

**Policy Name/Title:** UFS Policy on the Placement of Students in Residences on the Bloemfontein, Qwaqwa and South Campus

<b>Policy Group(s):</b> <i>Delete categories that are not relevant.</i>	Student Affairs		
<b>Type:</b> <i>Tick document category</i>	Policy	X	Guideline
	Procedure		Regulation
<b>UFS Statute and/or Regulation Reference Number and Date:</b>	UFS Statute, Government Gazette No. 48187 of 10 March 2023		
<b>Relevant Legislation and/or Policy, Codes of Practice, Professional Authorities:</b>	<ol style="list-style-type: none"> <li>1. Higher Education Act, 101 of 1997 (as amended)</li> <li>2. Constitution of the Republic of South Africa, Act 108 of 1996</li> <li>3. The Policy on the Minimum Norms and Standards for Student Housing at Public Universities (Government Gazette 39238)</li> <li>4. National Student Financial Aid Scheme Act, 56 of 1999</li> <li>5. National Building Regulations and Building Standards Act, 103 of 1997</li> <li>6. Occupational Health and Safety Act, 85 of 1993</li> <li>7. Report on the Ministerial Committee for the Review of the Provision of Student Housing at South African Universities. Department of Higher Education and Training: September 2011</li> <li>8. Mangaung Metropolitan Municipality By-Law on Student Accommodation, No. 85 of 2021, 30 September 2021</li> <li>9. SAHRC Report: Transformation at Public Universities in South Africa</li> <li>10. Protection of Personal Information Act, 4 of 2013</li> </ol>		
<b>Relevant Institutional Policies/Manuals:</b> <i>List any institutional reference pertinent to the policy. A few examples include:</i>	<ol style="list-style-type: none"> <li>1. Institutional Statute: UFS</li> <li>2. Institutional Transformation Plan</li> <li>3. University of the Free State Vision 130</li> <li>4. Student Affairs' Strategic Plan 2023 – 2028</li> <li>5. Housing and Residence Affairs' Strategic Plan 2023 – 2027</li> <li>6. General Academic Rules and Regulations (as amended annually)</li> <li>7. Housing and Residence Affairs' Contract Conditions</li> <li>8. UFS Security Policy: Protection Services</li> <li>9. Admission Policy</li> <li>10. Anti-Discrimination, Promotion of Equality, and Social Justice Policy and Procedure</li> <li>11. Increasing Diversity in UFS Main Campus Residences: A new Policy and Role for Residences</li> <li>12. Policy on the Universal Access and Disability Support for Students with Disabilities</li> <li>13. UFS Student Disciplinary Code</li> </ol>		
<b>Consultation Process:</b> <i>To be verified and signed off before approval. State the stakeholder group/s and/or structures consulted during the policy development or review process as follows:</i>	<ol style="list-style-type: none"> <li>1. Student Affairs</li> <li>2. Housing and Residence Affairs</li> <li>3. International Affairs</li> <li>4. Student Recruitment Services</li> <li>5. Student Academic Services (SAS)</li> <li>6. Centre for Graduate Support</li> </ol>		

<p>a) <i>Structure/group/stakeholder consulted</i></p> <p>b) <i>Date and time</i></p> <p>c) <i>Number of consultations</i></p> <p>d) <i>Report/pertinent issues raised at each consultation</i></p>	<p>7. Centre for Universal Access and Disability Support (CUADS)</p> <p>8. Unit for Institutional Change and Social Justice</p> <p>9. Institutional Student Representative Council (ISRC)</p> <p>10. Central Student Representative Council (CSRC)</p> <p>11. RC Primes Council</p> <p>The abovementioned stakeholders form part of the Placement Advisory Committee, and the following consultations took place:</p> <p>1. 15 March 2023: Placement Advisory Committee</p> <p>2. 24 March 2023: Accommodation Administration, Residence Life, and Qwaqwa Campus</p> <p>3. 17 – 27 April 2023: Individual engagements by the HRA office on South Campus.</p> <p>4. Policy Review Steering Committee Meetings on 19 April 2023, and 9 May 2023</p> <p>5. 3 May 2023: Consultation with the CSRC Primes Council, with subsequent meetings on 11 May 2023 and 17 May 2023 with the CSRC Campus Residences.</p> <p>6. 7 June 2023: Placement Advisory Committee</p> <p>7. 22 November 2023: Placement Advisory Committee</p> <p>8. 08 May 2024: Rectorate</p> <p>9. 03 June 2024: University Management Committee</p> <p>10. 23 October 2024: Rectorate</p> <p>11. 04 November: University Management Committee</p> <p>12. 07 November 2024: Student Support Services Committee of Council</p> <p>13. 22 November 2024: Council</p>				
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<b>Coordinating UMC Owner:</b>		Executive Director: Student Affairs			
<b>Contact Person:</b>		Director: Housing and Residence Affairs			
<b>Certification of Due Process:</b> <i>To be verified and signed once approved by the relevant authority</i>		Prof A Rhoda (Acting) <b>Vice-Chancellor and Principal</b>			06 December 2024 <b>Date</b>
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<b>For Office Use Only</b>					
<b>Policy Group:</b> <i>(broad policy field)</i>		Support Services Policy: Student Affairs			
<b>Subject:</b> <i>(policy subfield)</i>		Policy			
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<b>POLICY STATEMENT</b>	
<b>1. Preamble/Background</b>	1.1 Approximately eight thousand (8 000) first-time entering students (FTENs) are annually registered at the University of the Free State (“UFS”). 1.2 Junior residences accommodate approximately three thousand (3 000) FTENs in on campus accommodation at the UFS. 1.3 FTENs, 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.
<b>2. Purpose</b>	The purpose of this policy is to –  2.1 align this Policy with:  a.) UFS Vision 130; b.) the Goals of Housing and Residence Affairs (“HRA”) and Student Affairs; and c.) the Institutional Charter, read with the Constitution of the Republic of South Africa;  2.2 create a feeling of unity and cooperation in 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; 2.3 follow and educational approach to diversity in residences; 2.4 facilitate and manage interaction and mutual learning among registered students from different racial, cultural, economic, and historical backgrounds (among other elements of diversity) in residences; 2.5 pursue innovation in equity, justice, and fairness in dealing with diversity at the UFS; 2.6 reflect diversity in a balanced and respectful manner at the UFS; 2.7 create essential and sufficient multilingualism at the UFS; 2.8 prevent dominance and marginalization of any group and to proactively protect the interest of all groups at the UFS; 2.9 promote an all-permeating academic culture and an intellectual stimulating environment at the UFS; and 2.10 create a sense of belonging at the UFS.
<b>3. Scope</b>	3.1 This policy is for the placement of prospective students and registered students in residences on the Bloemfontein, Qwaqwa and South Campus. 3.2 Only full-time registered students for degree / diploma / certificate purposes at the UFS will be accommodated in a residence, subject to the terms and conditions as set out in this Policy. 3.3 Students from other tertiary institutions (excluding, without limitation to exchange students studying at the UFS) shall not be accommodated in a residence.
<b>4. Definitions and Abbreviations</b>	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.  <b>Academic Year</b> means the period of the year as stated in the approved UFS calendar.

**Annual Progress Report**

means a report submitted by a supervisor / study leader *via* a tracking system of the Centre for Graduate Support.

**Applicant**

means a student applying for accommodation at a residence.

**AP**

refers to an Admissions Point, which is a calculated point based on a student's level of achievement in the Grade Eleven (11) or Grade Twelve (12) examination and which, among others, entitles the student to gain entry to undergraduate qualification studies at the UFS.

**Bloemfontein Campus**

means the UFS Bloemfontein Campus situated at 205 Nelson Mandela Drive, Park West, Bloemfontein.

**CUADS**

means the Centre for Universal Access and Disability Support of the UFS.

**Extended Program**

means an extended program option, which is offered to qualifying students that do not meet the requisite requirements for a particular main program, as determined by the Student Academic Services (SAS) department of the UFS in accordance with the relevant rule books of the UFS, to allow such students the opportunity to gain entrance into the desired programme at the UFS. It is an extension to a mainstream degree.

**First Time Entering Student (FTEN)**

means a student who is enrolled at a Post School Education and Training Institution and has not enrolled at a similar institution in the past.

**Gender Inclusive Housing (GIH)**

refers to individuals living together regardless of biological sex. Gender Inclusive Housing is non discriminate housing, free of gender stereotypes where all students does not discriminate against, irrespective of their particular sex, social gender, or gender identity, and is placed in a safe living and learning environment.

**HRA**

refers to the Housing and Residence Affairs department of the UFS.

**Institutional Charter**

means the institutional charter of the UFS.

**Junior Residences**

means any junior residence of the UFS situated on the Bloemfontein, Qwaqwa or South Campus, in which a student may reside, subject to the terms and conditions of this Policy.

**Junior Student**

means a full-time undergraduate, registered student at the UFS who resides in a junior residence on campus and is younger than 23 years of age.

**Placement Advisory Committee**

refers to a committee of people appointed by the UFS Rectorate to oversee the implementation of the approved UFS Policy on the Placement of Students in Residences on the Bloemfontein, Qwaqwa and South Campus.

**Placement**

means the random placement of a student in a residence of the UFS situated on the Bloemfontein, Qwaqwa or South Campus, in which a student may reside, subject to the terms and conditions of this Policy.

**Policy**

means this Placement Policy and its annexures thereto.

**Postgraduate**

means the studies after the completion of the first bachelor's degree.

**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 Kestell Road, Qwaqwa, Phuthaditjhaba.

**Renewal Process**

means the annual renewal process as contemplated in this Policy, which is used to determine whether students qualify for renewal of placement.

**Registered Student**

means a full-time registered student at the UFS.

**Satellite**

means a branch campus of the UFS where classes are offered.

**Senior Residences**

means different types of senior and postgraduate accommodation facilities, such as senior residences, student rooms, and student flats (for the purpose of this Policy, senior residences are addressed in Annexure C).

**Senior Student**

means a full-time registered student at the UFS in their 2<sup>nd</sup>, 3<sup>rd</sup>, or subsequent years of study. This includes students 23 years of age and older residing in senior residences.

**South Campus**

means the UFS South Campus situated in Oliver Tambo Road, Ehrlich Park, Bloemfontein.

**Student**

means a full-time registered student at the UFS.

	<p><b>Student Flat</b> means a limited number of flats where postgraduate students (on PhD and Postdoctoral level) and / or families reside.</p> <p><b>Student Room</b> means a single room designated for postgraduate students (on Masters, PhD, and Postdoctoral level).</p> <p><b>SwD</b> means a student with a disability as determined by CUADS.</p> <p><b>UFS</b> means the University of the Free State.</p> <p><b>Vision 130</b> refers to an elaboration of the UFS strategic intent to reposition the UFS for 2034 when the UFS will commemorate its 130<sup>th</sup> anniversary.</p>
<p><b>5. Guiding Principles</b></p>	<p><b>5.1 Diversity</b></p> <p>5.1.1 General diversity is accepted as the norm and is residence specific.</p> <p>5.1.2 To achieve the abovementioned, FTENs are randomly placed according to the diversity needs of the specific residence taking cognisance of the UFS student profile.</p> <p>5.1.3 Notwithstanding paragraph 5.1.2 <i>supra</i>, the placement of students with disabilities, as well as Gender Inclusive Housing, is explained in the relevant annexures attached to this Policy.</p> <p><b>5.2 Years of Stay in Junior and Senior Residences</b></p> <p>5.2.1 Students who pass the renewal process are allowed to stay in residences as follows:</p> <ul style="list-style-type: none"> <li>a.) Undergraduate: 3 Years + 1 Year = 4 Years;</li> <li>b.) Postgraduate Diploma / Honors: 1 Year + 1 Year = 2 Years;</li> <li>c.) Postgraduate Diploma / Certificate = 1 Year</li> <li>d.) Masters: 2 Years + 1 Year = 3 Years;</li> <li>e.) PhD: 3 Years + 1 Year = 4 Years; and</li> <li>f.) Postdoctoral: 3 Years.</li> </ul> <p>5.2.2 Notwithstanding all of the above the maximum number of years that a student is allowed to live in on campus residences (this includes junior and senior residences) should not exceed a total number of six (6) years.</p>
<p><b>6 Policy</b></p>	<p><b>6.1 Academic Admission Requirements: Junior Residences</b></p> <p><b>6.1.2 General</b></p> <p>The academic merit of an Applicant is determined based on the most recent AP as calculated by the UFS. This is based on the Applicant's Grade Eleven (11) or Grade Twelve (12) AP.</p>

### **6.1.3 Bloemfontein Campus**

- a.) A minimum Grade Twelve (12) AP of at least thirty (30) 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 thirty-six (36) or more, in conjunction with the UFS Student Recruitment Services.
- b.) Students who have successfully completed their studies at the Qwaqwa Campus or South Campus, and who stayed in a junior residence on the said campus, may apply for admission to a residence on the Bloemfontein Campus, subject to availability and with the understanding that space is not guaranteed.

### **6.1.4 Qwaqwa Campus**

A minimum Grade Twelve (12) AP of twenty-five (25) is required for admission to a junior residence on the Qwaqwa Campus. Preference will be given to top achievers (i.e. students with an AP of thirty-six (36) or more, in conjunction with the UFS Student Recruitment Services.

### **6.1.5 South Campus**

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

## **6.2 First Time Entering Students (FTENs)**

- 6.2.1 Sixty percent (60%) of the available beds in junior residences are allocated to FTENs.
- 6.2.3 Prospective FTENs of the UFS are selected according to a differentiated approach.
- 6.2.4 If an applicant has provisionally accepted accommodation on the Bloemfontein Campus prior to disclosure of their Grade Twelve (12) results, and their results determine that it is required to participate in an Extended Program presented on the South Campus, the applicant will be advised to make use of the junior residences on the South Campus, subject to the availability and with the understanding that space is not guaranteed.

## **6.3 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 AP of forty (40) and above, as well as top achievers identified by the UFS Student Recruitment Services, as contemplated in paragraph 6.1 (*Academic Admission Requirements*) *supra*.

## **6.4 Annexure A: Protocol regarding the Renewal of Placement of Students in Junior Residences**

The purpose of this protocol is to outline procedures to follow during the annual renewal process.

**6.5 Annexure B: Protocol for Placement of Students with Disabilities in Residences (CUADS)**

6.5.1 The purpose of the protocol is to outline the procedure regarding the placement of students with disabilities in residence accommodation at all three campuses at the UFS and the roles and responsibilities of the parties involved.

6.5.2 The protocol must be read together with the Protocol regarding the Renewal of Placement in Junior Residences (Annexure A).

**6.6 Annexure C: Protocol regarding the Placement and Renewal of Placement of Students in Senior Residences**

6.6.1 Only full-time registered students for degree / diploma / certificate purposes will be accommodated in senior and postgraduate residences.

6.6.2 In the case of a student enrolled for an honours degree, the student must be registered for at least fifty percent (50%) of the credit value of the degree (Honours programs may be completed over a period of two years).

6.6.3 Studies for a postgraduate diploma or certificate may not exceed one (1) year.

6.6.4 Renewal of placement for studies on Masters, PhD and Postdoctoral level will be subject to an Annual Progress Report submitted by the supervisor / study leader.

6.6.5 A student may not be employed on a full-time basis outside the UFS.

6.6.6 The purpose of this protocol is to:

6.6.6.1 align it with:

- a.) Vision 130;
- b.) the Goals of HRA and Student Affairs; and
- c.) 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 Senior Residences, which is based on integrity, non-racism, non-sexism and non-discrimination;

6.6.6.2 facilitate and manage interaction and mutual learning among students from different racial, cultural, economic and historical backgrounds (amongst other elements of diversity) in Senior Residences; and

6.6.6.3 to promote an all-permeating academic culture and an intellectually stimulating environment at the UFS.

**6.7 Annexure D: Protocol regarding Gender Inclusive Housing (GIH)**

6.7.1 The UFS is committed to maintain an environment for all students, faculty, staff, and visitors, that is fair and responsible; an

	<p>environment that is based on inclusion / inclusivity, fair and neutral placement opportunities that are non-discriminatory.</p> <p>6.6.2 The UFS declares and affirms this protocol that upholds the dignity of all its students regardless of their sexual and/or gender identity. The UFS does not discriminate against anyone based upon age, race, ethnicity, colour, national origin, gender identity, sex, pregnancy, disability, sexual orientation, genetic information, veteran status, familial status, marital status, religion, or political affiliation.</p> <p><b>6.8 Discipline</b></p> <p>6.8.1 A record of repeated minor disciplinary infractions or a single major infraction may lead to a refusal to admit a student to a residence.</p> <p>6.8.2 Unacceptable conduct might lead to formal disciplinary processes as outlined in the UFS Rules on Student Discipline.</p>
<p><b>7 Responsibility</b></p>	<p>The operational implementation of the Policy is carried out by the Assistant Director: Accommodation Administration, which will liaise with relevant role players such as:</p> <p>7.1 CUADS; and</p> <p>7.1 the Institute for Reconciliation and Social Justice.</p>
<p><b>8 Accountability and Authority</b></p>	
<p><b>8.1 Implementation</b></p>	<p>8.1.1. The Policy will be implemented by HRA.</p> <p>8.1.2. The impact and implementation of this Policy must be monitored continuously.</p> <p>8.1.3. No pattern of “black” or “white” areas or floors or groups of rooms is allowed in residences. Placement is diverse as explained under Definitions and Abbreviations (Paragraph 4).</p> <p>8.1.4. Continuous alignment with other policies, related to the management of diversity.</p> <p>8.1.5. Prospective Students and/or registered students who are twenty-three (23) 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 the prospective student is in their first academic year at the UFS.</p>
<p><b>8.2 Compliance</b></p>	<p>8.2.1 Executive Director: Student Affairs</p>
<p><b>8.3 Monitoring and Evaluation</b></p>	<p>8.3.1 Director: Housing and Residence Affairs</p>

<b>8.4 Development/Review</b>	8.4.1 This policy will be reviewed every 2 (two) years in accordance with the relevant UFS policies, procedures, guidelines, and regulations, in consultation with the Placement Advisory Committee, that includes: <ul style="list-style-type: none"> <li>a.) HRA;</li> <li>b.) Student Life;</li> <li>c.) Office of International Affairs;</li> <li>d.) Student Recruitment Services;</li> <li>e.) Centre for Graduate Support;</li> <li>f.) CUADS;</li> <li>g.) The Unit for Institutional Change and Social Justice;</li> <li>h.) ISRC and CSRC; and</li> <li>i.) RC Primes Council</li> </ul>
<b>8.5 Approval Authority</b>	8.5.1 Placement Advisory Committee 8.5.2 Rectorate; 8.5.3 University Management Committee; 8.5.4 Student Support Services Committee of Council; and 8.5.5 Council

<b>8.6 Interpretation and Advice</b>	8.6.1 Director: Housing and Residence Affairs
<b>9 Who should know this policy?</b>	9.1 Registered UFS students; 9.2 Staff of HRA; and 9.3 Staff of Student Affairs
<b>10 Policy / Procedure Implementation Plan</b>	10.1 Please see the full document referring to the Implementation Plan.
<b>11 Resources Required</b>	11.1 Relevant staff in the Accommodation Administration sub-division of HRA across all three UFS campuses. 11.2 As the implementation of the policy is data-dependant, accurate and reliable data, in real time, is required from Information and Communication Technology (ICT). 11.3 Mercury Software (used by HRA) and PeopleSoft Campus Solutions (used by Student Academic Services) must provide optimal support during the implementation of this policy.
<b>12 Answers to FAQs</b>	12.1 Please see the full list of FAQs as an additional.
<b>EFFECTIVENESS OF THE POLICY</b>	
<b>Performance Indicator(s):</b>	To be monitored by the Placement Advisory Committee.

## **Protocol regarding the Renewal of Placement of Students in Junior Residences**

### **1. Purpose of the Protocol**

- 1.1 To promote an academic culture of success in the junior residences of the UFS Campuses (“Junior Residences”).
- 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 (FTENs) and senior students in Junior Residences.
- 1.6 To give FTENs at the UFS the opportunity to become well adapted and adjusted to a higher education environment.

### **2. Application of the Protocol**

- 2.1 Only full-time registered UFS students (hereinafter referred to as “Students”) are accommodated in Junior Residences if they comply with any applicable terms and conditions, rules, or policies in this regard.
- 2.2 This protocol (hereinafter referred to as the “Protocol”) is also applicable to newly elected members of the Institutional Student Representative Council (“ISRC”), the Campus Student Representative Council (“CSRC”), and the Residence Committees (“RC”), as these Students had to meet the academic criteria to be elected.
- 2.3 A maximum of forty percent (40%) of the capacity of every Junior Residence of the UFS will consist of senior students. Twenty-five percent (25%) will consist of current FTENs and fifteen percent (15%) senior students. This number determines the cut-off point on the Precedence List (as defined in paragraph 3.2.1.2 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 To be granted a renewal of placement in Junior Residence for the next year, a student must comply with all the criteria set out in this Protocol (see paragraph 3 below) to be read with the UFS Policy on the Placement of Students in Residences on the Bloemfontein, Qwaqwa and South Campus.
- 2.6 The impact and implementation of this Protocol should be monitored annually by the UFS.
- 2.7 Discretion and flexibility regarding the application of this Protocol is afforded to the Director of Housing and Residence Affairs.
- 2.8 The alignment of this Protocol with other policies and regulations related to the management of diversity should be monitored closely by the UFS.
- 2.9 This Protocol will be applied by the Housing and Residence Affairs Division (“HRA”).

### **3. Provisions of the Protocol**

#### **3.1 Process**

- 3.1.1 An “Online Intent Phase” will be used to determine the 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 of all students, FTENs and 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 for seven (7) calendar days calculated from the date on which the appeal submission process open for students to appeal.
- 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 FTENs*

- 3.2.1.1 The academic merit of a senior student is calculated (expressed as a percentage) based on the average percentage achieved during the examination opportunities for the previous two semesters, i.e. October / November and May / June.
- 3.2.1.2 A list of precedence (“Precedence List”) is compiled based on the academic merit 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 based on the number of students that equals forty percent (40%) 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 in the Junior Residence as part of the forty percent (40%) described in paragraph 3.2.1.3 above.

##### *3.2.2 Senior Students in the Faculty of Health Sciences (MBChB Program)*

- 3.2.2.1 Students in the Faculty of Health Sciences in their 3<sup>rd</sup> and 4<sup>th</sup> year who are registered for continuation modules do not have semester marks in the applicable renewal cycle.
- 3.2.2.2 The Program Director of the School of Clinical Medicine will facilitate a process to submit semester / year marks for the above year groups to include them in the academic ranking process.

##### *3.2.3 Current FTENs*

- 3.2.3.1 The academic merit of current FTENs 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.

- 3.2.3.2 The cut-off point on the Precedence List is calculated based on the number of current FTENs that equals sixty percent (60%) of the capacity of senior students in the specific Junior Residence.
- 3.2.3.3 If one or more students have the same percentage on the cut-off point, these students will be ranked according to their participation in residence activities, including:
  - 3.2.3.3.1 their attendance in the UFS 101 module; and
  - 3.2.3.3.2 their participation in the Peer Mentorship Program of the UFS.
- 3.2.3.4 This ranking will be used to determine whether a student will be replaced as a senior student into their Junior Residence as part of the forty percent (40%) 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 the student is below the age of twenty-three (23) on the 1<sup>st</sup> of January in the year in which the renewed residency is to take place (i.e. if the student's age is twenty-two (22) or younger on 31 December of the current year in which the renewal application is lodged).

### **3.4 Students Migrating from South Campus**

Residence students who have qualified for renewal of placement and must continue their academic program the following year on the Bloemfontein Campus will be assisted as follows:

- 3.4.1 Within the sixty percent (60%) capacity reserved for FTENs, ten percent (10%) will be set aside for students based on the highest academic ranking.

## **4. Appeals Against the Outcome of the Renewal Process**

- 4.1 Appeals, in the form of written representations, as per the attached prescribed form, must be submitted to the applicable Accommodation Administration office within HRA.
- 4.2 The Director of HRA shall establish an ad hoc Appeals Committee, comprising the following stakeholders, which will review the written representations and attend to all appeals received:
  - 4.2.1 the Director of Housing and Residence Affairs (Chairperson);
  - 4.2.2 the Assistant Director of Accommodation Administration (Vice-Chairperson);
  - 4.2.3 the Senior Officer of Accommodation Administration;
  - 4.2.4 two (2) Residence Heads nominated by the Assistant Director: Residence Life;
  - 4.2.5 the CSRC member for on campus residences;
  - 4.2.6 two (2) Residence Primes nominated by the Assistant Director: Residence Life in consultation with the Primes Council.
- 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 in paragraph 3.2.3 (*Current FTENs*) 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.

**Appeal Form: Renewal of Placement Policy (Academic Criterium)**

**Student Number:** \_\_\_\_\_  
**Full Names:** \_\_\_\_\_  
**Surname:** \_\_\_\_\_  
**Residence:** \_\_\_\_\_  
**Field of Study:** \_\_\_\_\_  
**Account Balance:** \_\_\_\_\_

**Academic Requirements:** Please motivate why you did not pass the required number of credits. Attach the relevant proof of medical certificates, death certificates and/or reports from a psychologist or psychiatrist (these should be in the last 12 months). Your appeal will only be valid if you attached the aforementioned documents. **Non-Academic Requirements:** Please specify residence participation.

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**Kindly indicate which of the following is applicable to your appeal:**

Death Certificate		Financial Issues at Home		First Year in Residence		Changed Course	
Medical Certificate		Challenges at Home		Residence Committee		Extended Program	
Psychological Certificate		Personal Reasons		Residence Activities		Occupational Studies	
UFS Sport		Provincial Sport		National Sport		From Qwaqwa	
Residence Involvement							

I hereby confirm that I have attached the relevant proof. I hereby take note that, if my appeal is unsuccessful, there is no further appeal process.

\_\_\_\_\_

**Signature of Student**

\_\_\_\_\_

**Date**

## Protocol for Placement of Students with Disabilities in Residences (CUADS)

1. A student with a disability (SwD) will, as part of their application for admission to the UFS indicate their disability. Student Recruitment Services (SRS) will, as part of their visits to schools, advise Grade 12 learners with disabilities to complete the application form and indicate their disability. HRA will share application data in this regard with the Centre for Universal Access and Disability Support (CUADS).
2. CUADS will communicate with the applicants to establish contact with CUADS.
3. A SwD and/or a parent / guardian will indicate the need for residence accommodation. Upon receipt of the CUADS reasonable accommodation application form and necessary supporting documentation, CUADS will motivate the need to HRA, which will include specifics regarding accessible accommodation depending on the disability and background submitted.
4. If a student with a disability needs to transfer from one campus to another, a similar process, as mentioned in point 3 above, will be followed.
5. The disability categories will be accommodated as follows:
  - 5.1 Mobility Impairments  
Accessible rooms, or rooms that are on the ground floor of a residence. HRA along with the Residence Head and CUADS will consider the physical limitations for students with mobility impairments in terms of distance, holiday accommodation and accessible routes.
  - 5.2 Visual Impairments  
Integrated as far as possible depending on the specific background of the SwD unless the need to stay in a single room is justified by the student's study method and equipment used (single room occupation is subject to availability and must be considered within the room allocation process managed by the Residence Head). HRA, along with the Residence Head and CUADS, will consider the orientation and mobility limitations of students with visual impairments in terms of distance, holiday accommodation and routes.
  - 5.3 Hearing Impairments  
Integrated as far as possible depending on the specific background of the SwD unless the need to stay in a single room, subject to availability and must be considered within the room allocation process managed by the Residence Head, is justified by the student's study method and likelihood of distractions.
  - 5.4 Learning Difficulties  
Integrated depending on the specific background of the SwD.
  - 5.5 Psychosocial Conditions  
Integrated depending on the specific background of the SwD.
6. HRA will prioritize the use of accessible rooms for SwD before they are availed to other students.
7. HRA will, once having been made aware of the need for accessible accommodation, identify suitable accommodation and inform CUADS and the SwD with a formal offer letter.
8. HRA will inform the Residence Head of the arrival of the SwD.

9. The Residence Head will inform the Residence Committee (RC) to ensure the inclusion of the student's specific needs within the residence, house meetings and activities.
  10. CUADS will provide information sessions to RCs as part of the annual training arranged by Student Life and Communities.
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## **Protocol regarding the Placement and Renewal of Placement of Students in Senior Residences**

### **1. Guiding Principles**

- 1.1 Only full-time registered students for degree / diploma / certificate purposes, who comply with the accommodation requirements for senior and postgraduate accommodation, will be accommodated in senior and postgraduate residences, subject to availability.
- 1.2 In the case of a student enrolled for an honours degree the student must be registered for at least fifty percent (50%) of the credit value of the degree (Honours programs may be completed over a period of two years).
- 1.3 Studies for a postgraduate diploma or certificate may not exceed one year.
- 1.4 Renewal of placement for studies on Masters, PhD and Postdoctoral level will be subject to an Annual Progress Report submitted by the supervisor / study leader.
- 1.5 Accommodation will not be provided to a student employed on a full-time basis.

### **2. Minimum Admission Requirements**

Academic merit will determine placement in senior and postgraduate residences as follows:

- 2.1 Senior Residences: Honours / Advanced and(or) / Postgraduate Diploma / Advanced and(or) Postgraduate Certificate / Undergraduates with at least two-hundred and forty (240) credits already obtained, and students who are twenty-two (22) years of age or older on 31 December of the previous year with an AP score of at least thirty (30).
- 2.2 Student Rooms: Masters degree.
- 2.3 Student Flats: PhD, Postdoctoral, and visiting scholars.
- 2.4 Sixty percent (60%) of beds in senior residences to be reserved for returning students based on their academic performance.

### **3. Renewal of Placement**

- 3.1 Provision is made for sixty percent (60%) current students in senior residences to renew their placement for the following year.
- 3.2 Students on Masters, PhD, and Postdoctoral level must submit an Annual Progress Report compiled by the supervisor / study leader.
- 3.3 Undergraduate students will be ranked according to their average percentage achieved in the two prior examination opportunities.
- 3.4 Resident students from the South Campus, who have qualified for renewal of placement, and who need to continue their academic program on the Bloemfontein Campus, will be assisted as follows:
  - 3.4.1 Ten percent (10%) of the forty percent (40%) capacity reserved for new placements will be allocated to students who cannot be placed in a junior residence due to their age.

## **Protocol regarding Gender Inclusive Housing (GIH)**

### **1. Overview**

- 1.1 The protocol must be read together with the UFS Policy on the Placement of Students in Residences on the Bloemfontein, Qwaqwa and South Campus.
- 1.2 The UFS is committed to maintain an environment for all students, faculty, staff, and visitors, that is fair and responsible; an environment that is based on inclusion / inclusivity, fair and neutral placement opportunities that is non-discriminatory.
- 1.3 The UFS declares and affirms this protocol that upholds the dignity of all its students regardless of their sexual and/or gender identity. The UFS does not discriminate against anyone based upon age, race, ethnicity, colour, national origin, gender identity, sex, pregnancy, disability, sexual orientation, genetic information, veteran status, familial status, marital status, religion, or political affiliation.

### **2. Protocol**

- 2.1 Any student who is lesbian, gay, bisexual, transgender, queer / questioning, intersex, asexual, gender non-conforming (LGBTQIA+) and/or who is eligible to live in UFS on campus accommodation, will be subject to the requirements of the UFS Policy on the Placement of Students in Residences on the Bloemfontein, Qwaqwa and South Campus.
- 2.2 Students placed in any residence may be a combination of new and returning students (FTENs and senior students). Aside from the Placement Policy, all other UFS policies will apply.
- 2.3 It is advisable for students residing in residences to discuss and/or disclose their sexual orientation and gender identity. However, students must understand that they have got the right to decide when, with whom, and how much of their private information they wish to share. The following is noted as a standard operating procedure:
  - 2.3.1 Once HRA has received the information, the student's academic status will be verified.
  - 2.3.2 Once the student's academic status has been verified the procedure for placement takes place.
  - 2.3.3 HRA will contact the student to finalize the accommodation arrangements for placement in a Junior and/or Senior Residence.
  - 2.3.4 All students will be subjected to the General Contract Conditions pertaining to Accommodation in a Junior and/or Senior Residence.
  - 2.3.5 As a precondition all students residing in a residence on campus will be required to attend safe zone training.
- 2.4 Any questions regarding this Protocol should be directed to [openhouse@ufs.ac.za](mailto:openhouse@ufs.ac.za).

## Frequently Asked Questions

### 1. What does the forty percent (40%) capacity for returning students mean?

- 1.1 In a residence with two hundred and forty (240) beds, forty percent (40%) = ninety-six (96) beds.
- 1.2 Therefore, a maximum of forty percent (40%) 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.
- 1.3 All current students, both FTENs and senior students, will compete for a bed within the percentage beds reserved, according to their ranking in the two groups.

### 2. What will the current FTENs / Senior Student ratio be?

- 2.1 Within the forty percent (40%) beds reserved for returning students:
  - 2.1.1 current FTENs will be allocated sixty percent (60%) of the beds available; and
  - 2.1.2 senior students forty percent (40%).
- 2.2 In other words, based on the example of the two hundred and forty (240) beds above, the following distribution will apply:
  - 2.2.1 current FTENs: sixty percent (60%) of ninety-six (96) = fifty-eight (58) beds;
  - 2.2.2 senior students: forty percent (40%) of ninety-six (96) = thirty-eight (38) beds; therefore
  - 2.2.3 new FTEN placements: one hundred and forty-four (144).

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

The academic merit a senior student is calculated (expressed as a percentage) based on the average percentage achieved during the examination opportunities of the two previous semesters (October / November and June / July).

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

A precedence list is compiled based on academic merit according to the average percentage achieved as explained in question 3 above.

### 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 based on the number of students that equals forty percent (40%) of the total capacity of the senior students in the specific junior residence.

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

- 6.1 If more than one senior student has the same percentage on the cut-off point, these students will be ranked as follows:

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

6.2 The ranking above will be used to determine whether a student will be replaced into the junior residence as part of the forty percent (40%) described in question 5 above.

**7. How is the academic merit of a FTEN calculated?**

7.1 The academic merit of a FTEN is based on:

7.1.1 the average first semester examination results, or, in the absence of the first semester examination results,

7.1.2 the first two quarters' test results as follows:

a.) Student A	test results (no examinations written)	average 68.50%
b.) Student B	exam results	average 67.90%
c.) Student C	exam results	average 66.50%
d.) Student D	test results (no examinations written)	average 64.80%

**8. How is the cut-off point for a FTEN on the precedence list determined?**

The cut-off point on the precedence list is calculated as the number of current FTENs that equals sixty percent (60%) of the total capacity of the senior students in the specific junior residence.

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<b>Policy Name/Title:</b> UFS Policy on the Placement of Students in Residences on the Bloemfontein, Qwaqwa and South Campus			
<b>Policy Group(s):</b> <i>Delete categories that are not relevant.</i>		Support Services Policy: Operations	
<b>Type:</b> <i>Tick document category</i>	Policy		Guideline
	Plan	X	Regulation
<b>UFS Statute and/or Regulation Number and Date:</b>	UFS Statute, Government Gazette No. 48187 of 10 March 2023		
<b>Relevant Legislation and/or Policy, Codes of Practice, Professional Authorities:</b>	<ol style="list-style-type: none"> <li>1. Higher Education Act, 101 of 1997 (as amended)</li> <li>2. Constitution of the Republic of South Africa, Act 108 of 1996</li> <li>3. The Policy on the Minimum Norms and Standards for Student Housing at Public Universities (Government Gazette 39238)</li> <li>4. National Student Financial Aid Scheme Act, 56 of 1999</li> <li>5. National Building Regulations and Building Standards Act, 103 of 1997</li> <li>6. Occupational Health and Safety Act, 85 of 1993</li> <li>7. Report on the Ministerial Committee for the Review of the Provision of Student Housing at South African Universities. Department of Higher Education and Training: September 2011</li> <li>8. Mangaung Metropolitan Municipality By-Law on Student Accommodation, No. 85 of 2021, 30 September 2021</li> <li>9. SAHRC Report: Transformation at Public Universities in South Africa</li> <li>10. Protection of Personal Information Act, 4 of 2013</li> </ol>		
<b>Relevant Institutional Policies/Manuals:</b> <i>List any institutional reference pertinent to the policy. A few examples include:</i>	<ol style="list-style-type: none"> <li>1. Institutional Statute: UFS</li> <li>2. Institutional Transformation Plan</li> <li>3. University of the Free State Vision 130</li> <li>4. Student Affairs' Strategic Plan 2023 – 2028</li> <li>5. Housing and Residence Affairs' Strategic Plan 2023 – 2027</li> <li>6. General Academic Rules and Regulations (as amended annually)</li> <li>7. Housing and Residence Affairs' Contract Conditions</li> <li>8. UFS Security Policy: Protection Services</li> <li>9. Admission Policy</li> <li>10. Anti-Discrimination, Promotion of Equality, and Social Justice Policy and Procedure</li> <li>11. Increasing Diversity in UFS Main Campus Residences: A new Policy and Role for Residences</li> <li>12. Policy on the Universal Access and Disability Support for Students with Disabilities</li> <li>13. UFS Student Disciplinary Code</li> </ol>		
<b>Status:</b>	Approved as per Council minute nr: 8.1.7 (1.4)		
<b>Coordinating UMC Owner:</b>	Executive Director: Student Affairs		
<b>Contact Person:</b>	Director: Housing and Residence Affairs		
<b>Certification of Due Process:</b> <i>To be verified and signed once approved by the relevant authority</i>	_____ <b>Vice-Chancellor and Principal</b>		_____ <b>Date</b>

<b>Approval Date</b>	To be inserted	<b>Commencement Date</b>	To be inserted	<b>Review Date</b>	To be inserted
	22 Nov 2024		22 Nov 2024		22 Nov 2029
<b>REVISION HISTORY:</b> Only applicable to amended or reviewed policies. Record details of amendments / revision.					
<b>Version Number</b>	<b>Approved / Rescinded</b>	<b>Date</b>	<b>Approving Authority</b>	<b>Resolution Number</b> <i>(minutes number)</i>	<b>Date for Next Review</b> <i>(start date for review process)</i>
<b>For Office Use Only</b>					
<b>Policy Group:</b> <i>(broad policy filed)</i>		Support Services Policy: Student Affairs			
<b>Subject:</b> <i>(policy subfield)</i>		Plan			
<b>Reference Number:</b>		SA201/P/1.0/24.1			
<b>Version Number:</b>		Version 2			
<b>Keywords for Search Engine:</b>		Placement Policy: SA 200			

<b>IMPLEMENTATION PLAN</b>	
<b>1. Preamble / Background</b>	1.1 The plan is created to assist with the successful implementation of the policy that will contribute to the academic success of a diverse student community by providing a living and learning environment that is conducive for all students.
<b>2. Purpose</b>	2.1 The purpose of the document is to assist in implementing the process of placements offered to students in residences at the University of the Free State (UFS).
<b>3. The Work Plan</b>	<p>3.1 The work plan stems from the UFS Policy on the Placement of Students in Residences on the Bloemfontein, Qwaqwa and South Campus, and is largely based on the following prescriptive documents:</p> <ul style="list-style-type: none"> <li>a.) Annexure A: Protocol regarding the Renewal of Placement of Students in Junior Residences;</li> <li>b.) Annexure B: Protocol for Placement of Students with Disabilities in Residences (CUADS);</li> <li>c.) Annexure C: Protocol regarding the Placement and Renewal of Placement of Students in Senior Residences;</li> <li>d.) Annexure D: Protocol regarding Gender Inclusive Housing (GIH);</li> <li>e.) Annexure E: Frequently Asked Questions; and</li> <li>f.) Implementation Plan.</li> </ul> <p>3.2 The regulations within the above-mentioned documents require the following actions:</p> <ul style="list-style-type: none"> <li>a.) placement of prospective students and registered students in residences on the Bloemfontein, Qwaqwa and South Campus.</li> </ul> <p>3.3 The work plan further builds on existing relationships with all stakeholders within the UFS, and includes regular liaison with internal groupings, such as:</p> <ul style="list-style-type: none"> <li>a.) Student Affairs;</li> <li>b.) Housing and Residence Affairs;</li> <li>c.) International Affairs;</li> <li>d.) Student Recruitment Services;</li> <li>e.) Student Academic Services (SAS);</li> <li>f.) Centre for Graduate Support;</li> <li>g.) Centre for Universal Access and Disability Support (CUADS);</li> <li>h.) Unit for Institutional Change and Social Justice;</li> <li>i.) Institutional Student Representative Council (ISRC);</li> <li>j.) Central Student Representative Council (CSRC); and</li> <li>k.) RC Primes Council.</li> </ul>
<b>4. Identify Stakeholders (people or groups)</b>	<p>4.1 Registered UFS students;</p> <p>4.2 Student Affairs;</p> <p>4.3 Housing and Residence Affairs;</p> <p>4.4 International Affairs;</p> <p>4.5 Student Recruitment Services;</p> <p>4.6 Student Academic Services (SAS);</p> <p>4.7 Centre for Graduate Support;</p> <p>4.8 Centre for Universal Access and Disability Support (CUADS);</p> <p>4.9 Unit for Institutional Change and Social Justice;</p> <p>4.10 Institutional Student Representative Council (ISRC);</p>

	<p>4.11 Central Student Representative Council (CSRC); and</p> <p>4.12 RC Primes Council.</p>
<b>5. Indicate Current and Needed Levels of Commitment</b>	<p>5.1 To create a feeling of unity and cooperation in 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.</p> <p>5.2 To facilitate and manage interaction and mutual learning among registered students from different racial, cultural, economic, historical backgrounds, and other elements of diversity in residences.</p> <p>5.3 Create a sense of belonging at the UFS.</p>
<b>6. Potential Reasons for Resistance and Mitigating Strategies</b>	<p>6.1 Students might show resistance to the placement and renewal of placement procedures.</p> <p>6.2 Protocol was compiled to protect the UFS against risks.</p>
<b>7. Stakeholder Engagement</b>	<p>7.1 The Placement Advisory Committee is use as platform to engage with all relevant stakeholders involved.</p>
<b>8. Communication of the Policy</b>	<p>8.1 Quarterly Meetings: Placement Advisory Committee.</p> <p>8.2 Communication through College Coordinators, Residence Heads, Residence Committee members, and residence students.</p> <p>8.3 Bilateral engagements with the identified stakeholders.</p> <p>8.4 Create awareness and understanding of the policy through focus group discussions and residence specific social interactions.</p>
<b>9. Resources and Budget</b>	<p>9.1 Sufficient staff capacity per campus, including (but not limited to):</p> <ul style="list-style-type: none"> <li>a.) Senior Officer: Accommodation Administration;</li> <li>b.) Officer: Accommodation Administration; and</li> <li>c.) Intern.</li> </ul> <p>9.2 Budget: Income generated through student placement in residences of students placed in residences.</p>
<b>10. Strategies for Successful Implementation of Policy/Guideline</b>	<p>10.1 Information sessions with all relevant stakeholders.</p>
<b>11. Risk Assessment</b>	<p>11.1 Potential risks include the following:</p> <ul style="list-style-type: none"> <li>a.) The annual release of the National Grade Twelve (12) results; late release thereof.</li> <li>b.) The annual release of the National Grade Twelve (12) results; it is not possible to predict the AP scores of prospective students to be placed in residence, who already received offers based on their Grade Eleven (11) results – they might not qualify in terms of their AP score.</li> <li>c.) Prospective students who received offers might not take-up accommodation, due to acceptance at another University, financial difficulties, etc.</li> <li>d.) Diversity numbers not met.</li> <li>e.) The late release of the NSFAS guidelines, as this has a huge impact on the arrival of FTEN and Senior students.</li> </ul>

	<p>f.) NSFAS guidelines; as this is a government document, it is not possible to predict the content, which may vary from year to year.</p> <p>11.2 Prior to the publication of this policy, the relevant stakeholders will be informed about the content of the policy, as well as the expected impact following implementation. The biggest possible negative impact will be on Accommodation Administration and Financial Management - low occupancy rate = loss of income.</p> <p>11.3 Key staff responsible for mitigation of the risk include staff within Accommodation Administration under the guidance of the Director: HRA.</p>
<p><b>12. Monitoring and Evaluation of the Implementation of the Policy/Guideline</b></p>	<p>Key indicator of success:</p> <p>12.1 100% occupancy in residences.</p> <p>12.2 Regular updating of data regarding the move-in and move-out of prospective First-Time-Entering (FTEN) students.</p> <p>12.3 Making offers for residence accommodation as early as possible for the following year.</p>