

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)  
CHUO KIKUU CHA USHIRIKA MOSHI**



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**STUDENTS ACCOMMODATION POLICY, 2016  
(Made under article 30 of the Moshi Co-operative University Charter, 2015)**

**DECEMBER, 2016**

## FOREWORD

Universities worldwide strive to ensure campus accommodation for their students due to the following reasons; students and their properties safety, convenient access to University services (library, sports and recreation, health etc.), students' social, religious and academic gatherings/meetings. For these reasons Campus/University students' accommodation plays a pivotal role in student environment, student retention and the quality of graduates/output. Moshi Co-operative University has always been determined to ensure availability of students' accommodation. During the Co-operative College Moshi, the capacity of University Halls could accommodate all students. The transformation of the College to a Constituent College resulted into an increase in the number of students which was attributed to among other things, diversification and introduction of new academic programmes.

Due to rapid growing number of student registered by the Moshi Co-operative University to various programmes the demand for in campus accommodation has increased. Moshi Co-operative University is committed to ensure campus accommodation to all students. However, given the limited number of halls, apparently it has become necessary to have a laid down clear procedures and conditions for allocation of rooms and other related matters.

This Policy will help to act as a guide to the University management and it aims to achieve transparency, fairness and sustainability in all matters related to students' accommodation at the University.

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Prof. F.K. Bee  
**VICE CHANCELLOR**

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## GLOSSARY

**“Accommodation”** means a room and associated shared facilities granted to a student.

**“Council”** means the University Council as established under Article 16 of the MoCU Charter, 2015.

**“Foreign Student”** means a student from a foreign country enrolled and fully registered at the Moshi Co-operative University.

**“Hall of Residence”** means the hall of residence at main campus and other campuses.

**“Hostel”** means a place of residence out of the University campus.

**“Residence Period”** means a specific period for occupying a room for residence.

**“Maintenance of Accommodation Facilities”** means maintenance work which is normally carried out in the halls of residence by the University or by owners for off-campus facilities.

**“MoCUSO”** means the Moshi Co-operative University Students’ Organisation

**“Non degree student”** means a student registered at the University pursuing any of the non degree programmes.

**“Off Campus Accommodation”** means accommodation secured by students who do not manage to get in – campus accommodation.

**“Owner”** means and includes any person for the time being exercising the duties of the DVC -AF at MoCU and includes a person appointed by the DVC - AF to act in that behalf.

**“Postgraduate Student”** means a student registered at the University for a Postgraduate Programme.

**“Rent”** means money payable by a student when occupying off/in campus accommodation for a specific period of time.

**“Residence regulation”** means and includes provision of the University Students By – Laws relating to student residence or any other regulations promulgated for the purpose of governing students residence in University Hall and property contained therein or attached thereto;

**“Resident”** means any student dully admitted to MoCU who has consented and signed terms and conditions for accommodation;

**“Student residence”** means and includes all halls of residence, any dwelling house or building designed or modified as hall or residence for purpose of students’ residence.

**“Student”** means any person registered to MoCU or one of its Campus/Constituent College/Centres as candidate for a degree, diploma, certificate or other award of MoCU who has subscribed to this agreement.

**“The University”** means the Moshi Co-operative University.

**“Undergraduate Student”** means a student registered at the University pursuing any of the undergraduate degree programmes.

## **1.0 INTRODUCTION**

### **1.1 Background Information**

The Moshi Co-operative University (MoCU) is a result of transforming the Moshi University College of Co-operative and Business Studies (MUCCoBS) into a full-fledged University in 2014. In 2004 the Co-operative College Moshi was declared to be Moshi University College of Co-operative and Business Studies (MUCCoBS) as the Constituent College of Sokoine University of Agriculture through Declaration Order No. 22 of 2004.

The University is organized into faculties, directorates, an institute and a bureau. The University has campus at Moshi and teaching centre at Kizumbi in Shinyanga Region. There are two faculties namely; Faculty of Co-operative and Community Development (FCCD) and Faculty of Business and Information Sciences (FBIS). There are four directorates namely: Directorate of Undergraduate Studies (DUS), Directorate of Research and Postgraduate Studies (DRPS), Directorate of Co-operative Library and Archives (DCLA), Directorate of Human Resource Management and Administration (DHRMA); and Directorate of Planning and Finance (DPF). In addition, the University has a Bureau of Consultancy Services (BCS), the Institute of Continuing Co-operative Education (ICCE) and Office of the Dean of Students (DoS). The University has a network of Regional Offices throughout Tanzania Mainland. It operates 13 Regional Offices catering for all the regions in Tanzania Mainland.

### **1.2 Vision and Mission Statements**

#### **1.2.1 Vision**

The vision of the University is “to become a centre of excellence in co-operative education and practice”

#### **1.2.2 Mission statement**

The mission statement of the University is “to provide quality education, training, research and advisory services to enhance development”

### **1.2.3 Core value**

In fulfilling the vision and mission of the university, the University will be guided by the following core values, cooperation, objectivity, pursuit of excellence in services delivery, integrity and accountability, courtesy to all special responsibility.

## **2.0 SITUATIONAL ANALYSIS**

### **2.1 Condition of Students' Accommodation at MoCU**

Before the former Moshi Co-operative College was transformed into Moshi University College of Co-operative and Business Studies (MUCCoBS) in 2004, and then Moshi Co-operative University (MoCU) in 2014, there was no accommodation problem for students because this population was less than 3,000 and students were staying comfortably, one student in a room. However, the students' population has continued to grow to more than three thousand in 2012/13 academic year at the main campus. The students' population at Kizumbi Teaching Centre has likewise increased rapidly from 32 in 2009 to 362 in 2014/15 academic year. This growth from less than 1,000 to about 3,000 in 2016/17 while the University capacity being 918 beds has resulted into students' accommodation problems since rate of enrollment does not tally with the rate of expanding halls of residences at both campuses.

To address the shortage of rooms, the University improved students' halls and added more beds in some hall rooms. These measures have not completely solved the problem since there is still a shortage of more than 2,000 beds at the Moshi Campus for the 2016/17 academic year. Accordingly, number of students living off campus has been growing steadily over time but these students face challenges. These challenges include:

- (i) Relatively low standard of some of the privately owned hostels,
- (ii) Relatively large rent difference between what the University charges per bed per night and rent rates of privately owned
- (iii) Some privately owned hostels are far from the University and lack of commuter service between the University and off campus facilities especially at night which may pose a security risk for some students living

off campus.

The available rooms in the halls have been allocated using Students' Accommodation Policy, 2013 and some inherited rules, such as first come, first served. However, this situation has been causing complaints from a number of students and other key stakeholders. In order to address the above anomalies as well as transformation of the MUCCoBS into a full-fledged University, the Office of the Dean of Students in collaboration with students' representatives has come out with this proposed Policy to guide provision of students' accommodation services at the University.

## **2.2 Strengths**

The following are strengths which contributed to do well in provision of accommodation services to students:

- (i) Availability of a number of halls within the University which accommodate 748 students at the Main Campus and 170 students at Kizumbi Teaching Centre.
- (ii) Availability of land at both the main campus and Kizumbi Teaching Centre for constructing new halls.
- (iii) Existence of updated Students By-Laws and policy which amongst other things prescribes the use of halls by students.
- (iv) Participation of Moshi Co-operative University Students' Organisation (MoCUSO) in accommodation matters.
- (v) Location advantage of MoCU main campus being in the Municipal with support of entrepreneurs who have invested in students' accommodation.

## **2.3 Areas that Need Improvement**

There are several areas that need to be improved in order to offer higher quality accommodation services. These areas include:

- (i) Insufficient in campus rooms to accommodate all students.
- (ii) Aging halls of residence due to inadequate funding arising from low user charges and inadequate funding from the Government.
- (iii) Aging beds and mattresses

- (iv) Facilities for students with special needs/ disability
- (v) Common areas for students to boil water, wash clothes and ironing

## **2.4 Opportunities**

- (i) Existence of entrepreneurs in the MoCU wide community who are ready to take advantage of the expansion of students population and demand for off campus hostels.
- (ii) Availability of policies and regulations at the University that govern students conduct and accommodation process
- (iii) Willingness of the University Management to improve students' accommodation services

## **3.0 THE POLICY FRAMEWORK**

### **3.1 Policy Statement**

In accordance with the Policy, the MoCU will provide fairness in allocation of rooms to the students' upon meeting University requirements. MoCU is committed to provide fair opportunities to all students including disabled students. The University also aims to create an environment which enables them to utilize University accommodation fully in the life of the University.

### **3.2 Policy Objectives**

The Policy sets out the University's commitment to students, providing a framework to contribute to the ongoing development of an enabling environment for all members and service users of the University. To this end, it outlines the University's duties and the options available to students who seek accommodation services during their studies at MoCU.

Specifically, the Policy seeks to:

- (a) provide accommodation to students with equal opportunity
- (b) promote mutual respect;
- (c) recognise the equality, dignity and autonomy of all persons;

- (d) recognise that “disability is a complex phenomenon, reflecting an interaction between features of a person’s body and features of the accommodation facilities.
- (e) foster student leaning and living environment

### **3.3 Policy Issues**

The focal areas of the Policy include:

- (a) Allocation of students in halls of residence;
- (b) Off campus students’ accommodation
- (c) Compliance of students to university’s students rules and procedures pertaining to accommodation;
- (d) Facilities for students with disability in halls of residence;
- (e) Students collective areas for boiling water, washing clothes and ironing

### **3.4 Scope of the Policy**

The provisions of accommodation to students shall apply to all eligible students. The Policy incorporates issues of access, equity, relevance and quality.

The Policy shall apply to:

- (a) all Students of the University;
- (b) all investors of the University;
- (c) University infrastructural development, endowments, and provision of resources to support accommodation service and
- (d) Any person who will seek for accommodation services at the University.

## **4.0 POLICY KEY ADDRESSED AREAS**

### **4.1 Allocation of Students in Halls of Residence**

#### **4.1.1 Policy issue**

Due to inadequate in-campus accommodation, allocation of students in hall of residents has been a challenge. This necessitated having a guidance and basis on who shall be given a bed.

#### **4.1.2 Policy statement**

MoCU will struggle halls are available to all students registered to the University with an equal chance of access.

#### **4.1.3 Policy objective**

The objective of this policy is principle set out by this policy for allocation of the accommodation is strictly applied to reduce possibilities of the misallocation of rooms to non-illegible students.

#### **4.1.4 Implementation strategies**

- (a) There shall be categories of students who will be given higher priority to be accommodated in the University Halls. The priority list is as follows:
  - (i) Physically challenged students;
  - (ii) Foreign students;
  - (iii) Certificate and first year Diploma female students
  - (iv) First year female undergraduate students;
  - (v) First year male undergraduate students;
  - (vi) Non-degree continuing students;
  - (vii) Undergraduate continuing students;
  - (viii) First year Postgraduate students; and,
  - (ix) Postgraduate continuing students.
  
- (b) Moshi Co-operative University will, where funds available construct new hostels to accommodate number of students admitted to MoCU.

- (c) Rooms will be allocated to eligible students at the beginning of every academic year. Applicant shall fill in agreement/contract forms
- (d) Payment for the bed will be effected only after the allocation has been confirmed by the University authority
- (e) A student who fails to pay for his/her accommodation fee within three working days from the confirmation stated in item 4.1.4 (d) of this document will have his/her room be allocated to another student based on the priority indicated in section 4.1.4 (a)

## **4.2 Off Campus Students' Accommodation**

### **4.2.1 Policy issues**

Due to inadequate in-campus accommodation, many students are required to stay off campus. The facilities outside the University some have low quality facilities and to some extent are relatively higher in terms of rent when compared to that charged by the University to in campus students.

### **4.2.2 Policy statement**

MoCU will accommodate all registered students in campus, when MoCU is not in a position to provide accommodation services to all registered students then some students will have to stay on registered off campus premises.

### **4.2.3 Policy objective**

The crucial objective of this policy with regard to off campus accommodation is to make sure operators/investors do maintain off campus accommodation standards.

### **4.2.4 Implementation strategies**

- a) Moshi Co-operative University will encourage investors to invest in hostels within the University land, in the nearby areas and elsewhere as will be provided for in the University Strategic Plan, various laws and Government circulars.
- b) the University will encourage owners and operators of the off campus

accommodation to maintain standards set by the University in regards to cleanliness, privacy and security of their facilities to acceptable standards.

- c) the University will encourage owners or operators of the off campus accommodation or any other willing investor(s) to provide commuter services to off campus students at reasonable charges.

### **4.3 Compliance of Students to the University's Students Rules and Procedures Pertaining to Accommodation**

#### **4.3.1 Policy issues**

Due to inadequate number of rooms at the University, students have been illegally exchanging rooms or one room is occupied by more than required number of students to occupy a single room. This has been a big challenge to the University.

#### **4.3.2 Policy statement**

MoCU halls of residence will be occupied by the required number of students by employing warden(s) to oversee proper use of the rooms

#### **4.3.3 Policy objective**

The objective will be to ensure that accommodation facilities are properly kept for longer last usage.

#### **4.3.4 Implementation strategies**

- (a) Off campus students shall not be allowed to stay in the University hall of residence
- (b) All MoCU students shall be responsible on proper use of common properties in case of any damage; a particular student shall pay for that replacement or repair.
- (c) The University Accommodation Agreement/ conditions for in Campus accommodation and Students' Rules and procedures shall apply to charge a student who illegally exchange rooms, sublet or welcome a guest.

## **4.4 Accommodation Facilities for Students with Disabilities**

### **4.4.1 Policy issue**

The University accommodation infrastructure does not fully accommodate students who are physically challenged. In some cases they feel excluded due to their disabilities.

### **4.4.2 Policy statements**

- (a) MoCU will accommodate people with special needs without being discriminated.
- (b) MoCU will, if funds available, construct special rooms with facilities for people with special needs.

### **4.4.3 Policy objectives**

MoCU will develop a rolling plan to make existing halls and rooms accessible by the students with disabilities or in case funds available to construct halls with facilities for people with disabilities.

### **4.4.4 Implementation strategies**

- (a) Physically challenged students shall be the first priority in allocating in campus accommodation.
- (b) Resources will be allocated to improve MoCU older buildings so as to accommodate students with disabilities.
- (c) Give students with physical disability freedom to choose roommates where necessary.

## **4.5 Students Collective Areas for Boiling Water, Washing Clothes and Ironing**

### **4.5.1 Policy issue**

The University accommodation infrastructure does not have common areas for boiling water, washing clothes and ironing. Without a common place boiling water there is a great risk of some students to use electric appliances which may cause fire accident like water heaters.

#### **4.5.2 Policy statement**

MoCU will struggle to have common areas for boiling water, washing clothes and ironing for students to minimize fire accidents in the University halls of residence. MoCU shall make sure that boilers for water are installed when the University budget allows.

#### **4.5.3 Policy objective**

- (a) The ultimate objective will be to construct common areas for boiling water, washing clothes and ironing around the halls of residence.
- (b) Develop a rolling plan of adjustments to make existing halls have accessible common areas for students to boil water, wash clothes and iron.

#### **4.5.4 Implementation strategies**

Resources to be allocated for installation of common areas for students to boil water, wash clothes and iron around University halls of residence.

### **5.0 POLICY IMPLEMENTATION**

#### **5.1 University Management**

- a) When MoCU is not in a position to provide accommodation services to all registered students then some students will have to stay off campus.
- b) There shall be accommodation terms and conditions forms to be signed before a student is provided with a University accommodation.
- c) Moshi Co-operative University will encourage investors to invest in hostels within the University land, in the nearby areas and elsewhere as provided for in the University Strategic Plan, various laws and Government circulars.
- d) Those who will invest in provision of accommodation services shall be responsible for their management.
- e) The University will encourage owners and operators of the off campus accommodation to maintain standards set by the University in regards to cleanliness, privacy and security of their facilities to acceptable standards.

- f) MoCU students are expected to be responsible tenants by adhering to all legal and civil conditions of renting houses.
- g) The University will revise its accommodation bed rent rates from time to time so as to reflect halls' maintenance costs.
- h) The University will encourage owners or operators of the off campus accommodation or any other willing investor(s) to provide commuter services to off campus students at reasonable charges.
- i) There will be a smooth collaboration between the Directorate of Undergraduate Studies, Directorate of Research and Postgraduate Studies, Directorate of Planning and Finance and the Office of the Dean of Students in determining the number of students to be accommodated.

## **5.2 Dean of Students**

- a) Office of the Dean of Students will facilitate availability of off campus accommodation (for students who will wish to use the service) by establishing the list of available private hostels showing rent rates, location, capacity and owners' contacts.
- b) Off campus students shall choose where to stay and sign contracts with the hostel owners on private basis.
- c) Off campus students will be required to sign an agreement / contract form (Appendix 2) for staying off campus at the beginning of every academic year. This shall be prerequisite for being registered in the new academic year.
- d) Off campus students will not be allowed to stay in the University hall of residence and anyone who will be identified will be breaching the University Students By Laws and other laws of the country.
- e) There shall be close collaboration between the students, the office of the Dean of Students' and the Estate Manager on matters concerning maintenance of the students' halls of residences.
- f) As far as it is possible, the office of the Dean of Student will work closely with private accommodation providers to know where a student

stays.

### **5.3 Collaboration with Stakeholders**

As far as it is possible, all private accommodation providers to be officially recognised by the University should inform the University management about their hostels' location, rent rate, capacity and contacts.

### **5.4 The Council**

The Council may establish the Students Accommodation Committee which will be responsible for implementation of this policy.

### **5.5 General Implementation Criterion**

- a) There will be surprise check-ups in students' halls of residences/rooms; the check-ups will involve the MoCU Management or assignee in collaboration with the MoCUSO President.
- b) All MoCU students shall be responsible for proper use of common properties in case of any damage; a particular student shall pay for that replacement or repair.
- c) Implementation of this policy shall be guided by the existing University regulations. Government circulars and laws and regulations of the United Republic of Tanzania.
- d) Students who will not secure bed space in university halls of residence will encouraged stay off campus.

### **6.0 MISCELLANEOUS**

- a) The University will not guarantee accommodation to all mentioned categories if the number of eligible students is over and above the available accommodation capacity.
- b) The University has no accommodation for couples and families.
- c) Rooms will be allocated to eligible students at the beginning of every academic year. Applicants will indicate their desire by filling

in the agreement/ contact forms.

- d) Payment for the bed will be effected only after the allocation has been confirmed.
- e) A student who fails to pay for his/her accommodation fee within three working days from the confirmation stated on d) of this Policy will have his/her room be allocated to another student based on d) above.
- f) All Students shall abide to the available Students' Disciplinary Rules and procedures, and other University by-laws/regulations.
- g) At the end of every semester students shall vacate rooms with all their private belongings.

**.0 BREACH OF CAMPUS ACCOMMODATION AGREEMENT**


The Office of the Dean of Students shall report any violation of accommodation terms and conditions including subletting, illegal exchange of rooms, cooking in the rooms, possession of unauthorized appliances such as cookers, fridges etc., to Deputy Vice Chancellor Administration and Finance who will initiate legal actions against the student including eviction and associated fines in accordance with University by laws.

**.0 AMENDMENT OF THE POLICY**

This Policy may be amended from time to time as need arises.

**.0 APPROVAL**

The Students Accommodation Policy has been approved by the Council on .....<sup>22<sup>nd</sup></sup> day of ~~December~~.....2016.

TITLE	NAME	SIGNATURE
Secretary	Dr. Goodluck Mmari	 _____
Chairperson	Prof. Gerald C. Monela	 _____

**Appendix 1:**

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)**

**CHUO KIKUU CHA USHIRIKA MOSHI**



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**TERMS AND CONDITIONS FOR IN CAMPUS ACCOMMODATION**

MoCU  
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Website: [www.mocu.ac.tz](http://www.mocu.ac.tz)

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**1. INTRODUCTION**

MoCU welcomes you to use its accommodation service in hostels that are located in-campus. The hostels are equipped with the necessary facilities for you to live and study securely and peacefully.

**2. STUDENT'S PERSONAL PARTICULARS:**

Student's name : .....

Registration number : .....

Programme and year of study : .....

Hall of resident : .....

Room number : .....

Cost of accommodation per semester : .....

**3. STUDENT'S OBLIGATIONS**

**3.1 YOU ARE REQUIRED TO:**

- (i) Pay accommodation fee on time (at the beginning of the semester).
- (ii) Keep the room, including furniture, paintwork, fixtures and fittings, in good a condition.

- (iii) Use communal parts of the hostel responsibly.
- (iv) Report damages to the Dean of Students Office.
- (v) Allow the University staff access to the room in case maintenance activities need to be carried out in the room;
- (vi) Allow University staff access to the room in order to carry out inspections;
- (vii) Pay to the University the costs of repair of any part(s) of the room/building that has been damaged by you or while under your care;
- (viii) Hand over the keys of the room at the end of the semester.
- (ix) Leave the room in a clean condition at the end of the semester;

#### **4. YOU ARE NOT ALLOWED TO:**

- (i) Allow any other person to occupy the room/bed allocated to you without permission of the University;
- (ii) Share the room/bed with a person who was not allocated in that room;
- (iii) Do anything which may be or become or cause a nuisance, annoyance, inconvenience or disturbance or cause loss to other residents in the same or other blocks or other halls of residence or to residents of University building in nearby areas;
- (iv) Keep any animal in the hall of residence;
- (v) Install an outside TV aerial or satellite dish or additional furniture in the room;
- (vi) Engage in any criminal behavior or conduct;
- (vii) Allow visitors in the hostel beyond 06.00 p.m. for outside visitors and 12.00 midnight for MoCU Students;
- (viii) Put and/or use refrigerators, freezers, cooking appliances and similar devices in the hostel except water heater which does not exceed 13 Amps;
- (ix) cook in the room;
- (x) use abusive language to any University staff, guests and other students;
- (xi) bring food in halls of residence;
- (xii) wash clothes in the room and bathroom(s);
- (xiii) wash dishes in washroom(s) sink; and
- (xiv) bring into the room any solid and liquid waste.

#### **5. APPLICATION OF THE STUDENTS' DISCIPLINARY RULES AND PROCEDURES**

The Students Disciplinary Rules provide for matters relating to student discipline and also contain matters concerning student hostels. You are therefore advised to read and understand them.

#### **6. TERMINATION**

The accommodation service to you shall be terminated if:

- (i) By any reason, you cease to be a student of MoCU;
- (ii) You breach the conditions stated in Accommodation Agreement; and
- (iii) You violate the Students' Disciplinary Rules and Procedures and receive a punishment that requires eviction from the room

**7. STUDENT'S DECLARATION**

I.....have read and understood the conditions stated in this document and promise to fulfill them.

**Signature..... Date.....**

**8. ON BEHALF OF THE UNIVERSITY**

Name.....

Signature.....

Position.....

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)**

**CHUO KIKUU CHA USHIRIKA MOSHI**



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Website: [www.mocu.ac.tz](http://www.mocu.ac.tz)

**ATTACH  
COLOURED  
PASSPORT SIZE  
PHOTOGRAPH**

**OFF CAMPUS ACCOMMODATION FORM**

**I. PERSONAL PARTICULARS**

1. Surname.....
2. First name.....
3. Middle name .....
4. Mobile phone No .....
5. Sex.....
6. Date of birth.....
7. Place of birth: Country .....District.....Region.....
8. Parent/ Guardian name.....
9. Parent / Guardian mobile No.....

**II. ACADEMIC INFORMATION**

1. Programme ..... Registration. No.....
2. School/Faculty.....
3. Year of study.....Semester.....
4. Class Representative name.....Mobile phone No.  
.....

**III. INFORMATION ON OFF CAMPUS ACCOMMODATION**

1. Name of the Hostel/house owner.....
2. Mobile phone No of the Hostel/house owner.....
3. House No..... Plot No. .... Block No. ....
4. Street..... Village ..... Ward .....
5. Rent rate per Month.....

**IV. DECLARATION**

I..... declare that the information provided herein is true and correct to the best of my knowledge.

Signature..... Date.....

**V. WITNESS BY HEAD OF ACCOMMODATION DEPARTMENT**

Name.....Mobile Phone No.....

Signature.....Official stamp.....