



Monash South Africa Residences

Conditions of Residency

MSA reserves the right to change the Conditions of Residency and Accommodation Fee Regulations at any time.

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CONDITIONS OF RESIDENCY

Upon registration in the MSA residence, students shall be provided with a copy of the Conditions of Residency and shall acknowledge receipt of such Conditions of Residency by signing a form provided to them for this purpose.

Disciplinary action will be taken if/when students fail to comply with these conditions of residency. The Residence Manager, together with the staff is responsible to manage the implementation and adherence to the conditions of residency.

Students are provided with 2 copies of the Conditions of Residency. One set should be initialed and signed by each student and submitted to the Residence office. Another copy is provided to ensure access to access to the relevant conditions.

1. APPLICATION AND ADMISSIONS

- 1.1 Admission into an academic programme does not automatically imply occupation of any of MSA's residences. The application for accommodation must be submitted emailed to (Residences@monash.edu) and an offer letter does not guarantee a space into the Residence, as there are limited spaces available.
- 1.2 The following process should be followed to be admitted/occupy a residence room:
 - 1.2.1 If the student's Residence application was successful the student will receive a residence occupancy offer letter (by e-mail) requesting the student to pay a deposit within 7 working days.
 - 1.2.2 The student needs to provide proof of payment and acceptance form to the Residence office within 3 working days, confirming that the student accepts his/her place in residence.
 - 1.2.3 The student will then be informed of the date of payment of the full residence fee for the semester.
 - 1.2.4 The Residence office will place students after receiving the full Residence Fee for a Semester by the specified date.



- 1.2.5 If the student is no longer interested to be placed in residence, the student should inform the residence office via e-mail (Residences@monash.edu).
- 1.2.6 If, after occupancy, the student is no longer interested in staying in the Residence, he/she needs to sign a decline form to enable MSA to process a refund.
- 1.2.7 Should the Residences be fully occupied, waiting lists will be compiled and students will be contacted (by email or telephone) as soon as a room becomes available.

2. KEYS

- 2.1 All room keys are the property of the MSA and may not be handed to any other persons for purposes of gaining access to a residence room.
- 2.2 The room key provided is the sole responsibility of each resident student.
- 2.3 Residence students must submit their keys in person to the MSA key office after signing out.
- 2.4 The cost of unreturned keys will be debited against the accounts of defaulting students.
- 2.5 Duplicates of lost room or cupboard keys are obtainable from the MSA key office on payment of a predetermined fee.

3. ACCOMMODATION DURING SEMESTER BREAK

- 3.1 During the semester break (**mid of the year holiday (July)**) resident students need not remove their possessions from their room when vacating, unless requested to do so by Residence Management for the purposes of renovations and cleaning. The institution will not accept responsibility for items stolen or damaged during a recess.
- 3.2 During the semester break (**end of the year holiday (Nov)**) resident students must remove all their possessions from their room when vacating.
- 3.3 Students who stay in the residences during semester break must subject themselves to any special arrangements that may be made during those times.

4. CODE OF CONDUCT FOR RESIDENCE

A. MISCONDUCT



- 4.1 If a residence student commits any of the following acts or omissions, she/he commits a transgression and shall be subject to the institutional disciplinary procedure:
- 4.1.1 Contravenes or fails to abide by any of the Conditions of Residency contained here or in the institutions rules, policies and procedures.
 - 4.1.2 Commits an act that is demeaning or degrading to a fellow student, or that impairs the dignity of such a student.
 - 4.1.3 Is involved in or participates in any activity that causes a disturbance to fellow students.
 - 4.1.4 Disobeys reasonable instruction of any duly authorised (Residence staff member and/or HC Committee Member) person.
 - 4.1.5 By willful act or negligence destroys or damages any property of MSA or other students, or removes such property without permission from a duly authorised person.
 - 4.1.6 Uses violence or threatens any person with violence on MSA premises or during participation in any MSA activity.
 - 4.1.7 Commits an act of indecency or dishonesty in the residence.
 - 4.1.8 Aids or encourages a fellow student in committing an act of misconduct or breach of discipline.

B. GENERAL CONDITIONS OF RESIDENCY

- 4.2 No large-scale social gatherings that involve the use of alcohol and/or music shall be held in residences.
- 4.3 Students must report all defects and damages to maintenance by email (musa-maintenance@monash.edu)
- 4.4 Students are liable for any damage that they cause to MSA property, including damages discovered in their rooms after they have left the residence. All damages will be debited to their student accounts.
- 4.5 Students must keep their rooms neat and hygienic according to the Occupational Health and Safety Standards.
- 4.6 Students may not remove any furniture from any part of a residence (such as rooms, recreation areas, dining rooms, lounges or study centres) or from the campus.
- 4.7 No pets are allowed in residences, unless this is a requirement for a person with a disability, such as a guide dog.



- 4.8 MSA does not accept responsibility or liability for the loss of any personal property.
- 4.9 The Residence staff will not deliver messages to students except in the case of an emergency.
- 4.10 No cooking is allowed in students' rooms, only in the residences communal kitchen or designated areas.
- 4.11 Students may not allow any other persons to occupy their residence rooms or stay with the resident student.
- 4.12 Students may not engage in any trade in the residence or any on campus.
- 4.13 Students are responsible for their own medical expenses and to ensure valid membership to a medical aid.

C. DISCIPLINARY PROCEDURES

- 4.14 In the event that an alleged contravention of the Conditions of Residency contained herein, the institutional disciplinary procedure will be followed. The following acts are seen as being in contravention of the Conditions of Residency:
 - 4.14.1 verbal abuse, attacks, harasses, intimidates, stalks or bullies another person of another student, guest or staff member or threatens to attack, harass, intimidate, stalk or bully;
 - 4.14.2 racial/gender discrimination;
 - 4.14.3 intentional damage to property in the student residences/campus;
 - 4.14.4 drunkenness;
 - 4.14.5 excessive noise;
 - 4.14.6 cooking in bedrooms;
 - 4.14.7 smoking in no smoking areas including all rooms/common areas;
 - 4.14.8 usage of any form of narcotic and habit-forming drugs;
 - 4.14.9 transport, possession, possession with intent to deliver, delivery, manufacture, purchase, sale, distribution, of illegal narcotic and habit-forming drugs;
 - 4.14.10 unauthorised use of and/or interfering with firefighting equipment or any other Occupational Health and Safety equipment;
 - 4.14.11 removal of any equipment/furniture from rooms or common areas;
 - 4.14.12 unauthorised entry to roofs or plant rooms or any other unauthorized room or area;



- 4.14.13 unauthorised painting, wallpapering, or similarly decorating individual rooms or common areas of permanent nature;
- 4.14.14 unauthorised repairs or alterations of residence property;
- 4.14.15 unauthorised modifying or tampering with circuit breakers or any part of the electrical points (e.g. lights, switches, appliances, plugs etc.);
- 4.14.16 in possession of a firearm or other weapons on campus/residences;
- 4.14.17 throwing objects from bedroom/apartment windows;
- 4.14.18 subletting rooms or apartments;
- 4.14.19 theft from fellow resident student/guests or staff;
- 4.14.20 preventing residence staff and/or maintenance staff from completing authorised duties;
- 4.14.21 sleepovers are not permitted in any of the residences or campus;
- 4.14.22 breaches an institutional statute or regulation or published policies or procedure;
- 4.14.23 in the course of any dealing with the institution or with a member of staff, makes a dishonest, fraudulent or false statement or representation or engages in a dishonest or fraudulent activity;
- 4.14.24 tampering with or removing any window screens, latches, stops, signage or apparatus in either student rooms or public areas is prohibited; and
- 4.14.25 contravening any Occupational Health and Safety Regulation.

5. MANAGEMENT OF RESIDENCES

- 5.1 The care and management of residences rests with:
 - a) Residence staff;
 - b) Residence Manager;
 - c) Chief Operating Officer; and
 - d) Executive Management
- 5.2 Powers not specifically delegated to the Residence Management are vested in the Chief Operating Officer.
- 5.3 Matters concerning the misbehaviour and discipline of students rest with the Residence Manager.



6. CARE AND USE OF BUILDINGS, GROUNDS AND FURNITURE

- 6.1 It is the responsibility of all resident students to keep residence grounds and buildings clean and neat.
- 6.2 All notices must be placed on notice boards. No posters, notices or any other objects may be attached to or placed on the walls of buildings.
- 6.3 No objects may be knocked into the walls.
- 6.4 As soon as a student occupies a room, he/she must immediately report by email to musa-maintenance@monash.edu, any maintenance issues.
- 6.5 When reporting issues for repairs, please specify:
- Student name
 - Block or apartment number
 - Room number.

Time that best suits you as no work will be carried out in your room without you being present. Please report all maintenance issues to: musa-maintenance@monash.edu.

All urgent requests after hours/weekends e.g.: burst geysers, leaking toilets, electrical faults etc. must be reported to the security gate house on 011 950 4099 or 011 950 4444.

- 6.6 If a student leaves the residence permanently at the end of the semester/year, he/she must check the condition of the room, together with the House Committee Member. If this is not done, resident students may be liable for damage discovered later.
- 6.7 A student who dirties or damages his/her room or the building will be liable to MSA for the cost of cleaning or repairing the room or building.
- 6.8 Breakage or damage to buildings or furniture must be reported to the Residence Management immediately.
- 6.9 If an account for the damages is not paid within 14 days, the person concerned will have his/her student account debited with the amount and examinations results may be withheld until the account has been paid in full.



7. RESIDENCE PARKING

- 7.1 Each residence has allocated parking bays.
- 7.2 Parking or driving any motor vehicle or motorcycle on restricted areas of the campus or residences, such as lawns, is prohibited.
- 7.3 No bicycles or other vehicles or parts thereof are allowed in the rooms or elsewhere in the residence. Bicycles must be parked in the bicycle racks.
- 7.4 Students are subject to the traffic and parking rules set by MSA.
- 7.5 Unauthorised parking will result in clamping.

8. SOUND EQUIPMENT

- 8.1 The student must abide by the Conditions of Residency set by the residence and may be requested by Residence Management staff to remove the television or sound equipment.

9. USE OF ALCOHOL

- 9.1 There are strict regulations governing alcohol on campus or in any residence. No spirits are permitted in any of residences. All alcohol will be confiscated by Campus Protection Services. Refer to Alcohol and Drug Management Policy.

10. PRIVACY OF INFORMATION

- 10.1 No student may provide a name list or personal details of resident students or staff members to any institution or individual.

11. OCCUPATIONAL HEALTH AND SAFETY REGULATIONS

- 11.1 For health and safety reasons the following items are not allowed on MSA premises or in the Residences:
 - 11.1.1 Personal heaters of any kind, e.g. bar/fan/oil heaters etc.
 - 11.1.2 Candles, incense or anything which generates an open flame.



- 11.1.3 Guns, firearms, knives longer than three-inches, or weapons of any type, including BB Paintball and pellet guns.
- 11.1.4 Narcotic and habit-forming drugs in any form are forbidden.
- 11.1.5 Physical training equipment.
- 11.1.6 Dartboards or darts.
- 11.1.7 Fire doors may not be “propped” with chairs or other objects or left open.
- 11.1.8 Smoking, including Hubbly Bubbly is not allowed in any of the rooms, halls, kitchens, bathrooms, etc. Refer to Smoking Policy.

12. VISITORS

- 12.1 Visitors are allowed in residences until 23:00 (Monday to Thursday) and until 24:00 (Friday to Saturday).
- 12.2 The person accepting the visitor must at all times be with the visitor and shall take responsibility of the visitor.
- 12.3 Visitors not abiding to the rules may be banned from the residence on re-occurrence of transgressions and the student will be disciplined.
- 12.4 MSA reserves the right to deny anyone access to its residences without any explanation.
- 12.5 A maximum of three (3) visitors shall be allowed per person at any given time.

Student Full Name: _____

Student Signature: _____ Date: _____

Staff member Full Name: _____

Staff member Signature: _____ Date: _____