



POLICY OF THE UNIVERSITY OF THE FREE STATE ON PLACEMENT OF STUDENTS IN JUNIOR RESIDENCES ON THE BLOEMFONTEIN CAMPUS, QWAQWA CAMPUS AND SOUTH CAMPUS

1. DEFINITIONS AND ABBREVIATIONS

In order to facilitate ease of reference and reading of this Policy, unless the context otherwise requires, the following capitalised terms shall have the meanings assigned to them below and cognate expressions shall have corresponding meanings.

- “Academic Year”** means the period of the year during which students attend university in the Republic of South Africa, which period is usually reckoned from the beginning of February (first semester) to the end of November (second semester);
- “Applicant”** means a student applying for accommodation at a Junior Residence;
- “AP”** refers to an ‘*Admissions Point*’, which is a calculated point based on a student’s levels of achievement in the Grade 11 (ELEVEN) or Grade 12 (TWELVE) examination and which, among others, entitles students to gain entry to undergraduate qualification studies at the UFS;
- “Bloemfontein Campus”** means the UFS’ Bloemfontein campus situated in Nelson Mandela Drive, Bloemfontein;
- “CUADS”** means the ‘*Centre for Universal Access and Disability Support*’ of the UFS;
- “Extended Programme”** means an extended programme option, which is offered to qualifying students that do not meet the requisite requirements for a particular programme offered at the UFS, as determined by the Student Academic Services department of the UFS in accordance with the relevant rule books of the UFS, in order to allow such students the opportunity to gain entrance into the desired programme at the UFS, subject to completion of certain extension modules;
- “First-Time Entering Student”** means a first-time registered student, i.e. a student that registers for the first time for his/her first academic year (for any programme offered at the UFS);
- “HRA”** means the ‘*Housing and Residence Affairs*’ Division of the UFS;
- “Institutional Charter”** means the institutional charter of the UFS;
- “ITP”** means the ‘*Integrated Transformation Plan*’ of the UFS;
- “Junior Residences”** means any junior residence of the UFS, situated on the Bloemfontein Campus, Qwaqwa Campus, or South Campus, in which a Registered Student may reside, subject to the terms and conditions of this Policy;

“Placement Advisory Committee”	means a committee of people appointed by the Rectorate of the UFS to oversee the placement processes contemplated in this Policy;
“Policy”	means this placement policy and related regulations pertaining to placement of Prospective Students and Registered Students in Junior Residences;
“Prospective Student”	means a student that is provisionally admitted in a study program at the UFS;
“Qwaqwa Campus”	means the UFS’ Qwaqwa Campus situated in Phuthaditjhaba;
“Registered Student”	means a full-time registered student at the UFS;
“South Campus”	means the UFS’ South Campus situated in Bloemfontein at Vista Park;
“UFS”	means the University of the Free State; and
“UAP”	means the ‘ <i>University Access Program</i> ’, which is offered to prospective students at the South Campus, who have an AP of between 18 (EIGHTEEN) and 24 (TWENTY-FOUR), and which may offer (without guarantee) the opportunity to gain access (with credit recognition) to further degree studies at the Bloemfontein Campus.

2. BACKGROUND

- 2.1 Approximately 8 000 (EIGHT THOUSAND) First Time Entering Students are currently registered at the UFS.
- 2.2 Junior Residences currently accommodate less than 2 000 (TWO THOUSAND) First Time Entering Students in on-campus accommodation at the UFS.
- 2.3 First Time Entering Students, especially first-generation students, are the most vulnerable group of students at the UFS, as they are entering a new and highly challenging phase in their young adult life.
- 2.4 To gradually increase the number of First Time Entering Students in on-campus residences over the next 3 (THREE) years (2020 – 2022) at the UFS, HRA introduced, as part of their ITP, deliverables to reach 65% (SIXTY FIVE PERCENT) placements of First Time Entering Students in Junior Residences in 2021.

3. GUIDING PRINCIPLES

3.1 Diversity

- 3.1.1 A general diversity target of 50:50 (FIFTY-FIFTY) is set in respect of the total capacity of a Junior Residence.
- 3.1.2 In order to achieve the above-mentioned, First Time Entering Students are placed according to the diversity needs of the specific Junior Residence taking cognisance of the UFS student profile, including special requests received from CUADS.

3.2 Academic Admission Requirements

3.2.1 General

The academic merit of an Applicant is determined on the basis of the most recent AP, as calculated by the UFS. This is based on the Applicant's Grade 11 (ELEVEN) or Grade 12 (TWELVE) AP.

3.2.2 Bloemfontein Campus

3.2.2.1 A minimum Grade 12 AP of at least 30 (THIRTY) is required for admission to a Junior Residence on the Bloemfontein Campus. Preference will be given to top achievers (i.e. students with an AP of 36 (THIRTY-SIX) or more) in conjunction with the UFS Marketing Department.

3.2.2.2 Students in the UAP will qualify for admission to a Junior Residence on the Bloemfontein Campus if they obtain a 100% (ONE HUNDRED PERCENT) pass rate in all their modules, subject to availability and provided that they comply with the applicable terms and conditions, rules or policies in this regard.

3.2.2.3 Students who have successfully completed their studies and stayed in a Junior Residence on the Qwaqwa Campus or South Campus, may apply for admission to a residence on the Bloemfontein Campus, subject to availability and with the understanding that space is not guaranteed.

3.2.3 Qwaqwa Campus

A minimum Grade 12 AP of 25 (TWENTY-FIVE) is required for admission to a Junior Residence on the Qwaqwa Campus.

3.2.4 South Campus

If an Applicant is admitted to a full-time program on the South Campus, he/she qualifies automatically for accommodation on the South Campus, subject to availability and with the understanding that space is not guaranteed.

4. SCOPE AND APPLICATION OF POLICY

4.1 This Policy is for the placement of Prospective Students and Registered Students in Junior Residences on the Bloemfontein Campus, Qwaqwa Campus and South Campus.

4.2 Only Registered Students of the UFS may be accommodated in Junior Residences, subject to the terms and conditions as set out in this Policy.

4.3 Students from other tertiary institutions (excluding, without limitation, exchange students studying at the UFS) shall not be accommodated in Junior Residences.

5. FIRST TIME ENTERING STUDENTS

5.1 Prospective First Time Entering Students of the UFS are selected according to a differentiated approach.

5.2 Over the next 3 (THREE) years (2020 – 2021), HRA will gradually increase the number of First Time Entering Students in Junior Residences as follows, in respect of the relevant Academic Year indicated below:

5.2.1 50% (FIFTY PERCENT) for the 2020 Academic Year;

5.2.2 60% (SIXTY PERCENT) for the 2021 Academic Year; and

5.2.3 65% (SIXTY FIVE PERCENT) for the 2022 Academic Year.

- 5.3 If an Applicant has provisionally accepted accommodation on the Bloemfontein Campus prior to disclosure of his/her Grade 12 (TWELVE) results, and his/her final results determines that he/she is required to participate in an Extended Program presented on the South Campus, he/she will be obliged to make use of the Junior Residences on the South Campus.

6. APPLICATION PROCESS

Continuous random selection will take place if the Applicant has conditional admission to a particular program at the UFS prior to selection. Preference will be given to Applicants with an application point of 40 (FORTY) and above, as well as top achievers identified by the UFS Marketing Department as contemplated in paragraph 3.2 (*Academic Admission Requirements*) above.

7. IMPLEMENTATION OF THE POLICY

The Policy will be implemented by HRA, in conjunction with the Placement Advisory Committee.

8. PURPOSE OF THE POLICY

This Policy's purpose is –

- 8.1 to align this Policy with –

8.1.1 the goals of HRA's ITP;

8.1.2 the vision, mission and values of the UFS; and

8.1.3 the Institutional Charter, read with the Constitution of the Republic of South Africa;

in order to create a feeling of unity and cooperation in the Junior Residences, which is based on integrity, mutual respect and fairness, within the context of the constitutional values of non-racism, non-sexism and non-discrimination;

8.2 to follow an educational approach to diversity in Junior Residences;

8.3 to facilitate and manage interaction and mutual learning among Registered Students from different racial, cultural, economic and historical backgrounds (among other elements of diversity) in Junior Residences;

8.4 to pursue innovation with regard to equity, justice and fairness in dealing with diversity at the UFS;

8.5 to reflect diversity in a balanced and respectful manner at the UFS;

8.6 to create essential and sufficient multi-linguicism at the UFS;

8.7 to prevent dominance and marginalisation of any group and to proactively protect the interest of minority groups at the UFS;

8.8 to promote an all-permeating academic culture and an intellectual stimulating environment at the UFS; and

8.9 to create a sense of belonging at the UFS.

9. OPERATIONAL IMPLEMENTATION OF THIS POLICY

The operational implementation of the Policy is done by the Placement Administration Sub-Division within HRA, which will liaise with relevant role players such as:

- 9.1 the Assistant Director: Residence Life;
- 9.2 Residence Heads;
- 9.3 Residence Committees; and
- 9.4 CUADS.

10. REVIEW PROCEDURE

This Policy will be reviewed annually by HRA in conjunction with the Placement Advisory Committee.

11. GENERAL

- 11.1 The impact and implementation of this Policy must be monitored continuously.
- 11.2 No pattern of 'black' or 'white' areas or floors or groups of rooms is allowed in Junior Residences.
- 11.3 Alignment with other policies related to the management of diversity must be monitored carefully by the UFS.
- 11.4 Prospective Students and/or Registered Students who are 23 (TWENTY-THREE) years of age on 1 January of the current year in which the application is made, must apply for senior residence at the UFS, irrespective of whether he/she is in their first academic year at the UFS.

12. POLICY RECORD

Document Name	Placement Policy
Document Number	
Coordinating UMC Member	Prof Prakash Naidoo
Contact Person	Mr Quintin Koetaan
Status	Senior Director
Approved By	Placement Advisory Committee Student Services Committee
Date Finally Approved	
Date Last Amended	
Date for Next Review	May 2020
Person Responsible for Review	Mr Hein Badenhorst
Monitoring By	Mr Quintin Koetaan
Related Documents	Regulations Concerning the Renewal of Placement in Junior Residences, Bloemfontein Campus. Frequently Asked Questions relating to the Regulations Concerning the Renewal of Placement in Junior Residences, Bloemfontein Campus.
Effective Date	1 September 2019

REGULATIONS CONCERNING THE RENEWAL OF PLACEMENT IN JUNIOR RESIDENCES, BLOEMFONTEIN CAMPUS

1. PURPOSE OF THE REGULATIONS

- 1.1 To promote an academic culture in the junior residences of the Bloemfontein Campus ("Junior Residences") of the University of the Free State ("UFS").
- 1.2 To improve the throughput rate of registered UFS students residing in Junior Residences.
- 1.3 To provide criteria against which Students (as defined in paragraph 2.1 below) can measure their academic performance to ensure renewal of placement in a Junior Residence for the following year.
- 1.4 To encourage Students in Junior Residences to complete their academic courses at the UFS within the minimum period.
- 1.5 To ensure a healthy numerical balance between first time entering students and senior students in Junior Residences.
- 1.6 To give first time entering students at the UFS the opportunity to become well adapted and adjusted to a higher education environment.

2. APPLICATION OF THE REGULATIONS

- 2.1 Only full-time registered *bona fide* UFS students (hereinafter referred to as "Students") are accommodated in Junior Residences, provided that they comply with the any applicable terms and conditions, rules or policies in this regard.
- 2.2 These regulations (hereinafter referred to as the "Regulations") are also applicable to newly elected members of the Student Representative Council ("SRC") and the Residence Committees ("RC"), as these Students had to meet the academic criteria in order to be elected.
- 2.3 A maximum of 50% (FIFTY PERCENT) of the capacity of every Junior Residence of the UFS will consist of senior students. 25% will consist of current first time entering students and 25% senior students. This number determines the cut-off point on the Precedence List (as defined in paragraph 3.1.1.2 below).
- 2.4 Students who do not qualify for renewal of placement will be required to vacate the Junior Residences concerned on the day after the last day of the second semester.
- 2.5 In order to be granted a renewal of placement in a Junior Residence for the next year, a Student has to comply with all the criteria set out in these Regulations (see paragraph 3 below) read with the Placement Policy of the UFS.
- 2.6 The impact and implementation of these Regulations should be monitored annually by the UFS.
- 2.7 Discretion and flexibility with regard to the application of these Regulations is afforded to the Senior Director of Housing and Residence Affairs.
- 2.8 The alignment of these Regulations with other policies and regulations related to the management of diversity should be monitored closely by the UFS.
- 2.9 These Regulations will be applied by the Housing and Residence Affairs Division ("HRA").

3. PROVISIONS OF THE REGULATIONS

3.1 Process

- 3.1.1 An "Online Intent Phase" will be used to determine the number of students who wish to apply for renewal of placement for the following year.
- 3.1.2 The academic and age criteria will determine the ranking for current first time entering students, as well as senior students.
- 3.1.3 The outcome of the application of the above criteria will be communicated to all students who have indicated their intent to return. The Appeal Process will be open at this stage.
- 3.1.4 Appeal criteria will include involvement in residence activities such as sport, arts, culture, etc.

3.2 Academic

3.2.1 Senior Students excluding current First Time Entering Students

- 3.2.1.1 The academic merit of a senior Student is calculated (expressed as a percentage) on the basis of the number of modules successfully completed during the examination opportunities for the previous two semesters, i.e. October/November 2018 and May/June 2019.
- 3.2.1.2 A list of precedence ("Precedence List") is compiled based on the academic merit (number of modules successfully completed ÷ number of registered modules x 100 = percentage) as per paragraph 3.2.1.1 above of the existing residents of a Junior Residence.
- 3.2.1.3 The cut-off point on the Precedence List is calculated on the basis of the number of Students that equals 50% (FIFTY PERCENT) of the total capacity of the senior Students in the specific Junior Residence.
- 3.2.1.4 If more than one Student has the same number of successfully completed modules on the cut-off point, these Students will be ranked according to their average percentage achieved in the two examination opportunities in the current academic year.
- 3.2.1.5 This ranking will be used to determine whether a Student will be replaced back into the Junior Residence as part of the 50% (FIFTY PERCENT) described in paragraph 3.2.1.3 above.

3.2.2 Current First Time Entering Students

- 3.2.2.1 The academic merit of current first time entering Students is based on the average test percentage obtained during the first two quarters and/or the examination results of the first semester in the relevant academic year.
- 3.2.2.2 The cut-off point on the Precedence List is calculated on the basis of the number of current first time entering Students that equals 50% (FIFTY PERCENT) of the capacity of senior Students in the specific Junior Residence.
- 3.2.2.3 If one or more Students have the same percentage on the cut-off point these Students will be ranked according to:
 - 3.2.2.3.1 their attendance in the UFS 101 module; and
 - 3.2.2.3.2 their participation in the Peer Mentorship Program of the UFS.
- 3.2.2.4 This ranking will be used to determine whether a Student will be placed back as a senior Student into his/her Junior Residence as part of the 50% (FIFTY PERCENT) as described in paragraph 3.2.2.1 above.

3.3 **Maximum Age Limit**

A Student may be granted a renewal of placement in a Junior Residence for the next year of residence if he/she is below the age of 23 (TWENTY-THREE) years on the 1st of January in the year in which the renewed residency is to take place (i.e. if his/her age is 22 (TWENTY-TWO) years or younger on 31 December of the current year in which the renewal application is lodged).

4 **APPEALS AGAINST REGULATIONS**

- 4.1 An Appeal Committee, comprising out of the following stakeholders, will review all appeals received:
- 4.1.1 the Senior Director of Housing and Residence Affairs;
 - 4.1.2 the Assistant Director of Residence Life;
 - 4.1.3 the Assistant Director of Housing and Residence Affairs;
 - 4.1.4 the SRC for On-Campus Residences;
 - 4.1.5 2 (TWO) x Residence Heads; and
 - 4.1.6 2 (TWO) x Residence Primes.
- 4.2 In the event that a Student is not satisfied with the application of these Regulations, he/she has the right to consult with the office of the Senior Director: Housing and Residence Affairs.
- 4.3 A Student who registers at the UFS for the second or subsequent years and wants to reside in a Junior Residence for the first time must meet the requirements as set out above in paragraph 3.1.2 (Current First Time Entering Students) in order to be granted renewal of placement in such Junior Residence. This Student will then compete against other Students who are appealing the outcome of the renewal process contemplated herein.

FREQUENTLY ASKED QUESTIONS: REGULATIONS CONCERNING RENEWAL OF PLACEMENT IN JUNIOR RESIDENCES, BLOEMFONTEIN CAMPUS

1. What does the 50% capacity for returning students for 2020 mean?

In a residence with 240 beds, 50% = 120 beds.

Therefore, a maximum of 50% of every junior residence will consist of students who lived in that residence the previous year, subject to whether the student has met the requirements for renewal of placement.

All current students, both first time entering students and senior students, will compete for a bed within the 120 beds reserved, according to their ranking in the two groups.

2. What will the current first time entering student/senior student ratio be?

Within the 50% beds reserved for returning students:

- current first time entering students will have 50% beds available; and
- senior students 50%.

In other words, based on the example of 240 beds above, the following distribution will apply:

- Current first time entering students: 50% of 120 = 60
- Senior Students: 50% of 120 = 60

3. How is the academic merit of a senior student calculated?

The academic merit of a senior student is calculated (expressed as a percentage) on the basis of the number of successfully completed modules during the examination opportunities of the two previous semesters (October/November 2018 and May/June 2019).

4. How is the precedence list for senior students compiled?

A precedence list is compiled based on the academic merit (number of successfully completed modules) of the existing students of a junior residence.

5. How is the cut-off point for a senior student on the precedence list determined?

The cut-off point on the precedence list is calculated on the basis of the number of students that equals 40% of the total capacity of the senior students in the specific junior residence.

6. What will happen if more than one senior student have the same number of successfully completed modules on the cut-off point?

If more than one senior student has the same percentage of modules passed on the cut-off point, these students will be ranked according to their average percentage achieved in the two previous examination opportunities; for example:

Student A	100% modules passed	average 70.65%
Student B	100% modules passed	average 70.45%
Student C	100% modules passed	average 69.00%

This ranking will be used to determine whether a student will be replaced back into his/her junior residence as part of the 50% described here above.

7. How is the academic merit of a first time entering student calculated?

The academic merit of a first time entering student is based on:

- the average first semester examination results, or in the absence of first semester examination results;
- the first two quarters' test results.

Student A	test results (no exams written)	average 68.50%
Student B	exam results	average 67.90%
Student C	exam results	average 66.50%
Student D	test results (no exams written)	average 64.80%

8. How is the cut-off point for a first time entering student on the precedence list determined?

The cut-off point on the precedence list is calculated on the basis of the number of current first time entering students that equals 50% of the total capacity of the senior students in the specific junior residence.

9. What will happen if more than one first time entering student have the same average percentage on the cut-off point?

If one or more first time entering student have the same percentage on the cut-off point, these students will be ranked according to:

- their attendance in the UFS101 module; and
- their participation in the Peer Mentorship Program.

For example:

Student No	Average	Mentorship	UFS 101
Student A	64.80%	75%	88%
Student B	64.80%	74%	86%
Student C	64.80%	70%	80%
Student D	64.80%	68%	76%