

POLICY DEVELOPMENT FRAMEWORK

RESIDENCE PLACEMENT

POLICY

Policy Number	1.1
Date of Approval	November 2024
Policy Sponsor	Dean of Student Affairs
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Approver	Vice Chancellor
Department/Unit	Department of Student Life and Residential Services
Division	Division of Student Affairs (DSA)

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1. PURPOSE

- 1.1. This residence placement policy aims to provide a framework which contributes positively to the overall student experience, thereby increasing their chances of success.
- 1.2. Furthermore, the policy is aligned with the CPUT's vision, mission and strategic objectives to provide equitable access to and placement in the University and aligned residences.
- 1.3. In line with the parameters mentioned above, the policy further has primary intent as discussed below, that is to:
 - 1.3.1. Use academic merits as the basis for placing students in our residence to promote excellence.
 - 1.3.2. Give preference to placing the most vulnerable students in residences.
 - 1.3.3. Ensure optimum use of available residence space.
 - 1.3.4. Create a residence environment that is conducive to living and learning.

2. SCOPE

- 2.1. The policy applies to all CPUT employees, students and persons who interact with students with special reference to the Residence Department in the Division of Student Affairs.
- 2.2. This policy applies to all CPUT students residing in owned, leased and accredited student accommodation.

3. OBJECTIVES

- 3.1. To ensure equitable reasonable accommodation, access and placement in the institutional residence accommodation.
- 3.2. To enhance and encourage academic excellence in the allocation process in pursuit of student success.
- 3.3. To allocate space based on availability to ensure optimum utilisation of residence space.

4. POLICY PRINCIPLE

4.1. Eligibility for residence placement and allocation

- 4.1.1. The policy acknowledges section 37(4) of the Higher Education Act concerning the admission requirements and the rights guaranteed by the Constitution of the Republic of South Africa.
- 4.1.2. The residence department strives to provide accommodation to qualifying students subject to space availability and the principles set on the below points 4.1.3 to 4.1.6.
- 4.1.3. Only students registered for tuition on a full-time basis and registered for the minimum of 60 credits to qualify for placement.
- 4.1.4. The applicant who registers part-time is not eligible for the residence unless that programme is only available on a part-time basis and has subjects /criteria equivalent to a full-time programme. A letter of endorsement from the Faculty Manager is required for audit purposes.

- 4.1.5. The students reside strictly outside a 60-kilometre radius of the institution and or respective campus.
- 4.1.6. Regardless of the applicant being part of the Students Representative Council, House Committee, Residence Students Assistants and or in student governance or leadership, they are still required to apply and meet the admission criteria.
- 4.1.7. Students who were placed in residence, and cancelled for a good reason their accommodation will not be re-automatically re-admitted the same year and must re-apply for next year.
- 4.1.8. Termination of residence must be done per the fees and regulation booklet, as students will be liable for the account.
- 4.1.9. Allocation of residence will only be done based on qualification (Diploma to Doctoral) or registering for a second qualification, not on the same level as the National Qualification Framework (NQF).
- 4.1.10. Students who have an official record (being found guilty) of contravening residence rule(s) or any other rules and/or code of conduct of the University will not be allocated a residence placement.

4.2. First Year Applicants

- 4.2.1. First-year applicants will be given preference on the allocation of available spaces in the residences and under the distribution plan.
- 4.2.2. The residence application form must be completed online and accepted via SOS.
- 4.2.3. First-year applicants will be selected and allocated the residence space once accepted by the faculty.

4.3. First-Time Applicants (that are not first years)

- 4.3.1. The first-time applicants who are not first-year must submit application forms online via SOS.
- 4.3.2. The new applicants may be considered for the allocation of residence space after returning students and 1st-year applicants have been allocated into available spaces and per the distribution plan.

4.4. Returning Students

- 4.4.1. Returning students may be placed and allocated in the residences for the academic year on the following conditions:
 - 4.4.1.1. That an individual has been promoted in at least four or more of the subjects for which they sat for examination.
 - 4.4.1.2. The individual has applied for re-admission for the accommodation in the previous semester.
 - 4.4.1.3. That the individual has not been found guilty of any misconduct in terms of student code of conduct and, subsequently has not been found guilty by any court of law.
 - 4.4.1.4. That the individual complies with provisions of the financial clearance system of the University.

4.5. Post-Graduate Student

- 4.5.1. There is a limited number of residence spaces available for postgraduate students, as such a portion of bed spaces will be allocated in proportion to the availability of spaces.
- 4.5.2. Only post-graduate students who applied, registered and received progress letters which are reflected in the system must be considered for selection and placement in a designated residence.
- 4.5.3. All the residence rules and regulations also apply to the postgraduate students, likewise to the undergraduate residences.

4.6. Exchange Students

- 4.6.1. The faculties are required to take full responsibility for their exchanged students, including administrative requirements such as submission of the application for accommodation, transport, payments and related logistic arrangements.
- 4.6.2. The written request for the prospective exchange students should be made at least one semester before their arrival to the country and or institution.
- 4.6.3. All the residence rules and regulations also apply to the exchange students in line with the memorandum of understanding.

4.7. Placement

- 4.7.1. The provisional placement of residence students takes place once eligibility criteria have been met and on grounds of departmental acceptance.
- 4.7.2. The placement of students is dependent on the availability of space in the residences.
- 4.7.3. Placement is primarily limited to the duration of study for the first qualification and may be extended to secondary qualification depending on space availability.
- 4.7.4. Students will be placed in the residence based on the distribution plan.

4.8. Residence Spaces Allocation Distribution Plan

- 4.8.1. The Residence Business Unit in consultation with the Department of Student Life & Residential Services shall present the space availability plan for the preceding year by the end of the third term.
- 4.8.2. The Residence Placement Office shall develop a space distribution plan for the year that must include all student cohort categories based on the available spaces.
- 4.8.3. The distribution must consider various characteristics such as first years, senior students, post-graduates, faculty, gender, age etc

4.9. Waiting List

- 4.9.1. If there are no places available, students' names are placed on a waiting list according to eligibility criteria.
- 4.9.2. Placement from the waiting list takes place continuously subject to 4.7.
- 4.9.3. Students who are on the waiting list are based on rejected outcomes because of the unavailability of space.

4.10. Students on Work Integrated Learning (WIL)

- 4.10.1. The students that are part of the Work Integrated Learning (WIL), applied for accommodation in the residences and meet the requirements (of registration and proof of work-integrated learning in the form of a contract with the company, which also reflects remuneration details and further subject to all the required eligibility criteria may be granted the space.
- 4.10.2. The allocation of space in residences for WIL students must be determined by the Residence Department depending on the availability of residence space.
- 4.10.3. A valid WIL contract and a project assignment are requirements upon receipt of application /re-admission into residences.
- 4.10.4. The students that are returning from WIL may be accepted back into the residences if they applied for accommodation in the previous semester and subject to the availability of space in the residence.
- 4.10.5. The WIL is inclusive of teaching practice and all other academic training practices that constitute part of the academic structure.

4.11. Claiming the residence spaces

- 4.11.1. Residence spaces upon placement and or allocation can only be done by the registered students strictly per the commencement of their academic/orientation programme.
- 4.11.2. Registered and eligible students who have been selected for accommodation shall be given three official working days (72 hours) to claim their spaces.
- 4.11.3. At the end of the 72 hours, space shall be deemed to be forfeited should it not be claimed.
- 4.11.4. The 72 hours are counted from the date of the commencement of the academic/orientation programme of the department or faculty.
- 4.11.5. If for a good reason, the student cannot claim their space within 72 hours, a formal written submission for exception should be lodged within the 72 hours directed at the Residence Coordinator.
- 4.11.6. Once the space has been claimed, the onus is on the student to cancel such space in the event it is no longer required.
- 4.11.7. The above rules do not apply to international students who may not be able to register online.
- 4.11.8. Forfeited spaces shall be allocated to eligible students who applied and qualified but were placed on a waiting list because of the unavailability of spaces.

4.12. Special Cases

- 4.12.1. Special cases refer to those students who do not meet the stipulated selection criteria but may want to be considered for placement in the residences because of special circumstances.
- 4.12.2. Special cases must be appealed to the Head of the Department of Residences with the relevant supporting documentation and evidence.

- 4.12.3. Key issues for special cases include students from vulnerable socio-economic and psychological conditions e.g. quintile 1,2 and 3, students with disabilities, and students with credible reports from recognised psychologists/social workers and other related vulnerable socio-economic and cultural conditions
- 4.12.4. Discretion and flexibility based on verifiable and tangible evidence about the application of the policy and consideration of special circumstances are afforded to the Central Residence Placement Committee.
- 4.12.5. In the special cases of the appeals that were considered, all substantive documentation must be safeguarded for audit purposes.

4.13. Residence Placement Appeals

- 4.13.1. Residence placement appeals refer to cases of students who were excluded because of academic performance by faculty or due to financial non-adherence/non-payment and any other matter that has a direct impact on the placement of the student.
- 4.13.2. New residence applicants cannot appeal for residence, including those who may have been admitted into academic programmes.
- 4.13.3. Appeals shall be considered by the Central Residence Placement Appeals Committee once vetted by the respective campus Placement Office.

4.14. Billing of students

- 4.14.1. Students are billed for 10 months, including the June and July periods and based on the academic programme.
- 4.14.2. Such students shall be required to sign a form whereby they accept the terms and conditions including the residence fees.
- 4.14.3. Students whose academic program requires them to stay in the residence during the vacation period and who have written confirmation from the faculty management will be allowed to stay in the residence in line with the approved policy regulating staying in residence after final assessments.
- 4.14.4. A higher rate will be charged for a single room.
- 4.14.5. There will be a differentiated rate for the residences based on their location and condition.

4.15. Non-Compliance Cases

- 4.15.1. The complaints that stem from alleged non-compliance with the policy are dealt with in terms of the University's existing complaints management processes and systems.

4.16. Students with Special Learning Needs

- 4.16.1. The existing accommodation /admission requirements, as they relate to placement in CPUT residences, also apply to students with special learning needs/disabilities as all applications for residence accommodation receive individual attention

- 4.16.2. Special concessions will be made in the consideration of disabled students for residence accommodation, as far as is practically and financially viable. Should a student be dependent on the services of an assistant, the accommodation of such a student together with the assistant will be considered, as long as the housing units developed especially for this purpose are not already occupied.
- 4.16.3. Students with special learning needs shall be provided with accommodation in the residences closest to their sites of learning and the Units for Students with Special Learning needs (Disabilities) may be asked to guide the management of residences concerned with respect of students with disabilities.

5. RESPONSIBILITY

Accountability and Authority:	
Implementation:	Department of Student Life and Residential Services
Compliance:	Department of Student Life and Residential Services, Faculties, Staff & Students
Monitoring and Evaluation:	Dean and Deputy Dean of Student Affairs; Registrar, Quality Management
Development/Review:	Department of Student Life and Residential Services
Approval Authority:	Senate and Council
Interpretation and Advice:	Legal Department Dean of Student Affairs
Who Should know this Policy?	Student Affairs; Deans of Faculties; HODs / Directors / Managers of Units and Departments; Student Representative Council; all CPUT Students and Staff; Legal Services; Registrar's Office;
Policy/procedure implementation plan	The Division of Student Affairs, as the overall implementer of the policy, will advise all: Faculty Deans and Faculty Offices to notify all new academic staff of these procedures. Human Capital practitioners to notify relevant academic and new residence employees in their induction/orientation to be aware of procedures to be followed The Office of the Dean of Student Affairs will notify all new student leaders of this policy Senior Managers in support services to be responsible for notifying departmental staff of the procedures.

Policy Development Framework				
Policy Type(s):	A: Institutional Governance Policy C: Administrative Policy			
Type:	Policy	✓	Guideline	Manual
Tick document category	Procedure	✓	Regulation	Plan
CPUT Statute and/or Regulation Reference no. and date:	Cape Peninsula University of Technology Statue 2022 as amended			
Relevant Legislation and/or Policy, Codes of practice, Professional authorities:	<ul style="list-style-type: none"> • Report on the Ministerial Committee for the Review of • Provision of Student Housing at South African Universities, 2011 • Higher Education Act 1997 • DHET Norms and Standards of Student Housing 2021 			
Relevant Institutional Policies/ documents/manuals/ handbooks	<ul style="list-style-type: none"> • Vision 2030 Strategic Plan • Residence Rules and Regulations • General Handbook • Policy for the Realisation of Social Inclusion in Post-School Education and Training (P-SET), 2016 • Policy for addressing Gender -Based Violence in Post-School Education and Training ,2020 • Transformation, Social Cohesion and Diversity Charter, 2010 • Comprehensive Transformation Strategy, 2012 • Student Pregnancy Policy, 2024 • Institutional Disability Policy, 2024 • CPUT HEQC Institutional Audit Report, 2011 • Fees and Regulations Booklet 			
Policy Reference and Version no.:	T&L/Res Place/2015/V2			
Consultation Process To be verified and signed off before approval	Division of Student Affairs, the Residence Business Unit, The Central SRC (2019 and 2020, 2023 and 2024); Mancom; Executive Management, The Research Directorate, Faculty Deans, Student Services Council, Senate, Senate Research and Innovation Committee (SRIC), Institutional Higher Degrees Committee, SAC and Senex.			
Policy Owner/Sponsor	Dean of Students			
Compliance Officers	Managers of Residences / Head of Student Life and Residential Services, Placement Officers			
Certification of Due process:	 Vice Chancellor			29.01.2025 Date

To be verified and signed once approved by the relevant authority					
Approval Date		Commencement Date		Review Date	
November 2024				November 2027	

REVISION HISTORY: Only applicable to amended or reviewed Policies. Record details of amendments/revision.

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2.0	Rescinded T&L/Res Alloc/2013/V1				
3.0	Approved T&L/Res Place/2015/V2	2015	Council		
1.1	Approved	2024	Vice Chancellor		November 2024