



POLICY ON THE ADMISSION AND PLACEMENT OF STUDENTS IN UNIVERSITY RESIDENCES

Policy Owner	Senior Executive Director: University Relations, Student Affairs and UJ Sport
Division/Unit/Department	Student Affairs
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1. Preamble

The purpose of this policy is to guide the allocation of bed spaces to applicants and students requiring residence accommodation. Student residences of the University of Johannesburg (UJ) are part of the enablers that contribute to student academic success and provide an opportunity for a preferred student experience. Therefore, the Policy on Admission and Placement of Students in University Residences takes cognisance of the principles of fairness and impartiality.

The University's primary goal in providing student accommodation is to support academic success, retention, and throughput by creating a living environment conducive to learning, while also enriching the student experience through a diverse and inclusive residence community.

Given that the available space in the University residences is limited, strict procedures and processes in admitting and placing students are required and applied. These procedures and processes provide for a fair, reasonable and lawful intervention to prioritise students who might be more vulnerable if they were to stay outside of University residences. Notwithstanding the set placement criteria, the University remains committed to protecting its most vulnerable students. Accordingly, preference will be given to NSFAS-funded students who have applied for accommodation.

2. Admission and Placement of Students in Residences

During the application process, students can apply for placement in University-owned residences. Applicants are then screened for eligibility based on academic and other criteria (including vulnerability of students).

The following groups of students who have applied will be considered subject to the availability of space:

- I. Orange Carpet: All first-year undergraduate applicants who meet the requirements of Orange Carpet students will be made an offer for residence.
- II. First-year students (especially those from rural or far-away provinces).
- III. Financial Aid: All students who are made an academic offer and are awarded financial aid will be prioritised for accommodation; including NSFAS-funded students.

IV. Students with disabilities or special circumstances.

In support of the above initiative, students are admitted to and placed in residences in accordance with the process that has due regard to the following guidelines:

- 2.1 The need to utilise all of the residences to their full capacity;
- 2.2 The need for an appropriate balance between first-year and returning students in each of the residences, with the exception of the residences designated for postgraduate students;
- 2.3 Students will be placed either on their campus of registration or in close proximity to the campus where the majority of their academic activities take place. In cases where the demand exceeds available on-campus accommodation, students may be placed in other UJ-owned residences with available space on different campuses.
- 2.4 The University's commitment to providing its students, as far as is reasonably practicable, with an environment that is safe and secure, which is conducive to, and supportive of, a learning environment appropriate to an institution of higher learning, and which is protective of the rights to privacy, dignity and respect of all concerned;
- 2.5 The need for an admissions and placement process that is transparent and consistent; and
- 2.6 Admission to a faculty of the University for a full-time, state-subsidised qualification is a minimum requirement for admission to a residence.

3. Residence Registration Fee and Deposit

- 3.1 Students are required to pay the minimum residence registration fee. The residence registration fee is reflected in the University fee booklet. Students with official confirmation of sponsorship or bursary funding, including NSFAS, may be admitted, subject to verification and approval by the University's finance department.
- 3.2 The residence deposit will be automatically added to the student's account upon completion of residence registration.

4. In the Case of First-year Undergraduate Students, the Following Apply:

- 4.1 A minimum of 40% of beds is reserved annually for first-year students;
- 4.2 Notwithstanding the aforementioned procedure and process, placement of first-year students will afford preference to Orange Carpet, bursary and NSFAS-funded students.

5. In the Case of Senior Undergraduate Students, the Following Apply:

- 5.1 Students in residences must have passed at least 60% of the modules they were registered for in a current academic year for provisional placement for the following academic year. Preference would be given to students based on academic merit;
- 5.2 A minimum of 60% of the spaces in residences are reserved annually for returning senior students who meet the selection criteria;
- 5.3 All financial obligations of residence students must be met by 31 August of the current year. If financial obligations have not been met by 31 August of the current year, no space will be reserved in the residence for the following year;
- 5.4 In determining a final decision of placement of senior or postgraduate students in residence, notwithstanding the pass rate of 60% of full-load registered modules in the current year for provisional placement for the following year, a cumulative percentage of 60% will also be considered;
- 5.5 All modules passed by a student in her/his complete academic year(s) are taken into account;
- 5.6 Students who meet academic requirements but have served and/or are serving a penalty and/or sentence for a disciplinary and/or criminal finding may be refused admission to a residence;
- 5.7 Placement of students takes place on the cumulative pass rate basis of the final end-of-year results of the students provided that:
 - i. Only results from the November examinations will be considered for final placement. If a student qualifies for accommodation after a supplementary examination (excluding sick examinations), their name will be placed on the waiting list. Since both results are released at a later date, only the final examination results for the academic year will be considered.
 - ii. A senior student meeting the requirements is only assured of a place in a residence after the final results for the year have been published.

- 5.8 If applications from students who meet the academic requirements exceed the number of places in residences available to senior students in a given year, the following considerations apply:
- i. All applications are listed in order of academic achievement (i.e., the percentage of modules passed during her/his complete academic career), and the available places are then filled with the top academic achievers.
 - ii. Students who are not placed as a result of the above, are referred and accommodated at other UJ residences in other campuses.
 - iii. Undergraduate students may reside in residences for a period no longer than the prescribed minimum period of study of her/his academic programme, plus one year.
 - iv. Students currently residing in the residences considering doing postgraduate qualifications the following year, must apply for Postgraduate Student Accommodation.
- 5.9 A student who does not take occupancy of the allocated room in the residence on the approved date will forfeit his/her place, which will be allocated to walk-ins, unless prior written arrangements are made and approved by the Director of Student Affairs;
- 5.10 A student must register online for residence but must be physically present when taking occupancy. A student may not act on behalf of another. All students will be charged immediately upon registering for residence, regardless of physical occupancy.

6. In the Case of Postgraduate Students, the Following Apply:

- 6.1 In cases of postgraduate accommodation already full or not available, an alternative would be to place postgraduate students in accommodation of senior students, subject to availability;
- 6.2 Students must have passed 60% for all full-load modules as per the curriculum for which the student has been registered since her/his first year of undergraduate and subsequent postgraduate studies;
- 6.3 All financial obligations must be met by 31 August. If all the financial obligations have not been met by 31 August of the academic year, no space will be reserved for the following year;
- 6.4 Returning Students are placed in the following order of preference:

- i. Current residents in *senior accommodation*;
- ii. Members of the SRC who meet the requirements;
- iii. Senior students who currently reside in UJ junior residences (if not placed in a senior residence they can be considered for placement in the residence they are currently residing in);
- iv. Senior students who do not currently reside in UJ residences (depending on space availability);
- v. Senior students from other universities, depending on space availability.

7. Accommodation in Flats/Single Rooms

Accommodation in flats/single rooms is for at least master's postgraduate students and, if place is still available, honours students will be considered. The same admission requirements as in the case of postgraduate accommodation apply.

8. Additional Placement Principles

Despite the principle formulated above, the following additional placement principles are applicable:

- i. A minimum of five places at identified residences should be reserved for students living with disabilities (as defined in the University Policy on Persons with Disabilities), and such residences will accommodate the needs of such students in as far as it is reasonably practicable to do so. These placements may be released to other students should they not be occupied.
- ii. 10% of combined residence spaces in all campuses shall be reserved for international students. Such a reservation shall elapse if no international student is placed by the first day of the start of the University academic programme, or end of official residence registration date (whichever comes first).

9. Payment for Residence and/or Claims for a Refund

Payment for residence and/or claims for a refund shall be in accordance with the University Student Finance Policy and Procedures.

10. Transfers between Residences/Campuses

Once a student registers in a residence, no transfers between the residences/campuses will be allowed, unless it will be for the purpose of achieving the goals of this policy, and the University Strategy.

11. Policy Review

This policy will be reviewed every five years to ensure it remains aligned with the evolving needs of the University and student community.

12. Effective Date

This policy is effective as of **26 August 2025** and supersedes any previous policies governing the Admission and Placement of Students in University Residences at UJ.

Approval History Table	
Name of Approval Body (Committee)	Date that the policy/review was approved
Management Executive Committee	26 August 2025