



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



STUDENTS' ACCOMMODATION GUIDELINES, 2021

JUNE 2021

LIST OF ABBREVIATION

DSS	:	Director of Students' Services
DVC-PFA)	:	Deputy Vice Chancellor Planning, Finance and Administration
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. Accommodation Plan
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 Hierarchy 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 of Accommodation Committees

PART III ALLOCATION OF BEDS AND ROOMS

12. Allocation of beds and rooms
13. Temporary accommodation
14. Penalty for overstaying in a room
15. Conditions for allocation of beds and rooms

PART IV HOSTELS

16. Recognition and registration of hostels
17. Preparation and maintenance of register for hostels
18. A written application for recognition and registration of hostels
19. Physical verification and assessment of hostels

20. Conditions to be considered for recognition and registration of hostels
21. Approval of hostels
22. Reference of students to hostels
23. Submission of accommodation contracts to DSS

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

24. Responsibility of the University in monitoring halls of residence
25. Responsibility of students in monitoring halls of residence
26. Monitoring of hostels
27. Handling student departure in halls of residence

PART VI
MISCELLANEOUS

28. Renting accommodation to non-students
29. Disciplinary measures
30. Amendment and review
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 Kizumbi 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 landlords outside the University Campus;
- “**KICoB**” means Kizumbi Institute of Co-operative and Business Education;
- “**MoCU/University**” means Moshi Co-operative University; and
- “**Hostel Owner**” means a person or company or any form of registered business association recognized and registered by the University for the provision of hostel services to students.

PART II ADMINISTRATION AND SUPERVISION OF ACCOMMODATION

- Preparation of Accommodation Plan and its contents** 3. The office of the Director of Students' Services 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 cover the following:
- Identification of suitable places for students to stay;
 - Number of halls of residence available at Main Campus and Kizumbi Campus;
 - The capacity of halls of residence and hostels;
 - Details on the condition of halls of residence and hostels;
 - Number of recognized and registered hostels;
 - Overall status of University halls of residence and hostels;
 - Repair/maintenance needs for the halls of residence; and
 - Allocation of students in halls of residence plan as per the Student Accommodation Policy.

- Establishment of Students Accommodation Committee**
5. There shall be established Accommodation Committee composed of the following members:
- Director of Students' Services who shall be the Chairperson;
 - One representative from the office of the Director of Undergraduate Studies;
 - One Representative from the Department responsible for estate management;
 - Head of Administrative Services.
 - One representative from the Department of Planning;
 - One accountant from the Directorate of Planning and Finance; and
 - 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 composed of the following members:
- Officer responsible for students' affairs at KICoB who shall be the Chairperson;
 - Head of Administrative Services Department at KICoB;
 - Head of Accounting and Finance Unit at KICoB; and
 - Head of Accommodation Unit at KICoB who shall be the Secretary.
- Functions of the Students Accommodation Committee**
7. The functions of the Students Accommodation Committee shall be to:
- Prepare an Accommodation Plan as per these Guidelines;
 - Recommend to the University Management appropriate measures/solution(s) for the improvement of students' accommodation;
 - Prepare and submit a report to DVC-PFA after completion of registration and allocation of accommodation;
 - Propose a room allocation plan in line with the University Accommodation Policy;
 - Allocate rooms to students during registration;
 - Propose to the University review of the Accommodation Policy;
 - Address any emerging or intervening issues about accommodation in halls of residence and hostels; and
 - Assess the fairness of terms of the contracts entered between hostel owners and students.
- Functions of the Kizumbi Students Accommodation Sub-Committee**
8. The provisions of 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 the Director of KICoB.
- Appointment of members**
10. Members of the Accommodation Committee shall be appointed by DVC-A while members of the Kizumbi Accommodation Sub-Committee shall be appointed by the Director of KICoB.

**of
Committees**

**Tenure of the
member's
Accommodati
on
Committees**

11. (1) Members of the Committees shall hold office for the period of three years from the date of appointment and may be appointed for more terms.
- (2) The provisions of this Guideline shall not apply to *ex officio* members.

**PART III
ALLOCATION OF BEDS AND ROOMS**

**Allocation of
beds/rooms**

12. Beds or rooms shall be allocated on a 'first come first served basis in line with the following order of priority:
- (a) Physically challenged students;
 - (b) International 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
accommodati
on**

13. Subject to the 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 a specified number of days.

**Penalty for
overstaying
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 overstayed day for a maximum period of 10 days.
- (2) A student who fails to vacate after ten days shall be evicted from the room.

**Conditions
for allocation
of bed/room**

15. A bed shall be allocated to a student who fulfils the following conditions:
- (a) Applied for accommodation;
 - (b) Completed registration; and
 - (c) Paid accommodation fee.

PART IV HOSTELS

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| Recognition and registration of hostels | 16. The Director of Students Services shall oversee the exercise of recognizing and registering hostels. |
| Preparation and maintenance of register for hostels | 17. The Director of Students' Services shall prepare and maintain a register of hostels which shall consist of the following information:
(a) Name of the Hostel;
(b) Details of the owner;
(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 hostels | 18. A hostel owner shall submit to the Office of the Director of Students' Services a written application for the recognition and registration of his/her hostel. |
| Physical verification and assessment of hostels | 19. The Director of Students' Services shall, upon receiving an application for recognition and registration of a hostel, conduct or cause to be conducted physical verification by using the prescribed checklist for purposes of establishing its suitability. |
| Conditions to be considered for recognition and registration of hostels | 20. In conducting physical verification and assessment of the hostel, the Director of Students' Services shall consider the following:
(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;
(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. |

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| Approval of hostels | 21. The Director of Students' Services shall forward the verification report together with his/her recommendation to DVC-PFA for approval. |
| Reference of Students to hostels | 22. A student may be referred to a hostel for negotiations with its owner. |
| Submission of contracts to DSS | 23. A student who rents a hostel shall be responsible to submit a copy of his/her with the hostel owner to DSS. |

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

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| Responsibility of the University in monitoring of halls of residence | <p>24. (1) The office of DSS shall make random inspections to determine the extent of compliance with these Guidelines.</p> <p>(2) The office of DSS shall provide an inventory form to all students who have been allocated in rooms during entering in and departing from the room.</p> <p>(3) DSS shall conduct physical verification of rooms to establish habitability and reasonable state of ware and tare before approving the inventory form.</p> |
| Responsibility of students in the monitoring of halls of residence | <p>25. (1) Students shall be required to fill in an inventory form and submit it to the office of DSS within three days from the date of allocation of a room and within seven days after the end of semester examinations.</p> <p>(2) Students shall be responsible for the security of their rooms and personal belongings.</p> <p>(3) Students shall be responsible for the safe custody of their room key and shall be responsible for replacement in case it is lost.</p> <p>(4) Students may be permitted to make extra copies of their room keys.</p> <p>(5) Students shall surrender room key(s) to DSS before departure.</p> <p>(6) A student who damages a hostel facility shall be responsible for repair/replacement or compensation for the said damage and in the event the causer cannot be identified, all students in the hostel in question shall be responsible for the damage.</p> <p>(7) All students and Hostel Representatives shall be responsible to report immediately any damage or any maintenance required to the office of DSS.</p> <p>(8) All students shall be responsible to compensate any damage or loss caused in a hall of residence in the event the causer cannot be identified.</p> |
| Monitoring of hostels | <p>26. (1) The office of DSS shall be responsible to inform hostel owners of their responsibilities towards the students who rent their hostels.</p> |

- (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) DSS may inspect to determine conditions of a hostel.

Handling student's departure in halls of residence

- 27. (1) There shall be a clearance process for all students at the end of each academic year.
- (2) The office of DSS shall announce to inform students of the starting and ending date of the clearance process.
- (3) A student who fails to complete clearance within the specified period shall pay a fine as may be prescribed by the University.
- (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 a Warden or Janitor will be done after signing clearance forms and inventory forms to ensure all properties issued to a student during check-in have been handled and are in good condition.
- (6) A student shall be required to collect his/her clearance form within three days from the date of submission.
- (7) A student who fails to collect the clearance form within the prescribed period shall pay a fine as may be prescribed by the University.

**PART VI
MISCELLANEOUS**

Renting accommodation to non-students

- 28. Any person who wishes to rent a room in the Hall of Residence shall make an application to the University by using the prescribed form to be issued by the Office of the Director of Students' Services.

Disciplinary measures

- 29. A student who contravenes these guidelines shall face appropriate disciplinary action under the Student Disciplinary Rules and any other relevant laws for the time being in force.

Amendment and review

- 30. These Guidelines may be amended or reviewed when the need arises.

Effective date

- 31. These Guidelines shall become effective after being 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

Hostel Evaluation Checklist

Name of Hostel Owner _____

Physical and Postal Address _____

Mobile number (s) _____

Checklist

No.	Item	Brief details	Satisfactory	Not-satisfactory
1.	Location			
2.	Nature of the 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			

Additional Remarks (if any):

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 (where applicable) _____
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 Reporting Form

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

Equipment Information	
Equipment damaged/lost/stolen (specify)	
Equipment identification number (if any)	
Equipment location at the time of damage/loss	
How was the equipment damaged/lost/stolen?	
For official use (Director of Students' Services)	
The person responsible for the equipment	
The person responsible for the 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 _____

Student's signature

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 by the Director of Students' Services

Icertify that the above named student has:

1. Left his/her room in.....(state condition)
2. Cleared all outstanding fees/bills/charges concerning the room.
3. Returned all the required equipment/furniture.

Signature:

Date:

Official stamp