

CODE OF CONDUCT

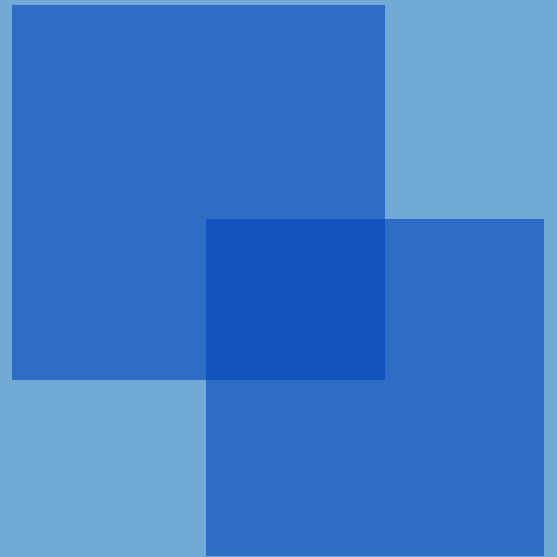


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1 | DEFINITIONS AND TERMS

1.1 For Academia's *Code of Conduct*, the following words will have the meaning ascribed to them hereunder:

- 1.1.1. **Academia Development** or **Academia**: The student housing development is situated on the corner of Banghoek Road and Bosman Street, Stellenbosch;
- 1.1.2. **Academia's Values**: Honour, Excellence, Respect, Kinship, Integrity and Transparency (HERKIT);
- 1.1.3. **ASA**: Academia Student Accommodation (Pty) Limited;
- 1.1.4. **Assistant Residence Heads/Thought Leaders**: The staff members appointed by Stellenbosch University to assist the Resident Head in his/her responsibilities, in conjunction with the HC, Mentors, Block Leaders and the Discom, currently four in number;
- 1.1.5. **Block**: A single three-storey structure, containing separate units, passages, verandas, a quad area, braai facilities, where applicable, and landscaped areas, one of 26 in Academia;
- 1.1.6. **Block Leaders**: The student body elected/appointed to form the Block Leaders Committee of Academia, consisting of a leader for each block in Academia. The block leader(s) are responsible for communication to students and social responsibility of the block in conjunction with the Resident head, the Assistant Resident Heads and the Executive Committee;
- 1.1.7. **Boschendal**: The house that consists of blocks 18, 19, 20, 21, 22 and 25;
- 1.1.8. **Cluster**: Clusters are formed by the geographic proximity of the smaller communities. Thus, it is several Residences, and Private Student Organisations (PSOs) grouped;
- 1.1.9. **Communal Area**: Enclosed, common gathering area situated on each floor in blocks 3-7;
- 1.1.10. **Discom**: The student body elected/appointed to form the Disciplinary Committee of Academia;
- 1.1.11. **Executive Committee**: The body made up of the ARH, the Primarius/Primaria and the Vice-Primarius/Vice-Primaria;
- 1.1.12. **House**: One of four houses, each comprising of several blocks of the Academia Development, being Mostertsdrift, Weltevreden, Saxenhof or Boschendal;
- 1.1.13. **House Committee** or **HC**: The student body elected/appointed to act as representatives of the University. The HC oversees the administration and management of student affairs within its jurisdiction, as described in the University's Residence Rules;

- 1.1.14. **Lease Agreement:** The lease agreement between ASA as the Lessor and a Lessee that, inter alia, confers upon the lessee the rights to use and occupy a unit in the Academia Development
- 1.1.15. **Mentors:** Senior students who are appointed in University residences and Private Student Organisations (PSOs) of the University to assist new students with their adjustment to university life;
- 1.1.16. **Mostertsdrift:** The house that consists of blocks 8, 9, 10, 11, 12 and 24;
- 1.1.17. **Parents:** For purposes of this *Code of Conduct* any reference to a parent or parents will include a guardian/guardians;
- 1.1.18. **Primarius:** The chairperson of the House Committee and member of the Executive Committee;
- 1.1.19. **Quad Area:** The open-air, common gathering area particular to each Block;
- 1.1.20. **Resident Head:** The Chief Executive Officer (CEO) of Academia who is appointed by ASA. He/she is ultimately responsible for taking managerial decisions and oversee the proper functioning of Academia's student body in conjunction with the Assistant Resident Heads (ARH) and student leadership structures such as the Executive Committee, House Committee (HC), Mentors, Block Leaders and the Disciplinary Committee (Discom);
- 1.1.21. **Resident(s):** Any person(s) who has the right to occupy a unit in terms of a Lease Agreement;
- 1.1.22. **Saxenhof:** The house that consists of blocks 1, 2, 3, 4, 5, 6, 7 and 23;
- 1.1.23. **Unit:** Any room or flat within the Academia Development, as described in a Lease Agreement;
- 1.1.24. **University:** Stellenbosch University (SU);
- 1.1.25. **Weltevreden:** The house that consists of blocks 13, 14, 15, 16, 17 and 26.

2 | GENERAL

- 2.1.** This *Code of Conduct* is compiled in co-operation with the Stellenbosch University (SU) to support an orderly, safe and pleasant living environment, which in turn is conducive to academic success and is in line with the Academia Values.
- 2.2.** It is confirmed that all students of the University are subject to the “Disciplinary Code for students of Stellenbosch University (rule 2.11)” of the University. Any student who makes either himself or herself guilty of any misconduct in terms of these rules will be subject to the disciplinary measures of the University.
- 2.3.** Residents acknowledge that Academia is situated upon property owned by the University and the provisions of the “Disciplinary Code for students of Stellenbosch University (rule 2.11)” which refer to “on or in the vicinity of the University,” also applies to the Academia Development and includes non-University students.
- 2.4.** ASA reserves the right to amend, remove or add to the provisions of these *Conduct Rules* from time to time in its sole discretion.
- 2.5.** This *Code of Conduct* does not influence or prejudice the provisions of the Lease Agreement and, in the case of any conflict between this *Code of Conduct* and the Lease Agreement, the provisions of the Lease Agreement will take precedence. Without limiting the generality of the preceding, it is confirmed that the remedies available in the case of breach of agreement as contained in the Lease Agreement will remain available to Academia, notwithstanding any disciplinary measures applied or enforced in terms of this *Code of Conduct* and/or the *Disciplinary Code for students of Stellenbosch University* (rule 2.11).
- 2.6.** This *Code of Conduct* also applies to Residents, whether temporary or otherwise, not registered as students of the University.
- 2.7.** Residents are responsible for ensuring compliance with this *Code of Conduct* by their guests, invitees or any other person gaining access to the Academia Development through them.

3 | OCCUPATION AND USAGE OF THE UNIT

3.1. GENERAL

- 3.1.1. The number of occupants per Unit shall not exceed the number indicated in the Lease Agreement applicable to the Unit.
- 3.1.2. Residents are responsible for supplying their own bedding, towels and other household necessities.
- 3.1.3. No screws or nails may be driven or hit into any walls, furniture or property belonging to Academia.
- 3.1.4. All maintenance problems and defects must be reported to Academia by logging a fault through the Academia website.
- 3.1.5. The sale or distribution of foodstuff or any other items or the rendering of services at a fee is strictly prohibited unless sanctioned by the Academia House Committee and/or authorised in writing by Academia.
- 3.1.6. Residents are not permitted to use the Unit or any other structure on the Development for any improper or unlawful purpose or in any other manner that is disruptive or disrespectful towards other Residents or creates a nuisance.
- 3.1.7. The sale, use or possession of illegal substances, drugs or controlled chemicals are strictly prohibited on the Academia Development and Residents who do not comply with this provision may face criminal and disciplinary action. The use, storage and transport of alcohol on the Academia Development is regulated by the Alcohol Policy of Academia, as approved by the University, from time to time.
- 3.1.8. Without limiting to the above mention rule, 3.1.7, the use of funnels to use to consume alcohol is strictly prohibited. Funnels will be confiscated and destroyed.
- 3.1.9. Residents must at all times respect the privacy and property of other Residents.
- 3.1.10. Residents are required to attend Block and House meetings organised by the Executive Committee and/or their respective block leaders. If a Resident is unable to do so, he or she must provide valid reasons and offer an apology to the Block Leader or member of the Executive Committee, failing which disciplinary action may be followed (see 7.3).

3.2. PREPARATION OF FOOD AND ELECTRICAL EQUIPMENT

- 3.2.1. Food may only be prepared in designated areas (i.e. kitchens and braai areas). Care must at all times be taken to ensure that microwave ovens, induction plates, mini-kitchens and other appliances are used in accordance with the manufacturer's instructions, switched off when not in use and cleaned properly to avoid any fire risk.
- 3.2.2. The use of any appliances for the preparation of food (e.g. gas burners, toasters, any barbeque/braai equipment, microwave ovens, electrical frying pans, gas cylinders or hot plates) is strictly prohibited in bedrooms and the passages or on the verandas in Blocks.
- 3.2.3. The tampering with, damaging of or overloading of switchboards, trip switches, wall sockets, permanent electrical cabling or electrical equipment is strictly prohibited.
- 3.2.4. Only SABS approved electrical power plugs, or multi-plug extensions are allowed in a Unit.

3.3. FURNITURE, APPLIANCES AND FIRE EQUIPMENT

- 3.3.1. No double beds, washing machines, tumble dryers, air-conditioning units, free-standing heaters, boom boxes and/or excessive sound systems are allowed.
- 3.3.2. No furniture, appliances or equipment belonging to Academia may be removed from a Unit or any Communal Area, without the prior written consent of ASA.
- 3.3.3. Changes or adjustments to furniture, appliances or property belonging to ASA is strictly prohibited.
- 3.3.4. If any furniture, appliances or equipment belonging to ASA is removed from a Unit (e.g. it is left outside), it will be confiscated by ASA, and the Resident will be held liable for any loss or damage.
- 3.3.5. The tampering with, damaging of or unlawful use of any fire-fighting equipment and electricity distribution boards or equipment within the Unit or a Block is strictly prohibited by law and punishable.
- 3.3.6. Fire-fighting equipment must at all times remain in their allocated positions in Blocks and may only be removed in case of emergency.

3.4. VANDALISM AND DAMAGE TO PROPERTY

- 3.4.1. Any form of vandalism, damage to or destruction of property on the Academia Development is forbidden. Offenders will be held liable and could face disciplinary and criminal action.
- 3.4.2. Residents are liable for any damage caused within the Academia Development by themselves or their guests/invitees or any person gaining access to the Academia Development through them. As such, Residents will be held responsible for the care of and condition of their Units and the Communal Areas which they occupy, as well as the furniture, appliances and equipment therein and will be required to pay for the repair (or replacement, where applicable) to any Unit, furniture or equipment which was damaged. Residents shall ensure that Units, furniture and equipment are returned to Academia at the end of the lease period in the same condition as at the commencement of the lease period.
- 3.4.3. If a Communal Area/Quad Area or any area around a Block and any furniture or equipment therein, is damaged or vandalised, and the guilty party is not identified or does not take responsibility, all the Residents who have access to said areas will be held liable for damages.

3.5. GUESTS AND/OR VISITORS

- 3.5.1. For security reasons, no external cleaning services will be granted access to render services within the Academia Development. All cleaning services are to be rendered by a contractor accredited by ASA.
- 3.5.2. As set out in section 2.7 of this *Code of Conduct*, Residents are responsible for ensuring compliance with this *Code of Conduct* by their guests/invitees, or any other person gaining access to the Academia Development through them. Residents will, therefore, be held accountable for all the actions of the guests/invitees. ASA and/or the ARH/Thought Leaders have the right to disallow any visitor from entering the Academia Development in its discretion.
- 3.5.3. No guests/visitors will be allowed access to the Academia Development after 23:00 without written permission from the ASA Office, in the form of a visitor's slip.
- 3.5.4. Visitor's slips can be obtained at the ASA office during office hours. No visitor's slips will be granted on a Varsity Cup Monday, or any other dates communicated by the ARH/Thought Leaders.
- 3.5.5. Guests/visitors are not permitted to access the Academia Development by vehicle or park their vehicles inside the Academia Development without the prior written consent of ASA.

- 3.5.6. All guests/visitors must sign the visitors' record book at the security entrance when gaining access to the Academia Development. Where requested, Residents have to acknowledge their visitors to the security officials before they will be allowed access onto the Academia Development.

3.6. COMMON AREAS AND QUAD AREAS

- 3.6.1. Residents occupying units in Blocks where there are Communal Areas and (where applicable, communal bathrooms), are collectively responsible for maintaining these in a clean and hygienic state and for caring and cleaning of all furniture and equipment placed in such Communal Areas.
- 3.6.2. ARH/Thought Leaders are responsible for Blocks with Communal Areas, and communal bathrooms may inspect these areas regularly. If conditions in these areas are not satisfactory, the relevant ARH/Thought Leader may address the issue at a Block meeting with the respective Residents and report the matter to ASA.
- 3.6.3. All Residents are collectively responsible for the cleanliness and general condition of the Quad Areas (including the gardens) in the Blocks. The Block leader and/or ARH/Thought Leaders responsible for a Block will inspect the Quad Area regularly, and any concerns regarding the use of the Quad Area will be addressed in a Block meeting and reported to ASA.
- 3.6.4. The braai facilities and benches in Quad Areas must be used respectfully and decently. Any vandalism of or damage to these items could lead to disciplinary action and liability for the damage. These areas must be cleared from all rubbish and empty bottles immediately after use. Failure to adhere to this will result in the cost of cleaning to be charged to the responsible Residents.
- 3.6.5. Residents must place all refuse in the refuse bins allocated to the Quad Area of each Block. Residents must refrain from leaving refuse in the passages and/or on the verandas of Blocks. Recycling bins must be used at all times for recyclable materials.
- 3.6.6. Laundry is not permitted to be placed on or over the balconies, railings, verandas of the Blocks or passages or windows or on washing lines outside the Blocks. All unattended laundry will be confiscated.
- 3.6.7. Residents are not allowed to make use of the taps in the Blocks when they wash/clean vehicles or other outdoor equipment. Only buckets may be used. Fire hoses may under no circumstances be used for these purposes.
- 3.6.8. No pools and/or trampolines are allowed on the Academia Development. If found, they will be confiscated and destroyed.

3.7. PETS

No pets are allowed on the Academia Development.

3.8. MARKETING AND/OR ADVERTISING IN BLOCKS

- 3.8.1. Only promotional/advertising material (e.g. flyers, posters) that has been approved and stamped by the House Committee and/or ASA Office may be displayed/distributed in the Academia Development. Any materials which do not meet these requirements will be removed, and the person(s) responsible could face legal or disciplinary action.
- 3.8.2. Promotional or advertising material that meets the requirements and is displayed in the Academia Development, may not be destroyed, defaced or removed. Residents that contravene this provision could face legal and disciplinary action.

4 | FACILITIES

4.1. ACADEMIA DEVELOPMENT OFFERS THE FOLLOWING FACILITIES:

- 4.1.1. The Study Centre, Tapas Deli and the Academia Hall;
- 4.1.2. The Laundry Room;
- 4.1.3. The communal Area between the Academia Hall and Tapas Deli;
- 4.1.4. Recycling of waste facilities.

4.2. COMMON AREAS (STUDY CENTRE, TAPAS DELI AND ACADEMIA HALL)

- 4.2.1. All furniture, appliances and equipment in the Study Centre, Tapas Deli and the Academia Hall are unless proven otherwise, the property of ASA. Tapas Deli is operated by an independent contractor and no person is allowed to bring any foodstuffs sourced elsewhere onto the deli premises.
- 4.2.2. The Study Centre, Tapas Deli and the Academia Hall are there for the use and benefit of all Residents and must be used in a respectful and considerate manner.
- 4.2.3. The Study Centre, Tapas Deli and the Academia Hall must at all times be kept neat and tidy.
- 4.2.4. The use of alcohol in the Study Centre and the Academia Hall is subject to the Alcohol Policy in place from time to time.
- 4.2.4. Noise and sound levels in the Study Centre and the Academia Hall must at all times be kept at a respectable and considerate level unless prior permission has been granted otherwise. The Hall will at all times be used in compliance with the rules set for such usage from time to time.

4.3. THE LAUNDRY ROOM

- 4.3.1. ASA owns the washing machines, tumble dryers, furniture and any other equipment in the laundry area (“the Laundry Room”).
- 4.3.2. These facilities are available for the use of Residents. Residents need a laundry card to use the facilities. This card is provided by ASA. Enquiries as to the use of laundry facilities and laundry cards may be made at the ASA Office.
- 4.3.3. A laundry service is provided by an independent contractor at an additional charge.
- 4.3.4. Residents must help to keep the Laundry Room neat and clean when using it.

- 4.3.5. Residents must follow the instructions in the Laundry Room with regards to the use of the washing machines and the tumble driers.
- 4.3.6. Residents must not leave their washing unattended in the Laundry Room for extended periods (i.e. leave for class).
- 4.3.7. ASA does not accept responsibility for any damage caused to washing while using the machines or clothing that goes missing from the Laundry Room.

4.4. THE COMMUNAL AREA BETWEEN THE ACADEMIA HALL AND TAPAS DELI

- 4.4.1. The area between the Academia hall and Tapas Deli is for the use and enjoyment of all Residents. Residents must, therefore, respect the facility and keep the surrounding area clean. All furniture, soft furnishings and the pool table in this area must be used with care.
- 4.4.2. The provisions in this *Code of Conduct* are also applicable in that area.

4.5. RECYCLING FACILITIES

- 4.5.1. All recycling equipment/facilities in the Academia Development are owned by the third party entity that supplied it to Academia and the use and management thereof fall under the control of the House Committee.
- 4.5.2. All recycling equipment/facilities must be used in a respectful and considerate manner and may only be used for their intended purpose (i.e. only approved materials are to be placed in the relevant containers).
- 4.5.3. Any Resident or guest/visitor that contravenes these provisions or makes himself/herself guilty of tampering with or vandalising recycling equipment/facilities will face disciplinary and/or legal action.

5 | SAFETY AND SECURITY

5.1. SAFETY EQUIPMENT AND EMERGENCY PROCEDURES

- 5.1.1. The following equipment may not be tampered with, misused or used for unlawful purposes: fire extinguishers, fire hoses, early warning systems, alarm systems, intercom systems, electrical safety devices, safety equipment, *Code of Conduct* and *Emergency Plan* display boards (including the contents) and all access control doors.
- 5.1.2. Residents must take part in all emergency evacuations exercises (fire drills) organised by ASA or the House Committee. Participation in these exercises is compulsory.
- 5.1.3. All passages in Units/Blocks and Common Areas must be kept clear of any obstructions (e.g. furniture, bicycles, etc.) that could hamper evacuation in the event of an emergency.
- 5.1.4. In the event of an emergency or problem in a Unit or Block (after hours), the Block Leader, Head of House (Vice-Prim), the Thought Leader/ARH or Resident Head must be contacted immediately. Where applicable, the security services will also be alerted as well as the relevant authorities or emergency services.

5.2. FIRE, FIREWORKS AND FIREARMS

- 5.2.1. Fires may only be lit in designated areas and with commercially sold firelighters/matches. No combustible liquids such as petroleum, any form of paraffin, or diesel may be used to start/maintain a fire on the Academia Development.
- 5.2.2. Fireworks, or anything resembling fireworks, are strictly prohibited on the Academia Development at all times.
- 5.2.3. Firearms, air or spring, propelled weapons, explosive devices or anything else resembling a firearm, are not allowed on the Academia Development under any circumstances.

5.3. ACCESS CONTROL

- 5.3.1. Vehicular and bicycle access and regress will at all times be subject to the rules and procedures set by ASA from time to time and Residents must adhere to those rules and procedures. Where required, student cards or identity documents shall be presented, and the visitors' book shall be completed.
- 5.3.2. Residents on foot are to use the two small pedestrian gates situated at the entrance of the Academia Development. When in operation, access is provided via biometric readers.

5.3.3. For security reasons, the lending and sharing of access cards are strictly prohibited.

5.3.4. Only one person at a time is allowed to enter or exit via the pedestrian gates.

5.4. STUDENT CARDS AND BIOMETRICS

5.4.1. All residents must have a valid University student card or an identity document at all times and may be asked to show same upon entry to Academia.

5.4.2. Residents who are registered with the University must obtain and activate their student cards during the registration at Administration A, on campus.

5.4.3. All residents must register their biometrics at Academia.

5.5. LOCKS AND KEYS

5.5.1. Changes to and the replacement of door locks are prohibited.

5.5.2. Suitable padlocks for the doors of their Units are to be acquired from ASA.

5.5.3. Residents are advised not to use combinations locks as these are bypassed very easily and poses a safety and security hazard.

5.5.4. All rooms are to be accessible by ASA. As such, ASA must at all times be placed in possession of duplicate keys to the security gate to a Unit, if any. Security gates are to be of nature and specification approved by ASA and must be installed by ASA only. A fee is charged for this service. No security gate may be removed/moved at any stage.

5.6. SECURITY PERSONNEL

5.6.1. The security contractor employed by ASA is tasked to look after the general safety and security on the Academia Development in accordance with the terms of its contract with ASA.

5.6.2. Residents must treat Academia security personnel in a manner that is conducive to a relationship of mutual respect.

5.6.3. Residents or guests/visitors who resort to shouting, swearing, hooting or making rude remarks at security personnel will be reported to the House Committee and offenders are liable to face disciplinary action.

5.6.4. Security matters will, when necessary, be resolved in conjunction with the House Committee and the ARH/Thought Leaders.

6 | VEHICLES, BICYCLES AND PARKING

6.1. VEHICLES, MOTORBIKES, MOPEDS AND BICYCLES

- 6.1.1. All Residents who wish to bring motor vehicles, mopeds or motorbikes on to the Academia Development must register these vehicles with ASA and display the required parking disk.
- 6.1.2. All vehicles are to be parked in allocated parking bays only. An annual fee is payable for the use of the parking bay. No parking by Residents on visitors' bays is allowed. Vehicles that are parked unlawfully (i.e. parked other vehicles in, parked on pavements or parked in a parking bay reserved for another vehicle) will be clamped by ASA security and fined by the House Committee. The clamp will not be removed until the fine is paid in full.
- 6.1.3. Motor vehicles, mopeds or motorbikes that do not display a valid parking disk, will not be allowed to access the Academia Development.
- 6.1.4. Residents may under no circumstances obtain a parking disk for a vehicle that does not belong to them (i.e. for a guest or visitor). Residents who are contravening this provision will face disciplinary action.
- 6.1.5. Motor vehicles, mopeds or motorbikes on the Academia Development may not be driven or parked in any manner that obstructs the free flow of traffic, at any entrance/exit or on any traffic route.
- 6.1.6. Motorbikes, mopeds or bicycles may not be parked in the passages of the Blocks or parked against/tied to passage railings.
- 6.1.7. Disks for accessing the Bicycle Sheds can be obtained from ASA and are subject to the payment of a deposit.
- 6.1.8. All vehicles are obliged to adhere to the speed limit in the Academia Development. Speeding, reckless and inconsiderate driving (which includes the spinning of tyres, handbrake turns and unnecessarily loud music) are strictly prohibited, and offenders could face disciplinary action.

7 | THE DISCIPLINARY CODE FOR STUDENTS OF STELLENBOSCH UNIVERSITY (RULE 2.11 AND RESIDENCE RULES)

7.1. “QUIET TIMES”

7.1.1. In terms of the *Disciplinary Code for students of the University* (rule 2.11) and the University’s Residence Rules, the following times will serve as “quiet times” in the Academia Development, during which no noise will be tolerated. In exceptional circumstances, the Quiet Times may be adjusted by ASA and/or the Executive Committee.

Monday	00:00 – 17:00	21:00 – 00:00
Tuesday	00:00 – 17:00	21:00 – 00:00
Wednesday	00:00 – 17:00	21:00 – 00:00
Thursday	00:00 – 17:00	21:00 – 00:00
Friday	00:00 – 17:00	23:00 – 00:00
Saturday	00:00 – 13:00	23:00 – 00:00
Sunday	ALL DAY	

7.1.2. In general, a tranquil atmosphere should be maintained during the week as well as on Sundays in the Academia Development. Noise levels must at all times be reasonable and respect other Residents.

7.1.3. In terms of the *Disciplinary Code for students of the University* (rule 2.11), the following weeks will be considered “Academic”/Exam Weeks” during which special “quiet times” will apply.

7.1.3.1 Two weeks before the May/June exams and two weeks before the October/ November exams.

7.1.3.2. The exact dates of these “Academic/Exam Weeks” will be advertised by the House Committee

7.1.3.3. During” Academic/Exam Weeks” the “quiet times” will be all day.

Monday	ALL DAY
Tuesday	ALL DAY
Wednesday	ALL DAY
Thursday	ALL DAY
Friday	ALL DAY
Saturday	ALL DAY
Sunday	ALL DAY

7.1.4. The application of the above mentioned “quiet times” is not affected/changed in the event of public holidays and/or long weekends.

7.2. SOCIALS

7.2.1. For purposes hereof “Social/s” constitute any gathering of more than 15 people where music is played. Residents desiring to have social at a Block are to apply for consent via the Academia website by using a social form, at least three days (72 hours) before the date of the proposed event. The ARH/Thought Leader will inform the applicant in writing of the decision and the conditions, if any, applicable to the Social.

7.2.2. If a member of the House Committee, a security officer or a Thought Leader receives a complaint about the noise that is affecting a Resident or a group of Residents’ ability to study, regardless of the application of the Quiet Times, the Resident responsible for the noise or the Social concerned must accommodate/adhere to the request and turn down or stop the noise. This also will be the case when an approved Social is considered causing a nuisance to other Residents. Members of the House Committee, Resident Head, Thought leader or ASA management have the authority to stop any Social, notwithstanding earlier consent.

7.2.3. The use of speakers/boom boxes or any other portable musical equipment is not allowed in the Quad Area or doorways of any Unit or Block regardless of whether a Social has been approved. Music volume must be kept at a reasonable level so as not to disturb other Residents.

7.3 DISCIPLINARY ACTION

- 7.3.1 Residents and/or their guests/visitors, who do not adhere to *the Disciplinary Code for students of Stellenbosch University* paragraph 2 and/or do not adhere to the provisions of the *Code of Conduct*, are liable to face disciplinary action. Students who have visitors or guests will be responsible for the conduct of their visitors or guests.
- 7.3.2 Discom is compiled in terms of the *Disciplinary Code for students of Stellenbosch University*. The House Committee nominates a chairperson.
- 7.3.3 One of the Discom members will act as a prosecutor during disciplinary hearings.
- 7.3.4 All other relevant provisions of the *Disciplinary Code for students of Stellenbosch University* as well as any disciplinary codification instituted by the University or ASA apply to disciplinary actions and disciplinary hearings in Academia.
- 7.3.5 The Disciplinary process is as follows: A written summary of the improper behaviour in respect of the reported incident will be sent to the student and his/her parents (where applicable). All hearings must comply with the “Disciplinary Code for Students of Stellenbosch University,” paragraph 4.5. The student and his/her parents (where applicable in the discretion of the chairperson of Discom) will receive written notice of the outcome within a reasonable time. The Resident Head has the discretion to refer more severe contraventions to the University Central Disciplinary Structures or to expel a Resident from Academia. The Disciplinary Committee retains the right to deviate from the procedures should the contravention, in their discretion, warrant such deviation. Minutes of all Disciplinary hearings will be provided to ASA. Cancellation of a Lease Agreement following a guilty verdict by the Disciplinary Committee and expulsion by the Disciplinary Committee will be dealt with by ASA in terms of the provisions of the applicable Lease Agreement.

7.4 HOUSE FEES

- 7.4.1 All Residents, including international students, and Residents that are not registered with the University are responsible for paying house fees.
- 7.4.2 The University will automatically debit the fee to the student account of a Resident who is registered with the University. The amount that is debited is determined by the University annually.
- 7.4.3 Residents who are not registered with the University will receive an account from ASA for their house fees, for the same amount.
- 7.4.4 The house fees account is administrated by the House Committee of Academia in terms of the University regulations applicable to house fees

8 | WELCOMING PERIOD

RULES FOR THE WELCOMING PERIOD

Additional rules may apply during the annual welcoming period at the beginning of the University Academic year. Residents must abide by the rules of the welcoming period which will be communicated to students at the start of every year as well and such additional rules will serve as an addendum to this document and be regarded as part of this *Code of Conduct*.