

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY



STUDENTS ACCOMMODATION GUIDELINES

2017

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LIST OF ACRONYMS

AC	Accommodation Committee
DVC-PFA	Deputy Vice Chancellor - Planning, Finance and Administration
HESLB	Higher Education Students Loan Board
MUST	Mbeya University of Science and Technology
MUSTSAB	MUST Students Accommodation Bureau
MUSTSO	Mbeya University of Science and Technology Students Organization
PMU	Procurement Management Unit

STUDENTS ACCOMMODATION GUIDELINES 2017

1. Introduction

The purpose of these guidelines is to support the implementation of the Students Accommodation Policy as approved by MUST Council on 7th October, 2016. The basic principle that guides Students Accommodation Policy is provision of high quality accommodation services that enable students to engage in academic and social development. In that, the provision of accommodation is a shared responsibility between the University and the student requesting accommodation in-campus.

It should be noted that the University has limited accommodation facilities to accommodate all enrolled students. The Students Accommodation Guidelines in its own is not in conclusive to safeguard students' welfare at the University. Students are strongly advised to read and adhere to other University rules and regulations such as University Prospectus, Students By-Laws and Mbeya University of Science and Technology Students Organisation Constitution. For the case of any ambiguity, problem, comments or advice, students are advised to contact the Block Manager/Minister responsible for Accommodation or members of staff (Wardens, Janitors or Bureau Manager), as all are there to ensure quality and reliable services for students' welfare.

2. Criteria for Allocating Accommodation to Students

As stated in the Accommodation Policy 2016 (section 2.3.2(b)), the procedures for allocation of student accommodation spaces available shall be fair and transparent to students. Criteria for allocating accommodation spaces and how the demands are prioritized are as follows:

- 2.1 Students with special needs (students on medical grounds and physical disabilities);
- 2.2 Foreign students;
- 2.3 Ordinary Diploma Full Time Government Sponsored Students;
- 2.4 Female first year students;
- 2.5 Female continuing students;
- 2.6 Male first year Ordinary Diploma Full Time Private Sponsored students, currently residing away from Mbeya City;
- 2.7 Male first year undergraduate students who are beneficiary of HESLB and residing away from Mbeya City;
- 2.8 Other male first year undergraduate students, currently residing away from Mbeya City;
- 2.9 MUSTSO leaders of priority ministries which are; Ministry of Health and Environment, Food and Accommodation, Security and Defence, Loans and Grants, and Education & Academics;
- 2.10 Finalist male undergraduate students, currently residing away from Mbeya City;

2.11 Continuing male undergraduate students.

The University shall not guarantee accommodation to all mentioned categories if the number of eligible students is over and above the available accommodation capacity.

3. Application Procedures

Application can be done either online or by filling in the application form available in the Warden's office or Bureau office.

4. Conditions for Staying in the University Hostels

- 4.1 Once a student secures accommodation in-campus, shall fill in agreement/ contract forms which lasts a full academic year.
- 4.2 Illegal exchange of rooms and subletting will instantly lead to eviction from the rooms as it has been stated in the Students By-Laws 2014, Rule 25(i).
- 4.3 A student, who secures accommodation in the University, shall report any violation including cooking in the rooms; possession of heaters; cooking appliances like cookers, fridges; subletting; illegal exchange of rooms, and others. Failure to report any violation of accommodation regulation will lead to all occupants in the room to be taken disciplinary action.
- 4.4 Any kind of noise disturbances that may disturb calmness of the residents shall not be tolerated at any time for maintaining conducive environment for private study and resting. Music volume shall be of the acceptable limits.
- 4.5 It is the responsibility of every tenant student to care for all the communal properties such as toilets, washing areas, security lights and other public properties available in the hostels. Damage of hostel blocks properties and no one is held responsible, the compensation shall be made by all students in that particular area. For individual cases, the responsible student shall be liable for any cost.
- 4.6 Students who secure accommodation in-campus shall adhere to the rules and regulations as stipulated in the Students By-Laws 2014, Rule 10. In case accommodation rules are breached, the student will be punished accordingly.

5. Allocation of Rooms

- 5.1 There shall be an Accommodation Committee (AC) to be responsible with allocation of accommodation space according to the eligibility of applied students. Names of student's secured in-campus accommodation will be submitted to the Bureau Board for deliberation and approval.
- 5.2 No transfers of accommodation will be entertained after it has been approved unless there are authentic reasons.

6. Accommodation Rent

- 6.1 Local and Foreign students shall be accommodated in the hostel blocks at different rates as shall be approved by the MUST Council from time to time and shall be paid in terms of Tshs and US dollars respectively.
- 6.2 MUSTSAB shall set affordable and reasonable rents as shall be reviewed and approved by the governing body from time to time, and the rent shall be paid in full at the beginning of each semester/academic year.
- 6.3 Non-students and students accommodated during the vacation will pay accommodation rent as will be proposed by the Bureau and approved by the Management.

7. Off-campus Accommodation

Students who could not secure in-campus accommodation are advised to look for off-campus accommodation in areas around the University. The lease agreement shall be between the student and the respective landlord. However, MUSTSAB in collaboration with the Management may assist in making the list of available off-campus accommodation facilities for students who find difficult to get them.

8. Accommodation to Couples

The University will not be in the position to allocate accommodation to couples and families as it has no accommodation meant for these groups. Strictly students shall not be allowed to live with their couples or children in the University hostels.

9. Lease Period

- 9.1 The students shall be allocated rooms at the beginning of each academic year after signing in accommodation agreement form which will last a full academic year. Those meeting the accommodation criteria will have to re-apply.

9.2 A student, who wishes to leave the University accommodation before the end of contract, will neither have a right to be refunded nor transfer the accommodation fee paid.

10. Maintenance of Accommodation Facilities

Maintenance work shall be done from time to time as deemed necessary. Major maintenance will be made during a long vacation subject to availability of fund. The Bureau in collaboration with the Estates Department will plan for long and short term maintenance so that rooms are habitable throughout the year. Maintenance procedures will be as follows:

10.1 Reporting of Maintenance Requirement

The tenant students have to report to the warden or Bureau Manager on any problem arising from their rooms or hostel block. The reported matter should be recorded in a special counter book for implementation.

10.2 Attending Maintenance of Hostel Blocks

- i. Maintenance officer shall pass through all the hostels in every morning to collect the reported problems to wardens' offices; make evaluation of the problem and report to the Bureau Manager for implementation.
- ii. The Bureau Manager shall attend the matters as recommended by the Maintenance officer by consulting the Estate Manager if the case requires repair and PMU if the case requires procurement.
- iii. Maintenance officer shall verify procured materials and supervise technicians assigned repair work by the Estate Manager.
- iv. Maintenance officer and the Warden shall sign the repair report forms upon satisfactory completion of work and submit to Bureau Manager.

10.3 Procurement of Consumable items for Hostel Blocks

Procurement of consumable items for hostel maintenance shall be procured in buffer stocks and stored in the PMU store.

10.4 Inspection of Maintenance Works

The Bureau Manager shall report to the DVC PFA for accomplished work done of which the DVC PFA will form an inspection team to check and recommend for the work done.

11. Provision of Accommodation Services and Facilities

The University will be responsible to provide beds, mattresses and supply of water, electricity, general sanitation as well as general maintenance

solely or communally and make sure that the facilities are in reasonable repair and proper working order.

12. Random Check Ups

Random inspection exercises on accommodation services and facilities mentioned in 11 above, shall be made at any time without a notice as it may be decided by the authority.

13. Health and Safety

For health services, the University has a dispensary with trained personnel to attend various students' health problems. Thus, students should not hesitate to contact the University dispensary in-charge in time for assistance. Students are advised to report any serious incidents including accidents or fires events to Warden or Bureau Manager for assistance.

14. Accommodation Security

14.1 Students are advised to safeguard their personal properties including;

- i. Keeping room's door locked at all times, and whenever possible, even when they are in.
- ii. Keeping keys in a safe place; remove any address labels from them; and report the loss or theft of keys immediately.
- iii. Securing vital properties before leaving the room and ensure all windows are closed and doors locked.
- iv. Not allowing strangers into the hostel rooms.
- v. Reporting anything suspicious to the security officer/staff.

14.2 Fire Safety

- i. Accommodation Agreement prohibits keeping or storing of gas/ oil heaters or other fuel burning appliances, including candles in the rooms. If any student will be found with such items, disciplinary measures will be taken as per Students by-laws.
- ii. All accommodation facilities are designated as non-smoking including e-cigarettes. Students are required to make their guests aware of the non-smoking status of accommodation when made a visit.
- iii. Students are required to make sure that all electrical appliances are switched off before leaving a room.
- iv. Students must take care and avoid overloading electrical sockets.
- v. Whilst testing an electrical facility, students must ensure that it is compatible with the existing system. If in doubt seek assistance from a member of the staff.
- vi. Any furnishings brought into the accommodation should meet with fire regulations.
- vii. Fire safety tools in the hostel blocks should be taken care of.

APPROVAL

According to the **10th** Council meeting of Mbeya University of Science and Technology (MUST) held on **9th September, 2017** item **5.2**; this Students Accommodation Guidelines have been read and approved.

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Prof. Penina Mlama
MUST COUNCIL CHAIRPERSON

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Date

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Ms. Saumu Mruke
COUNCIL SECRETARY