



Annexure 1 to Policy on Accreditation of Off-Campus Accommodation

Procedures On Accredited Off-Campus Accommodation: General

1. Introduction

These procedures are aligned to the Sol Plaatje University vision, mission, and values, in accordance with the Campus Housing and Residence Policy. The AOCA procedures seek to outline the conditions to optimise the University experience of students through the creation of a conducive student living and learning environment.

Student Housing is essential for most students in Higher Education. However, due to the challenges in the higher education sector, universities have had to revise their budgets and therefore many institutions are unable to provide accommodation for all students in need of placement in University residences.

These procedures guide the University in the provision of off-campus accommodation for students. They must be read in conjunction with the Policy on Accreditation of Off-Campus Accommodation, the Policy on Residences, Residence Rules, the Policy on Admission, General Rules and Information Book, the Policy on the Minimum Norms and Standards for Student Housing at Public Universities (2015), and the policies on Smoking (2019), Safety and Security, Substance Abuse, Occupational Health and safety (OHS), Sexual Orientation, Diversity and other regulatory frameworks that guide student placement in residences.

2. Scope

This document applies to the off-campus accommodation providers that seeks accreditation from SPU.

3. Purpose

The purpose of these procedures is to:

3.1. Establish accreditation criteria and procedures for the accreditation of Off-Campus Accommodation.

3.2. Ensure consistency with guidelines, regulations, and legislation relevant to the accreditation of student accommodation.

3.3. Guide and support students in making informed decisions on accredited off-campus accommodation of SPU that is conducive for living and learning.

3.4. Provide information on appeals processes and complaints by both the students and the AOCA providers.

3.5. Ensure that the accreditation processes are fair for all.

4. Definition of Terms

AOCA – Shall mean accredited off-campus accommodation.

AOCA Provider – Shall mean an accredited landlord who has been granted accreditation.

Accreditation Committee – Shall mean the committee responsible for the accreditation of Off-Campus Accommodation.

Appeals Committee – Shall mean the committee responsible for the consideration and adjudication of accreditation appeals.

Initial Inspection – Shall mean the inspection of residences, the owners of which have applied for accreditation.

Monitoring and Evaluation – Shall mean a process of monitoring and evaluation of accredited accommodation, as determined by the University.

5. Guiding Principles

- 5.1. An Accommodation Provider who wishes to apply for accreditation in respect of a specific property must do so by completing an application form.
- 5.2. The SPU AOCA office will only accept application forms that are complete with all required documents and upon the payment of the prescribed non-refundable application fee.
- 5.3. The application fee shall vary for the different properties according to whether they are classified as “bigger” or “smaller” accommodation.
- 5.4. No late applications will be considered.
- 5.5. It is the responsibility of prospective accommodation providers to familiarise themselves with the application form for accreditation and all other relevant documents that are in line with the DHET, HEQC and Municipality OHS requirements.
- 5.6. AOCA shall include houses, communes, apartments and other residential dwellings.
- 5.7. Payments will, in each case, be made monthly to the AOCA provider.
- 5.8. For accommodation providers who have multiple buildings, houses or dwellings, accreditation will need to be done for each building separately. Accreditation of one building, house or dwelling cannot be used for the other buildings that have not been inspected by the University or its designated agent.
- 5.9. SPU reserves the right to grant accreditation, decline or withdraw accreditation.
- 5.10. An accommodation provider who has been granted accommodation shall be called upon to sign a Memorandum of Agreement (MOA).
- 5.11. Each applicant must ensure that there is liability cover for each property for which he or she seeks to apply for accreditation.
- 5.12. Accreditation of an AOCA that fails to maintain the accreditation standards will be served with a 7-14 days’ notice to correct the deficient standards. Re-inspection will be done within a further 7 -14 days after receipt of response from the owner of the accommodation. If the accommodation is still in the same condition and again fails to meet the requisite standards, the University will withdraw the accreditation status.

6. Accreditation Requirements (SPU and DHET)

Safety and Security	Ablution Facilities
Closed-circuit Television (CCTV)	Toilets (lockable – 1 per 5 students)
Parameter (Fully walled and secured)	Showers (1 per 7 students)
Lifts (big Properties)	Basins
Staircases (SANS approved)	Plumbing and Geyser
Alarm system with reputable response company	Sanitary Bins (for female accommodation)
PSIRA Grade C security for 20 or more students	Adequate ventilation
Kitchen	Bedrooms
Stoves (4-plate stove per eight (8) students and a 2-plate stove for four (4) or less students)	Room minimum sizes: Double room: 14m ² and single room: 8m ²
Sink (1 per 15 Students)	Study desk and Chair per student
Plumbing	Single Bed per student
Workplace	Lockable wardrobe per student
Lockable Cupboards	Study lamp per student
Bins	Book shelve per student
Microwaves (at least one (1) per 15 students)	Pedestal per student

Fridge (320Lt fridge and freezer combo per 8 students)	Towel Rail (double track)
Adequate ventilation, lights, windows, well painted walls, and roof.	Waste Bin
Wall panel heater	Safety (e.g., burglar bars, panic buttons, lockable door, key duplication system)
	Mirror
	Adequate ventilation, lights, windows, well painted walls, and roof
Living and learning Facilities	Emergencies
Recreational facilities (games area, gym, social event area, or other)	Emergency Evacuation Plan
TV room (fully furnished, and DSTV compact)	Emergency signage
Well sized notice boards	Fire alarm system (smoke detectors or sprinklers)
Study area and computer room	Fire protection (fire extinguishers, blankets and hose reels, etc.)
Ventilation	
Unlimited Internet access (including student bedrooms)	
Health and Environment	Supporting Facilities
First Aid Kit	Laundry facility (1 washer and tumble dryer for each 20 students or part thereof)

Pest control and Rodent traps	Washing line area
Waste management (as per municipal schedule)	Parking space

7. Additional Requirements

7.1. The accommodation facilities in all off-campus accommodation must be of at least equal standards to the SPU on-campus accommodation in terms of quality.

7.2. There should be no more than two students in a sharing room.

7.3. Students sharing rooms should have individual and separate assets in the room (i.e., Wardrobes, bookshelves, study tables and chairs...etc)

7.4. The rental amount shall be inclusive of water and electricity.

8. Procedures

8.1. The University will determine a date, timelines, and process for applications to be open.

8.2. The applications will be made available on the SPU website with details of the non-refundable administration fee which will be set annually by SPU. Applications that are incomplete or have expired documents, or that are submitted without proof of payment of the applicable administration fee, will not be considered.

8.3. Floor plans approved by the Sol Plaatje Municipality must be submitted with each application.

8.4. A valid title deed that has no restrictive conditions or a bond statement must be submitted with each application.

8.5. Proof of appropriate land use rights granted by the Sol Plaatje Municipality for the purpose of student accommodation must, likewise, be submitted.

9. Accreditation Statuses

9.1. The possible outcomes for accreditation from the Accreditation Committee are as follows:

9.1.1. Grant Full Accreditation

9.1.2. Grant Provisional Accreditation

9.1.3. Decline Accreditation

9.1.4. Blacklist (maximum 3 years)

10. Additional Requirements

10.1. Providers who accept the approved status for accreditation in respect of 9.1.1 and 9.1.2 must not charge any additional amounts for all funded students. Accommodation fees for AOCA will be determined by the University in consultation with the providers and the funders. These fees will be reviewed on an annual basis.

10.2. All legal requirements must be met by the provider.

13. Accreditation Timelines

Month	Accreditation Process
June - August	Accreditation Applications Open
July	Invitation to current and prospective landlords to attend the accreditation briefing
Month	Accreditation Process
September	Accreditation Inspections
October	Accreditation Appeals

November	Final List of Accredited Accommodation is released to the SPU community
November	Meeting with Accredited AOCA Providers

14. Accreditation Application Fees

R500.00 per property for Smaller Properties

R1 000.00 per property for Bigger Properties

These fees will be reviewed periodically and may be amended from time to time.

15. Different types of Buildings

15.1. Smaller Properties

- A flat, commune or house that accommodates between four (4) and not more than forty-nine (49) students

15.2. Bigger Properties

- A building that houses fifty or more (50+) students

16. Levies

- All accredited AOCA providers shall be charged levies, which will be used for the following:

- Student Life and Development
- Student Leadership Support
- AOCA Operations

*For inquiries, please contact **Residence Manager: Accredited Off-Campus Accommodation** at Off-Campus@spu.ac.za/ adonis.shikwambana@spu.ac.za*