

LIVING @UCT



A Guide to UCT's Second Tier Residences

Department of Student Affairs
STUDENT HOUSING AND RESIDENCE LIFE
Handbook 2.2



MAY 2013



Further information

For more information about all aspects of residence life at UCT, please contact:

Student Housing Admissions and Advocacy Services (SHAAS)
Level 4, Masingene Building, Middle Campus

Email: res@uct.ac.za
Tel: 021 650-2977
Fax: 021 650-4014

[Please note: For international calls dial +27 21 followed the 7-digit local number]

Dear Student

This brochure explains how our residence system functions and it also aims to familiarise you with the dynamics of residence life in general. More information can be found in the Undergraduate Prospectus, General Rules and Policies: Handbook 3, and Student Accommodation General Application Information: Handbook 1.

Residence life is an integral and important part of your university experience. Student Housing and Residence Life at the University of Cape Town strives to ensure that an optimum 'living and learning' environment is the foundation of our residence culture. Every effort is made to ensure that your residence life experience will foster your holistic development as well as being fully supportive of your academic programme.

The Second Tier residences have in place various governance structures and programmes that strive to make our residences a 'home away from home'. On your arrival you will be warmly welcomed by your warden, assistant warden/s (larger residences), subwardens, house committee members and other student leaders, who are there to facilitate your smooth transition into independent living as a senior student. You will also receive a 'Welcome Pack' that includes details of the programmes and support structures available to you in the residences, such as Orientation, Mentors, Peer Helpers and Life Skills workshops.

Residence life at UCT is also very much community-orientated, and you will have the opportunity to experience and participate in the rich cultural diversity which our University embraces. Fostering mutual support, promoting effective governance and accountability, as well as leadership and citizenship development, are some of the fundamentals of the residence community life experience. Students are also given opportunities to participate in social responsibility initiatives organised under the auspices of the house committees.

Residence rules and disciplinary procedures are designed to ensure students adhere to a responsible and considerate code of conduct. In addition, student-led programmes that foster efforts toward energy saving and waste management are fully supported and endorsed.

Each residence has its own distinctive ethos by virtue of its history and traditions; nonetheless, each one strives to achieve excellence in all spheres of residence life. Should you have any queries or concerns about your intended choice of residence, please do not hesitate to contact the relevant warden or residence facilities officer at the contact numbers provided in this brochure. They are also amenable to arranging for you to view a residence before making your choice, but this arrangement should be made well in advance.

We look forward to welcoming you to UCT, and trust that your residence life experience will be as rich and rewarding as you have anticipated.

About UCT'S residence system

UCT has a three-tier residence system that provides different services, governance and management at each tier. The policy and criteria for admission to UCT student housing assume that a student will initially enter a First Tier (catering) residence and subsequently move to a Second Tier (senior catering or self-catering) residence or into Third Tier (semi-autonomous self-catering) accommodation.

All residences have strict access control and most are covered by closed circuit television.

Second Tier residences provide accommodation for senior undergraduate and postgraduate students. All rooms in Second Tier residences are single. Most of the Second Tier residences are 2-4 bedroom flats.

Second Tier residences also provide common rooms for watching television, holding meetings and for social interaction. Self-operated laundries are also provided. Many have pool and table tennis tables; some also have access to a swimming pool.

Enclosed with this brochure is a form which allows you to request a first and second choice of residence, as well as choosing your flatmates, provided the choice is mutual. Complete and post or hand deliver it to the Student Housing Admissions and Advocacy Services or fax it to 021 650-4014.

How residences are organised

All Second Tier residences have a warden who lives on site or within walking distance, and some of the larger residences also have assistant wardens. These residences also have elected student governing bodies called house committees. The house committee shares responsibility with the warden for the academic and social needs and interests of the residence students.

Wardens and house committees aim to create friendly and comfortable environments in which students are able to pursue their academic objectives and to achieve personal growth. Wardens take an interest in students' ideas and issues and, together with the house committees, are involved in the planning and organisation of residence life.

Wardens, along with the house committees of their residences, have a responsibility to see that the rules of the residence and of the University are observed. Wardens, assistant wardens and disciplinary committees (made up of students from the residence) are responsible for dealing with students who break the rules.

While wardens act in *loco parentis* for all students, they act as guardians, in the strictly legal sense, to all minor students in the residence in the event of an emergency. However, they may not stand surety for loan and bursary applications.

House committees organise numerous activities throughout the year in order to maintain a balanced residence experience. Some residences operate a mentoring and tutoring system where volunteer senior students help with personal or academic problems. House committees, sub-wardens, peer helpers, tutors and mentors all undergo extensive life-skills training which enables them to address the day-to-day needs of students with the option to refer to the warden where warranted.



Each residence has a Residence Facilities Officer (RFO) who ensures that the rooms are properly maintained and that keys, telephones, laundries and other essentials for comfortable living are available and in good working order. Some larger residences also have receptionists during the day to deal with telephone calls, mail and general enquiries.

Residences also have a number of sub-wardens, who are students appointed by UCT to assist the warden in the evenings and over weekends. Sub-wardens share a duty roster so that there is always someone on call to handle any immediate problems. Students are also employed in other part-time positions in residences – such as lab assistants, dining hall monitors, receptionists and vacation accommodation assistants – which contribute to their income and also their occupational skills development.

Late arrival in residence

Late arrival in residence, i.e. after the residence opens for the term, is generally discouraged. If you are in the position of having accepted housing, and you are unable to take up that place within the designated time, you will need to contact Student Housing Admissions and Advocacy Services (SHAAS) as soon as possible to request an extension. There is also no guarantee that your place will be reserved indefinitely.

What to bring to residence

All student rooms in residences, houses and flats are equipped with basic furniture: a bed, mattress, cupboard, desk, chair, bookcase, wastepaper bin, curtains and notice board. Do not bring extra furniture, but do bring your own bedding (duvet, duvet cover, sheet, pillow, pillow case) and towels. In addition, you may like to bring a desk lamp (essential), rug, coffee mugs, an iron, radio, portable television, heater, plants, cushions, mattress protector, or anything that will make you feel at home. Posters or pictures for your walls also help.

You must also bring a strong padlock for your door (a 40 mm Viro or Cisa with at least two keys is recommended). On arrival please bring four passport-size photographs, which are needed for, among others things, your meal tickets and your information card with personal details.

Centralised laundry facilities are available in most residences and are managed by your residence house committee. A system of compulsory laundry levies has been employed in all residences.

Limited housekeeping services are provided in all junior and senior catering residences. All the public areas and bathrooms are cleaned daily. Students make their own beds and should keep their rooms clean. Electrical cleaning equipment (polishers and vacuum cleaners), chemicals, mops, buckets, brooms, etc. are available from the receptionist.

Although the university makes provision of emergency lights, you are also advised to bring a torch in case of a power cut. Candles are not permitted as they pose a serious fire hazard.

You are expected to read the residence rule book which includes the dining hall rules, the General Application Booklet and also General Rules & Policies: Handbook 3. Ignorance of these rules is no excuse if they are broken. In regard to what to bring to residence, it is important to note the following rules:

- You may not keep pets in any University residence, house or flat.
- You may not use an electrical appliance which draws more than 1 kilowatt (1000 watts) of power. All appliances are labelled to indicate their energy usage.
- You may not possess or use a microwave oven, grill, toaster, etc. in your room.
- You may not have a refrigerator larger than 110 litres.
- You are required to clear your room of all your possessions during the mid-year vacation and at the end of the year.

Storage facilities in residences are limited, which means that you will only be allowed to store a limited number of boxes. Because of space constraints, refrigerators cannot be stored during the end-of-year vacation periods.



Meals in Second Tier Catering Residences

Meal Plans

Students offered a place in a catering residence must indicate when returning their letter of acceptance (reply form) what their chosen meal plan is for the next year. Applicants can choose between four plans:

- Plan 1 – Breakfast, lunch and dinner
- Plan 2 – Lunch and dinner
- Plan 3 – Breakfast and dinner
- Plan 4 – Breakfast, lunch and dinner Monday to Friday only

Where an applicant fails to choose, the default will be the maximum 21 meals per week (Plan 1) and charged accordingly. The meal plan selected may not be changed during the semester but changes are possible at midyear.

These meal plans are differentiated by different colour meal tickets which are issued to students on signing in to their specific residence. For ease of identification students are asked to provide a passport-size photograph which is attached to the meal ticket. UCT currently operates a self-service system for everything except cooked meals and the various cold options on offer.

At breakfast, students are able to help themselves to a variety of cereals, bread, butter, condiments, milk, tea and coffee; at lunch time a variety of salads, soup and gravy as well as bread etc. is available. Breakfast options include yoghurt and fruit juice as choices with two hot options.

At lunch and dinner there are always 2 meat options and a vegetarian option, as well as a variety of cold plate options (e.g. cheese or meat).

Given that we are in a mass catering system we unfortunately cannot cater for special religious or dietary/medical requirements. We recommend that students with these special needs apply for accommodation in our self-catering residences.

For those students who are not able to make it back to residence for lunch we have a meal voucher system in place. A meal voucher can be taken instead of lunch and spent at the vendors that operate on the Upper, Middle and Health Sciences campuses.

A lunch pack can also be arranged instead of taking a meal voucher.

Students are not permitted to heat, prepare or cook food in their rooms.

Second Tier catering residence dining halls

Medical Residence caters for its own students.

Groote Schuur Residence students take breakfast in the residence dining hall from Monday to Friday. Other meals are taken in the Leo Marquard dining hall.

Forest Hill G-Block students take their meals in the University House dining hall.

Meal times over weekdays during term time

Breakfast	07h00 – 08h30
Lunch	12h00 – 14h00
Dinner	17h30 – 20h00

Breakfast times over weekends are from 08h00 – 09h30 and during study week from 07h30 – 09h00.

Students are required to leave the dining hall within 15 minutes after service time ends to facilitate cleaning and setting up the dining hall for the next meal. Our catering service is currently outsourced. Due to the fact that we run a manual catering system and it is recognised that students miss some meals, an 8% discount has been factored into catering fees upfront, hence students only pay 92% of the cost of catering in any given year. Refunds are therefore not given as the 8% translates to approximately 64 meals a year.

Comments, complaints, suggestions and any catering-related matters are dealt with on a monthly basis through the Catering Forum. An elected food representative who is a house committee member represents students on the Forum. The UCT Senior Co-ordinator: Catering chairs the meeting, which is also attended by the Project Manager of the catering company and the Catering Managers of the kitchens. Minutes of these meetings are sent to the Director of Student Housing and Residence Life as well as the respective wardens of the residence concerned. Students can use the comments book as a channel to voice their concerns or compliments daily. Issues identified are taken seriously and form part of the ongoing evaluation of the contractor.

Second Tier Self-Catering Residences

Second Tier residences give students the opportunity to manage their own grocery budget. There are a number of supermarkets located in close proximity to the self-catering residences; most of them are open until late evening. All residences are located within walking distance of transport to Cape Town's large shopping malls.

In most cases, residents will be sharing the storage space in the kitchen's cupboards and fridge with 2 – 5 others, and they are expected to take this into consideration when buying their groceries.

Students are expected to equitably share the stove provided by the University, and time management where cooking is concerned is vital.

After cooking, the stove, oven and entire kitchen should be returned to a clean and tidy state. This is important as it enables each resident to utilise a clean and pleasant space.



Energy conservation and waste management

Please be mindful that the consumption of all utilities, especially electricity, needs to be extremely carefully managed. Some recommendations to reduce the use of electricity are:

- Switch off the lights as you leave your room
- Turn off computers when not in use
- Switch off TVs/radios not being used
- Switch off all appliances when not in use.

In addition, the self-catering residences have implemented a waste management programme where green and yellow bins are used to separate waste for recycling purposes.

PC and internet/intranet access

As coursework and research have increasingly required students to have access to computers and the intranet/internet, we have endeavoured to accommodate this requirement where practically possible, providing a combination of network points in individual rooms in residences and residence-based computer labs in the more remote sites.

Shuttle service

The Jammie Shuttle service is available free to all UCT students. A fleet of buses operates between all residences, campuses and some public bus, train and parking facilities



in the local vicinity. A scheduled service is available on weekdays, weekends and holidays, both during term times and vacation, as well as a late night service. For details visit www.uct.ac.za/students/services/jammie/maps/

Parking facilities for students in Second Tier residences

While first-year undergraduate students may not use or park any motor vehicle on University property, with the exception of a motor cycle, returning students are allowed the use of cars. You will need to register your car with the UCT Traffic Office and pay for a parking disc.

Advisory on immunisations

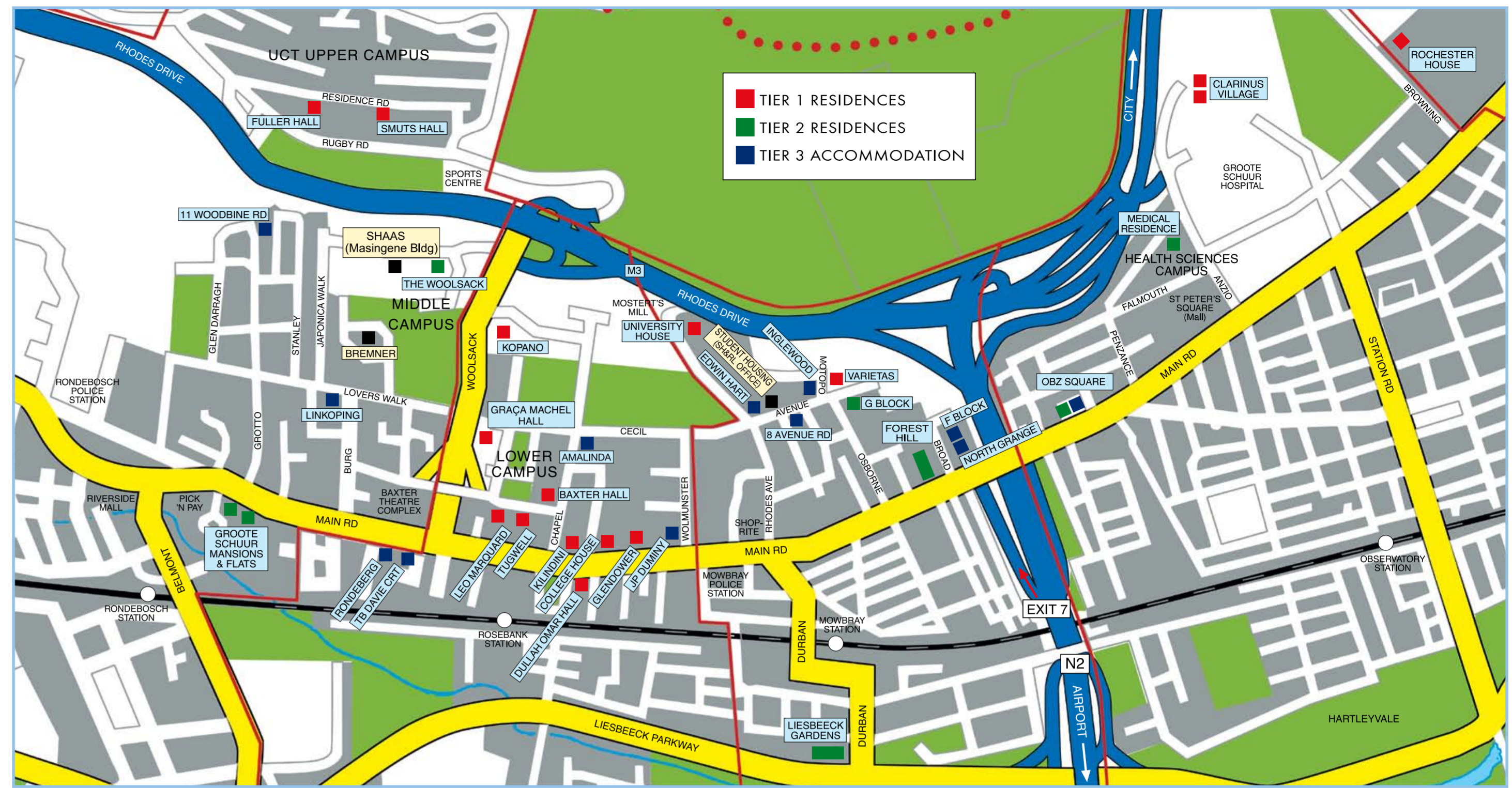
Vaccinations are an important preventative measure to reduce the risk of disease to individuals and to prevent the spread of infections in communities such as students in residence. Should you become ill with a preventable infectious disease this may have an impact on your academic performance, especially if it occurs just prior to or during examinations or during other peak periods in the academic calendar.

For these reasons we encourage all students to reduce the risk of infection and recommend they have the following immunisations before coming to residence:

- Tetanus booster
- Measles, Mumps and Rubella (MMR)
- Hepatitis A and B
- Influenza vaccine, given annually before the end of May.

Many students have received their basic childhood vaccinations (BCG, Polio, DPT and Measles), but booster doses may well be required. Please consult your healthcare professional for additional advice or contra-indications to vaccinations. You may also contact the clinical staff of the Student Wellness Service for advice during office hours on 021 650-1020.

Please note that in terms of current University policy such immunisations are entirely voluntary.



SECOND TIER CATERING RESIDENCES



Groote Schuur Residence

Groote Schuur residence is situated just off the Main Road in the heart of Rondebosch. Housing 64 senior and postgraduate students, it is small and intimate and residents consider themselves as a family.

Although managed by the same team of wardens as the adjacent self-catering flats, Groote Schuur Mansions, the residence has its own independent house committee. Breakfast is taken in the residence dining hall from Monday to Friday. Other meals are taken in the Leo Marquard dining hall. A computer room and small library are also available. Laundry facilities are shared with a neighbouring block of flats but are administered by GSR who also share their TV lounges with their neighbours. Adequate parking is available for residents and visitors.

Warden: Tel 021 650-3946 (h)

Residence Facilities Officer: Tel 021 650-3947

Medical Residence

Medical Residence is located on the Health Sciences Campus in Observatory, adjacent to Groote Schuur Hospital and a short walk from shops and transport. This residence provides accommodation for 103 men and women in single rooms. Students are usually, but not exclusively, clinical year medical or senior paramedical students. All meals are served on the Health Sciences Campus next to the Medical Library. There is a small computer lab in the residence and a much larger one in an adjacent building to which residents have access. Nearby sports facilities include squash courts, a swimming pool and a gymnasium.

Warden: Tel 021 406-6252 (h)

Residence Facilities Officer: Tel 021 406-6494



Forest Hill G-Block

G-Block, which houses 140 students in flats, is situated at the back of the Forest Hill complex. G-Block students enjoy all the facilities in the complex (see below), which has good security and ample secure parking. G-Block residents will take their meals at University House.

Warden: Tel 021 650-3950

Assistant Warden: Tel 021 650-4505

Residence Facilities Officer: Tel 021 650-2781



Forest Hill

Forest Hill is a complex of 6 blocks of flats, situated in Mowbray and looking up to the mountain. All blocks consist of two-, three- and four-bedroomed flats. E block is reserved for Health Sciences students. There is a computer lab, swimming pool, basketball court and well-kept garden area. An astro turf hockey field and a well-equipped gym are close by, as are shops and transport to all parts of Cape Town.

Warden: Tel 021 650-3950 (h); 021 650-4050 (w)

Assistant Wardens: Tel 021 650-4505 (h); 021 650-5813 (w)

Tel 021 650-4504 (h); 021 650-4152 (w)

Tel 021 650-5813 (h); 021 650-3731 (w)

Residence Facilities Officer: Tel 021 650-2781



SECOND TIER SELF-CATERING RESIDENCES

Groote Schuur Flats

Groote Schuur Mansions is a block of 32 flats, 2 with four rooms, 3 with three rooms, 2 with two rooms and 25 two-bedroom flats with lounges. It is situated off the Main Road in the heart of Rondebosch. The block houses 65 senior and postgraduate students. It has adequate parking and is close to supermarkets and other shops and within easy walking distance of the Lower Campus Jammie Shuttle terminus.

Warden: Tel 021 650-3946 (h); 021 650-1039 (w)

Residence Facilities Officer: Tel 021 650-3947



Liesbeeck Gardens

Liesbeeck Gardens is a large block of flats in Durban Road, Mowbray, close to suburban transport central terminus, Mowbray station and shops. It houses 434 students in mainly two- and three-bedroom flats. It has adequate parking, a computer lab, swimming pool and basketball court.

Warden: Tel 021 650-3959 (h); 021 650-1058 (w)

Assistant Warden: Tel 021 650-4503 (h); Tel 021 650-4933 (w)

Residence Facilities Officer: Tel 021 650-3958



The Woolsack

The Woolsack (pictured right) is on Middle Campus and houses 206 male and female students. Accommodation is arranged in 4 pavilions and 5 courts which flank a large lawn in the centre. Kitchens are shared by 4-6 students. It is a few minutes' walk to Upper Campus.

Warden: Tel 021 650-3976 (h)

Residence Facilities Officer: Tel 021 650-3977



Obz Square

Obz Square is situated on the Main Road, Observatory, close to St Peter's Square shopping mall. This large, modern residence is the latest addition to the UCT residence system and accommodates 880 senior and postgraduate students in en-suite single rooms. Eight to ten students share a kitchen. Some of the features of the complex include a variety of shops, a computer lab, a laundry and underground parking. Three large common rooms lead into a central courtyard garden.

General Enquiries: Tel 021 404-7791

Warden Tel 021 404-7792

Residence Manager Tel 021 404-7794

