

**UNIVERSITY OF BOTSWANA**  
**HALLS OF RESIDENCE**  
**GUIDELINES AND REGULATIONS**

**1.0 Introduction**

- 1.1 The University recognizes that Residence Hall environment has a significant influence on a resident student's life and experiences. To this end the Department of Student Welfare strives to make the Halls of Residence a "home away from home" and a safe environment conducive to the educational, social, physical and spiritual and overall developmental growth of the resident student.
- 1.2 These guidelines and regulations are set out to govern living in halls of residence and to assist towards the realization and sustainability of such an environment.
- 1.3 The guidelines and regulations make reference to **Discipline Regulations** and given in the University calendar under section 4 of the regulations governing admissions, fees and discipline, as these are relevant in the case of violations of the regulations set out in section 4 below. Disciplinary sanction under the **Discipline Regulations** include among others, suspensions of privileges, removal from the room and not being allowed 'on campus' accommodation in future.

**2.0 THE OFFICERS**

- 2.1 **The Director of Student Welfare, Manager Accommodation and Welfare, Assistant Manager Accommodation and Assistant Manager Welfare**

Under the direction of the Deputy Vice Chancellor (Student Affairs), the Director of Student Welfare, Manager Accommodation and Welfare, Assistant Manager Accommodation and Assistant Manager Welfare shall have responsibility for the management and maintenance of good order and promotion of a conducive living and learning environment in the University Residences.

## 2.2 **Wardens**

A Warden shall be responsible for the management of Halls of Residence as well as plan and run co-curriculum activities. The Warden shall have access to a student's room.

The Warden shall as part of his/her normal duties do the following;

- (i) Work in concert with the Director Culture, Sports and Recreation to development and implementation of co-curricular activities.
- (ii) Attend to and seek amicable solutions to accommodation related disputes between occupants.
- (iii) Counsel and caution as necessary occupants on behavior that is not supportive of a conducive living and learning environment.
- (iv) Monitor and ensure compliance with the regulations under section 3.0.
- (v) Advise and issue instructions, orders and ultimatums to students as necessary for the observance of good conduct and proper running of the Hall of Residence.

## 2.3 **Administrative Assistants**

Each group of defined residences shall have an Administrative Assistant who will assist the officers responsible for student Accommodation in operational matters concerning the Hall (s) of Residence including;

- (i) Inspect Halls of Residences and submission of a report to such officers and the respective Warden.
- (ii) Monitoring the use of rooms by students and preparation of records for verification with those of the Department of Student Welfare.

The Administrative Assistant shall be subject to the general oversight of the **Manager Accommodation and Welfare.**

## 2.4 **Resident Assistant**

Resident Assistants are students who shall be employed on part-time basis for an academic year to work with the Warden in the running of the Halls of Residence.

## 3.0 **APPLICATION AND ACCEPTANCE OF ACCOMMODATION**

- 3.1 Application by returning students for accommodation for the next academic year must be made by **31<sup>st</sup> March**.
- 3.2 New and first year students will apply for accommodation as part of the admissions process.
- 3.3 Post pre-allocation applications will be considered if accommodation is available.
- 3.4 Choice of roommates and requests regarding room switching will be considered and accommodated where possible by the warden.
- 3.5 The University cannot guarantee accommodation for all applicants.
- 3.6 Allocated rooms are to be taken up on registration or they will be forfeited.
- 3.7 Accommodation is contingent upon the signing of the Acceptance Form.

## 4.0 **REGULATIONS**

### 4.1 **General Regulations**

- 4.1.1 Accommodation in the Halls of Residence is made on a semester basis. During long vacations, accommodation is only offered to foreign students (coming from countries that the Director of Student Welfare will list) and students required by their department to do some university work upon producing letters from their departments (e.g. projects, internship, teaching practice). Such accommodation will be offered at rates determine by the University from time to time.

Students must apply for accommodation during vacation time using application forms available from Student Welfare Department.

- 4.1.2 All students except those provided for under 4.1.1 will be required to remove their belongings from the rooms and hand in the keys to their Warden at the end of the semester.
- 4.1.3 A student must follow clearance procedures when vacating a room.
- 4.1.4 At the end of the second semester, a student must clear his/her room immediately after his/her last examination paper.
- 4.1.5 University accommodation shall not be used for the conduct of any commercial business activities.
- 4.1.6 Noise and loud music that disturb residents of a Hall of Residence are prohibited.
- 4.1.7 Any student who accepts accommodation on campus will be obligated for that semester.
- 4.1.8 Subletting of the room or bed space and/or provision of accommodation for unauthorized persons (squatting) is prohibited.
- 4.1.9 Over-night stay by a non-occupant is prohibited.
- 4.1.10 Every student is responsible for the upkeep and cleanliness within room and common area.
- 4.1.11 Communal areas are to be used according to the stated.
- 4.1.12 Fire extinguishers and fire hydrants in Halls of Residence must not be tampered with or used for purposes other than that for which they are installed.

## 4.2 **Cooking**

4.2.1 No cooking is allowed in all the Halls of Residence, except for the Graduate Village (Block 417) where cooking facilities are provided for.

4.2.2

4.2.3 Accommodation in the Halls of Residence is intertwined with feeding at the refectories of the University.

## 4.3 **Damage to University Property in the Halls of Residence**

4.3.1 All breakages (e.g. of door handles, windowpanes, etc.) must be reported to the Warden (who will request the Estates and Maintenance office to carry out the required repairs).

4.3.2 Damage of any fixture or item of furniture in the Hall of Residence due to carelessness, abuse or vandalism shall be the responsibility of the student.

## 4.4 **Removal of University Property From or Into the Halls of Residence**

4.4.1 Students are not permitted to move University property to their rooms or common areas.

4.4.2 Students must not move any University furniture, equipment or materials from Residence Halls or rooms without prior permission of the warden

## 4.5 **Activities/Events in Halls of Residence**

4.5.1 Meetings, parties or any gathering (including religious), organized by individual students or any recognized student organization shall only be held in Halls of Residence (excluding bedrooms) or on Residence grounds after securing approval by the appropriate Warden or Director of Student Welfare.

4.5.2 The authorizing officer, shall issue, indicate the date, time and place of the activity as well as the duration in

writing. Such activities shall not normally proceed beyond 12 midnight on any day.

4.5.3 In order to ensure accountability for an activity (event), the person(s) responsible for such an activity shall be required to sign for and abide by the conditions of the letter of authorization.

4.5.4 In the event of any damage to University property during the course of any authorized activity, the accountable person as provided for in 4.5.3 shall be held liable for such damage or provide evidence against any person(s) responsible for such damage.

4.5.5 No music festivals or "BASHES" will be held within the Residence Halls or grounds.

#### 4.6 **Appliances**

4.6.1 Electrical appliances other than those listed below are prohibited in the Halls of Residence:

- a. Small radio music system – not more than 25 watts music power
- b. Small fans (table model)
- c. Irons
- d. Kettles
- e. Heaters – not more than 750 watts (e.g. one bar heaters)

4.6.2 A student shall not tamper with or alter the normal electrical installations or make use of an electrical instrument for any purpose other than that for which it is intended.

#### **4.7 Littering**

Littering is prohibited. All refuse is to be disposed of into bins designated for such.

### **4 ALCOHOL**

The possession and consumption of alcoholic beverages in the Residence Halls is a privilege extended to residents. Loud or disruptive behaviour, interference with cleanliness of the residence halls, or drinking habits, which are injurious to the health or education of an individual, or those around him/her are reasons for appropriate disciplinary or remedial action by the University.

### **5 DRUGS**

Use or possession of illegal drugs, to misuse any legal drug or other legal substance or to possess drug paraphernalia is prohibited on the University campus and in all of its buildings. A student who violates this regulation or whose behaviour is affected by the use of illegal drugs, misuse of legal drugs or other legal substances, will be subject to disciplinary action.

### **6 SMOKING**

Smoking is also a privilege and should be restricted to designated areas.

### **7 DISCIPLINARY PROCEDURES AND SANCTIONS**

7.2 The Warden shall have the authority to investigate and take immediate action in any case, where a student is accused of breach of these regulations.

7.3 The Warden or the Manager Accommodation and Welfare or the Director Student Welfare, having been authorized by the Vice Chancellor shall issue verbal or written warnings where such is deemed an appropriate sanction for breach of these regulations.

7.4 The Warden shall refer to the Director of Student Welfare all case(s) of breach of these Regulations which are deemed to require more serious action than those provided for in 8.2.

- 7.5 When a case is referred to the Director of Student Welfare, the accused shall be afforded the opportunity of being heard and any defense or explanation thus presented shall be considered.
- 7.6 Following a review of the case, the Director of Student Welfare shall take one of the following actions:
- (i) Dismiss the case.
  - (ii) Issue a verbal warning
  - (iii) Issue a written warning, copies of which shall go to file and the Deputy Vice Chancellor (Student Affairs).
  - (iv) Report the matter to the Deputy Vice Chancellor for Student Affairs for further processing as an act of misconduct under the Discipline Regulations provided under section 4 of the University regulations governing admission, fees and discipline.

# UNIVERSITY OF BOTSWANA

## HOSTEL OCCUPATION ACCEPTANCE FORM

I ..... (Full name) ID NO. ....

accept the offer of accommodation on campus and agree to abide by the  
Guidelines and Regulations for Halls of Residence.

PROGRAMME OF STUDY .....

BLOCK ..... ROOM .....

DATE ..... SIGNATURE .....  
Student

DATE ..... SIGNATURE .....  
Warden

**NOTE:** Regulations may be amended at anytime