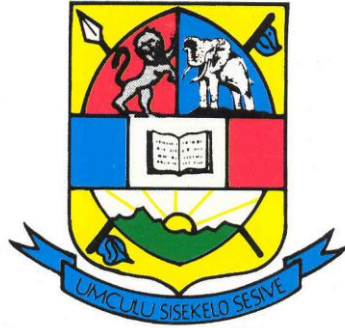
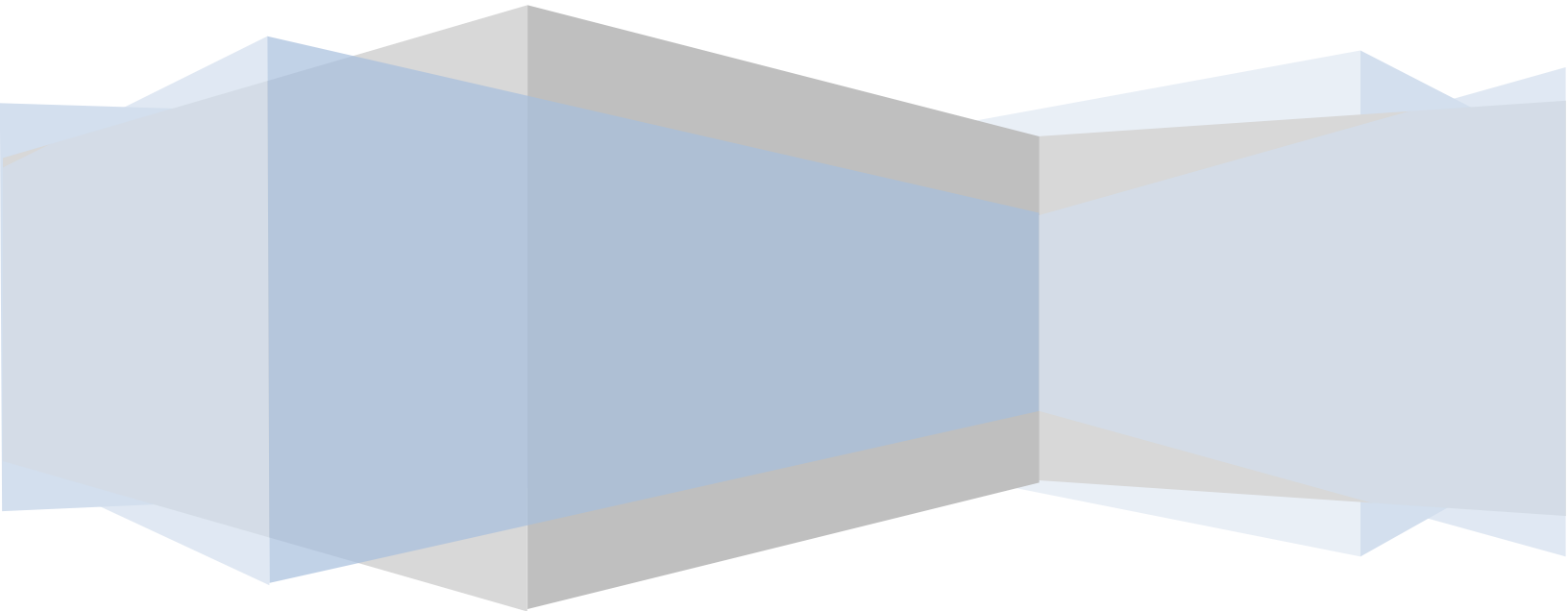


University of Swaziland



Student Information

Kwaluseni Campus



Welcome to UNISWA - you have chosen to study at Kwaluseni, the main campus of three that make up UNISWA. We hope your stay on this Campus will be very enjoyable and comfortable.

1.0 STUDENT AFFAIRS ADMINISTRATION

- Mr. M. Kunene (Dean of Student Affairs), Mr. D. Nkambule (Assistant Dean of Student Affairs). Mr. Kunene and Mr. Nkambule's offices are located at the old Administration Block. Matters related to your personal life, that has impact on your academic life should be reported to them. Please note:
 - The office of the Dean of Student Affairs and that of the Warden will no longer serve as debt collectors for students.
 - Students are no longer allowed to attach their caution fee to debts owed to other students.
- Mrs. T. P. Mabuza (Senior Assistant Dean of Student Affairs) is located at the Lomawa Warden's Flat, East Corner/Entrance, Lomawa Residence Hall (overlooking the Chemistry Department).
- Mrs Mabuza is your confidante in matters related to your personal life that touch on your academic life. She has to be kept informed about anything that will make your stay and studying on campus to be difficult.
- For the smooth-running of hostel life, Mrs Mabuza will coordinate the operations of the House Committees (HC) and the Living, Learning and Listening communities (LLL).

1.1 *Identity Card (I.D)*

All students are issued with I.D. cards at the beginning of the academic year free of charge. In case you lose it, report immediately to the Assistant Dean of Student Affairs.

1.2 *Sexual Harassment*

The University is committed to providing a safe environment for all students and staff and thus strives to foster an environment free from sexual harassment.

Please refer to attached document.

1.3 *Code of Conduct*

It is an offence to:

- Engage in an act of violence or intimidation towards any other person.
- Cause any damage to any University property.
- Bring alcohol, illegal drugs or any other intoxicating substances into the University premises.
- Engage in any conduct which interferes with the performance of duties by any member of staff.
- Not to take legitimate order from persons vested by the University with authority.
- Have non-University people on campus between 10:00 p.m. to 6:00 a.m.
- **Study rooms/hostels** of students are not open to “off campus” students between **8.00pm** and **6.00am**.
- Keep fire arms or any other weapon in the University premises.
- Enter into any student study bedroom without authority using a duplicate key.
- Play music very loud at any time.
- Willfully break University property.
- Remove University property/furniture from any room, offices, halls or library to use without permission of the relevant authorized officer.
- Cook food in the study bedroom.

1.4 Tuck-shop

This is located next to the refectory entrance. It stocks a large variety of basic food stuffs as well as phone cards.

General Student Information

- University Procedures
- Channels of Communication
- University Rules and Regulations
- Student Advocacy
- Student Discipline
- Student Finances
- The Student Representative Council (SRC)
- Student Health
- Student Accommodation
- Student Counseling and development
- Catering Services
- Transport Services
- SRC Clubs and Societies
- Community Development
- Student Residences

- International Students - Study Permits and others

1.5 Student Counselling Career and Development Services

- Personal and social Problems
- Career Guidance and career development
- Psychological Problems
- Academic development and advising
- Career development and guidance
- HIV-AIDS and Related Problems – within the auspices of the University Health and Wellness Task Team

1.6 Sports Co-ordination

- Campus Clubs
- Intervarsity Games
- National Sports Association Links
- Swaziland University and colleges Sports Association International Games Links
- World University Games
- CUCSA Zone 6 Games
- Other Links

2.0 HEALTH SERVICES

The Clinic is situated on Maintenance Drive, Laundry section; Mrs. P.F. Mzileni, (Senior Nurse); Ms. M. M. Mlangeni (Campus Nurse), and Mr. S. Zondi (Campus Nurse).

2.1 The clinic services are limited to:

- i) Provision of basic treatment for general illness and minor injuries.
- ii) Family planning services for those who may want contraceptives.
- iii) Antenatal care for pregnant students.
- iv) Counseling services.
- v) Referral – where there is need for further treatment at a larger or specialty hospital and/or to our UNISWA Campus doctor.

No ID card means no service.

After hours contact the Warden's office for emergencies only

2.2 *Emergency cases*

- Emergency cases requiring hospital treatment must be reported immediately to the Nurse (during working hours) or to any Warden whenever the Nurse is off duty, so that transport can be arranged and the necessary written request for hospital treatment be provided.

3.0 HALLS OF RESIDENCE

- The office is situated along the Maintenance Drive next to the Laundry, during working hours and at Campus Road House No. 1, the house of Mr. P.M. Matsenjwa (Acting Head Warden) after working hours.
- Mr. M.S. Dlamini is another Warden

3.1 *Furniture Inventory and Room Condition*

- Wardens are responsible for your stay in the Halls of Residence. There are 23 such residences to which you will be allocated On-Campus residence according to availability of space.

3.2 *Keys*

- The Wardens endeavor to operate a very secure room locking system.
- Duplicates of the keys are to be secured from the Wardens.
- Therefore, you are not allowed to make duplicates of the keys should you lose them.

3.3 *Light Bulbs*

When requiring a new bulb, take the burnt one out to the Warden who will issue another one.

4.0 REFECTORY

The University serves meals in the refectory the restaurant style.

- Ms. T. Mdluli (Senior Domestic Bursar), Mrs. S. Ntuli (Domestic Bursar), their offices are situated inside the Refectory which is located next to the Tuckshop.
- You will find prices displayed within each section.
- There is always an Assistant Domestic Bursar(s) (commonly known as Matron) on duty. For any queries or requests you can ask to see him/her from the Refectory staff.
- Other feeding arrangements will be communicated to you.

5.0 HOUSEKEEPING AND GENERAL CLEANLINESS IN HALL OF RESIDENCE

- Ms. L. N. Ndlela (Cleaning Supervisor) is located in the office opposite the Science Lecture Theatre 1 and 2 Office no. S2.5.4. She is not available after hours.

5.1 Cleaning Of Rooms

A thorough cleaning is done once a month by the cleaning staff in attendance in every block/hall of residence. At all other times students are expected to clean their own rooms.

- The Cleaning Supervisor will provide you with some cleaning material(s) at the beginning of the semester. At the end of your academic year the empty containers plus other items, all places in the pocket provided, must be returned to the appropriate storeroom. The supplied cleaning material include the following:
 - Floor polish
 - Floor cloth
 - Dustpan
 - Floor hand brush
 - Handy Andy
 - General purpose soap
- During weekdays, broom(s), mope(s), bucket(s) and scrubbing brush(s) are obtained from the cleaning staff. On weekends they are obtainable from the Hostel representatives.

5.2 Bathroom Hygiene

- Since these facilities are for use by all residents in that hall, safety in their use may be ensured by:
 - Using beach tongs (floppy shoes) when taking a shower to prevent fungal infection.
 - Using the hand basin strictly for washing self and not fatty kitchen utensils. The basins get clogged if used otherwise. No solid waste should go into the washing basins and shower drains.
 - Cleaning up yourself, after each use of the facility, particularly the toilet(s).
 - Reporting the unsavoury condition of this facility as soon as it is discovered.

5.3 Laundering Personal Clothes in the Laundry Room

- **The Laundry is not functional at the moment until further notice.**
- The laundry operates a commercial service for washing personal clothing articles. Tokens for the operation of these machines can be purchased at the Bursar's office on MONDAY(S) to FRIDAY(S).
- On Monday to Friday at 7:30 a.m. to 3:00 p.m., the Laundry Staff are available to provide this service. On weekends and public holidays the facility is closed.

6.0 SAFETY AND SECURITY

Mr. M.D. Mavimbela (Chief Security Officer) is located at the Commerce Block office no. 215 during working hours. After hours you can contact him through any of the security officers.

- The University has provided Security Guard who payroll around the halls of residence 24 hours, 7 days a week. This is to ensure that your stay on campus is safe. However, there are times when these officers may not be there provide security at the time you need them. Residents are, therefore, given the following crime prevention tips:
 - Never leave your room unlocked or hand your room to any unauthorized person.
 - All the valuables must be kept securely in places known by you alone.
 - Electronic appliances including cellphones must not be put near the window where they can be easily reached from outside the room.
 - Washed clothes must not be left on the laundry line overnight.
 - Do not leave personal belongings such as bags, books clothing or other such items unattended.
 - When moving around campus, especially at night, keep to well lighted walkways.
 - Be aware of your surrounding and be on the lookout for opportunist thieves who may snatch watches, cellphones and bags. Avoid narrow quiet passageways.
 - Report any suspicious activity to Security immediately.

6.1 Reporting Procedure

- Report immediately to the nearest Security Officer any security related problem.

- If you can't locate any Security Officer nearby, you can report to any of the above named officers who will then call the Security Officer at the Main Gate.
- Complaints regarding security must be directed to the Senior Security Officer.

7.0 MAINTENANCE AND GENERAL CLEANLINESS OF SURROUNDINGS

Mr. M. Nhlengetfwa (Clerk of Works) can be found within the Maintenance Department and is not available after hours.

- Make sure you report any facility that needs to be repaired to the Wardens.
- The Inspector of Works will not attend to your verbal maintenance requests unless you have submitted a stamped maintenance requisition form obtainable from the Warden.

7.1 *Reporting Procedure*

- Report to the Wardens if there is anything that needs to be repaired in the room.
- If you cannot find him in the office you can approach any of the Assistant Warden.
- The Warden will give you a stamped maintenance requisition form which you will take to the Inspector of Works' office.
- If nothing has been done on the request make a follow up through the Warden's office as soon as possible.
- Every time when you submit your request, do so with your room key and its tag.

8.0 Health and Safety

Mr. M.D. Malinga – Assistant Registrar, Health & Safety

- Cleanliness is a virtue. Your campus is a beautiful one because we do appreciate an unpolluted environment and thus provide the service to maintain that cleanliness.
- Student Affairs office has provided benches for your use as places to sit and enjoy fresh air, and not as places to leave your litter. Dustbins are provided for that purpose, USE THEM.

YOUR CO-OPERATION WILL BE MUCH APPRECIATED BY THE KWALUSENI COMMUNITY

WELCOME MESSAGE – WARDEN’S OFFICE

- ❖ WE **CONGRATULATE** YOU (STUDENTS) FOR BEING ADMITTED INTO THE INSTITUTION OF HIGHER LEARNING IN SWAZILAND. WE BELIEVE THAT YOU HAVE COME TO BREAK CHAINS OF LIMITATIONS
- ❖ THAT YOU HAVE COME TO REALISE YOUR POTENTIAL
- ❖ THAT UNIVERSITY LIFE ENTAILS COMMITMENT & HARD WORKING AND MOTIVATION
- ❖ THAT THERE IS TIME FOR EVERYTHING
- ❖ THAT LIFE WITHOUT SOUND EDUCATION IS **HARSH**
- ❖ THAT THIS IS THE SEASON FOR ADVANCEMENT, IF NOT USED DELIGENTLY IT MIGHT LEAD TO OWN DESTRUCTION
- ❖ THAT YOU EXPOSE YOURSELF TO LIFE CHANGING OPPORTUNITIES
- ❖ THAT THE UNIVERSITY HAS ALMOST ALL THAT WOULD ASSIST YOU (STUDENTS) TO REALISE YOUR POTENTIAL. **ACCOMMODATION** IS ONE OF THOSE, **FIRST COME FIRST SERVED**
- ❖ WE HAVE TWO TYPES OF HOSTELS;
 1. **9 SINGLE HOSTELS WITH CAPACITY OF 24 @ E 5400 per academic year**
 2. **14 DOUBLE HOSTELS WHICH VARY IN THEIR CAPACITY @ E 5200 per academic year**
- ❖ **SINGLE ROOMS** are for completing students in the degree programs
- ❖ **DOUBLE ROOMS** are for non-completing students – two beds, war drops, mirror, two study tables, bulletin boards, electrical lights, light bulbs provided, candles with candle holders provided on arrival and dust bins.
- ❖ It is the **full responsibility** of students to **clean their rooms**. All damages realized in the rooms must be reported in the warden’s office and maintenance will be informed to attend to that.

- ❖ **ABLUTIONS**: contain toilets, showers with cold & hot water, and wash basins. Toilet papers are provided to individuals.
- ❖ **CLEANERS**: are responsible for cleaning ablutions as well as corridors.
- ❖ **RESPECT**: is the responsibility of every person in the hostel.
- ❖ **KEYS**: each student is provided with his/her own key. There is no key sharing. When you lose the key, you inform warden's office and they will provide you with a duplicate at a fee of E50.00. When you leave your room, close windows, switch off lights and lock the door.
- ❖ **HOSTELS**: have rules and regulations to be observed by all students.
SUCH AS:

- **Disorderly conduct** like drugs and alcohol are strictly prohibited.
- **Interference** with operations of the University is a serious offence.
- **Insubordination**, it is a serious offence for students to disobey legitimate orders of persons vested by the university with authority to issue such orders.
- **Visitors**: the study rooms/ hostels of students are not open to non- university people between the hours of **10.00pm** and **6.00am** without the express permission of the Head Warden/his authorized representative.
- **Study rooms/hostels** of students are not open to "off campus" students between **8.00pm** and **6.00am**.
- **Unlawful residence**: it is a serious offence for students to;
 - . Occupy a room or sleep at any Hostel without the permission of the Head Warden or their authorized representative(s).
 - . Accommodate any person without the permission of the Head Warden/ Warden.
 - . Lease his/her room to any other person or student.
- **Harassment / Assault** are a serious offence.
- **Music on campus** – on condition that set – head phones is used.
- **Cooking on campus** is strictly prohibited.

- **Smoking in the rooms** is strictly prohibited.
- **Noise** – students are expected to be reasonably quiet in the residence at all times.

❖ **WARDENS**: ARE FULLY IN CHARGE OF THE HOSTELS.