



16 July 2024

FREQUENTLY ASKED QUESTIONS REGARDING RESIDENCE PLACEMENT RENEWAL 2025

The information provided below is for those who currently reside in a University of Pretoria residence. Due to limited accommodation capacity, it is usually not possible to re-allocate all current residents' placement in a residence for the following year. Below are frequently asked questions that explain the placement process for residing students as prescribed by the new residence placement policy.

1. Must I re-apply for the following year or cancel my place if I am not coming back to residence?

You **must** indicate 'YES' on the **Student Centre** to re-apply for the following year. Kindly indicate 'NO' if you will not be returning so that we do not follow-up with you unnecessarily.

Take Note:

- You can only apply for your own residence.
- Application to transfer to another residence: After you have received placement in your current residence, only then may you apply for a transfer to a different residence. Email us below.
- BVSc students who will be transferring to Onderstepoort Campus in 2025 for their second academic year, must still apply for their current residence. These students will automatically be considered for placement at OP Village at the end of 2024.
- Application to transfer to a postgraduate residence: Please re-apply for your current residence. You may only apply for a postgraduate residence once you have been admitted for a postgraduate study program. You may kindly email tuksres.postgrad@up.ac.za once admission is confirmed.

2. When do applications open and close?

- Applications open **22 July 2024**
- You will receive an SMS to remind you to apply.
- The closing date for re-application is **09 August 2024**.

3. How is placement renewed?

- Renewal of accommodation takes place on academic merit as prescribed by the residence placement policy.
- A **minimum GPA of 50** is required to be considered for a placement at a residence, however does not guarantee you a place. The cut-off GPA differs from year to year, from residence to residence and usually varies from 60 to 70.
- Provisional re-admission to a residence for the following year is determined after the conclusion of the first semester. You must however maintain a GPA of 50 at the end of the academic year and must have passed 50% of modules required for that year to ensure your place for the following year
- The placement policy makes provision to consider distance and NSFAS students together with academic merit.
- The number of years you may stay in a residence correlates with the minimum number of years allowed for you to complete the degree for which you are first enrolled at the university (e.g. BCOM is 3 years).
- If you are subjected to the G3 regulation and are academically excluded, you will not qualify for a place in residence.

4. Which marks are used?

Your **first semester** GPA is used for initial placement consideration.

Take note:

- *In the event that you only have year modules, your progress marks will be used.*
- *You must still maintain a GPA of 50 at the end of the academic year and must have passed 50% of full-time degree modules required to keep your place for the following year.*

5. Has my place been renewed or am I on the waiting list?

- Your residence status for **2025** is available on your **Student Centre** once placement has been finalised.
- You will also be informed per email if a place has been allocated to you or if you are on the waiting list. The placement letter will also be available on your student portal under *Communications*.

6. How does the waiting list work?

- If we are unable to renew your residence placement, your name will remain on the waiting list.
- The waiting list is ordered according to academic merit, highest to lowest GPA.
- Your waiting list position is viewable on your student portal.
- You will not have a waiting list position if your GPA is below 50.
- Placement from the waiting list strictly takes place on **academic merit** on a continuous basis as cancellations are received.
- Your year-end GPA is re-calculated in December. This means that your place on the waiting list will change accordingly and you will move up or down on the waiting list.
- The waiting list is cleared each term.

7. Students residing in postgraduate residence:

- Only full-time postgraduate students qualify for postgraduate residences.
- Additional information regarding 2025 placement will be circulated at a later date.

8. I had personal or academic problems that influenced my marks and am still on the waiting list?

- Ten discretionary places per residence are reserved for allocation by the Director: Residence Affairs and Accommodation and are allocated on merit.
- You must apply to be considered for one of these places.
- Application can be made on your **UP Student Portal > Student Centre > Residences > Discretionary Application**. You will be required to submit a motivational letter as well as upload supporting documents.
- Application for **Discretionary Placement** will open **15 September 2024**.

Take note:

- *Due to limited Discretionary places and the huge demand, not everyone's application will be successful.*
- *These places are allocated with the support of a committee and you will be notified, in writing, of whether your application was successful or not, by the middle of November.*
- *Applications and motivations must be accompanied by supporting documents/proof e.g. a medical certificate in case of sickness, a death certificate in the event of someone passing away, psychological report in relevant cases, etc. This information will be handled as confidential and will only be available to the committee.*

9. How do I cancel my placement and will my reservation levy be refunded?

- **Decline** the placement via your **Student Center** (UP Student Portal) or email us - please see the contact details at the end

10. Once I have received a placement for 2025, what are the prescribed conditions to keep the placement?

- Your outstanding **study and accommodation fees for 2024** as well as the **reservation levy (R5700.00)** must be paid.
- You must maintain a year-end GPA above 50 and must have passed 50% of the modules required for that year to prevent cancellation of your place.
- You must **register** for a degree/diploma by the final registration date of 2024.

Residence Placement Contact details:

Please supply your **student number** in all correspondence and enquiries.

Website: <http://www.up.ac.za/student-accommodation>

Email: Undergraduate students' tuksres.placement@up.ac.za
Postgraduate students' tuksres.postgrad@up.ac.za

Telephone: +27 (0) 12 420 3112