



MOSHI CO-OPERATIVE UNIVERSITY
CHUO KIKUU CHA USHIRIKA MOSHI



STUDENTS' ACCOMMODATION GUIDELINES

July 2021



UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI



PROPOSED STUDENTS' ACCOMMODATION GUIDELINES, 2021

JUNE 2021

LIST OF ABBREVIATION

DoS	:	Dean of Students
DVC (AF)	:	Deputy Vice Chancellor Administration and Finance
HoD	:	Head of Department
KICoB	:	Kizumbi Institute of Co-operative and Business Education
MoCU	:	Moshi Co-operative University
MoCUSO	:	Moshi Co-operative University Students Organization

THE MOSHI CO-OPERATIVE UNIVERSITY STUDENTS' ACCOMMODATION GUIDELINES, 2021

PART I PRELIMINARY PROVISIONS

1. Citation
2. Interpretation

PART II ADMINISTRATION AND SUPERVISION OF ACCOMODATION

3. Preparation of Accommodation Plan and its
4. Contents of Accommodation Plan
5. Establishment of Students Accommodation Committee
6. Establishment of Kizumbi Students Accommodation Sub-Committee
7. Functions of the Students Accommodation Committee
8. Functions of the Kizumbi Students Accommodation Sub-Committee
9. Reporting hierarch of the Kizumbi Students Accommodation Sub-Committee
10. Appointment of members of the Accommodation Committee and Kizumbi Accommodation Sub-Committee
11. Tenure of the members Accommodation Committees

PART III ALLOCATION OF BEDS AND ROOMS

12. Allocation of beds/rooms
13. Temporary accommodation
14. Penalty for overstay in a room
15. Conditions for allocation of bed/room

PART IV PRIVATE HOSTELS

16. Recognition and registration of Hostels
17. Preparation and maintenance of the Register for Hostels
18. Written application for recognition and registration of Hostel

19. Physical verification and assessment of the hostel
20. Conditions to be considered for recognition and registration of Hostel
21. Approval of Hostels
22. reference of Students to Hostels
23. Presentation of copy of contract to DoS

PART V
MONITORING OF STUDENTS AND HANDLING OF STUDENT DEPARTURE
IN HALLS OF RESIDENCE

24. Responsibility of the University in monitoring of halls of residence
25. Responsibility of students in monitoring of halls of residence.
26. Monitoring of Hostels
27. Handling students departure in Halls of Residence

PART VI
MISCELLANEOUS

28. Renting of a room in the Hall of Residence to non-students
29. Disciplinary measures
30. Amendments and review of these Guidelines
31. Effective date

THE MOSHI CO-OPERATIVE UNIVERSITY STUDENTS' ACCOMMODATION GUIDELINES, 2021

PART I PRELIMINARY PROVISIONS

- Citation** 1. These Guidelines may be cited as the Moshi Co-operative University Students' Accommodation Guidelines, 2021
- Interpretation** 2. In these Guidelines unless the context otherwise requires:
- “**Charter**” means the Moshi Co-operative University Charter, 2015;
- “**Committees**” means Students Accommodation Committee and Kizumbe Students Accommodation Sub-Committee;
- “**Council**” means the Council of the University established by the Moshi Co-operative University Charter, 2015;
- “**Halls of Residence**” means hostels owned by the University for accommodating students;
- “**Hostel**” means accommodation facilities offered to students by Private Owners outside the University Campus;
- “**KICoB**” means Kizumbi Institute of Co-operative and Business Education;
- “**MoCU**” means Moshi Co-operative University;
- “**Private Hostel Owner**” means an individual person or company or any form of registered business association recognized and registered by the University for provision of hostel services to the students; and
- “**University**” means Moshi Co-operative University.

PART II ADMINISTRATION AND SUPERVISION OF ACCOMMODATION

- Preparation of Accommodation Plan and its contents** 3. The office of the Dean of Students shall prepare or cause to be prepared Accommodation Plan at the beginning of an academic year.
- Contents of Accommodation Plan** 4. The Accommodation Plan shall consist of the following:
- (a) Identify suitable places for students to stay;
 - (b) Number of Halls of Residence available at Main Campus and Kizumbi Campus;
 - (c) The capacity of Halls of Residence and hostels;
 - (d) Statement as to the condition of Hall of Residence and hostels;
 - (e) Number of hostels recognized and registered;
 - (f) Overall status of University halls of residence and hostels;
 - (g) Needed repair/maintenance for the halls of residence;

- (h) Provide hostel allocation plan based as per the Student Accommodation Policy; and
 (i) Identification of maintenance/repair needs.
- Establishment of Students Accommodation Committee** 5. There shall be established Accommodation Committee which shall compose the following members:
 (a) Dean of Students who shall be the Chairperson;
 (b) One representative from the office of Director of Undergraduate Studies;
 (c) One Representative for the Department responsible for estate management;
 (d) Head of Administrative Services.
 (e) One representative from the Department of Planning;
 (f) One accountant from the Directorate of Planning and Finance;
 (g) Head of Accommodation who shall be the Secretary.
- Establishment of Kizumbi Students Accommodation Sub-Committee** 6. There shall be established Kizumbi Students Accommodation Sub-Committee which shall compose the following members:
 (a) Officer responsible for students affairs at KICoB who shall be the Chairperson;
 (b) Head of Administrative Services Department at KICoB.
 (c) Head of Accounting and Finance Unit at KICoB;
 (d) Head of Accommodation Unit at KICoB who shall be the Secretary.
- Functions of the Students Accommodation Committee** 7. The following shall be functions of the Students Accommodation Committee:
 (a) To prepare Accommodation Plan as per these Guidelines.
 (b) Recommend to the University Management appropriate measures/solution(s) for the improvement of students accommodation.
 (c) Prepare and submit a report to DVC (AF) after completion of registration and allocation of accommodation.
 (d) Proposed allocation plan in line with the University Accommodation Policy.
 (e) Allocate rooms to students during registration.
 (f) Propose to the University review of the Accommodation Policy.
 (g) Address any emerging or intervening issues pertaining to accommodation in halls of residence and hostels.
 (h) Assess fairness of terms of the contract entered between the hostel owner(s) and students.
- Functions of the Kizumbi Students Accommodation Sub-Committee** 8. The provisions Guideline 7 of these Guidelines shall apply *mutatis mutandis* to the Kizumbi Students Accommodation Sub-Committee:
- Reporting hierarchy of the Kizumbi Students Accommodation Sub-Committee** 9. In performing its functions, the Kizumbi Students Accommodation Sub-Committee shall report directly to Director of KICoB

- Appointment of members of Committees** 10. Appointment of members of the Accommodation Committee shall be appointed by DVC (AF) and member of the Kizumbi Accommodation Sub-Committee shall be appointed by the Director of KICoB.
- Tenure of the members Accommodation Committees** 11. (1) Member of the Committees shall hold office for the period of three years from the date of appointment and may be appointed for another terms.
(2) The provisions of this Guideline shall not apply to *ex officio* member.

PART III ALLOCATION OF BEDS AND ROOMS

- Allocation of beds/rooms** 12. Beds or rooms shall be allocated on a 'first come first served' in line with the following order of priority:
(a) Physically challenged students;
(b) Foreign students;
(c) Certificate and first year Diploma female students
(d) First year female undergraduate students;
(e) First year male undergraduate students;
(f) Non-degree continuing students;
(g) Undergraduate continuing students;
(h) First year Postgraduate students; and,
(i) Postgraduate continuing students.
- Temporary accommodation** 13. Subject to availability of rooms, students who arrive at the University Campus after working hours or on holidays may, upon request, be provided with temporary accommodation for specified number of days.
- Penalty for overstay in a room** 14. (1) A student who overstays in a room shall be charged Tanzanian Shillings one thousand or any other amount as may be prescribed by the University per each day delayed for a maximum period of 10 days.
(2) A student who fails to vacate after the ten-day period shall be evicted from the room.
- Conditions for allocation of bed/room** 15. Bed or room shall be allocated to students who full filled the following conditions:
(a) Applied for accommodation
(b) Completed registration;
(c) Paid accommodation fee; and
(d) As per order of priority as provided for in the Students Accommodation Policy.

**PART IV
PRIVATE HOSTELS**

- Recognition and registration of Hostels** 16. The Dean of Students shall cause hostels to be recognized and registered by the University.
- Preparation and maintenance of the Register for Hostels** 17. The Dean of Students shall prepare and maintain register of hostels which shall consists of the following information:
(a) Name of the Hostel;
(b) Details of the owner(s);
(c) Physical address of the hostel and the owner;
(d) Contacts of the owner; and
(a) Rental charge.
- Written application for recognition and registration of Hostel** 18. Hostel's Owner shall submit to the Office of Dean of Students a written application for the recognition and registration of his hostel.
- Physical verification and assessment of the hostel** 19. The Dean of Students upon receiving application for recognition and registration hostel shall conduct or cause to be conducted physical verification by using established check list for purposes of establishing its suitability.
- Conditions to be considered for recognition and registration of Hostel** 20. In conducting physical verification and assessment of the hostel, the Dean of Students shall consider the following conditions:
(a) Distance of the hostel from the University;
(b) number of rooms available;
(c) Capacity of hostel and number of students per room;
(d) Rental price per student;
(e) Availability of water and electricity and modality of payment;
(f) Availability of security services;
(g) Availability of furniture provided;
(h) Availability of toilets and bathrooms and their conditions;
(i) overall cleanliness of rooms and facilities;
(j) independent/group study environment;
(k) Convenience to physically challenged students;
(l) Availability of public transport facilities;
(m) Availability of safety facilities;
(n) Availability of warden/janitor; and

(o) Availability of food and health facilities.

- | | |
|--|---|
| Approval of Hostels | 21. The Dean of Students shall forward verification report together with his recommendation to DVC (AF) for approval. |
| reference of Students to Hostels | 22. Student may be allocated referred to hostel for negotiations. |
| Presentation of copy of contract to DoS | 23. Hostel Owner or as the case may be a student, shall be responsible to submit a copy of the contract to DoS. |

**PART V
MONITORING OF STUDENTS AND HANDLING OF STUDENT
DEPARTURE IN HALLS OF RESIDENCE**

- | | |
|---|---|
| Responsibility of the University in monitoring of halls of residence | 24. (1) The office of DoS shall make random inspections to determine extent of compliance of these Guidelines.

(2) The office of DoS shall provide inventory form during to all students who have been allocated room and during departure from the room.

(3) DoS shall conduct physical verification of a room for consideration of tenentability and reasonable state of ware and tare before approving inventory form. |
| Responsibility of students in monitoring of halls of residence. | 25. (1) Students shall be required to fill in inventory form ad submit to the office of DoS with three days from the date of allocation and within seven days the day of end of semester examinations.
(2) Students shall be responsible for the security of theirs rooms and belonging.
(3) Students shall be responsible for safe custody of a room key and in event of loss of the said room key shall be responsible for replacement of the lost key.
(4) Students may be permitted to make extra copies of a room key.
(5) Students shall surrender room key(s) to DoS before departure.
(6) Student who causes destruction(s) in hostel facilities shall be responsible for repair/replacement or compensation for the said destruction.
(7) All students in a particular room shall be responsible for repair/replacement or compensation in the event no one causant is not identified. |

- (8) All students and Hostel Representative shall be responsible to report immediately any damage or any maintenance required to the office of DoS.
- (9) All students shall be responsible to compensate any damage or loss occurred in a hall residence in the event no one causant is not identified.
- Monitoring of Hostels** 26. (1) The office of DoS shall be responsible to inform Hostels Owners their responsibilities towards the students rented their hostels.
- (2) Students shall be responsible for their in-room security.
- (3) The University shall not be responsible for any damage/loss caused by a student in hostels.
- (4) DoS may make inspection to determine conditions of hostel.
- Handling students departure in Halls of Residence** 27. (1) There shall be student's clearance process for all students at the end of academic year.
- (2) The office of DOS shall issue an announcement to inform students the starting and ending date of clearance process.
- (3) Student who fail to complete clearance within specified period shall pay fine as may be prescribed by the University³.
- (4) A dully filled clearance form shall be submitted to the Director of Undergraduate Studies or as the case may be the Director of Postgraduate Studies for final approval.
- (5) The handling over process conducted by Warden/Janitor will be done after signing clearance forms and inventory forms to justify all properties issued to a student during check in have been handled and they are in good condition.
- (6) A student shall be required to collect his clearance form within three days from the date submitted of submission.
- (7) A student who fail to collect clearance form within prescribed period shall pay fine as may be prescribed by the University as a penalty.

PART VI MISCELLANEOUS

- Renting of a room in the Hall of Residence to non-students** 28. Any person who wishes to rent room in the Hall of Residence shall make an application to the University by using prescribed form to be issued by the Office of the Dean of Students.
- Disciplinary measures** 29. Student who contravene these guidelines shall face appropriate disciplinary action under the Student Disciplinary Rules and any other relevant laws for the time being in force.
- Amendments and review of these Guidelines** 30. These Guidelines may be amended or review when need arises.
- Effective date** 31. These Guidelines shall become effective on the date approved by the Council.

MOSHI CO-OPERATIVE UNIVERSITY

Temporary Accommodation Form

Applicant's name _____

Phone number _____

Reason for temporary accommodation _____

Period of request: from _____ to _____

Date _____

Signature _____

For official use:

Temporary accommodation is granted from _____ to _____

On the following conditions:

Signed _____ Date _____

MOSHI CO-OPERATIVE UNIVERSITY

Checklist for Evaluating Hostels

Name of Hostel Onwer _____

Physical and Postal Address _____

Mobile number (s) _____

Checklist

No.	Item	Satisfactory	Not-satisfactory
1.	Location		
2.	Nature of surrounding environment		
3.	Distance from the University		
4.	Toilet and its condition		
5.	Water supply		
6.	Electricity supply		
7.	Security facilities		
8.	Size of rooms and number of beds per room		
9.	Closeness to health care facilities		
10.	Availability of food service or preparation facilities		
11.			

Remarks:

Based on the assessment made above,.....hostel is considered habitable by the University.

Name of Inspector.....

Date.....

Signature.....

MOSHI CO-OPERATIVE UNIVERSITY
Application for Hostel Accommodation by Non-Students

Applicant's name _____
Mobile number (s) _____
Place of domicile _____
Nationality _____
Occupation _____
Employer and contacts (if any) _____
Phone No. _____ E-mail _____
Period of stay: from _____ to _____
Signature _____ Date _____

For official use

Accommodation request granted on the following conditions:

1. Rent payable per the number of days _____
2. Other conditions
 - (i)
 - (ii)

Signed _____ Date _____

MOSHI CO-OPERATIVE UNIVERSITY
Department of Student Affairs
Equipment Damage / Loss / Theft Report Form

Incident Information
Incident Date
Reported on: _____ at _____ (time)

Equipment Information	
Equipment Damaged / Lost / Stolen (Please Specify)	
Equipment Identification Number (if any)	
Equipment Location at Time of Damage / Loss	
How Was the Equipment Damaged / Lost / Stolen?	
For official use (Dean of Students)	
Person Responsible for Equipment	
Person responsible for repair	
Forward damage information to	

Signed _____ Date _____

MOSHI CO-OPERATIVE UNIVERSITY
Hostel Clearance Form

1. Name: _____
2. Reg. No. _____
3. Cell No. _____
4. Programme: _____
5. Hostel: _____ Room No: _____
6. Date of Joining: _____
7. Date of Leaving: _____
8. Reason for leaving _____

Signature of Student

Date

FOR OFFICIAL USE

1. Status of accommodation fee _____
2. Condition of items in the room _____
3. Damage of properties (if any) _____
4. Assessment of costs of repair _____
5. Items handled over _____
6. Any other remarks _____

Certification from the Dean of Students

Icertify that the above named student has:

1. left his/her room in.....(state condition)
2. cleared all outstanding fees/bills/charges with respect to the room.
3. returned all the required equipment/furniture.

Signature:

Date:

Official stamp