

**UNIVERSITY OF GUYANA
HALLS OF RESIDENCE
ADMISSION & GENERAL POLICY**

Hostel Administration

The Halls of Residence (HoR) is managed by the Hall Management Committee (HMC) on behalf of the University administration. Policy matters regarding the governance (which encompasses determination of rental rates) of the HoR are formulated by the HMC. The Registrar (or delegate) will be Convener of the HMC and act as Secretary.

The Administrative functionaries work in close cooperation with the MC and seek to create a cooperative and secular environment for academic pursuits, and integrated development of the personality of the residents. The day-to-day working of the HoR is supervised by the Halls Manager.

Admission Policy

Admissions to the HoR will be guided by the provisions of the Rules and Regulations as they pertain to the admission to the University of Guyana

Admissions to the HoR are to be done utilizing the UG SRMS. Appropriate contingencies will be facilitated where access to SRMS is not possible. Preference will be given to applicants based on a combination of the following:

- Geographic distance of residence of the applicant from the campus, with priority given to international students and/or students from outlying administrative regions of Guyana;
- Good conduct (applicable to returning applicants/resident);
- Provision of an Immunization record
- Provision of Police clearance
- Any other data deemed pertinent by the HMC from time to time

Admission to the HoR cannot be claimed as a matter of right by a student admitted to the University of Guyana, or even those who have been residents in the preceding year (s). All applicants for admission to the HoR are considered afresh annually. In this circumstance there is no automatic readmission and a student will be allowed.

Applicants granted approval for occupancy by the Hall Manager must submit necessary documentation, pay the refundable deposit fee and one (1) month's advance rent, in the specified time period, in order to take up offer and complete annual hall application and registration process.

Admission and Allotment of Rooms

Every student of the HoR must pay a Hall security deposit fee. This sum will be returned only after the student vacates. The deposit will be returned in full provided there are no outstanding liabilities, of any description deemed recoverable.

All transactions with the students/residents will be recorded and stored in the SRMS.

If a student wishes to discontinue occupancy in the middle of the term, he/she may do so after informing the Hall Manager about this in writing. The advance rent paid by such a student is refundable after deducting rent for the period of stay in the HoR. For this purpose, part of the calendar month shall be considered as a full month.

The successful applicants will be allotted rooms in the HoR by the Hall Manager in a numerical sequence.

Students must only occupy the rooms allotted to them by the Hall Manager. They shall not change over to any other room except -with the written permission of the Hall Manager.

Allotment of a room made in favour of any student is subject to cancellation if he/she fails to occupy it within seven (7) working days. An alternate appropriate period will be applied to international applicants.

No resident, office bearer or other, can enter into any kind of financial transaction relating to the HoR, including taking or giving of donations, without the written permission of the Hall Manager.

General Hall of Residence Regulations - Control & Authority

The MC of the HoR exercises their authority over the residences by way of delegation to the Hall managers.

The MC of the HoR approves the formation and composition of any Halls Committee so formed with the Rules & Regulations which govern the HoR.

The Student Hall Committee - General

Meets when necessary on an ad-hoc basis

Concerns itself with the maintenance of good order in the hall through the upholding of any improvement where necessary of the Rules & Regulations

Refers cases of improper behaviour by students in accordance with the HoR Disciplinary Code

Acts as spokesperson for Halls students regarding any complaints which should be brought to the attention of the Hall manager.

The Student Hall Committee, guided by the Hall manager, shall be responsible for determining and organizing extra-curricular activities.

The University of Guyana shall be responsible for any negligence or error committed by the Hall managers.

Representative committees

Residents of each sector will elect a three-person Sector committee from among themselves to attend matters of comfort and recreation and any other activities which are compatible with student life. The Sector Committees are elected annually at the beginning of the academic year. The Student Hall Committees will comprise the Hall Manager, representatives for each sector and other persons who they may wish to co-op. The Student Hall committee will be responsible for planning, organizing and executing inter-hall activities. The Student Hall committee will also be responsible for the Halls' participation in inter-hall activities.

Vacation Arrangements

The Halls are closed during University of Guyana approved vacation period. Students must take their personal belonging with them when they depart on holiday. The University cannot be held responsible for any losses suffered by students who disregard this rule.

The academic year or semester for students ends on the day on which their examinations, including oral examinations are completed, except where permission to extend their stay is granted by the Registrar (or delegate). The residences are closed to all students immediately following the official end of semester date, and will be re-opened on the weekend before the University of Guyana re-opens. International students will be allowed to take up residence up to one (1) week in advance of the official commencement of the new academic year.

Students must hand their keys to the Warden when they vacate their rooms at the end of the semester. Special approval must be requested from the Managers for the use of Halls' facilities during semester vacation. Priority will normally be granted to those students who provide a Faculty-endorsed request for extension of stay owing to incomplete semester courses, an applicable third semester and/or work attachments which are a requirement for programme completion. Students must submit their request to extend stay in the HoR no later than three (3) weeks before the scheduled end of semester. The University of Guyana is under no obligation to provide mandatory accommodation for those students who register for summer courses.

Standing Orders for Residents - General Rules

All residents are subject to the general Regulations for the residence. Students taking up residence must agree to accept these regulations on applying for admission.

Respect of property and the rights and dignity of individuals must at all times be upheld.

Conduct while in residence must at all times be in-keeping with the dignity and character of the University.

The residence is the residents' home and they can rightfully expect to study there in peace and quiet. A quiet and studious atmosphere must therefore be preserved at all hours.

The behaviour of residents must not disturb or give offence to the public.

Residents must not interfere with Hall employees, nor request personal favours from them. The Manager is the sole authority in the issuance of instructions and orders to the employees.

No alcoholic beverages may be brought into the residence. Contravention of this regulation will result in immediate expulsion. The entire HoR is deemed to be smoke free.

No resident may bring fire arms or other dangerous articles into the residence

No students will be permitted to keep pets in the residence.

Property and Rooms

Residences are the property of the University of Guyana and must not be damaged. No alteration to equipment or furniture may be undertaken without the written permission of the Manager. Persons responsible for the destruction, removal damaging of or alteration to such property will be required to pay compensation.

Residents are on no account whatsoever permitted to interfere in anyway with the electrical system in a residence. Washing or ironing clothing is not allowed in rooms. Under no circumstances is cooking allowed in rooms.

A contravention of these rules renders the resident liable to pay compensation

The Hall manager has oversight to vet and approve all electrical appliances or electronics that a student may bring into the dorm for use in their rooms. Students will normally be allowed to bring small personal laptops, phones and/or other similar devices.

In light of safety implications with regard to the removal of and damage to firefighting equipment the following shall apply:

If the person/persons responsible can be identified, the said person/persons will be liable for the refilling and replacement costs and may also on conviction be fined by a disciplinary committee.

Resident students should have with them at all times their UG registration card and/or hall ID cards

Residents are required to sign an inventory of the furniture in their rooms within twenty four (24) hours after receiving the room key (s) and within twelve (12) hours prior to departure from the hall at the end of the residency period.

Residents will be responsible for, among other things, the conservation of water and electricity by turning off taps and switching off lights and equipment when not in use.

Residents are not permitted to transfer furniture, fittings or appliances from any part of the hall without written permission of the warden

The making of duplicate keys is prohibited, and will attract severe disciplinary action. Residents who lose keys are required to pay for a replacement lock. A deposit is to be made before the new key is issued.

The cleanliness of rooms and all toilets must be carefully preserved. Nothing must be driven into, stuck or pasted onto walls.

Residents must make their own beds, sweep the floors and are responsible for the cleanliness of their own rooms.

The Manager may inspect students' rooms at any time.

The permission of the Manager must be obtained before the Common Room is used for any unusual purpose.

Musical instruments may only be played at times arranged by the residents in collaboration with the Manager.

Mail to the residence may be addressed to the appropriate residence.

Student Property & Laundry

Residents may make use of the laundry rooms at the residences. Clothing must be clearly marked to avoid loss. Electrical appliances (e.g. irons) must be in proper working order.

Dining Room

The Hall Committee maintains order in the dining rooms.

Courteous behaviour is expected in the dining room

Smoking is forbidden at any time.

No alcoholic beverages are allowed with meals.

Students must use the appliances and equipment provided in the dining room responsibly. Consequently, students must clean up any spills or other residue as a result of their use of appliance or equipment in the dining room.

Dress

Residents must be respectably dressed in their residence on its grounds. The University does not prescribe what students should wear in public, but because they are associated with the University, they must be neatly dressed.

Visitors

Visitors will not be allowed to visit the room of a resident under any circumstances. Such visits must take place in the common room area only between the following hours

NBS

Monday - Friday 17:00h - 19:00h

Saturday - 10:00h - 21:30 h

Sundays & Holidays - 10:00h - 21:00 h

DIHR

Monday - Friday 17:00h - 19:00h

Saturday - 10:00h - 21:30 h

Sunday & Holidays - 10:00h - 21:00 h

Visitors must take note that the Hall doors will be closed at 22:30h Monday to Sunday.

Visitors must be told to follow hall rules and obey instructions of hall officials and security personnel.

Male students are not allowed in a female unit of the hall
Female students are not allowed in a male unit of the hall
Visitors must not under any circumstances sleep over in the halls.

Leave

Residents who will be away from the Hall for any unusual period e.g. overnight, should report this to the Hall manager

Social Relationships

The residences are communities within the University, and the duty of making life in these communities as pleasant as possible depends on each student.

Complaints should normally be directed to the Manager through the student hall committee. If satisfactory action is not taken, the complaint may be referred to the Hall Management committee for further action. Where students are not satisfied with the decision of the HMC, they may appeal to the most senior University administrator.

Organisation of Gatherings

‘Get-together, social functions or fundraising of any kind either on or off residence premises must be organized in conjunction with the Hall Committee which must obtain the consent of the Hall Manager in keeping with the University’s rules for fundraising.