



POLICY OF THE UNIVERSITY OF THE FREE STATE ON PLACEMENT AND RENEWAL OF PLACEMENT IN SENIOR ACCOMMODATION FACILITIES ON THE BLOEMFONTEIN 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.

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| “Annual Progress Report” | means a report submitted by a supervisor/study leader via a tracking system of the Postgraduate School; |
| “Applicant” | means a student applying for accommodation at a UFS senior accommodation facility; |
| “Renewal Process” | means the annual renewal process, which is used to determine whether students qualify for renewal of placement based on academic performance; |
| “Senior Accommodation Facilities” | means different types of senior accommodation facilities such as flats, rooms, senior residences, etc. |
| “Senior Residence” | means a residence that provide accommodation for students 23 years of age and older, including Honours and Postgraduate Diploma levels; |
| “Student” | means a full-time registered student of the University of the Free State; |
| “Student Flat” | means a limited number of flats where postgraduate students (on Ph.D and Postdoctoral level) and/or families reside; |
| “Student Room” | means a single room within a senior accommodation facility where postgraduate students (on Master, Ph.D and Postdoctoral level) share a common space; |
| “Postgraduate” | means studies after the completion of a Bachelors Degree, which may be on Honours, Masters, Ph.D or Postdoctoral level; |
| “UFS” | means the University of the Free State. |

2. BACKGROUND

- 2.1 Senior accommodation facilities currently accommodate 550 postgraduate and senior students as follows: 32 postgraduate (on Ph.D and Postdoctoral level) students and/or families in a limited number of flats; 133 postgraduate students in Pres. Steyn, Kovsie Inn and Protea (on Masters, Ph.D and Postdoctoral level); 41 postgraduate students (on Masters, Ph.D and Postdoctoral level) in Student Rooms; and 344 senior students (undergraduate 23 years and older or on Honours or Postgraduate Diploma level) in senior residences.

- 2.2 To support the University's focus on research output through placement and renewal of placement in senior accommodation facilities.
- 2.3 Placement and renewal of placement in senior accommodation facilities is only provided for degree purposes (excluding occasional studies).
- 2.4 Placement and renewal of placement with regard to studies on Masters, Ph.D and Postdoctoral level will be subject to an annual progress report by the supervisor/study leader.

3. GUIDING PRINCIPLES

- 3.1 Only full time registered students for degree/diploma/certificate purposes will be accommodated in senior and postgraduate accommodation facilities.
- 3.2 In the case of a student enrolled for an Honours degree he/she must be registered for at least 50% of the credit value of the degree (Honours programs may be completed over a period of two years).
- 3.3 Studies for a postgraduate diploma or certificate may not exceed one year.
- 3.4 Renewal of placement for studies on Masters, Ph.D and Postdoctoral level will be subject to an Annual Progress Report submitted by the supervisor/study leader.
- 3.5 A student may not be employed on a full time basis outside the UFS.

4. POLICY

Academic merit will determine placement in senior and postgraduate accommodation facilities.

4.1 Minimum Admission Requirements

- 4.1.1 Senior Residences: Honours, Advanced / Postgraduate Diploma / Certificate, Undergraduates with at least 240 credits already obtained, and students who are 22 years of age or older on 31 December of the previous year with an AP score of at least 30.
- 4.1.2 Student Rooms: Master Degree.
- 4.1.3 Student Flats: Ph.D, Postdoctoral, and visiting academics.
- 4.1.4 60% of beds in senior residences to be reserved for returning students based on their academic performance.

4.2 Renewal of Placement

- 4.2.1 Provision is made for 60% current students in senior residences to renew their placement for the following year.
- 4.2.2 Students on Masters, Ph.D and Postdoctoral level must submit an Annual Progress Report compiled by the supervisor/study leader.
- 4.2.3 Undergraduate students will be ranked according to their average percentage achieved in the two prior examination opportunities.

5. IMPLEMENTATION OF THE POLICY

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

6. PURPOSE OF THE POLICY

This Policy's purpose is -

6.1 to align this Policy with -

6.1.1 the goals of HRA's ITP;

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

6.1.3 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 Senior Accommodation Facilities, which is based on integrity, mutual respect and fairness, within the context of the constitutional values of non-racism, non-sexism and non-discrimination;

6.2 to facilitate and manage interaction and mutual learning among students from different racial, cultural, economic and historical backgrounds (among other elements of diversity) in Senior Accommodation Facilities; and

6.3 to promote an all-permeating academic culture and an intellectual stimulating environment at the UFS.

7. SCOPE

7.1 Only students of the UFS may be accommodated in UFS Senior Accommodation Facilities, subject to the terms and conditions as set out in this Policy.

7.2 No students from other tertiary institutions (excluding, without limitation, exchange students studying at the UFS) shall be accommodated in UFS Senior Accommodation Facilities.

8. OPERATIONAL IMPLEMENTATION OF THIS POLICY

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

8.1 Residence Heads

8.2 Residence Assistants; and

8.3 CUADS.

9. REVIEW PROCEDURE

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

10. POLICY RECORD

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| Document Name | Policy on Placement and Renewal of Placement of Seniors |
| Document Number | |
| Coordinating UMC Member | Prof Prakash Naidoo |
| Contact Person | Mr Quintin Koetaan |
| Status | Senior Director |
| Approved By | Placement Advisory Committee |
| Date Finally Approved | |
| Date Last Amended | 2020-06-02 |
| Date of Next Review | June 2021 |
| Person Responsible for Review | Mr Hein Badenhorst |
| Monitoring By | Mr Quintin Koetaan |
| Related Documents | |
| Effective Date | |