

MEMORANDUM

REF: UBG.SA.sw1/47

TO: **All Undergraduate Students**

FROM: Assistant Manager, Students Accommodation

DATE: 22nd October, 2009

SUBJECT: **ON-CAMPUS ACCOMMODATION FOR 2009-2010 SEMESTER TWO**

1. ON-CAMPUS STUDENTS

- 1.1 All on-campus students sponsored by the Ministry of Education and Skills Development and other Government Departments will be expected back on-campus next semester of 2009/2010. Each student will stay in the same room where they are staying this semester. Students who fail to clear properly, discontinued students and those completing their studies in December will not be accommodated.
- 1.2 All PGDE, Pre-Med and few International students who were offered temporary on campus accommodation in the Graduate Village are expected to re apply for accommodation. Their applications would be assessed and offered the same accommodation if spaces would be available. If accommodated, the first semester arrangements will apply if one has to stay in the Graduate Village. Application Forms can be collected from the Resident Assistant of the relevant Halls of Residence.

2 OFF CAMPUS STUDENTS

Due to limited bed spaces that might be available in the second semester, the Department will utilize the previous waiting list. Kindly check the waiting list on the website and confirm your interest to Student Welfare, office No.114; or email studentwelfare@mopipi.ub.bw by the 27th November, 2009. In the event there are some remaining spaces (which is unlikely) you will be informed accordingly.

3 STUDENTS WITH DISABILITIES

Students with disabilities that fall within the categories of visual, hearing, mobility, physical impairment and require campus accommodation must register at the Disability Support Services in block 201 office 033. **Health conditions should be re-assessed and medical proof be submitted to Student Welfare Office 116.**

4. KEY COLLECTION PROCEDURE FOR NEXT SEMESTER

On arrival, students should report to **Student Lounge** registration point where they would collect system print outs before signing in with the Resident Assistant/Warden at the residence. **Students who use padlock system should all sign in with the RA or they run the risk of being locked out.** FET students should go straight to the Student Welfare Office at FET where they will be given accommodation print outs by available staff.

All on campus students are required to present their Student ID Cards to RAs during key collection or signing in stage next semester. **All students are to report for registration as per the registration dates provided by the University.**

5 LIVING AND LEARNING COMMUNITIES

Living and learning communities activities will continue in the next semester. A launch will be organized during the LLC Day in the first week of February so that all residents would meet , network and celebrate the establishment of the LLC programme.

6 ACCOMMODATION CANCELLATIONS

As soon as students are registered for accommodation, a list will be sent to the Ministry where allowances will be processed. Remember that accommodation on campus is provided for the whole academic year. Cancellations will not be entertained next semester unless there are pressing reasons accompanied by proof. Students will be charged for days already covered on Residence. No charge and cancellation will be allowed after the first ten days have elapsed. (Refer to Section 4.1.6 of the Accommodation Regulations in the Student Handbook.)

Thank you

D.S.Gofhamodimo-Mabe

Assistant Manager, Student Accommodation

Cc: Director, Student Welfare

Deputy Director, Student Welfare

Managers, Student Welfare &Accommodation

Assistant Manager, Welfare

Wardens