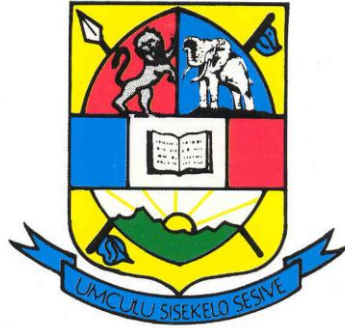
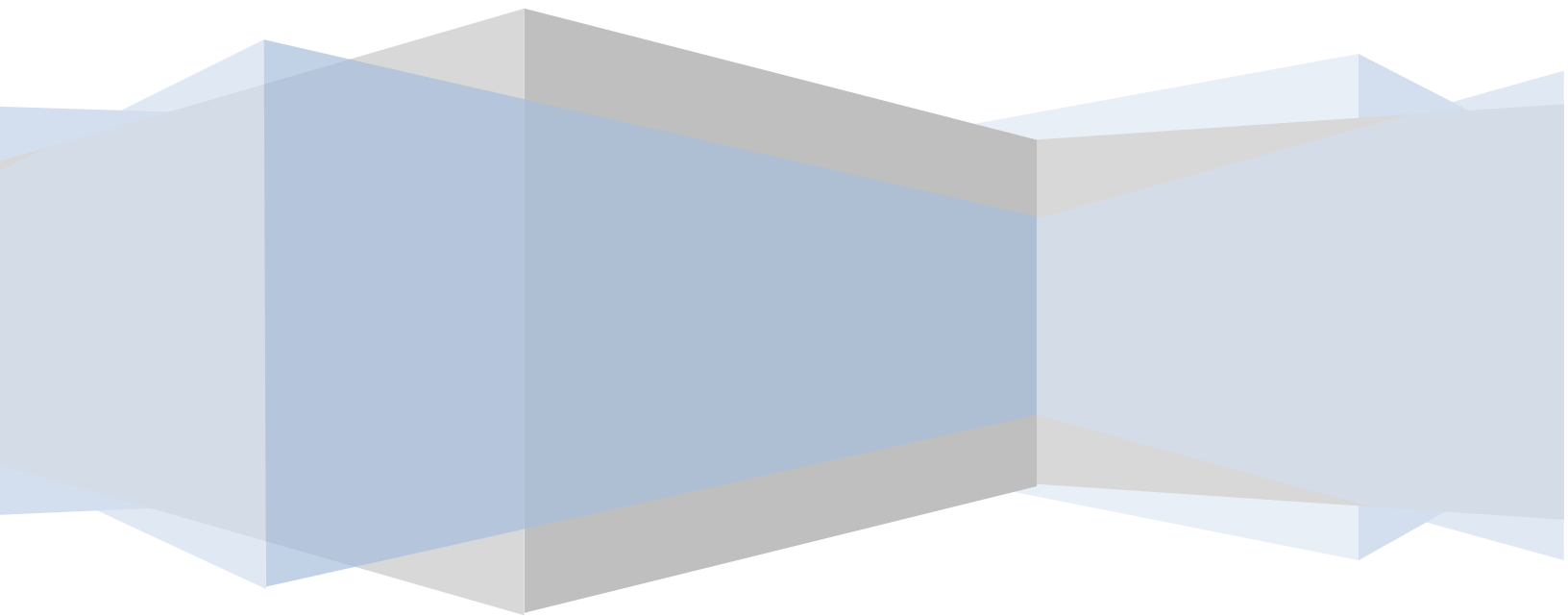


# University of Swaziland



## Student Information

Mbabane Campus



Welcome to UNISWA - you have chosen to study at Mbabane Campus one of three campuses that make up UNISWA. We hope your stay on this Campus will be very enjoyable and comfortable.

## **1.0 STUDENT AFFAIRS ADMINISTRATION**

- Mr. H. Maziya (Assistant Dean of Student Affairs), has an office located at the Administration Block. Matters related to your personal life, that has impact on your academic life should be reported to him. 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.
  - The office of the Assistant Dean of Students may only assist government sponsored students with their allowances.

### **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 *Harassment***

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

### **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 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 UNISWA Sports Co-ordination**

All sports related activities at UNISWA are coordinated by the Sports Committee through the Assistant Dean of Students-Sports Officer Mr. V. Shabangu.

The mandate of the Sports Committee is enshrined in the UNISWA Sports Policy.

UNISWA has different categories of sporting codes and teams/clubs and are as follows:

- Campus Clubs/teams
- Faculty Clubs
- Sports Festivals
- Interschool 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 campus clinic is situated at the first floor, female hostel. Ms. A.G. Ndlangamandla is the 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 security 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 Security/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 of the Warden is situated at the ground floor, male hostel, next to the campus entrance. The Warden, Mr. R. Mdluli is ready to assist

with accommodation to on-campus residence according to availability of space.

### **3.1 Furniture Inventory and Room Condition**

- Wardens are responsible for your stay in the Halls of Residence. There are 3 blocks of residences to which On-Campus residence will be allocated 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 has a refectory where meals are served.

- Mrs. S. Ntuli (Domestic Bursar), has her office situated at the entrance of the refectory.
- 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.
- The refectory has a suggestion box, for suggestions and queries.

## **5.0 HOUSEKEEPING AND GENERAL CLEANLINESS IN HALL OF RESIDENCE**

- Ms. K. Dlamini (Cleaning Supervisor) is located in the ground floor, Female Hostel, office no. 103 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
  - Bin
  - Candle stand
  - Candle
  - Dustpan
  - Floor hand brush
  - Handy Andy
  - 4 rolls of tissue paper once a month
  - 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.**

## **6.0 SAFETY AND SECURITY**

Mr.D. Simelane (Senior Security Officer) is located at the entrance of the Community Block and is available during working hours. After hours you can contact him through any of the security officers.

- The University has provided Security Guard who patrol 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 to 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. Dlamini (Clerk of Works) can be found within the Male Hostels second floor and is not available after hours.

- Make sure you report any facility that needs to be repaired to the Warden.

- 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 Warden 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 Security on duty.
- 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.

***YOUR CO-OPERATION WILL BE MUCH APPRECIATED BY THE MBABANE COMMUNITY***



## **WELCOME ADDRESS – 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 POTENTIALS. **ACCOMMODATION** IS ONE OF THOSE, **FIRST COME FIRST SERVE**
- ❖ 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, wardrobe, 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.