



EMONA STUDENT RESIDENCE
HOUSE RULES

ANNEXURE 1

1. Preamble

- 1.1 Whereas the Emona Student Residence embraces fundamental principles to ensure a living environment that is nurturing, safe and conducive to learning, promotes socio-cultural diversity and personal development;
- 1.2 Recognizing that each student has the right to live in a conducive atmosphere that promotes equal opportunities in the hostels;
- 1.3 Committing to upholding the principles of peace, co-existence and tranquillity in the halls of residence; and
- 1.4 Ensuring that hostel students are protected from all forms of abuse, discrimination and or harassment

2. Principles

- 2.1. That occupant's entitlement to be present on or in the building or any part thereof may be terminated by Emona. Emona may report details of that occupant's conduct and breach of these house rules to the Lessee and to any applicable law enforcement agency; and Emona may take all other steps against or in respect of that occupant as may be appropriate in the circumstances.
- 2.2 These rules and regulations are intended, and shall be interpreted to promote the safety and security of students in the halls of residence or hostels at the University of Namibia.
- 2.3 In the application of these rules all students living on campus shall be treated fairly, reasonably and equally in all conduct including, room allocation; meeting set deadlines; adhering to set guidelines on cleanliness, general hygiene and general rules that make peaceful co-existence a possible and pleasant process.
 - 2.3.1 These rules and regulations are intended, and shall be interpreted to promote peaceful co-existence and respect for social, political, cultural, economic and religious diversity amongst students living on campus.
 - 2.3.2 At all relevant times when the student is or is not in occupation of any room the rooms and other common sites in the hostels, the hostels shall remain the exclusive property of the University.
 - 2.3.3 Hostel accommodation is paid in advance and accommodation registration and room occupancy may commence a few days earlier before academic registration.
 - 2.3.4 Failure to occupy an allocated room within two (2) days after allocation of such room shall lead to a student forfeiting such room.
 - 2.3.5 Hostel Students are prohibited to perform any immoral acts or engage in any form of undesirable behaviour.
 - 2.3.6 Transgressors of these rules and regulations may be sanctioned where and whenever appropriate.

3 Definitions

- 1.1 In these Rules and Regulations, the following definitions shall apply unless stipulated or the context indicates otherwise:
 - 3.1.1 "Accommodation Section" means the section responsible for accommodation at the University of Namibia
 - 3.1.2 "Rules and Regulations" means the rules and regulations embodied in this document
 - 3.1.3 "campus" means any campus of the University of Namibia across the country
 - 3.1.4 "Student" means any hostel student to whom a room has been officially allocated.
 - 3.1.5 "halls of residence" means the hostels and vice versa
 - 3.1.6 "squatter" a person or student ordinarily residing in a room which was not allocated officially to him or her in the hostel.

The headings in these rules and Regulations do not have any legal effect; they shall only be for convenience of reference and interpretive guidance.

4 Scope and Force of Application

These rules and regulations shall apply without distinction and discrimination to all students living in the halls of residence of the University of Namibia at all resident campuses across the country.

5 Accountability

5.1 Accommodation Section

5.1.1 At allocation of any room to any student the Accommodation Section shall ensure that each hostel room space assigned to a student at the beginning of the academic year and semesters contains:

- a) 1 bed;
- b) 1 chair & 1 table;
- c) 1 mattress;
- d) 1 bookshelf
- e) 1 Study Light

Once the items listed above have been made available to the student, the student shall keep the items for the rest of the academic year or semester with all responsibility and shall return same at the end of the academic year, semester or upon cancellation of occupancy of the room.

The items shall be returned to Emona at the end after each lease has terminated.

All students who have secured rooms at Emona Student Residence are permitted to bring their personal belongings provided such belongings are not prohibited in terms of Articles 7.5. Such personal belongings shall be brought and kept in the rooms at owner's risk. Emona Student Residences shall not be responsible for damages or losses of these items anywhere at any time.

5.1.2.1 Emona Student Residences reserves the right to change and re-assign student to rooms.

5.1.2.2 Emona Student Residence reserves the right for its officials or designees to undertake impromptu residence or rooms' inspections at intervals and times it deems appropriate in the interests of health, safety and proper conduct of students into hostel rooms as specified.

5.1.2.3 Entry in terms of 5.1.2.2, can be made at any time, whether or not the students are present, and without prior notice to the students, if emergency, health or safety circumstances warrant such entry or if there are reasonable grounds to believe that any substance, material or item is being kept or used on the premises in any manner prohibited by the law, by this rules and regulations and any other applicable laws.

5.1.2.4 Any such substance or item may be impounded by the Police, University Security Services, or Emona Student Residences staff or their representatives without prior notice.

5.1.2.5 Emona Student Residences shall inform the student(s) in advance if any entry is planned for the purposes of repairs and/or for the purpose of showing the premises, or health inspection.

6. Obligations and Privileges of Hostel Students

Subject to these Rules and Regulations and in addition to any residual rights which arise out of lease of hostels, all hostel students shall have the following rights and freedoms:

6.1 A student shall receive the items listed in item 5.1.1 above, upon taking occupation of the room

6.2 A student is obliged to report any misdemeanor by other fellow hostel students or visitors to the Block representative, matron or superintendent.

6.3 A student is obliged to report any leaking of roofs, water pipes, faulty electric conduits or sockets and related problems through appropriate channels of communication to ensure that the reported faults or problems are addressed as soon as practicable.

6.4 A student has the right to peaceful neighbourliness and to report any violation of same to the appropriate offices.

6.5 A student has the right to a smoke free hostel living environment.

- 6.6 A student has the right to clean water and electricity subject to the efficiency and operation of the water and electricity authorities of the nation.
- 6.7 A student has the right to freely approach their House Committee members for each block or floor of a block whenever appropriate.
- 6.7.1 Whenever such Hostel Committee members are elected, they shall assemble in what is called House Committee and elect a chairperson.
- 6.7.2 Upon the election of the Chairperson of the House Committee such candidate shall become the Representative for Accommodation under the SRC Constitution and shall perform his functions fully under that Constitution and its by-laws.
- 6.8 The right to participate in any function organized for Hostel students without discrimination.
- 6.9 The right to reasonably use common facilities including property in common rooms, bathrooms, toilets, kitchens and open areas without discrimination or unnecessary or unjustified hindrances.
- 6.10 Freedom to associate with other hostel students and participate fully in Block or hostel meetings.
- 6.11 The exercise and enforcement of all the rights and freedoms in the whole of Article 6 shall be done subject to these Rules and Regulations, Rules and Regulations, Student Residences University laws and policies and any other applicable legal and policy instruments of the nation.
 - 6.11.1 Radios, hi-fis, tape recorders, television sets, home theatre systems, play stations (or similar device) and other musical instruments shall not be used in such a way as to cause unreasonable disturbances or annoyances to any other occupant or tenant, and shall be kept to a minimum level. - Occupants and their invitees or visitors are to keep noise levels down to a minimum when using the stairs, parking area/s and elevators. The use of heating appliances shall be done in a manner that does not cause electrical faults and danger of fire in the hostels. Whenever they leave their rooms, all hostel students are encouraged to switch off their sound and visual systems and ensure that electrical sockets are free from metals that may short circuit the electrical system of the hostels.
 - 6.11.2 After use of common properties, the Student shall ensure that they leave it clean for use by those who will come after them. This rule applies to facilities including ablution facilities like toilets, bathrooms or showers and kitchen facilities, like use of common stoves.
 - 6.11.3 Gas appliances are not permitted in the hostels at all.
 - 6.11.4 The use of fire equipment for any other reason except its designated purpose is strictly prohibited and is a criminal offence. Students using this equipment unlawfully will be held responsible for the cost of refilling or any damages caused during the use of such equipment. You will also be issued with a warning.

7. Hostel Students' General Conduct, Safety and Hygiene

- 7.1 Any form of undesirable and unruly behaviours and all incivility including:
 - a) fighting; vandalism; writing of graffiti, noise making, use of abusive and insulting language; pollution; rape; drunkenness; drug use or any such acts as defined by the Student Code of Conduct and any other university rules and regulations as immoral.
 - b) possession and/or use of dangerous weapons; and
 - c) use of personal cooking stoves in the rooms, are strictly prohibited, and shall be met with full commensurate punitive measures and sanctions.
- 7.2 In addition to any sanction inflicted in terms of the above provision, any hostel student who fails to comply with this provision forfeits the right to live in and/or be considered for allocation in the halls of residence again for the rest of his or her studies at the University.
- 7.3 No occupant shall perform or participate in any criminal, disorderly, anti-social or disruptive conduct of whatsoever nature upon the building or do any act, matter or thing in or on the building which constitutes a danger, threat, nuisance or any inconvenience to any other occupant or tenant or to any other person/s or which constitutes a criminal offence. For example, no occupant shall use, possess or sell any illegal substance (such as dagga, cocaine, crack-cocaine, mandrax) in the building or allow his or her invitee/s or guest/s to do so.
- 7.4 All hostel students should ensure that their rooms, bathrooms, corridors, common rooms, kitchens and the entire blocks are free from filth and littering.

- 7.4.1 Students are requested to keep their drains free of blockages. If drains become blocked, the Student will be held responsible.
- 7.4.2 The Building Manager/Caretaker and/or Security may conduct random searches of the student's belongings and/or the unit which they are occupying Occupants are prohibited from driving any nails or screws into walls and ceilings. Any marks and or holes relating to screws, nails, hooks and or posters which must be repaired by the Landlord will be for the occupants account. No touch-up's can be done in such cases.
- 7.4.3 Occupants are not covered for the contents in their units by the insurance policy taken out by Emona on the building, and are therefore advised to take out suitable insurance cover and pay the premiums in respect thereof.
- 7.4.4 Please refrain from throwing newspaper and or sanitary towels in the toilets.
- 7.4.5 The use of candles is a fire hazard and is therefore prohibited
- 7.4.6 No smoking or drinking of alcohol is allowed in public spaces, communal areas, inside the units, passages, lifts, entrances and on the staircases of the build.
- 7.4.7 Under no circumstances may articles be thrown out of windows
- 7.4.8 Clothing may not be hung from the windows or railings
- 7.4.9 Students may not make use of the cleaners for their own private work.
- 7.4.10 Students are expected to maintain silence around and within the halls of residence at all times. Exceptions are only when authorized special events are organized. Noise pollution in the halls of residence is a serious misconduct for which a student can be punished or lose a room.
- 7.5 Students shall not bring, use and/or keep the following items in the halls of residence:
- a) firearms,
 - b) explosives,
 - c) any dangerous weapons,
 - d) pets'
 - e) hot plates
 - f) Refrigerators (Only small Bar fridges may be approved by management if a written request is submitted prior to moving in)
 - g) alcohol,
 - h) drugs and
 - i) Any other items that may be deemed undesirable by UNAM or Emona Student Residences.
- 7.6 Failure to comply with Article 6 and 7 of these house rules will lead to punishment and/or expulsion from the hostels and /or university without refund of fees paid, regardless of the time when the student is being disciplined or expelled.
- 7.7 Occupants must note the emergency exit routes and the locations of the fire extinguishers in the building NB: In case of any medical emergencies or fire, occupants should contact the Residence Manager or security desk of the building.
- 7.8 In case of a fire the fire escape routes provided must be used.
- 7.9 The occupants of a unit shall supply and maintain a hygienic and dry waste bin for refuse within that unit. Each occupant must place his or her refuse bag/s in the large plastic bins provided in the bin area. All occupants must ensure that before the refuse is placed in such receptacle, it is securely wrapped, or in the case of tins or containers, completely drained. Cardboard boxes are to be flattened and placed in the refuse area. Any person leaving rubbish on any part of the building may be prosecuted and such offenders must be reported to the Building Manager immediately.
- 8. Visitors**
- All visitors and their hosting hostel students however, shall respect and uphold the visiting hours as specified below, unless otherwise changed by the Accommodation section and communicated in writing to all the hostel students:
- a) Mondays to Sundays
10h00 to 22h00
 - b) Failure to comply with Article 8 (a) of these house rules will lead to a penalty fee of N\$500 that will be charged to the hosting student's account and/or expulsion from the hostels.
- 8.1 No hostel student is allowed to spend a night in another's room. If any hostel student is found in violation of this provision, such a student may be expelled from the hostels.
- 8.2 If any circumstance arises which necessitates a hostel student to spend a night in another's room such circumstances should immediately be reported to the Accommodation section or the Security officers on duty.

- 8.3 Student cards are to be presented as and when required by the security and other University Officials on entry into, or exit from the hostels.
- 8.4 All Visitors must have proper identification.
- 8.5 No Parties are allowed anywhere in the building
 - 8.5.1 Occupants and their visitors and invitees are not allowed behind the security desk
 - 8.5.2 No occupant is allowed to give their keys/access tags to any other person to enter the building and/or unit.

9. Squatting, Subletting, Swapping of Rooms and/or unauthorized occupation of Hostels

- 9.1 Swapping or exchange of rooms is not allowed unless permitted by the Accommodation Officer.
- 9.2 Illegal or unauthorized occupation by a student or any person of any room in the hostels is a serious offense. If any such person or student is caught illegally staying in the hostels, such person or student shall be expelled from that room and she/he will be liable for paying semester fees as fine or both.
- 9.3 Any hostel student found harbouring a squatter shall forfeit the right to occupy and/or use such a room. The person found so squatting shall be liable to full semester fees as fine and shall be required to vacate the room immediately. The student who harboured the squatter shall also vacate the room and cannot be considered for room allocation again.
- 9.4 No male hostel student shall be permitted to stay in female hostels and vice-versa.
- 9.5 No outsider, be it a visitor or otherwise shall have the permission to stay in the Hostels without prior written approval from the Head of Accommodation or Hostel Superintendent.
- 9.6 No hostel student shall be permitted to stay with another hostel student and/or sublet his or her own room. If any hostel students are found doing this, they shall be expelled from the hostel and forfeit any fees paid for their rooms. The person found so squatting in another room shall lose his or her room and immediately forfeit his/her right to stay in the hostels.
- 9.7 Hostel students found guilty of any points as set out in clause 9 account's will be charged with N\$100 per day of breach and depending on seriousness and duration of breach the hostel student may be expelled from Emona Student Residence.

10. Vehicles

A hostel student is allowed to keep only one transport device on campus either motor car, bicycle or motorcycle, subject to the registration of the same with the Security Section of the Estate Department. A student is to make sure that his or her transport device has the correct card for identification:

- 10.1 All vehicles brought into campus shall be parked at designated student or general parking areas
- 10.2 Parking on undesignated area(s) or over a yellow line is prohibited and the student who so parks shall be liable for the payment of a prescribed fine and such car may be clamped by the University Security Services.
- 10.3 All vehicles brought into campus shall be parked and kept at EMONA and UNAM at the owner's risk.
- 10.4 Hooting is not permitted at any time or for any reason at the gates.

11. Cancellation of Rooms and check out Procedure

At the end of each academic year or semester, as the Dean of Students may deem necessary, all Hostel students shall be required to cancel their rooms with the Accommodation Section.

- 11.1 On cancelling their rooms, all hostel students shall submit items listed in Article 5.1.1 above.
- 11.2 The items shall be returned to Emona Student Residences in the condition in which the items were given to the student, wear and tear excepted.
- 11.3 Any items identified as damaged and unsuitable for use shall be paid for by the student responsible for the damage.
- 11.4 If the student fails to pay upfront the amount to the value of the item, the same shall be debited from the Student account.