



UNIVERSITY OF BOTSWANA

Office of the Deputy Vice Chancellor (Student Affairs)

**Department of Student Welfare**

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## MEMORANDUM

**REF:** UBG.SA.sw1/47

**TO:** All Students

**FROM:** Manager, Students Welfare and Accommodation

**DATE:** 16<sup>th</sup> February, 2010

**SUBJECT:** **APPLICATION FOR ON-CAMPUS ACCOMMODATION: 2010/2011 ACADEMIC YEAR**

Students are advised that the University has very limited accommodation on campus and are encouraged to seek alternatives. A quota system is therefore used for allocating bed spaces to continuing and new students. Please note that a criterion will be applied if the demand exceeds the available bed spaces.

Students who are interested in securing on-campus accommodation for the next academic year are therefore invited to submit their applications with immediate effect. The deadline for submitting completed application forms is **Friday 6<sup>th</sup> March 2010 at 1600hrs.** Accommodation will be offered for the whole academic year (i.e. 2 semesters) but students are expected to clear their rooms at the end of each semester. Kindly note the following:

### **1) Single Rooms**

The single rooms raffle has been conducted on the 11<sup>th</sup> and 12<sup>th</sup> February 2010 at the Student Centre Conference Room. Those who did not win single rooms are expected to apply for accommodation in double rooms.

### **2) On Campus Students**

On campus students must apply with their respective Resident Assistants (RAs). Students of the same gender intending to stay together must staple their applications together and hand them to just one RA not both. Your student ID card will be necessary for the application process. You will be required to register your name in a separate notebook to indicate that you have handed in your application.

### **3) Sharing and Roommates**

Students who wish to share a room must choose the same Living and Learning Community. Students are therefore advised to agree and decide on their date and time of registration well in advance. Once registered, switching from one room to another will not be allowed unless under special circumstances.

### **4) Off Campus Students**

Off campus students wishing to apply for accommodation must collect and submit accommodation application forms from the Student Welfare Office. Students admitted to the same year and wishing to share a room (same gender) must submit their application forms stapled together. Both students should have chosen the same Living and Learning Community.

### **5) Students with Disabilities**

Students with profound disabilities such as long term wheelchair users, permanent debilitating conditions, chronic asthma, neuro-muscular disorders, severe respiratory and cardiac conditions, severe visual impairment (totally blind, and using Braille equipment) and students using special equipment e.g. physio/exercise machines, wide stretchers, etc. and require on-campus accommodation must obtain and submit their applications to the Disability Support Services in block 201 Office 033.

### **6) International Students**

International 'exchange' students must apply through the Office of International Students. The rest of 'international' students who still require accommodation will need to apply normally like other students.

### **7) In-service Undergraduate Students**

Due to limited accommodation the University is unable to provide accommodation for in-service students. Therefore they should make their own arrangements.

### **8) PGDE Students**

PGDE students will be offered accommodation at the graduate village. However accommodation is very limited at the Graduate Village and preference will continue to be given to graduate students. PGDE students will be required to top up accommodation fees not covered by sponsors in the graduate village.

### **9) Self Sponsored Students**

Self-sponsored students are required to follow normal application procedures. However, they are required to pay only after having confirmed that they will be admitted to accommodation on campus. On arrival self sponsored students will be required to produce a receipt from UB cash office which indicates that they have paid for accommodation. Bank deposit slips will not be considered as proof of payment.

## **10) Graduate Students**

On campus graduate students must apply with the Resident Assistant (RA) at block 417D Room 27 or the Warden. Off campus graduate students must collect accommodation application forms from Mr. Basima at the Student Welfare Office (115/039) and submit them to the same office.

## **11) Vacation Accommodation**

All graduate students, sponsored and self sponsored, who wish to remain in the University accommodation during the long vacation should see Mr. Basima at the Student Welfare Office (Block 115/039). Please note that as per the 2009/2010 schedule of fees, accommodation will be offered at the rate of P60.00 per day per person in the graduate village. Students who fail to comply with these requirements and remain in the hostels during vacation run the risk of facing disciplinary action.

## **12) Key Collection Procedure During Registration**

Results of accommodation applications will be released and published on notice boards and Student Welfare website before students go on holidays. On arrival from holidays, students should proceed straight to the hostels they have been allocated. The Student Welfare representative (warden or RA) will issue them with their print outs and accept them in to their rooms. FET students should go straight to the Student Welfare Office at FET where they will be given accommodation print outs by available staff. Students claiming rooms will be required to present their Student ID Cards during key collection or signing in stage. All students are to report for room occupation as per the registration dates. No early reporting will be entertained.

## **13) Living and Learning Communities (LLC)**

Living and Learning communities will continue to be piloted in August 2010 for all on campus students in years 1, 2 and 3. Students will be accommodated according to the LLCs of their choice and not the level of study. Halls of Residences will have names of LLCs and students who have chosen a particular LLC will go into one block for a year and will be expected to participate actively in the activities of that community. Available LLCs are:

- Males Communities:
  - House of Lords: Law and related programmes
  - White House: Social Sciences programmes
  - House of Technology: Science and related areas
  - Community of Sports: Sports
  - Central Business District: Business programmes
  
- Female Communities:
  - House of Reading: Education, Humanities and related areas
  - House of Excellence: For those interested in 'excelling' in everything
  - Community of Sports: Sports
  - White House: Social Science programmes
  - House of Lords: Law and related programmes

- Faculty of Engineering Community:
  - House of Technology: Science and related areas

More details regarding LLC can be obtained from the Student Welfare link within the UB website.

#### **14) Accommodation Cancellations**

No charge and cancellation will be allowed after the 10 days of registration have elapsed. (Refer to Section 4.1.6 of the Halls of Residence Guidelines and Regulations.) For the dates covered on campus before cancellation the student will be charged the daily rate of accommodation multiplied by the number of days the student would have stayed in the Halls of Residence before the cancellation.

#### **15) Catering Services**

The two caterers will still be Moghul and Curry Pot. Students will continue to get meal allowances from their sponsors and are free to use any caterer of their choice on campus.

#### **16) Volunteers: Peer Orientators and Mentors**

Students who would like to volunteer in the registration process for next academic year as Peer Orientators and Mentors for new students are encouraged to register their interest at Student Welfare Reception (Office 115/114). Senior students with sound academic standing are encouraged to participate in this exercise.

#### **17) Notes for consideration**

More details on accommodation processes will be posted on the Student Welfare link within the UB website [www.ub.bw](http://www.ub.bw). Except for new students no queues will be entertained at the Student Welfare Office during the registration period. With the outlined accommodation processes, no queues will be entertained at the Student Welfare office during the registration period except for new students. Procedures for handling queries will be posted on the Student Welfare website. Note also that queries can be sent to our email address: [Studentwelfare@mopipi.ub.bw](mailto:Studentwelfare@mopipi.ub.bw).

Thank you

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Manager, Student Welfare and Accommodation

cc: Director, Student Welfare  
Deputy Director, Student Welfare  
Assistant Manager, Accommodation  
Assistant Manager, Welfare  
GSA President  
SRC President  
Wardens