

MEMORANDUM

REF: UBG.SA.sw1/46

TO: All Students

FROM: Director, Student Welfare

DATE: 22nd October 2009

SUBJECT: **END OF SEMESTER ONE CLEARANCE PROCEDURES**

1.0 End of Semester One

1.1 The 2009/2010 Semester One ends on 27 November 2009. All students are expected to be conversant with the contents of this memorandum and therefore are urged to read and follow procedures outlined in it.

2.0 On-Campus Students

2.1 You are **all** required to clear formally with your Wardens who will be assisted by the Residence Assistants (RAs) Administrative Assistants and other student welfare staff members as may be necessary. It is very important that you follow the clearance procedures in order to avoid problems at the beginning of the next semester. Each Residence block will have a clearance schedule and all students should adhere to it. No clearance will be done outside the schedule.

2.2 *Clearance Forms (SW/3/2009 and SW/5/2009)*

The clearance forms are available at the Department of Student Welfare offices (both campuses). They are also obtainable from the Wardens. Inventory forms are with your RAs/Wardens. First, clear with the Laundry then with the Warden who should receive and keep both your key and the completed forms. Please ensure that each department stamps the form as proof of clearance. **If the key and the clearance form are not handed over to any of the designated officers, it will be assumed that you will be using your room during the vacation and will be expected to pay the appropriate amount at the Cashier's Office.** Those who use **padlocks** should **sign out** on the hostel occupation record or else it will be

assumed that they have been using the room during vacation which will then attract a serious charge.

2.3 Off Campus Students

Off campus students would use a special clearance form designed for them. The form is available at Student Welfare Office in both campuses.

3.0 Vacation Accommodation

- 3.1 Vacation accommodation is fully booked by Botswana National Sport Council (BNSC) and UB Debate Masters.
- 3.3 International Students who stay during December holidays should register with the International Students Office so that arrangements could be made for them to move to one area in residences. They have to pay the appropriate amount in order to remain in the residences and proof of payment is necessary before one can be allowed to remain on campus.
- 3.4 International students who intend to go home during vacation should contact GSA chairperson for graduate students and the Minister of Students Affairs for Undergraduate students. Two rooms will be identified per category for their belongings to be carefully packed there. Students should know that they leave their belongings in these two rooms at their own risk. The UB will not be held liable for stolen property in these rooms but every effort will be made to ensure the safety of such property

4.0 Clearance with Service providers

4.1 Library Services

- . Students who are completing at the end of this semester must ensure That all library materials are returned and outstanding payments are cleared before departure

4.2 Laundry

- On-Campus students should also clear with the Laundry which involves, amongst others, handing over bed linen to the relevant authorities.
- The laundry staff will be available from 0800hrs to 1630hrs during working days and 0800hrs to 1200hrs during weekend of 28th November, 2009.

4.3 **Financial Services**

- All clearance forms must be left with the RA/Warden who will bring them to the office for onward transmission to the Department of Financial Services.
- Damage to University property, failure to return properties of the University, default in payment of fees will incur penalties.
- Failure to pay any money owed to the University will result in certificates and transcripts being withheld until such payment has been effected.

5.0 Semester Two Registration

5.1.0 Registration dates for Continuing Undergraduate Students:

05 January 2010	-	Level 1
06 January 2010	-	Level 4
07 January 2010	-	Level 3
08 January 2010	-	Level 2

5.1.1 Registration Dates for Graduate Students

05 January 2010 - 08 January 2010

Registration will start at 08:00 hours on the stated dates. Academic Registration will be done at the respective Faculties and students are advised to check with their faculties for more information.

5.2 *On-Campus arrival*

All on-campus students should report at the Student Lounge in the Student Centre for Residence registration where they will be given a print out.

5.3 *Residence Occupation*

Students accommodated on-campus **should arrive on the registration day relevant to their level of study according to information at 5.1 above.**

For more information on accommodation arrangements for next semester, check the Accommodation Memorandum.

5.4 Classes begin on 11 January 2010.

More details on clearance are attached below.

We wish you a refreshing and safe holiday!

Thank you.

Dr K N Sedisa
Director, Student Welfare

cc.	Vice Chancellor	Faculty Administrators
	DVC (SA)	Manager, Protection Services
	DVC (AA)	SRC President
	DVC (FA)	GSA Chairperson
	Deans	Ass.Manager, International Office
	Directors	
	Deputy Director, Student Welfare	
	Managers, Student Welfare	
	Manager, Domestic Services	
	Wardens	
	Refectory Manager, Moghul & Curry Pot	