vacancies arising from cancellations by senior students are filled on a continuous basis by allocating them to senior students on the waiting list.

### 7.3 Demographics:

Although seniors are placed on academic merit, the annual demographics on campus are taken into account for residence placement.

### 7.4 Discretionary places based on special circumstances or need:

Ten senior places per residence are reserved for allocation by the Director: Residence Affairs and Accommodation to make provision for academic, social, personal, financial and other relevant circumstances, including distance. The places of the Director will be allocated with the support of a committee.

## 8. **Postgraduate Students**

### 8.1 Academic criteria:

8.1.1 Only full-time postgraduate students qualify for postgraduate accommodation. Preference is given to students enrolled in programmes that require laboratory work as well as international students.

8.1.2 Postgraduate accommodation is allocated to full-time postgraduate coursework or research students who perform well academically. A postgraduate student in a coursework programme must have a GPA of 50 or above to retain his/her space in residence, subject to availability. In the case of postgraduate students in research programmes or where no coursework progress marks are available for readmission for the following year, the student must submit a progress report from his/her supervisor in the relevant Faculty in the prescribed template.

### 8.2 Capacity:

8.2.1 Postgraduate residents who meet the readmission criteria are given the opportunity for renewal of accommodation for the following year. The allocation of places for the following year takes place not later than the end of October.

8.2.2 Vacancies arising after places have been allocated to residence students are filled with new applicants and students on the waiting lists on a continuous basis.

## 9. **Retaining Allocated Places**

Every applicant who has been informed of his/her placement in a University-residence is required to:

9.1 Pay a prescribed reservation levy within 30 days of the allocation of his/her place or make a valid arrangement with the Students Account Department. If the reservation deposit is not received or a valid arrangement not made, the allocated place will be cancelled.

- 9.2 Ensure that all University fees are fully paid as per University policy. If the outstanding fees are not paid or alternative arrangements are not made, the allocated place will be cancelled.
- 9.3 Register before the closing date for registration in the academic year for which residence placement has been allocated.
- 9.4 Take up their places in the relevant residence within two days of the date as specified in the official notice sent to him/her. Failure to do so, or to make alternative arrangements with the Placement Office, will mean forfeiting the place to the next suitable student in line. Should a student request residence accommodation again, his/her name will be placed last on the waiting list.

## **10. Waiting Lists and Vacancies**

- 10.1 Students who applied for residence accommodation and who did not obtain a place on merit, remain on a waiting list ranked according to academic merit.
- 10.2 A student who did not obtain readmission to his/her original residence may apply in writing for another residence and will be considered according to the availability of place.
- 10.3 All waiting lists are cleared on the system at the end of each quarter. Should there still be any students requiring place in a University residence, these students should reapply, and a new waiting list will be generated and will be updated daily.
- 10.4 Vacancies arising from cancellations are filled on a continuous basis by allocating them to students on the waiting list, taking into account the demographic profile of the residence concerned in terms of race, gender and level of study, as well as supply and demand.
- 10.5 The Coordinators: Residence Facilities and/or the Head of Residence must keep daily contact with Residence Placement Office to report which students have moved in or did not arrive to occupy their places. This is to ensure that available places can be allocated on a continuous basis to the benefit of the University as well as the students.

## **11. Associated Documents**

- 1.1 Department of Higher Education and Training, September, 2011 Report on the Ministerial Committee For the Review of the Provision of Student Housing at South African Universities.
- 11.2 Disability Status and Reasonable Accommodation in UP residences: Guidelines and Procedures.
- 11.3 Template: Supervisor's progress report for postgraduate students.

## **12. Responsibility for Implementation**

The Department of Residence Affairs and Accommodation is responsible for implementing the residence placement policies and all related processes.

### 13. Policy-life Cycle

This policy should be reviewed every three years.

### 14. Document Metadata

Document number:	<i>Rt 354/17</i>
Document version:	<i>Final</i>
Document approval authority:	<i>Executive</i>
Document approval date:	<i>27 June 2017</i>
Document owner:	<i>Department of Residence Affairs and Accommodation</i>
Document author(s):	<i>Michelle Viljoen</i>
Date:	
Visibility:	
Display on staff intranet	√
Display on student intranet	√
Display on public web	√