

KOVACS UWC STUDENT HOUSING VILLAGE – CODE OF CONDUCT

1. DEFINITIONS AND TERMS

For purposes of this Code of Conduct, the following words shall have the meaning ascribed to them hereunder:

- 1.1. **Block:** single structure, containing separate units, passages, verandas and surrounding areas, as specified in the Lease Agreement.
- 1.2. **Communal Area:** enclosed, common gathering area allocated to each Block.
- 1.3. **Development:** All buildings, parking areas and common areas within the security fence.
- 1.4. **Kovacs:** Kovacs Student Housing Western Cape (Pty) Ltd acting as the Landlord in terms of the Lease Agreement or as representative of the Landlord duly authorized.
- 1.5. **Lease Agreement:** the lease agreement between Kovacs Student Housing Western Cape (Pty) Ltd or any third party who has Acquired its right from Kovacs Student Housing Western Cape (Pty) Ltd, as the landlord and any lessee in terms of which the Unit is occupied.
- 1.6. **Quad Area:** the open air, common gathering area allocated to each block.
- 1.7. **Resident(s):** any person(s) who has the right to occupy a Unit in terms of a Lease Agreement.
- 1.8. **Resident Head:** the person appointed by Kovacs to oversee the running of the residence, its normal activities and student body.
- 1.9. **Unit:** Any room or flat within the Development, described in the Lease Agreement.
- 1.10. **University:** University of the Western Cape.

2. GENERAL

- 2.1. This Code of Conduct is compiled in co-operation with the University of the Western Cape to ensure a safe, orderly and pleasant living environment, which in turn is conducive to academic success.
- 2.2. It is confirmed that all students of the University of the Western Cape are subject to the code of conduct of the University. Any student who makes either himself or herself guilty of any criminal behavior or any other behavior that is detrimental to the name and reputation of the University of the Western Cape will be subject to the disciplinary measures of the University.
- 2.3. Residents acknowledge that the Development is situated upon property belonging to the University of the Western Cape and that the provisions of the code of conduct

which refer to a “site” or “terrain” of the University, also applies to the Development and/or Kovacs precinct.

- 2.4. Kovacs reserves the right to amend, delete or add the provisions of these conduct rules from time to time.
- 2.5. This Code of Conduct does not influence or prejudice the provisions of the Lease Agreement in terms of which the Unit in which the Resident resides is leased from Kovacs and, in the case of any conflict between this code of conduct and the Lease Agreement; the provisions of the Lease Agreement will take precedence. Without limiting the generality of the foregoing, it is confirmed that Kovacs does not waive any of the remedies available to Kovacs in law, notwithstanding any disciplinary or other measures applied or enforced in terms of this Code of Conduct and / or the UWC code of conduct.
- 2.6. This Code of Conduct also applies to Residents, whether temporary or otherwise, who are not registered as Students at the University of the Western Cape.
- 2.7. Residents are responsible to ensure compliance with this Code of Conduct by their Guests, or any other person gaining access to the Development through them.

3. OCCUPATION AND USAGE OF THE UNIT

3.1. GENERAL

- 3.1.1. The number of occupants per Unit shall not exceed the number indicated in the Lease Agreement applicable to the Unit.
- 3.1.2. Residents are responsible for supplying their own bedding, towelings and other household necessities.
- 3.1.3. Uniformity of curtains must be maintained.
- 3.1.4. No screws or nails may be driven or hit into any property belonging to Kovacs, including walls, cupboards and other surfaces.
- 3.1.5. All maintenance issues and defects must be reported to the maintenance Manager via the Maintenance Reporting feature on your Kovacs student profile.
- 3.1.6. The sales or distribution of foodstuff or any other items, or the rendering of services at a fee is strictly prohibited, unless authorized in writing in advance, by Kovacs.
- 3.1.7. Residents are not permitted to use the Unit or any other structure on the development for any improper or unlawful purpose or in any other manner that is disruptive or disrespectful towards other Residents.
- 3.1.8. All illegal substances, alcohol, drugs or controlled chemicals are strictly prohibited on the Development and residents who do not comply with this provision will face legal and disciplinary action.

- 3.1.9. Residents must at all times respect the privacy and property of other residents. Quiet times must be adhered to.
- 3.1.10. Residents must attend block meetings organised by House Committee Members. If a resident is unable to do so, he/she must formally excuse himself/herself to the relevant House Committee member, prior to the meeting.
- 3.1.11. It is compulsory for residents to attend block meetings organized by House Committee Members. If a resident is unable to do so, he/she must formally excuse himself/herself to the relevant House Committee member prior to the meeting.
- 3.1.12. Skateboarding and ball games are prohibited inside the buildings.

3.2. PREPARATION OF FOOD AND ELECTRICAL EQUIPMENT

- 3.2.1. Food may only be prepared in designated areas (i.e. kitchen areas).
- 3.2.2. The use of any appliances, for the preparation of food (e.g. gas burners, toasters, any barbeque/braai equipment, microwave ovens, electrical frying pans, gas cylinders or hot plates) is strictly prohibited in bedrooms and in the passages/on the verandas in Blocks.
- 3.2.3. The tampering with, damaging of or overloading of switchboards, trip switches, wall sockets, permanent electrical cabling or electrical equipment is strictly prohibited.
- 3.2.4. Only SABS approved electrical power plugs or multi-plug extensions are Allowed in a Unit.

3.3. FURNITURE, APPLIANCES AND FIRE EQUIPMENT

- 3.3.1. No furniture, appliances or equipment belonging to Kovacs may be Removed from a Unit or any communal area, without the prior, written Consent of Kovacs.
- 3.3.2. Changes or adjustments to furniture, appliances or property belonging to Kovacs, is strictly prohibited.
- 3.3.3. If any furniture, appliances or equipment belonging to Kovacs is removed From a Unit and damaged, the resident responsible will be held liable for the billing.
- 3.3.4. The tampering with, damaging of or unlawful use of any fire equipment Within the Unit or within a Block is strictly prohibited by law and punishable By means of a fine or imprisonment.
- 3.3.5. Fire equipment must, at all times, be placed in their allocated positions in Units and Blocks and may only be removed in case of emergency.

3.4. VANDALISM AND DAMAGE TO PROPERTY

- 3.4.1. Any form of vandalism, damage to or destruction of property on the Kovacs Development is forbidden, Offenders will be held liable and could face disciplinary steps.
- 3.4.2. Residents are financially liable for any damage caused within the Development. Residents will be held responsible for the condition of their Unit and the communal areas which they occupy, as well as the furniture, Appliances and equipment therein. Residents will also be held responsible for any damage to the aforesaid, and will be liable for damages caused by their guests/visitors or any person gaining access to the Development through them.
- 3.4.3. In the event that a Communal Area, Quad Area or any area around a Block is damaged or vandalized, and the guilty party is not found, all the Residents who have access to said areas will be held liable for the Damages.

3.5. GUESTS AND/OR VISITORS

- 3.5.1. As per section 2.7 of this Code of Conduct, Residents are responsible to Ensure compliance with this Code of Conduct by their guests, or any other person gaining access to the Development through them. Residents will therefore be held accountable for all the actions of the Guests/visitors.
- 3.5.2. Guests/visitors or any person gaining access to the Development Through a Resident; may not overnight or be accommodated as a guest in a Unit.
- 3.5.3. Guests/visitors parking inside the development, park their vehicles at their own risk.
- 3.5.4. Guests/visitors while driving on the precinct must adhere to the speed limit of 20km/hour
- 3.5.5. Guests/visitors are not permitted to play loud music at any time from their vehicles while on the precinct
- 3.5.6. All guests/visitors must sign in at Security and leave some form of identification, e.g. student card or ID, when gaining access to the Development.

3.6. COMMON AREA AND QUAD AREAS

- 3.6.1. Residents occupying Units in Blocks where there are Communal Areas and, Where applicable, Communal Bathrooms, are collectively responsible for maintaining a clean and hygienic state in these areas.
- 3.6.2. House Committee members in charge of Blocks with Communal Areas and

Communal Bathrooms will inspect these areas on a regular basis. In the event that conditions in these areas are not satisfactory, said House Committee member will address the issue at a Block Meeting with the respective Residents and report the matter to Kovacs.

- 3.6.3. All Residents are collectively responsible for the cleanliness and general Condition of the Quad Areas (including the gardens) in the Blocks. The House Committee member in charge of each Block will inspect the Quad Area regularly and any issues regarding the use of the Quad Area will be Addressed in a Block Meeting and reported to Kovacs.
- 3.6.4. The “braai” facilities and benches in Quad Areas must be used in a Respectful and decent manner. Any vandalism of or damages to these items could lead to disciplinary action and liability for the damages.
- 3.6.5. Residents must place all refuse in the refuse bins allocated to the Quad Area of each Block. Residents must refrain from leaving refuse in the passages and/or on the verandas of Blocks.
- 3.6.6. Laundry is not permitted on the balconies, railings, verandas of the Blocks or in passages or windows. All unattended laundry will be confiscated.
- 3.6.7. Residents must make use of the taps in the blocks when they wash/clean Vehicles or other outdoor equipment. Fire hoses may under no circumstances be used for these purposes.

3.7. PETS

- 3.7.1. No pets are allowed on the Development.

3.8. MARKETING AND/OR ADVERTISING IN BLOCKS

- 3.8.1. Only **promotion**/advertising material (e.g. flyers, posters and so on) that has been approved and stamped by Kovacs may be displayed/distributed in the Development. Any materials which do not meet these requirements, will be taken down and the person(s) responsible could face legal or disciplinary action.
- 3.8.2. Promotional or advertising material that meets the necessary requirements and displayed in the Development may not be destroyed, defaced or removed. Residents that contravene this provision could face legal and disciplinary action.

SAFETY AND SECURITY

- 3.8.3. The following equipment may not be tampered with, misused or used for unlawful purposes; fire extinguishers, fire hoses early warning systems, alarm systems, intercom systems, electrical safety devices, safety equipment, ‘Code of Conduct and Emergency Plan’ containers (including the contents) and all access control doors.
- 3.8.4. Residents must partake in all emergency exercises organised by Kovacs or The House Committee.

- 3.8.5. All passages in Units/Blocks and Common Area must be kept clear of any obstructions (e.g. furniture, bicycles etc.) that could hamper evacuation in the event of an emergency.
- 3.8.6. In the event an emergency or problem in a Unit or Block (after hours), the House Committee member responsible for that Block must be contacted immediately and/or Kovacs Security and the relevant authorities.

3.9. FIRE, FIRE WORKS AND FIRE ARMS

- 3.9.1. **Fires** may only be lit in designated areas and with commercially sold fire lighters/matches. No combustible liquids such as petroleum, any form of paraffin, or diesel may be used to start/maintain a fire on the Development.
- 3.9.2. Fireworks, or anything resembling fireworks, are strictly prohibited on the Development at all times.
- 3.9.3. Fire arms, air or spring propelled weapons, explosive devices or anything else resembling a fire arm, are not allowed on the Development under any circumstances.

4. ACCESS CONTROL

- 4.1. There are two vehicle gates situated at the entrance of the Development: (a) one for accessing the Development (the Access Gate) and (b) the other for exiting the Development (the Exit Gate).
- 4.2. The Access Gate will (a) be operated by Kovacs Security, by means of a Boom, or (b) Residents must swipe their Student Cards to open the electronic gate.
- 4.3. The Exit Gate will only open when a Resident swipes his/her Student Card. Security is only authorized to open the gate for guests/visitors that are traveling in a vehicle.
- 4.4. Pedestrians (a) residents will access and exit via the turnstiles by swiping their cards (b) visitors must sign in-and-out at the guardhouse at the main gate.
- 4.5. The main gate will be open from 08:30 to 22:00 from Mondays to Thursdays and from 08:30 to 23h00 Friday to Sunday.
- 4.6. As per section 3.5.6 of this Code of Conduct, all guests/visitors must sign in at Security, when gaining access to the Development.
- 4.7. The laundry-and-study areas are for the Kovacs residents only.

5. STUDENT CARDS

- 5.1. All Residents must be in possession of a valid Student Card at all times.
- 5.2. Residents who are registered with the University of the Western Cape must obtain and activate their Student Cards during registration at Administration A, on campus. Thereafter, these Student Cards must be registered at Kovacs.
- 5.3. Residents who are not registered with the University of the Western Cape must apply for a "Visitor's" Student Card at Kovacs. This Student Card will be Issued at a fee.

6. LOCKS AND KEYS

- 6.1. Changes to and the replacement of door locks are prohibited.
- 6.2. All Residents must acquire a padlock for the door of their Units. This can be purchased from Kovacs or at any retail outlet.
- 6.3. All rooms are to be accessible by Kovacs and Kovacs must at all times be placed in possession of duplicate keys to the security gates of a Unit.

7. SECURITY PERSONNEL

- 7.1. Kovacs Security is responsible for general safety on the development.
- 7.2. Residents must treat Kovacs Security personnel in a manner that is conducive to a relationship of mutual respect.
- 7.3. Kovacs Security will report Residents or guests/visitors who resort to shouting, swearing, hooting or making rude remarks at them, to the Kovacs management and offenders could face disciplinary action.
- 7.4. Security matters will, when necessary, be resolved in conjunction with the House Committee, Campus Protection Services (CPS), the Proctor's office and/or the South African Police Services (SAPS)

8. VEHICLES, MOTORBIKES, MOPEDS AND BICYCLES

- 8.1. All Residents who own motor vehicles, mopeds or motorbikes must register these vehicles with Kovacs and display the required parking disk.
- 8.2. Motor vehicles, mopeds or motorbikes that do not display a valid parking disk, will not be allowed to access the Development.
- 8.3. Residents may under no circumstances obtain a parking disk for a vehicle that Does not belong to them (i.e. for a guest/visitor). Residents who contravene this provision, will face disciplinary action.

- 8.4. Motor vehicles, mopeds or motorbikes on the Development may not Be driven or parked in any manner that obstructs the free flow of traffic at any Entrance/exit or any traffic route.
- 8.5. Motorbikes, mopeds or bicycles may not be parked in the passages of the Blocks or parked against/tied to passage railings.
- 8.6. All vehicles are obliged to adhere to the speed limit in the Development. Speeding, reckless and inconsiderate driving (which includes The spinning of tyres, handbrake turns and unnecessarily loud music) is strictly Prohibited and offenders could face disciplinary action.

9. PARKING

- 9.1. Parking bays are, subject to availability.
- 9.2. Refer to points 6.1 to 6.2
- 9.3. Vehicles that are parked unlawfully (i.e. parked other vehicles in, parked on Pavements or parked in reserved parking bays) will be clamped and fined by Security. The clamp will not be removed until the fine is paid in full.

10. RESIDENCE RULES

10.1. "QUIET TIMES"

- 10.1.1. The following times will serve as "quiet times" in the Development, during which no noise will be tolerated.

Monday	00:00 – 17:00	21:00 – 24:00
Tuesday	00:00 - 17:00	21:00 – 24:00
Wednesday	00:00 - 17:00	23:00 - 24:00
Thursday	00:00 - 17:00	23:00 - 24:00
Friday	00:00 - 17:00	23:00 - 24:00
Saturday	00:00 - 13:00	15:00 – 24 :00
Sunday	ALL DAY	ALL DAY

- 10.1.2. In general, a tranquil atmosphere should be maintained on Sundays in the Development.
- 10.1.3. The following weeks will be considered "Academic Weeks" during which special "quiet times" will apply:
- 10.1.4. One week before the March/April holidays; and
- 10.1.5. One week before the September holidays.
- 10.1.6. Two weeks before the May/June exams and two weeks before the October/November exams.
- 10.1.7. The exact dates of these "Academic Weeks" will be advertised by The House Committee.

10.1.8. During “Academic Weeks” the “quiet times” will be:

Monday	00:00 – 17:00	21:00 – 24:00
Tuesday	00:00 – 17:00	21:00 – 24:00
Wednesday	00:00 – 17:00	21:00 – 24:00
Thursday	00:00 – 17:00	21:00 – 24:00
Friday	00:00 – 17:00	21:00 – 24:00
Saturday	00:00 – 17:00	15:00 – 24:00
Sunday	ALL DAY	ALL DAY

10.2. The following weeks will be considered “Exam Weeks” during which special “quiet times” will apply:

- 10.2.1. One week before the June/July exams and during the first and second Sessions of the June/July exams.
- 10.2.2.
- 10.2.3. One week before the October/November exams and during the first and Seconds sessions of the October/November exams.
- 10.2.4.
- 10.2.5. The exact dates of these “Exam Weeks” will be advertised by the
- 10.2.6. House Committee.
- 10.2.7. During “Exam Weeks” the “quiet times” will be:

Monday	All day
Tuesday	All day
Wednesday	All day
Thursday	All day
Friday	All day
Saturday	All day
Sunday	All day

- 10.3. In the event of public holidays under/or long weekends, the application of the above mentioned “quiet times” is not affected/changed.
- 10.4. In the event that a House Committee member and/or security receives a complaint about noise that is affecting a resident or a group of residents’ ability to study, regardless of the application of the Quiet Times, and the relevant House Committee member addresses the resident/residents responsible for the noise, then the resident concerned must accommodate/adhere to the House Committee member’s request.

11. DISCIPLINARY ACTION

- 11.1. Residents and/or their guests/visitors, who do not adhere to the “code of conduct of the University of the Western Cape and/or do not adhere to The provisions of this Code of Conduct, could face disciplinary action in terms of the University’s code.
- 11.2. The Kovacs Disciplinary Committee is compiled in terms of the Code of conduct of the University of the Western Cape and adheres to the procedures and requirements of the Code of Conduct

**Proof of receipt and compliance for the Kovacs
Code of Conduct**

I, _____ (I.D. Number: _____) living
In Block _____ room _____, hereby declare that I have read the Kovacs Code of
Conduct and that I understand its contents. I hereby acknowledge that it is applicable to me and
Guests/visitors and I also understand that any transgression of the Code of CONDUCT can lead
to disciplinary action.

Resident

Date
