



UNIVERSITY OF PRETORIA
Department of Residence Affairs and Accommodation

POLICY ON THE PLACEMENT OF STUDENTS IN UNIVERSITY-CONTROLLED RESIDENCES

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TABLE OF CONTENTS

1.	PURPOSE.....	2
2.	ORGANISATIONAL SCOPE.....	2
3.	POLICY STATEMENT.....	2
4.	APPLICATION FOR ADMISSION INTO A UNIVERSITY-CONTROLLED RESIDENCE	3
5.	RESIDENCE RESTRICTIONS	4
6.	CRITERIA FOR STUDENTS TO BE ELIGIBLE FOR PLACEMENT	4
7.	CAPACITY AND DEMOGRAPHICS	6
8.	STUDENTS LIVING WITH DISABILITIES	7
9.	DISCRETIONARY PLACES BASED ON SPECIAL CIRCUMSTANCES OR NEED	7
10.	VACANCIES	8
11.	WAITING LISTS	8
12.	RESPONSIBILITY FOR IMPLEMENTATION	8
13.	ASSOCIATED DOCUMENTS	9
14.	POLICY LIFE CYCLE.....	9
15.	DOCUMENT METADATA	9

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 a University-controlled residence.

2. ORGANISATIONAL SCOPE

- 2.1 The policy is applicable to all students who are:
 - (a) Admitted or readmitted to full-time studies in undergraduate and postgraduate programmes of the University of Pretoria, and
 - (b) registered for such programme in the year for which accommodation is requested or applied for.
- 2.2 The policy also guides the processes and procedures followed by the Department of Residence Affairs and Accommodation in the allocation of residence spaces to students.

3. POLICY STATEMENT

- 3.1 The University of Pretoria is a contact university, with a limited capacity for student residence accommodation.
- 3.2 Accommodation is not automatically included when a prospective student's application for admission to a full-time academic programme is approved.
- 3.3 Due to the high demand for University-controlled student accommodation, students must make online applications for UP accommodation as early as possible in the preceding year, and before the closing date for residence applications, to be considered for residence placement.
- 3.4 Residence placement is valid for one year only. Placement in one year does not guarantee automatic placement in subsequent years or throughout the course of study. A student must re-apply for residence placement every year.
- 3.5 The University reserves the right not to renew any student's placement at the University's discretion.
- 3.6 Placement in a student's first choice of residence is not guaranteed, irrespective of whether a student is admitted to their first choice of academic programme.
- 3.6 Residence placement is based on the selection criteria contained in this policy. A student must meet all the criteria to qualify for residence placement from year to year.

4. APPLICATION FOR ADMISSION INTO A UNIVERSITY-CONTROLLED RESIDENCE

- 4.1 In order to be considered for first-time placement in a University residence, a prospective, transferring or full-time undergraduate or postgraduate student must submit a formal application for residence placement every year before the closing date, as determined for a particular year.
- 4.2 International students who apply for student accommodation must meet all immigration requirements to qualify for residence placement or re-placement from year to year.
- 4.3 Placement in University residence accommodation does not occur through any other means than the official residence placement channels of the University and procedures.

4.4 Retaining provisionally allocated places

Every applicant who has been informed of their placement in a University residence is required to:

- 4.4.1 pay the prescribed reservation levy within 30 days of the allocation of their place or make a valid arrangement with the Student Accounts Department in this regard. If the reservation deposit is not received or a valid arrangement not made, the allocated place will be cancelled.
 - 4.4.2 ensure that all University fees are fully paid as per University policy or make a valid arrangement with the Student Accounts Department in this regard. If the outstanding fees are not paid or alternative arrangements are not made, the allocated place will be cancelled.
 - 4.4.3 register before the closing date of registration in the academic year for which residence placement has been allocated.
 - 4.4.4 take up their place in the relevant residence within two days of the date as specified in the official notice sent to them. 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 the student request residence accommodation again, their name will be placed on the waiting list.
- 4.5 A student who did not obtain re-admission to their original residence may apply, in writing, for placement in another residence and may be considered according to the availability of places.

5. RESIDENCE RESTRICTIONS

- 5.1 Only students in the Faculty of Health Sciences will be considered for the residences at the Prinshof Campus.
- 5.2 Only students in the Faculty of Veterinary Science will be considered for the residences at the Onderstepoort Campus.
- 5.3 Students in the Faculty of Education are primarily housed in the residences on the Groenkloof Campus, in accordance with the availability of places.
- 5.4 Only undergraduate students are accommodated in formal University undergraduate residences, with the exception of the residences at the Prinshof and Onderstepoort campuses. However, a student who stays in an undergraduate residence, completes their undergraduate studies and registers for postgraduate studies may still be considered for placement in the relevant residence (provided that the student is younger than 25 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.
- 5.5 Only full-time postgraduate students and full-time undergraduate students over the age of 25 qualify for postgraduate accommodation.
- 5.6 The University reserves the right to move students from one residence to another, for whatever reason the University finds appropriate
- 5.7 A specified number of residence places are reserved for University-supported academic programmes, as determined by the Executive of the University from time to time.

6. CRITERIA FOR STUDENTS TO BE ELIGIBLE FOR PLACEMENT

6.1 Academic criteria

- 6.1.1 Academic merit is the primary principle used for placement in any UP-controlled residence. This applies to initial placement and subsequent readmission.
- 6.1.2 For placement in undergraduate residences, preference is given to students enrolling for a first undergraduate degree. For placement in postgraduate residences, preference is given to students enrolling for a full-time postgraduate degree. Students who enrol for a second undergraduate degree may be considered subject to availability of spaces.
- 6.1.3 The maximum number of years a student may stay in a residence is limited to and aligned with the minimum duration of the academic programme for which a student originally enrolled. This period is not extended for students who

change their study programme during the course of their stay, whether undergraduate or postgraduate, or who exceed this minimum duration of the study programme.

6.1.4 Specific academic criteria for new first-year applicants

6.1.4.1 A specified number of places, as determined by the Executive Management of the University and after consultation with the Director: Residence Affairs and Accommodation, and the Director: Enrolment and Student Administration, from year to year, is reserved for Top Achievers with a Grade 11 or 12 average of 80% 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, provided they register as students of the University of Pretoria within the normal registration timelines.

6.1.4.2 For the general placement of new first-years, preference is given to students with an average of 70% and above in Grade 11 or 12.

6.1.4.3 Prospective students who have an average of below 70% and who applied for residence accommodation are considered for residence placement according to the availability of places.

6.1.4.4 All applicants who cannot be accommodated within the limited capacity for new first-years are placed on a waiting list for accommodation until January, after which places are allocated on a supply and demand basis within the criteria in this policy.

6.1.5 Academic criteria for senior / returning / transferring students

6.1.5.1 Provisional re-admission to a residence for the following year is determined after completion of the first semester.

6.1.5.2 Undergraduate students must obtain a mid-year GPA of 50% or higher to be considered for placement in a University-controlled residence in the following year.

6.1.5.3 The GPA (Grade Point Average) of the first semester academic examination marks is used to rank students who have re-applied for residence placement.

6.1.5.4 Students must maintain a GPA of 50% (minimum) at the conclusion of the academic year and must have passed 50% of the modules required for that year to secure the place provisionally allocated to them for the following year.

6.1.5.5 Preference is given to students who were accommodated in University residences previously. Placement is not guaranteed.

6.1.6 Academic criteria for postgraduate students

6.1.6.1 Postgraduate accommodation is allocated to full-time postgraduate coursework or research students who perform well academically.

6.1.6.2 A postgraduate student in a coursework programme must achieve a mid-year GPA of 50% or above to qualify for or retain a space in residence for the following year, subject to availability of spaces.

6.1.6.3 In the case of postgraduate coursework programmes where no coursework progress marks are available, students must submit a progress report from their supervisor in the relevant faculty in order to be considered for readmission to the residence for the following year.

6.1.6.4 Postgraduate students in research programmes must submit a progress report from their supervisor in the relevant Faculty.

6.2 Employment

6.2.1 Student accommodation in a University-controlled residence is restricted to full-time students registered at UP. Thus, a student who is employed on a full-time basis is not eligible for residence placement. Where a student secures full-time employment after being placed in a University-controlled residence, they forfeit their placement and may no longer remain in residence.

6.3 Age

6.3.1 Students who are older than 25 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. Students older than 25 will be considered for placement in postgraduate or alternative accommodation on merit, subject to the availability of spaces and provided that they comply with all placement criteria.

6.4 Conduct

6.4.1 A student who has been found guilty and expelled from the residence, either by way of a plea-and-penalty agreement or a disciplinary hearing, and in terms of the Disciplinary Code for students of the University of Pretoria (or related disciplinary code of conduct), will not qualify for placement in a University residence. Such a student will have to seek alternative accommodation.

7. **CAPACITY AND DEMOGRAPHICS**

7.1 At least 40% of the places in undergraduate residences shall be reserved for first-year students. The remaining 60% of places shall be reserved for senior or returning students.

7.2 At least 35% of the first-year spaces and 35% of senior spaces in undergraduate residences shall be reserved for students on the basis of financial need, as follows:

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

- 7.4 In the case of new first-year students, applicants coming from quintile 1, 2 or 3 schools, as an indicator of need, are considered for these places; and
- 7.5 In the case of senior or returning students, undergraduate students who qualified for the RSA government social relief programmes (e.g. NSFAS or SASSA, as an indicator of financial need) in the year the residence placement application is submitted, are considered for these spaces.
- 7.6 No more than 10% of the general spaces allocated to first-year students and 10% of the general spaces allocated for senior students may be awarded to students who live within a 20km radius from the University, subject to other provisions of this policy, and the availability of residence spaces.
- 7.7 An over-subscription of prospective students is done so as to ensure the realisation rate figures. The University reserves the right to accommodate the relevant over-subscribed students in alternative residences.

8. STUDENTS LIVING WITH DISABILITIES

- 8.1 A variable number of suitably accessible residence places is reserved to accommodate students living with disabilities, according to the need from year to year.
- 8.2 In order to be considered on the basis of disability, the student must declare their disability in their application for admission.
- 8.3 While the University will strive to provide basic support for students living with disabilities, it is also expected that there should be support from students' families or guardians.

9. DISCRETIONARY PLACES BASED ON SPECIAL CIRCUMSTANCES OR NEED

- 9.1 Ten first-year places and ten senior places per undergraduate residence are reserved for allocation by the Director: Residence Affairs and Accommodation to make provision for academic, social, personal, financial and other relevant circumstances. The Director's discretionary places will be allocated with the support of a committee.
- 9.2 Students who are excluded on academic grounds do not comply with the minimum requirement for residence re-placement, and therefore forfeit their provisionally allocated residence placement. Subject to the availability of space, such students will only be reconsidered for discretionary residence placement once they have been re-admitted to their academic programme and comply with all the other criteria for residence placement.

10. VACANCIES

- 10.1 The Residence Placement Office is responsible for monitoring availability of places in the residences on a continuous basis.
- 10.2 The Senior Officers: Residence Facilities and/or the Heads of Residences must inform the Residence Placement Office daily of students who have moved in or out, or who did not arrive to occupy their allocated 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.
- 10.3 Vacancies in undergraduate residences arising from cancellations by first-year students are filled on a continuous basis by allocating them to first-year students on the waiting list.
- 10.4 Vacancies arising from cancellations by senior students are filled on a continuous basis by allocating them to senior students on the waiting list.
- 10.5 Vacancies arising from cancellations by students in postgraduate residences are filled on a continuous basis by allocating them to postgraduate students or students over the age of 25 on the waiting list.

11. WAITING LISTS

- 11.1 Students who applied for residence accommodation and did not obtain a place on merit, are placed on a waiting list, which is ranked according to academic merit.
- 11.2 Residence places that become available due to 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.
- 11.3 All residence placement waiting lists are cleared on the system at the end of each quarter. Should there still be any students requiring places in University residences, these students must reapply online. A new waiting list is generated every quarter and updated daily.

12. RESPONSIBILITY FOR IMPLEMENTATION

The Department of Residence Affairs and Accommodation, and in particular, the Residence Placement Office, is responsible for implementing the residence placement policy and all related processes.

13. ASSOCIATED DOCUMENTS

- Procedure for the Placement of Students in University-Controlled Residences
- University of Pretoria Code of Conduct for Students
- TuksRes Guide (Rules and Regulations)
- Department of Higher Education and Training Minimum Norms and Standards for Student Housing in Public Universities.
- Policy on Students with Disabilities
- Template: Supervisor's progress report for postgraduate students
- Anti-discrimination Policy
- Institutional Admissions Policies

14. POLICY LIFE CYCLE

This policy should be reviewed every five years.

15. DOCUMENT METADATA

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