



**MZUMBE UNIVERSITY
(CHUO KIKUU MZUMBE)**

STUDENTS' ACCOMMODATION POLICY

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TABLE OF CONTENTS

1.0. Introduction	1
1.1. Rationale for Students' Accommodation Policy at Mzumbe University.	1
1.2 Situation Analysis of Students Accommodation at MU.....	1
1.2.1. Strengths.....	1
1.2.2. Areas that need Improvement.....	2
1.2.3. Opportunity.....	2
1.2.4. Challenges Facing Off Campus Accommodation	2
2.0. Policy statements.....	3
3.0. Eligibility for accommodation at Mzumbe University hostels.....	4
4.0. Off Campus Accommodation.....	5
5.0. Policy Implementation	5
Appendix 1: ACCOMMODATION AGREEMENT BETWEEN MZUMBE UNIVERSITY AND TENANT STUDENTS	7
Appendix 2: OFF CAMPUS ACCOMMODATION FORMS.....	10

1.0. Introduction

1.1. Rationale for Students' Accommodation Policy at Mzumbe University.

When the former Institute of Development Management (IDM) was transformed into Mzumbe University (MU) in 2002, there was no accommodation problem for students because population was only 1150. The students were staying comfortably, two students in a room. However, the students' population has continued to grow to 4,916 in 2012/13 academic year for the main campus alone. The students population at Mbeya campus has likewise increased rapidly from 300 in 2005 to 1700 in 2012/13 academic year. This growth has resulted into students accommodation problems since rate of enrollment does not tally with the rate of expanding hostels at both campuses.

To address the shortage of rooms and as short term measures, the University converted some of the staff houses into students' hostels and added more beds in all hostel rooms. The University also adopted a staggered semester system as well as construction of one additional hostel for female students. These measures have not completely solved the problem since there is still a shortage of more than 2,000 beds at the Main Campus and 1,300 at Mbeya Campus for 2012/13 academic year.

The available rooms in the hostels have been allocated using some unwritten policy based on some inherited rules (from the era of IDM), such as first come, served first. However, this situation has been causing complaints from a number of students and other key stakeholders. In order to address the above anomalies, Directorate of Students Welfare in collaboration with students' representatives through MUSO have come out with this Policy¹ to guide provision of students' accommodation services.

1.2 Situation Analysis of Students Accommodation at MU

1.2.1. Strengths

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

- (i) Availability of a number of hostels within the campuses to accommodate 2760 students at the Main Campus and 389 students at Mbeya Campus College.

¹ Other universities, public and private, have had these policies for a long time. For example, the University of Dar es Salaam through its Accommodation Bureau put in place the policy in 1990s and St. Augustine University of Tanzania (SAUT) has the policy on accommodation from 2003, just to mention a few.

- (ii) Availability of land at the main campus for constructing new hostels
- (iii) Existence of updated Students' By-Laws, which amongst other things prescribes the use of hostels by students.
- (iv) Participation of Mzumbe University Students' Organization in accommodation matters.
- (v) Location advantage of Mbeya Campus College being in the City with entrepreneurs who have invested in students' accommodation
- (vi) Existence of Mzumbe University Investment Policy, which among others, it covers investment of accommodation facilities.

1.2.2. Areas that need Improvement

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

- (i) Inadequacy of hostel space in campus to accommodate all students.
- (ii) Inadequate maintenance of the existing aging halls of residence due to inadequate funding arising from low user charges and inadequate Other Charges funding from the Government.
- (iii) Lack of agreement / contract between students and the university on using accommodation facilities.

1.2.3. Opportunity

- (i) Fast growing neighborhood of Mzumbe University Main Campus, which has gained township status, with fast investments in students' services including hostels.
- (ii) Existence of entrepreneurs in the Mzumbe wide community who are ready to take advantage of the expansion of students population and demand for off campus hostels.

1.2.4. Challenges Facing Off Campus Accommodation

Whereas, a number of students staying off campus has been growing steadily over time, there are some challenges facing some of the students residing in off campus accommodation. These are as follows:

- (i) Relatively low standard of some of the privately owned hostels.
- (ii) Relatively large price differential between what the University charges per bed per night and rent rates of privately owned students' accommodation.
- (iii) Some privately owned hostels are far from the university.
- (iv) Lack of commuter service between the University and off campus facilities especially at night which may pose a security of some students.

2.0. Policy statements

- 2.1. When Mzumbe University is not in a position to provide accommodation services to all registered students then some students will have to stay off campus.
- 2.2. There shall be accommodation agreement / contract forms to be signed before a student is provided with a university accommodation².
- 2.3. Mzumbe University will encourage private investors to invest in hostels within the university land, in the nearby villages and elsewhere as provided for in the University Investment Policy³.
- 2.4. Those who will invest in provision of accommodation services shall be responsible for their management.
- 2.5. The university shall 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.
- 2.6. Mzumbe University students are expected to be responsible tenants by adhering to all legal and civil conditions of renting houses.
- 2.7. The University will be the facilitative link between the off campus students and the hostel owners.

² See Appendix 1

³ The investors will be required to adhere to the Minimum Requirements For Students Accommodation Facilities as provided by the Tanzania Commission for Universities (see Minimum Guidelines and Norms for Governance Unit, 2012).

- 2.8. The University will revise its accommodation bed rent rates from time to time so as to reflect hostel maintenance costs. A process of raising the rates will involve all important stakeholders.
- 2.9. 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.
- 2.10. The University shall appoint a Committee to inspect private hostels before they are approved for renting to the students.

3.0. Eligibility for accommodation at Mzumbe University hostels

- 3.1. There shall be categories of students who will be given higher priority to be accommodated in the University Hostels. The priority list is as follows⁴:
 - 3.1.1. Students with special needs⁵.
 - 3.1.2. Foreign students.
 - 3.1.3. First year students as per the following hierarchy
 - 3.1.3.1. Certificate students
 - 3.1.3.2. Diploma students
 - 3.1.3.3. First year degree students
 - 3.1.3.4. Postgraduate students: these will be accommodated according to the capacity in Kunambi Hall on first apply first considered basis.
 - 3.1.4. **Continuing students:** Remaining vacancies should be provided to continuing students by “first in first served” basis.

NB: Hostels shall be specified by gender.

Female hostels

Karume, Kingo, Kinjekitile, Matola, Sophia, Mama Maria Nyerere and Vikenge, Kibasila.

Male hostels

Kimweri, Kimweri, Mirambo, Mkwawa, Cabral, Buguruni, Tangeni, Ushirika Nyirenda and A.1.

⁴ A practice of allocating rooms for top MUSO leaders will continue as it is now.

⁵ Special needs to be considered will only be based on being physically challenged (disabled)

- 3.2. The University shall not guarantee accommodation to all mentioned categories if the number of eligible students is over and above the available accommodation capacity.
- 3.3. Rooms will be allocated to eligible students at the beginning of every semester in the agreement/ contract forms.
- 3.4. Payment for the bed will be only after the allocation has been confirmed.
- 3.5. Any student who will not pay his/her accommodation fee and register within two weeks from the beginning of the semester the room shall be allocated to another student.
- 3.6. All tenants will be required to abide to respective sections of Students' By-laws governing residence in university halls of residence.
- 3.7. At the end of every semester students shall vacate rooms with all their private belongings.

4.0. Off Campus Accommodation

- 4.1. Students who will not secure bed space in university halls of residence will stay off campus.
- 4.2. Directorate of Students' Welfare 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.
- 4.3. Off campus students shall choose where to stay and sign contracts with the hostel owners on private basis.
- 4.4. Off campus students will be required to sign an agreement / contract form (see 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.
- 4.5. Off campus students shall 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.

5.0. Policy Implementation

In order for this policy to be effectively implemented the following will be adhered to:

- 5.1. There shall be a smooth collaboration between the Directorate of Undergraduate Studies, Directorate of Research and Postgraduate Studies, Directorate of Planning, Directorate of Finance and the Directorate of Students' Welfare in the following areas.
 - 5.1.1. In determining the number of students to be admitted.
 - 5.1.2. In updating the number of all continuing students.
 - 5.1.3. In the preparation of joining instruction letters.
 - 5.1.4. In the whole system of students registration.
- 5.2. There shall be close collaboration between the students, the Directorate of Students Welfare and the Directorate of Building and Estates on matters concerning maintenance of the students' hostels.
- 5.3. As far as it is possible the Directorate of Students' Welfare will work closely with private accommodation providers to know where each student stays.
- 5.4. All private accommodation providers wishing to house Mzumbe University students will be required to inform the University management about their hostel' location, rent rates, capacity and contacts.
- 5.5. Implementation of this policy shall be guided by the existing University regulations such as Students By-laws.

Appendix 1: ACCOMMODATION AGREEMENT BETWEEN MZUMBE UNIVERSITY AND TENANT STUDENTS



RESENT
COLOURED
PASSPORT SIZE
PHOTOGRAPHY

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**ACCOMMODATION AGREEMENT BETWEEN MZUMBE UNIVERSITY AND
TENANT STUDENT**

This AGREEMENT is made thisday of the Monthof
20.....between the Mzumbe University (MU) (hereafter called the “owner” of the one part) and
a student (hereafter called the “tenant”) of the other part.

WHEREAS

- (i) In this Deed unless the context otherwise require
 - (a) “owner” means and includes any person for the time being exercising the duties of the DVC (A&F) at MU and includes a person appointed by the DVC (A&F) to act on that behalf.
 - (b) “tenant” means any student dully admitted to MU who has entered into a valid agreement with the owner for the purpose of this lease;
 - (c) “student” means any person admitted to MU or one of its Campus Colleges as candidate for a degree, diploma, certificate or other award of MU who has subscribed to this agreement;
 - (d) “Student residence” means and includes all hostels of residence, any dwelling house or building designed or modified as hostel or residence for purpose of students’ residence.
 - (e) “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 Hostel and property contained therein or attached thereto;
 - (f) “The University” means Mzumbe University.

NOW THEREFORE THESE PRESENTS WITNESSETH AS FOLLOWS;

1. The University hereby agrees to let to
(tenant) a bed in room athall room No
for strictly one semester at Tsh.....per bed, per day fordays. That the tenant agrees to refund the cost for any destruction or any mismanagement and misuse of the University properties.
2. The owner further enters into agreement with the tenant as follows:
That tenant pursuing studies at MU observes all rules and regulations governing students’ accommodation as stated in Students By-Laws 2010 and in the accommodation agreement form.
3. This agreement may be terminated by tenant by notice of not less than ten working days and the accommodation fee paid is non refundable.
4. The tenant shall observe and comply with all rules and regulations governing students’ residence and accommodation specified in the existing Students By – Laws, and all those agreements specified herein and other rules and regulations as may be promulgated by the University from time to time for the purpose of students’ residence.

5. The tenant hereby agrees to occupy the allocated accommodation and covenant with the owner as hereunder:-
 - (a) To pay rent for the whole semester once and promptly at the beginning of each semester.
 - (b) To keep the room and properties in good conditions.
 - (c) To leave the room clean at the end of each semester.
 - (d) To use communal places of the halls of residence properly.
 - (e) To allow the University workforce access to the room so that repairs and other activities can be carried out.
 - (f) To allow university staff or its assignees access to the room in order to carry out inspections.
 - (g) To pay to the university the cost of repair of any part(s) of the building that has been damaged by him/her while under his/her care.
 - (h) Not allowed to sublet any part of building to a person who is not a student of this University without written permission of the University.
 - (i) Not allowed to live with an unauthorized student(s)/ Outside visitor in the room (Subletting)
 - (j) Not allowed to 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 other University buildings in nearby areas.
 - (k) Not allowed to keep pets in the halls of residence.
 - (l) Not allowed to install an outside TV aerial or satellite dish.
 - (m) Not to bring in the halls of residence TV, refrigerators, freezers, cooking appliances printers and photocopiers.
 - (n) Not allowed to cook in the halls of residence.
 - (o) Not allowed to have students/visitors of opposite sex in the halls of residence beyond 12.00 midnight.
 - (p) It is not allowed to litter the halls of residence environment that is rooms, walls and its surrounding.
 - (q) Not allowed to conduct or assist any other person to conduct business in the halls of residence or any other activity that is not specified in the use of halls of residence.
 - (r) Not allowed to bring outside furniture/mattress or transfer furniture from one room to another
6. In case of breach of 5 (e),(f),(h),(i),(l),(m),(n),(o), (q) or (r) the tenant shall pay the fine of Tshs. 50,000/= for each offence committed and will be evicted from the room instantly.
7. The tenant hereby agrees to pay a fine of Tshs. 20,000/= for breach in any of the following 5(c),(d),(j), (k) or (p)
8. That if any clause is breached in this agreement the University will have the right to terminate tenancy without notice and without refunding the tenant as long as:-
 - (i) The Tenant has broken or has not performed any obligation of this lease agreement.
 - (ii) The tenant ceases to be a registered student at the Mzumbe University.
9. Signing out for short vacation(s) does not mean ceasing students' tenancy. This accommodation agreement lasts for one semester. Once signed, it cannot be revoked.
10. That the tenant shall observe and comply with all rules and regulations governing students' residence and accommodation as specified in the students By-Laws, all those covenants specified herein and other rules and regulations as may be promulgated by the University from time to time for purposes of students residence.
11. Students are not allowed to change the rooms allocated to them without the prior permission of the Halls Superintendent or any other officer of the University acting on that behalf.

SIGNED by parties to the agreement as follows:

- 1. Name.....Signature.....
(Name of Student)
Course.....Reg. No.....
Students Mobile Phone No.....
- 2. Parent/Guardian Name.....Phone number.....
- 3. Employers namePhone No.....
- 4. Name.....Signature.....
(On behalf of Mzumbe University)

Appendix 2: OFF CAMPUS ACCOMMODATION FORMS



MZUMBE UNIVERSITY
(CHUO KIKUU MZUMBE)
DIRECTORATE OF STUDENTS WELFARE

COLOURED
PASSPORT SIZE
PHOTOGRAPHY

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MZUMBE

MOROGORO - TANZANIA

OFF CAMPUS ACCOMMODATION FORM

I. PERSONAL PARTICULARS

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

II. ACADEMIC INFORMATION

1. Course.....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.....
4. Street.....
5. Rent rate per Month.....

IV. DECLARATION

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

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

V. WITNESS BY HEAD OF ACCOMMODATION SECTION

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

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