WELCOME

Welcome to DUT Residences in your journey to find yourself and achieving what you set yourself to do in order to realize a better future for yourself, family, community where you come from and the society in general.

At DUT we shall endeavor to afford you with the facilities that would make your stay in residence be more comfortable and opportunities that would allow you to grow and develop as a responsible and productive citizen. This is anchored on our vision, mission and values that we espouse and hopefully you shall embrace them during your stay in our residences.

Our Vision is to provide for development opportunities to all our residence students and a healthy, learning, listening and a conducive living environment that enhances the quality of student’s life and improves his/ her academic excellence.

Our Mission is in providing a consistently high quality service and standards that promote a conducive learning environment through the holistic development of students by improving their academic excellence as well as integrating their curricular and co-curricular experiences.
The **Core Values** that we espouse as part of DUT community are:

- ★ Respect, Recognition, Opportunity and Access
- ★ Loyalty, Dignity and Trust
- ★ Transparency, Openness, Honesty and Shared Governance
- ★ Responsibility, Accountability, Collegiality and Professionalism

In our endeavor to provide accommodation to students who meet the set standards and criteria, the University cannot guarantee that it would be able to accommodate all applicants for accommodation. Admissions to residence (first year and returning students) are on the basis of available space, acceptable academic progress and good record of behavior in the residences and or at the university as a whole.
DUT STUDENT HOUSING DURBAN STAFF

Sthuthukile Mashabane
Senior Reslife Officer
sthuthum@dut.ac.za

Indira Khiramen
Senior Finance & Admin Officer
sthuthum@dut.ac.za

Thembelihle Zwane
Admin Assistant/Secretary
preciousz@dut.ac.za

Sifundo Nkosi
Reslife Officer and Outsourced Co-ordinator
bhekizizwen@dut.ac.za

Jean Mncadi
Res Co-ordinator
jeanm@dut.ac.za

Enus Khan
Res Co-ordinator
enusk@dut.ac.za

Nomaledi Ndlungwana
Admin Officer
nomalediz@dut.ac.za

Themba Shandu
Finance Officer
shandut@dut.ac.za

Tinka Mbatha
Admin Officer
mbathahaj@dut.ac.za

Thembinkosi Dlamini
Admin Officer
thembinkosid@dut.ac.za

Bongani Ndunakazi
Senior Handyman/Team Leader
innocentn@dut.ac.za

Shan Nundlall
Senior Handyman/Team Leader
shardanundn@dut.ac.za
DUT Student Housing Midlands Campus Staff

Mr. Khetha Mngadi
Manager
Student Housing
mngadi@dut.ac.za

Mr Ntokozo Khoza
Residence Co-ordinator
khozan@dut.ac.za

Mrs N Williamo Phungula
Administration Officer
nombulelop@dut.ac.za

Mr Mbokodo Mbatha
Residence Life Officer
mbokodo@dut.ac.za
- Leadership
- Team Building
- AGCI Green Campus
- Fashion Show
- Miss & Mr Inter Res
- Miss & Mr Fresher
- Sports Activities
- Residence Sports
- Career Guidance
- Go Green
- Fresher
- Team Building
- Formal Awards Function
1. Subletting, Squatting or Cohabitation

- **Sub-letting** is an unlawful arrangement whereby a registered residence student assigns his/her privileges to another student in return for rent or payment in kind.
- **Squatting** is the illegal occupation and use of university residences and related facilities without the necessary authorization.
- **Cohabitation** is the unauthorized living with a partner in a university residence including family members, lovers and or friends.
- **Under no circumstances may resident students sublet their rooms at any time or have any other individuals staying with them in their rooms. Students found to have contravened this rule may be recommended to the Director/Manager for an instant expulsion from the residence, as well as the imposition of a penalty equivalent to the number of days or a fine including fining the student who has been subletting from another student.**

2. Visitors

- Visiting hours are between 08:00 and 23:00 in the DUT owned residences. Leased residences may have varying times for visitors as negotiated with the landlord.
- Friends and relatives may visit students in the residences.
- Students shall be responsible for the behavior of their guests at all times.
- All visitors are bound by the residence rules at all times.
- **No overnight visitors are allowed in the residences.**
- All visitors when signed in by their host when they arrive must provide an identification document (an ID or a student card) to security which will be collected when they sign out.
- Students are allowed to sign in **not more than 2 visitors a day.**
- The host students have to collect their visitors at the reception area.
• Visitors must be escorted by the host to wherever they might need to go within the residence.
• No visitor maybe signed in for another student.
• The host must escort the visitor(s) when they leave the premises.
• A violation of this rule will result in the maximum fine being imposed and/or possible expulsion from residence.
• **No visitors are allowed in the residences during the Residence Registration Period.**

3. **Breakages & Vandalism**
• Students who deliberately and maliciously damage or destroy DUT property, DUT - leased property or other students' property shall be levied with costs as individuals or as a group /community if the culprit(s) cannot be identified and or may be dismissed from residence without remission of fees.
• A student who is hosting a visitor(s) shall be levied for any damage(s) or theft that occurs in the residence.
• Students are prohibited from throwing any object from windows and any claims resulting from such behavior shall be levied on the student(s) concerned or if not identified, to the whole residence community.
• Students are prohibited from entering or exiting accommodation by means of a window.
• Damaging of other people's property e.g. water bombs, shall not be tolerated and any culprits shall be levied with the costs of repairs and suspension or expulsion from the residence.

4. **Keys**
• Room keys are issued to the student at the beginning of each semester. **These keys are to be handed to the building management official at the end of each semester.** Failure to do so shall result in the cost of replacement keys being charged to the student's account.
• Lost keys to the DUT owned residences must be reported to the Residence Coordinators/ caretaker.
• Lost keys in leased residences must be reported to the building management.
• Room keys are the sole property of the landlord in the case of leased residences and may not be duplicated by the student.
• Unauthorized locks shall be removed at the student's expense at the end of each semester.
• A student has to report a jammed lock than to force open the door and cause damage to the door. The costs of door replacement shall be levied to the student concerned.

5. **Noise**
An atmosphere conducive to healthy living and studying shall be maintained in all residences at all times. Students who ignore warnings regarding noise may face an instant penalty and failure to heed this may result in disciplinary action being taken against such a student(s).

• Audio levels from radios, tape decks, laptops and computers or other audio equipment must be confined to the students' own rooms at all times. Failure to do so may result in confiscation of such equipment and disciplinary action be taken which may result in expulsion from the residence.
• Noise Locks/Hours' are subject to negotiations between the House Committee, the Residence Community and the Residence Advisor as part of in-house Regulations.
• Students shall not shout or call each other from balconies, foyers or walkways in the residences.

6. **Functions or events**
Any residential student development program is designed to offer students maximum opportunity for constructive interaction as well as personal and academic development. It aims to contribute to the core business of the institution by affording students an opportunity for academic, educational and development growth and an added advantage over living elsewhere.

DUT strives to fulfill students' experiences and the residential program will facilitate an environment in which they are able to study and live without any interference from others. For this reason, functions and events in and around the residences must be planned with the above considerations in mind, as well as taking into account the interests of the neighboring communities to the residence.
Functions and events are under the jurisdiction of the Residence Advisor and the House Committee in each residence, in consultation with the Residence Life Officer.

All groups who wish to host an event or social gathering must comply with the following:

- Undertake a process of consultation with the Residence Advisor, the Residence Coordinator or manager of the building and the Residence Life Office, all inclusively.
- The Residence Advisor, the Residence Coordinator or the Protection Services personnel may shut down an event or gathering if there is violent or aggressive behavior and/or complaints from the neighbors, or the police may be called to enforce law and order.
- A student or group of students who interfere with a Residence official in carrying out official duties shall be liable to disciplinary action.
- The organizer(s) of an event or gathering shall be present at all times during the event and shall be responsible for cleaning up the area before midday after the event. Failure to do so may result in the Institution cleaning the venue at the cost of the organizer(s), and the organizer(s) may also face disciplinary action.
- All events and gatherings are to comply with the DUT rules and regulations, terms, conditions and policies governing the residesnces and the Municipality by-laws.
- No function, event or gathering shall continue beyond (23h00) unless by special dispensation from the Student Housing & Residence Life Department and the Municipality.
- No functions, events, gatherings or noise shall be allowed from the start of the study break until the last examinations have been written.
- No functions, events or gatherings shall be allowed on the roof of the high rise buildings.
- Written notification of all organized functions shall be disseminated to DUT Protection Services, Metro Police, SAPS and neighbors.
- Under no circumstances shall parties be held in individual rooms.
- Any authorised function, event, gathering shall be held in common areas/ venues.
7. **Room changes/ Intra-transfers**
   - Unauthorized exchange of rooms, even by mutual agreement between individual students, is **not allowed**.
   - Students wishing to exchange rooms shall complete the necessary forms and submit these to the Residence Coordinator or manager responsible for the building who must give his/her written consent before such exchanges are effected, and taking into account any adjustment of fees.
   - The approval of such exchanges shall be subject to:
     - The room move occurring within a residence;
     - All students involved, including roommate(s), must consent to the room move;
     - Students exchanging rooms must personally return their old keys to the Residence Coordinator or the manager responsible for the building, where they will be given keys for the new room.
   - Any unlawful exchange of rooms shall result in disciplinary action being taken against the student(s) concerned.

8. **Inter-residence transfers**
   - Unauthorized exchange of residences, even by mutual agreement between individual students, is **not allowed**.
   - Students wishing to transfer from one residence to another residence shall be required to complete the necessary Inter Residence Transfer Forms, and submit these to the Residence Coordinator or the manager responsible for the building, who must give his/her written consent before such exchanges are effected, and taking into account any adjustment of fees.
   - Any unauthorized changes shall be nullified and students shall be made to revert back to their original residence and written warnings shall be issued to such students.
   - The approval of such exchanges shall be subject to:
     - Before sanctioning the Transfer Forms Residence Coordinators are expected to communicate with each other in respect of the expected transfer and evaluate the reasons for transfer.
     - Everything in either room is in order or the concerned student is
levied for making good or replacement of whatever asset is broken/missing.

9. **Absence from Residence**
   - Any student expecting to be absent from his/her residence for longer than 2 days during an academic term must notify the Residence Advisor.
   - Any absence from residence longer than 2 days and unreported may result in the Department notifying the parent(s), guardian(s) or next of kin.

10. **Vacations**
    - Students are required to leave the residences, at the end of each semester, within 48 hours of their last examination/lecture and must check out not later than 10h00.
    - Limited storage space may be made available during the vacation periods subject to the availability of such space. The University shall not be held liable for any loss or damage whatsoever. **The University is not obligated to provide storage space.**
    - Students who may require accommodation in the residences during the vacations for academic purposes only should apply to the Student Housing and Residence Life Office two weeks before the last day of examinations/lectures provided the Department has accommodation space available, and pay the prescribed fee.
    - **Student Housing does not provide transport fees when students have to vacate the residence, students must arrange with their families well in advance before the end of the last lecture/examination.**

11. **Cleaning**
    - Students are expected to maintain their individual rooms and common areas to a high standard of cleanliness.
    - Should a room fall below an acceptable standard of cleanliness, contract cleaners shall be instructed to provide a once off cleaning service and the relevant student(s) billed for the cost of the service. This may result in the student being excluded in the residence.
    - Room inspections will be done on a regular basis by the Housing officials.
12. **Electrical appliances**

- Only clocks, irons, hair dryers, curlers, shavers, lamps, typewriters, portable radios (not Hi-Fi’s), kettles, small TV sets and computers are permitted.
- Only bar fridges are permitted in rooms. Family Fridges are only allowed in common areas such as common kitchens. Cooking appliances, portable heaters, exercise equipment, air conditioners and other such items are PROHIBITED. All permitted electrical appliances must be suppressed and correctly wired.
- Cooking appliances may ONLY be used at designated areas in the self-catering residences (common kitchens).
- The cost to repair damage caused by any faulty appliance(s) and or call out charges for electrical trappings caused by overloading electrical plugs or the messing of the room by cooking or ironing will be charged to the student(s) account.
- No assets of the University assigned to a student's room shall be removed from rooms or those in common areas e.g. T.V.'s, fridges, chairs, beds and mattresses.
- All TV sets, laptops, computers, portable radios **must be declared to Protection Services**.

13. **Fire safety**

Fire safety is taken very seriously and all residents are expected to co-operate in keeping the residence as safe as possible in accordance with the provisions of the Occupational Health & Safety Act. For this reason, the following activities are prohibited:

- Cooking in the rooms not designated as kitchens.
- Overloading of electrical points, which is likely to cause a fire or disrupt electricity within the residence.
- Setting fires of any kind for any reason, other than in a duly designated area, e.g. Braai area.
- Tampering with any fire safety equipment including fire extinguishers, fire alarm boxes and smoke detectors.
- Deliberate activation of a fire alarm.
- Use of roofs and fire escapes for any purpose other than for escape from a fire or threat of a fire.
• Any violation of the above shall result in a maximum fine including possible exclusion from residence.

In addition, all residents are required to evacuate the building immediately when a fire alarm sounds.

14. **Drugs, alcohol and smoking**
According to Government legislation, smoking in public places is prohibited. This policy applies to all DUT buildings, including DUT-owned or leased residences.
A student experiencing problems with drugs or alcohol may approach the Residence Advisor or Senior Residence Life Officer for referral to appropriate agencies that may assist in his/her rehabilitation.
• Alcohol, drugs or narcotics in any form, are not permitted in the residences, whether in public spaces such as T.V lounges, dining halls or corridors or in rooms.
• Misuse of alcohol is strictly forbidden.
• Sale of alcohol, drugs or cigarettes is not allowed in the residences.
• Violation of the above may result in disciplinary action being taken against the offender which could lead to suspension or expulsion from residence without any remission of residence fees.

15. **Pregnancy**
The residences do not have the necessary and appropriate personnel and facilities at their disposal for pregnant students and therefore it is not recommended that pregnant students remain in residence beyond 27 weeks.

However, if a student is pregnant on entry into residence or fall pregnant during the course of the academic year, the student must inform the Director of Student Housing/ Residence Life Office of their condition and must provide the medical records confirming the gestation period.
• Pregnant students shall be allowed to remain in residence at their own risk without prejudice until 27 weeks of pregnancy. Thereafter alternative accommodation arrangements must be made by the student. After birth, the student may return to residence where proper procedure had been followed and space had been reserved, but may not be accompanied by the baby.
• The Director/ Manager of Student Housing and Residence Life Office and DUT shall **NOT be** held liable for any injuries or complications while the pregnant student is residing in the residence.
• Failure to comply with the above may lead to a student being suspended immediately and blacklisted and denied residence in future.

16. **Selling of goods/conducting a business**
• Residences may not be used for any commercial activity.
• Residences may therefore not conduct business or other commercial activities using their rooms or room addresses.

17. **Advertisements and Notices**
• Only approved advertisements and notices bearing the stamp of approval of the Director/ Manager of the Department are allowed in designated notice boards.
• No adverts or notices are to be placed on doors or walls in the residences.

18. **Fraudulent Use of Cards/Information/Letters**
• Use of a student's card.
• Use of another student's card, whether to enter the residences or to swipe for meals/books, is a serious offence.
• Suspension of fake documents, doctor's notes, letters from departments
• Anyone found contravening this rule shall face the disciplinary measures or suspension from the residence.

19. **Washing and Drying**
• Laundry may not be done in the baths.
• No washing, clothes, takkies or other items are permitted to be hung outside windows.
• An instant fine shall be imposed to any student found doing this.

20. **Assault/Abusive Language**
• No student may assault or use force, intimidation or threats against another student, staff, security, service providers or members of the public
• No student may use abusive, insulting language against any student, staff security, service providers or members of the public.
• Such offence is viewed as a serious offence which may result in immediate suspension from residence and or expulsion.

21. Checking in
• A student, unless otherwise indicated, is required to present herself/himself at their respective residences within the day of registration failing which her/his registration in residence shall be cancelled forthwith.

22. Failure to present herself/himself at residence registration
• Any student who has been provisionally allocated into residence and fails to present her/himself at the registration on the date of her/his registration date shall forfeit her/his allocation and her/his place shall be allocated to the next student on the waiting list.

23. Compulsory vacating of residences
It is compulsory to vacate the residence, without remission of fees, within 24 hours if:
• a student is found guilty of a criminal offence by a court of law;
• a student is found guilty of an offence justifying expulsion by a DUT tribunal;
• student does not obtain the required DP and is not eligible to write examinations.
• If a student has committed a serious offence e.g. assault, attempted rape, theft of students property/ university property and or a student is under investigation for a serious offence.
• If the University closes temporarily or indefinitely as a result of students strikes or riots.

24. Withdrawal from residence
Should a student wish to withdraw from the residence, the following procedures must be followed:
• The student should notify the Residence Coordinator or the manager of the building of his/her intention to leave the residence. The person/company responsible for fees should provide a written explanation of the reason for the student's withdrawal from residences to Student Housing Office.
• The student should then vacate his/her room and hand over the keys to
the Residence Coordinator or the manager of the building;
• The Residence Coordinator will then inspect the room before issuing
the relevant form to the Student Housing Office for processing;
• Processing of refunds shall only be processed once the room has been
reallocated by the Student Housing Office to another student on a pro-
rata basis and in accordance with DUT Finance policies.

25. Criminal Acts

• Any act or omission which constitutes or amounts to a common law
or statutory crime or use of violence, threats of violence,
intimidation or any other behaviour which either causes or
threatens to cause harm to another individual or damage to
property, the department may summarily suspend such a student
from the Residence pending a disciplinary hearing (assault, rape or
attempt to rape, intimidation, or any fraudulent act, etc.)

26. Failure/Refusal to obey a lawful instruction

• A refusal by a student to obey a lawful instruction as per the rules of the
residences may result in disciplinary action being taken.

DISCIPLINE

The Student Housing Code of Conduct hopes to ensure the stability and
harmony amongst the residents of the Durban University of Technology
residences and promoting the living, listening and learning friendly
environment that contributes to academic excellence.

For the orderly conduct in the residences discipline is paramount and where
each individual resident student takes full responsibility to abide by the
residence student's Code of Conduct and doing so for the benefit of the
Residence Community. Therefore custodians of discipline in the residences are
first and foremost the students themselves, student leadership in the
residences (the House Committees) and the Residence Advisors (R.A's) to
constitute a happy family. Should any interventions by the above fail or so
serious that it warrants a formal intervention, the Residence Tribunal would be
formally constituted as follows:
THE COMPOSITION OF THE RESIDENCE DISCIPLINARY TRIBUNAL

- All the Residence Coordinators (Residence Managers) are the members of the Residence Disciplinary Tribunal. The Residence Coordinator is responsible to chair the Disciplinary hearing under his/her residences. If for whatever reason he/she is not available to chair that disciplinary hearing any Residence Coordinator can chair that hearing.

- Two Residence Advisors sit as the members of the Residence Disciplinary Tribunal, that is the Residence Advisor of the respective residence where an incident occurred and a Residence Advisor of another residence.

- The CHC President or his/her delegated representative.

- The Deputy Chairperson of each House Committee in each residence serves as the member of the residence disciplinary tribunal.

- The student has the right to be represented by any one (1) DUT registered student.

**No observer's are allowed in any disciplinary hearing.**

A Panel of 5 members of which 3 members shall constitute a quorum for panel:

1. Residence Coordinator (Chair) of respective residence of the incident;
2. Residence Advisor in the respective residence of the incident;
3. CHC President or delegated representative;
4. H/C Deputy Chair of the respective residence;
5. R.A from another residence;

THE POSSIBLE PENALTIES

Every student shall have **100 points** at the beginning of their stay in residences in each year of registration, which shall be deducted per each offence as determined by the Residence Disciplinary Tribunal.
Level 1
This level consists of the Residence Advisor and or the House Committee taking the necessary action to any resident student who breaks any of the residence rules or house rules agreed upon by the respective residence and cautions, fines or recommends to the Residence Disciplinary Tribunal if the student continuously breaks the rules or the matter or incident or issue is so serious that it warrants attention of the next level of discipline.

Level 2 (Deduction of points from 100 points)
The Residence Disciplinary Tribunal shall consist of the Residence Coordinator (who shall preside over the session), the Residence Advisor of the residence concerned and the Residence Advisor of another residence. The Deputy Chairperson of the House Committee, House Committee member of the residence concerned, the victim, and the alleged culprit, the representative of the victim and the representative of the alleged culprit. Others may come up on request by the members of the tribunal.

- Repeated contraventions
- Vandalism
- Breakages
- Misconduct/ instigation, intimidation, refusal of instruction, damage to the image of the residence and or DUT, unauthorized activities, indecent behavior.
- Failing to report a case of misconduct
- Make false statements
- Withdrawing of witness
- Squatting, subletting, cohabitation.

RESIDENCE APPEAL TRIBUNAL

- Students have the right to appeal to the Director/Manager of Student Housing in writing within 7 working days after the sanction has been given to her/ him by the Residence Tribunal or any sanctions imposed in the residences.

- Failing to submit an appeal in that stipulated time frame no further representations shall be entertained.
Level 3
University Students Disciplinary Tribunal that deals with serious cases of misconduct which may result in a fine, suspension or expulsion.

SERIOUS OFFENCES
The following are serious offences which may warrant immediate suspension from residence whilst the matter is referred to the University Disciplinary Tribunal or may result in expulsion from residence and or University.

- Assault
- Abuse (verbal, insults, physical, harassment, intimidation, discrimination, substance abuse)
- Illegal possession of and keeping a firearm in the residence
- Selling and or possession of drugs or illegal habit forming substances

Any matter that is of a very serious nature shall be referred and dealt with by the University Student Disciplinary Tribunal.

RESIDENCE LIFE:
Residence Life is a special service for a special experience for students staying in DUT both Outsourced and In House residences. DUT residences are an extension of the University education where students benefit from all the facilities and services of the University, such as social and sporting activities, life skills, and tutorial programs. A residence is a community in which students not only meet a range of diverse students but also to forge lifelong friendships. Hence it is important to participate in all programs implemented in each Residence either by House Committees, Residence Advisors and or other organizations for holistic growth and development.

Residence Life Team:
The following people form the Residence Life Team:

Residence Coordinator:
Each Residence Coordinator is responsible for managing maintenance of a cluster of residences. They are also responsible for the following:

- enforcing disciplinary in the residences
• Offering assistance during the preparation of residence program implementation
• Being the first line of contact in the residence regarding maintenance issues.

**Residence Advisors:**
Residence Advisors are DUT staff members and Postgraduate students who are appointed on part time basis to perform the following duties:
• Manage residence activities
• Coordinate and Implement residence development programs.
• Develop and support House Committees in program implementation that adds value to residence life.
• Enhance health relationships between House Committees and residence students and other organizations
• Monitor implementation of tutorial programs and academic performance of each student in his/her residence
• Consult with individual students that need support ,etc
• Responsible for health and Welfare of each student in his/her residence.
• Discipline

**HOUSE COMMITTEE:**
House Committees are elected annually by students in their respective residences to represent them on student matters/issues. They are responsible for the following:
• Implementation of residence life programs/activities e.g. sporting, cultural and social activities for residence students
• House meetings
• Discipline
• Represent residence students to Residence Management
• Assist new students in adjusting quickly to the university and residence life
FLOOR REPRESENTATIVES:
They are nominated annually by students in their respective residence to represent them on each floor per residence

RESIDENCE MENTORS:
Residence Mentorship is a system where senior students coach/mentor first year students in residences. Each Mentor has approximately ten students that he looks after to guide, support and help adjust to the new residence life concept, for their entire first year. First years would look up to the Residence mentor to offer assistance in terms of their academic, social and other issues. Residence Mentors are those students that excel in their academic work and a good record of conduct in residences. These would be appointed by the Residence Life Office.
GENERAL INFORMATION

RIGHTS AND OBLIGATIONS

This policy seeks to promote an understanding and respect of the rights of all residence students. The student will have more contact with their roommate(s). You and your room mate(s) may have known one another over a long period of time or may have just met, whatever the case may be, both of you as well as other fellow residents have certain rights. It is expected that all residence students will abide by the following rights and obligations:

- The right to treat fellow students, members of staff, service providers and visitors with dignity and respect;
- To respect the right of fellow students to study in an academic environment and to comply with the rules relating to “noise hours” as may be determined by the residence to which he/she is a member;
- Not to engage in any racist, sexist, homophobic, xenophobic or any other conduct that may bring the residence and or the University into disrepute;
- To conform to the University Rules for Students and Residence Students' Code of Conduct;
- The right to study without interference, unreasonable noise and other distractions;
- The right to have free access to one's room and residence facilities;
- The right to be free from intimidation, physical and emotional harm;
- The right to air grievances (the residence officials may be helpful in settling conflicts and disputes).
- The right to expect respect for one's belongings and personal property.
- The right to expect that these rights will be respected and the responsibility to respect the rights of others.
ACCEPTABLE BEHAVIOR
BY RESIDENCE STUDENTS

- Students must respect staff and students' rights and should not behave in a manner which the residence staff and other students could find offensive.
- Staff shall respect students' rights and shall not act in a manner that shall be offensive to the student(s).
- These rights include the right to physical integrity, the right to ownership of property and the right to live in an ordered environment which is conducive to living and learning.

The following are considered to be behavior which would justify expulsion from the residence:

- An act or omission which constitutes a common law or statutory crime.
- Non-adherence to the terms or rules contained in the contract between the student and DUT.
- Refusal to obey a reasonable instruction, in accordance with the rules relating to residence, given by the Housing Official, security, Residence Advisor, House Committee Member or an official from leased residences.
- Students who have been issued with warnings for inappropriate behavior and have been recommended for exclusion may not be re-admitted to any residence.
- Assaulting others whether within the premises of the University residence or not.

Dining Hall Regulations

- Students are required to dress appropriately in the dining hall.
- The meal supervisors reserve the right to refuse meals to residents who are not suitably dressed e.g. wearing pyjamas, half naked.
- Students must maintain an acceptable standard of behavior and decorum in the dining hall at all times.
- The meals supervisors reserve the right to evict student(s) from the dining hall should the above rule be not adhered to.
Linen
- Students must supply their own linen, i.e. pillows, sheets, blankets, pillowcases and towels. **Sheets must be used on the beds at all times.** Mattresses must NOT be removed from the rooms at any time.

Cutlery & crockery
- Students must supply their own pots, cutlery and crockery at the self-catering residences. In catering residences where the service providers provide cutlery & crockery, students must not remove these from the dining halls. Students, of their own accord, may bring their own cutlery and crockery in catering residences if they so wish, but not pots, pans and stoves to cook in their rooms.

Damage or loss of indemnity
DUT or the landlords shall not be held responsible for any loss of or damage to property of residents or any visitor to the residence, or for any injuries suffered by any of the said persons, resulting from the use of and/or the occupation of the residence.

Room Inspections
DUT or the landlords reserve the right for its designated representatives to enter and inspect any residence accommodation at any time in the interests of health, safety, maintenance, proper conduct of the residents and the orderly and efficient administration and operation of the residential system. Entry into a room may be made at any time whether or not the residents are present and without prior notice to the residents, if emergency or health or safety circumstances warrant such entry, or for the purpose of conducting non-emergency inspections and repairs and for the purposes of display/show, or if there are reasonable grounds to believe that an offence is being committed or that an illegal or prohibited substance, material or item is being kept or used on the premises in violation of the policies, rules and regulations of the Institution or the laws of the country. Any such substance or item may be impounded by the Institution representative without prior notice and be used as evidence during disciplinary hearings or in criminal proceedings.

Laundry
Students are responsible for the washing of their own clothing and linen at the designated washing areas. Such washing must be hung at the designated drying areas.
**Cases of illness**
It is the responsibility of the student to report all cases of illness and casualties must be reported to the Residence Advisor. Should there be reported cases of contagious diseases, the Health Clinic should notify the Head of Student Housing for the necessary measures to be implemented. Failure to report the student condition may result in disciplinary steps being taken. Illnesses that occur after hours that is when the University Clinic is closed, an ambulance may be called by the Residence Advisor or Manager of the building or where either of these not available the House Committee may ask the R.A of another residence to summon the ambulance which is contracted to the University.

**Students with children/ spouse**
As the residence facilities are limited, students who intend to bring their children/ spouses with them and during their stay whilst they pursue their studies cannot be accommodated within the DUT residences.

**Pets**
No pets are allowed in the residences.

**The resident student undertakes to:**
- Refrain from drilling holes in the walls of the room or knocking screws or other similar objects into the walls or floors.
- Use Prestik ONLY for sticking pictures and posters on the walls. No other method may be used to hang objects on the walls.
- NOT bring firearms, explosives, petrol or any dangerous weapons, onto DUT property.
- Leave the residence immediately when suffering from a contagious or infectious disease, for the duration of the quarantine period.
- No student shall sell items or post notices that promote vending within the residence.
- No student shall assault another one within the premises of the University residence.

**Parking**
- Parking is available on the Steve Biko Campus. Arrangements must be made with Campus Protection Services.
- Parking at Walsingham, Corlo Court, Campbell, Student Village, Alpine, Hertine Court, Stratford residences is restricted. Arrangements must be made with the relevant Residence Coordinator.
- Parking is at students' own risk and the Institution shall not be held liable/responsible for theft, loss or damage to any vehicle
Transport To and From DUT
The institution makes arrangements for the transportation of the students who reside in official off-campus residences as well as Outsourced Residences. Students are to produce positive identification when boarding the buses that transport them to their residences. The Senior Officer Operations is responsible for the smooth facilitation of transport.

Communication means and reporting channels

- All communication in respect of residence student matters is to be initially directed to the Residence Advisor/Residence Coordinator. Should the matter warrant further attention it may then be directed to the Director of Student Housing and Residence Life or the Senior Residence Life Officer depending on the nature of the matter, or in his absence.
- Regular general house meetings are to be held in the residence in order to ensure that residence students are duly informed of all matters which affect them. Over and above the House committees, Residence Officials shall meet regularly to deal with residence issues and to ensure the smooth running and efficient management of the residence. Minutes of these meetings are to be written and attendance registers signed.
- Only House Committees, Residence Advisors, Residence Coordinators may devise and post on the notice board other creative measures such as a newsletter, posters, drama flyers, exhibitions etc to facilitate better communication and transfer of information between residence students and residences.
RESIDENCE ADMISSIONS PROCEDURES

New Students:
First time applicants should complete the application form and return it to the Admissions Office in Student Housing and Residence Life, together with the application fee as stipulated or a letter of authority from the sponsor. Application forms may be obtained from the office of Admissions in student Housing Office or on request be posted to the applicant, who should complete and return to Student Housing office once they have been provisionally accepted by the academic department. It is important that the Institutions reference number is quoted on this form and **NOT** the Central Applications Office number.

Returning Students:

- The returning students in residence in the current year/semester shall pay a provisional booking fee which secures a room shall pay a provisional booking fee which will secure a room provided that the full residence fee or letter of authority is received by the due date. This will be non refundable if the application is cancelled or the applicant fails to meet the relevant residence admission requirement.
- Returning students who are not in residence in the current year or semester shall pay a non refundable application fee to accompany the application form.
- Student Housing will endeavour to allocate students according to their courses for study purposes and group discussions.
- Returning students shall be re-admitted to residence **on condition that they obtain a 50% pass aggregate and above.**
- Student with a disciplinary record of misbehavior **may not** be re-admitted to residence depending on the nature of the previous charge.
- Students who wish to be re-admitted to residence may submit an appeal letter accompanied by relevant documents to the Director of Student Housing and Residence Life/Manager who will make a final decision. **Submitting an appeal does not necessarily mean that a student will be re-admitted to residence.**
- Only students who reside beyond the 50km radius will be allowed residence. **Exception may be given only to special cases with the approval of the Director of Student Housing and**
Residence Life/Manager and or recommendation of the Senior Residence Life officer on assessment of the special case.

Occupation of room at the beginning of the semester

- A student entering residences at the beginning of the academic year must have been academically and residentially registered before taking occupation of the room.
- Alternative accommodation arrangements must be made by the student if he/she arrives at the residential campus earlier than the academic registration date.
- Any student who has been provisionally allocated into residence and fails to present her/himself at the registration on the date of her/his registration date shall forfeit her/his allocation and her/his place shall be allocated to the next student on the waiting list.
- A student, unless otherwise indicated, is required to present herself/himself at their respective residences within the day of registration failing which her/his registration in residence shall be cancelled forthwith.
- In the second semester, students studying annual courses may only move into residence the day before lecturers commence
- Students studying semester courses and returning for the second semester may take occupation on the day of, and only after they have been academically and residentially registered and have paid the prescribed fees for residence
- **Student Housing department reserves the right to relocate a student to another room or residence should it be necessary.**
LOCATION OF RESIDENCES
DURBAN IN HOUSE RESIDENCES:

 Algerian Residence - B Tech mixed Students (Capacity 231 Students)
Motto: “Riwi House” (Research is where it’s @)

Address: 300 Alpine Road
Over port
Durban
4001

Distance: 8km from the main campus

Contact Details:
Residence Advisor: Mr. Tom Zwane-031 828 1086
Residence Coordinator: Mr. Enus Khan- 031 827 9720

Baltimore Residence - Senior mixed Students (Capacity 286 Students; 3 to 4 sleeper)
Motto: “Light up Students Future”

Address: 10 Smith Street
Durban
4001

Distance: 5km form the main DUT campus

Contact details:
Residence Advisor: Mr. Sphiwe Zulu -031 8271284
Residence Coordinator: Mr. Enus Khan- 031 8279720

Berea Residence - First year Mixed Residence (Capacity 399; sharing)
Motto: “Where Future Leaders Emerge”

Address: 79 Steve Biko Road
Durban
4001

Distance: situated on main campus

Contact Details:
Residence Advisor: Mr Sifundo Nkosi - 031 8271295
Residence Coordinator: Mrs. Jean Mncadi- 031 3732784

Campbell Hall Residence - First Year mixed Residence
(Capacity 148; single and sharing)
Motto: “House of Talent”

Address: 23 James Henderson Road
Glenwood
4001

Distance: 2km from the main DUT campus
Contact Details:  
Residence Advisor: Mr Malusi Nxumalo- 031 827 1281  
Residence Coordinator: Mr Enus Khan- 031 827972

Corlo Court Residence-  
Motto: “House of Research”  
Address: 18 Heswall Road  
Durban  
4001  
Distance: walking distance to DUT main campus  
Contact Details:  
Residence Advisor: Mr & Mrs Twala (Bonga & Zandi)- 031 827 1296  
Residence Coordinator: Mrs Jean Mncadi- 031 373 2784

Hertine Court Residence – Mixed senior Residence (Capacity 162)  
Motto: “Rising Young Minds”  
Address: 128/132 St. Andrews Street  
Durban  
4001  
Distance: Approximately 4km from the main campus.  
Contact Details:  
Residence Advisor: Mr Dumisani Ntshayintshayi- 031 827 278  
Residence Coordinator: Mr Enus Khan- 031 827972

Stratford Residence- First year Male Residence (Capacity 149)  
Motto: “Begin with End in Mind”  
Address: Gate 7: 79 Steve Biko Road  
Durban  
4001  
Contact Details:  
Residence Advisor: Mr. Musa Mthalane – 031 8271276  
Residence Coordinator: Mrs. Jean Mncadi- 031 373 2784

Student Village Residence – Mixed Senior Self Catering Residence  
(Capacity 70)  
Motto: “House of Research and Employment”  
Address: Gate 7  
79 Steve Biko Road  
Durban  
4001  
Contact Details:  
Residence Advisor: Mr Euvett Taylor – 031 8271290  
Residence Coordinator: Mrs Jean Mncadi- 031 373 2784
Walsingham Residence - First year Female Students (Capacity 107)
Motto: “Home for the future stars”
Address: 31 Currie road
Durban
4001

Distance: Approximately 1km from the Main Campus.
Contact Details:
Residence Advisor: Miss Celiwe Chemane
031 8271290
Residence Coordinator: Mrs Jean Mncadi 031 3732784

DUT Outsourced Residences (Durban Campus)

Berea Court Residence – First year Male Residence (Capacity 212)
Motto: “House of Light”
Address: 399 Berea Road
Durban
4001

Residence Advisor: Mr Sizwe Mbona – Contact Number: 031 8271287

Berea 155 Residence - Senior Residence (Capacity 91)
Motto: “Dream Team House“
Address: 155 Berea Road
Durban
4001

Residence Advisor: Mr Ryan Nkosi
Contact Number: 031 8271287

Breheeny Residence - Drama Students
Motto: “House of Creative Art”
Address: Heswall Road (Next to Carlo Court)
Durban
4001

Residence Advisors: Mr & Mrs Twala (Bonga & Zandi)- Contact Number: 031 8271296

Essenwood Residence – First year Female Student (Capacity 112)
Motto: “House of success”
Address: 234 Steven Dlamini Road
(Old Essen wood Road)
Durban
4001

Residence Advisor: Miss Cebokazi Xozwa-Contact Number: 031 8271289
Seaboard 1 (Capacity 596) and
Seaboard 2 (Capacity 619) Residence - Mixed Senior Residence Students
Motto: “Striving for Academic Excellence”
Address: 577 Mahatma Gandhi Avenue (Point Road)
Durban
4001
Residence Advisors: Mr Sihle Zulu, Mr Sifundo Shandu, Zweli Nzuza & Thobeka Nkandi
Contact Number: 031 827191

Sterling House Residence - Second year Female Residence (Capacity 571)
Motto: “House of Positive Thinking”
Address: 295/297 corner Grey Street
and Carlisle Street
Durban
4001
Residence Advisors: Mr. Oziel Mdletshe & Maud Biose
Contact number: 031827128

Trio House Residence - First Year Male Residence (Capacity 87)
Motto: “An Open Door to a Bright Future”
Address: 10 Trio Place
Durban
4001
Residence Advisor: Mr Mthokozisi Mnkulwane
Contact Number: 0318271291

Wills Court (Capacity 123) and Hampson (Capacity 72)
Residence - Mixed senior Residences
Motto: “Taking Charge of One’s Success”
Address: 11 Wills Road Berea
and 11 Hampson Groove Berea
Durban
4001
Residence Advisor: Mr Sandile Motha-
Contact number: 031 8271299

MIDLANDS CAMPUS

Indumiso Residence one – First year Female Students (Capacity 248)
Address: 13 F J Sithole
Pietermaritzburg
3202
Residence Advisor: Mr Victor Maphanga

Indumiso Residence two – First year Female Students (Capacity 165)
Address: 13 F J Sithole
Pietermaritzburg
3202
Indumiso Residence Three- First year Male students (Capacity 248)
Address: 13 F J Sithole
Pietermaritzburg
3202
Residence Advisor: Miss Nosisa Tokota

Indumiso Residence Four- Returning Female Students (Capacity 165)
Address: 13 F J Sithole
Pietermaritzburg
3202
Residence Advisor: Mrs Nombulelo Phungula Williamo

Indumiso Residence Five- Mixed Returning Students (Capacity 251)
Address: 13 F J Sithole
Pietermaritzburg
3202
Residence Advisor: Miss Bongiwe Mdadane

Indumiso Residence six- Returning Male Students (Capacity 165)
Address: 13 F J Sithole
Pietermaritzburg
3202
Residence Advisor: Sandiselwe Zulu

DUT Outsourced Residences (Midlands Campus)

PEBS Residence- Mixed Senior Residence (Capacity 136)
Address: 248 Langa Libalele
Pietermaritzburg
3202
Residence Advisor: Mr Sipho Mdliva

Roseville Residence: Mixed Senior Residence (Capacity 119)
Address: 231 West Street
Pietermaritzburg
3202
Residence Advisor: Sibongile Blose

West Haven Residence- Mixed Senior Residence (Capacity 250)
Address: 63 Pietermaritzburg
Pietermaritzburg
3202
Residence Advisor: Mr Nkosinathi Nene