



UNIVERSITY OF DAR ES SALAAM

**STUDENTS ACCOMMODATION POLICY AND OPERATIONAL
GUIDELINES**

[Revised Edition 2022]

TABLE OF CONTENTS

LIST OF ABBREVIATIONS.....	iii
FOREWORD	iv
CHAPTER ONE: INTRODUCTION.....	5
1. 1 Background.....	5
1.2 UDSM Vision	5
1.3 UDSM Mission.....	5
1.4. Rationale for Review	6
1.5. Situation Analysis	6
1.6. Policy Objectives	6
1.7. Scope.....	7
1.8. Definition of Key Terms	7
CHAPTER TWO: POLICY ISSUES, STATEMENTS AND STRATEGIES.....	8
2.1. Introduction.....	8
2.2 Criteria for Allocation of Accommodation.....	8
2.3 Off-campus Accommodation.....	8
2.4 Duration of Accommodation	9
2.5 Accommodation Fee	10
2.6 Management of Accommodation Facilities	10
2.7 Use of Communal Facilities.....	11
2.8 Cooking Facilities in Designated Halls of Residence.....	11
2.9 Provision and Use of Utilities	12
2.10 Safety and Security in Accommodation Facilities.....	12
2.11 Healthy Conditions in Accommodation Facilities.....	13

2.12 Entry into Accommodation Facilities	13
2.13 Control of Activities and/or Items Used in the Halls of Residence	14
CHAPTER THREE: OPERATIONAL GUIDELINES.....	15
3.1 Introduction.....	15
3.2 Establishment of USAB	15
3.3 Criteria for Accommodation	16
3.4 Off- Campus Accommodation	17
3.5 Accommodation Period	17
3.6 Accommodation Fee	17
3.7 Management of Accommodation Facilities	18
3.8 Use of Communal Properties	18
3.9 Cooking Facilities in Designated Halls of Residence.....	19
3.10 Provision of Utilities such as Water and Electricity	19
3. 11 Safety and Security in Accommodation Facilities.....	20
3.12 Healthy Conditions in Accommodation Facilities.....	20
3.13 Entry into Accommodation Facilities	21
3.14 Allowable Items/Activities in the Accommodation Facilities	21
CHAPTER FOUR: MONITORING AND EVALUATION	22
4.1 Purpose of Monitoring and Evaluation.....	22
4.2 Implementation	22
4.3 Policy Review	22
BIBLIOGRAPHY.....	23

LIST OF ABBREVIATIONS

ARIS	Academic Registration Information System
ESMIS	Estates Services Management Information System
CoET	College of Engineering and Technology
CoICT	College of Information and Communication Technologies
DES	Directorate of Estates Services
IDs	Identity Cards
MJNMC	Mwalimu J. K. Nyerere Mlimani Campus
UDSM	University of Dar es Salaam
USAB	University Students Accommodation Bureau

FOREWORD

The University Students Accommodation Bureau (USAB) under the Dean of Students' Office is responsible for handling students' accommodation and managing accommodation facilities at Mwalimu J.K. Nyerere Mlimani Campus. Currently, USAB's operations are guided by the Students' Accommodation Policy of 2005. Since the formulation of the first accommodation policy in 2005 the University has experienced a significant increase in the number of enrolled students which does not tally with the available accommodation facilities. This has necessitated the need to review the existing policy in order to sufficiently address the contemporary students' accommodation needs.

The main objective of this policy is to provide guidelines and framework for provision and management of accommodation services to students at the Mwalimu J.K. Nyerere Mlimani Campus. The University Management is committed to ensuring that this Policy and its operational guidelines are effectively implemented so that the intended objectives are fully achieved.

Prof. William A. L. Anangisye
Vice Chancellor
University of Dar es Salaam

CHAPTER ONE

INTRODUCTION

1.1 Background

The University of Dar es Salaam (UDSM) is the oldest university in Tanzania with an enrolment capacity of over 30,000 students. In view of the growing number of students, the University has realized the need to have in place a defined institutional policy that addresses various issues on students' accommodation. Thus, in a response to the changing needs and challenges on students' accommodation, UDSM adopted its first accommodation policy in 2005. Admittedly, since 2005, there have been a number of changes in the accommodation of students in terms of both the number of students and accommodation facilities. Also, several other institutional policies have been adopted with operational effect cutting across issues of governance and management of students' accommodation. Inevitably, this changing landscape at UDSM has necessitated a complete review of the policy to accommodate such changes.

Informed by the new institutional dynamics, national policies and best practices benchmarked from other institutions, the revised UDSM Students' Accommodation Policy of 2022 aims at, among others, providing guidelines and framework for provision, governance, and management of accommodation services to students at its various campuses. The policy stipulates guiding principles for establishment, provision and regulation of students' accommodation facilities. Furthermore, the Policy aims at creating supportive learning environment at UDSM by improving the quality of accommodation services. In the end, it creates obligations and roles to the office responsible for accommodation and other units of the University which provide services relating students' accommodation. The Policy is guided by the principles of security, dignity, accessibility, affordability and availability of environment conducive to learning and living.

1.2 UDSM Vision

The Students Accommodation Policy is in line with and supports UDSM in achieving its Vision "to become a leading centre of intellectual wealth spearheading the quest for sustainable and inclusive development".

1.3 UDSM Mission

The Students Accommodation Policy is part of the internal initiatives aimed at enabling UDSM to pursue its corporate mission "to advance the economic, social and technological development of Tanzania and beyond through excellent teaching and learning, research and knowledge exchange".

1.4. Rationale for Review

The Students Accommodation Policy was adopted for the first time in 2005. Since then, the University has experienced significant changes that have necessitated its review. These changes include:

- i) The increase in students' enrolment, which has resulted in scarcity of accommodation space within the existing accommodation facilities.
- ii) Increase in the number of accommodation facilities from 7,012 in the year 2005 to 11,354 in the year 2022.
- iii) Change of internal policies, Charter and Guidelines, such as Policy on Disability and Special Educational Needs – 2022, Customer Service Charter – 2021, University Estates Services Policy 2021, and operationalization of the Estates Services Management Information System (ESMIS).

These changes have direct implications on the governance and management of students' accommodation at the UDSM.

1.5. Situation Analysis

Various efforts have been made by the University in collaboration with the government to address accommodation challenges. For example, the University has built a new hostel named Dr. J.P.J. Magufuli at the Mwalimu J.K. Nyerere Mlimani Campus. In addition to the new hostel, more accommodation space has been created from facilities that the government donated to the University. These facilities, which were formerly owned by other government institutions, include Mikocheni hostels (formerly BIMA flats), Ubungu hostels (formerly National Bank of Commerce staff quarters), CoICT hostels (formerly owned by Posts and Telecommunication College - *Chuo cha Posta na Simu*), and Kunduchi hostel (formerly Fisheries College). Other facilities include Mabibo hostels, seven halls of residence (Halls I, II, IV, V, VI, VII and Judge Julie Manning Hall) and Water Resources Houses. However, despite all these efforts by the University and government, the available facilities cannot accommodate all students enrolled at the University. For example, in the academic year 2021/2022, the total number of students enrolled at the Mwalimu J.K. Nyerere Mlimani Campus was 27,643 while the available accommodation facilities could take only 11,354 students, which is equivalent to 41% of all enrolled students.

1.6. Policy Objectives

1.6.1 Main Objective

The main objective of this policy is to provide guidelines and framework for provision and management of accommodation services to students at the Mwalimu J.K. Nyerere Mlimani Campus.

1.6.2. Specific Objectives

Specifically, the policy aims to:

- i) stipulate guiding principles for establishment, provision and regulation of students' accommodation within and outside campus.
- ii) create a supportive environment for students seeking accommodation services as well as guiding the accommodation providers on how best they can offer the service.
- iii) provide guidance for maintaining security, dignity, accessibility, affordability and availability of peaceful environment conducive to learning and living.

1.7. Scope

This policy will be used to guide accommodation issues at Mwl. J.K.Nyerere Mlimani Campus and it addresses the following aspects:

- i) Criteria for allocation of accommodation
- ii) Off-campus accommodation
- iii) Duration of accommodation
- iv) Accommodation fee
- v) Management of accommodation facilities
- vi) Use of communal facilities and services
- vii) Cooking facilities in designated halls of residence
- viii) Provision and use of utilities
- ix) Safety and security in accommodation facilities
- x) Healthy condition in accommodation facilities
- xi) Entry into the accommodation facilities
- xii) Control of activities and/or items used in the halls of residence.

1.8. Definition of Key Terms

“Campus” refers to any place where the residence of a student is established, provided, organized or overseen whether regularly or intermittently.

“Communal Facility” refers to a facility shared by all residents in a given hall of residence such as a toilet, a bathroom and a common room.

“Hall of Residence” refers to any University facility where students reside such as hostels, blocks, houses and apartments.

“Off-campus Accommodation” refers to any accommodation facility outside Mwalimu J.K. Nyerere Mlimani Campus.

“Unauthorised items” includes but not limited to narcotic drugs, illicit intoxicating substances, weapons such as firearms and panga

CHAPTER TWO

POLICY ISSUES, STATEMENTS AND STRATEGIES

2.1. Introduction

In the effort to realise its vision, mission and institutional strategic plan, the UDSM has embarked on efforts to ensure availability of decent accommodation services to students. Towards this end, it is important to have in place a clear policy direction and guidelines on issues related to the management and governance of accommodation facilities.

2.2 Criteria for Allocation of Accommodation

2.2.1 Policy Issue

In the current infrastructural setup, UDSM does not have adequate accommodation facilities to cater for the growing number of students and those with special needs. Therefore, a clear and transparent system of allocation of accommodation to students is needed as part of good governance.

2.2.2 Policy Statement

The University shall ensure that:

2.2.2.1 Allocation of accommodation to students is done in a transparent manner and in accordance with the established criteria.

2.2.2.2 Students with special educational needs are given priority in the allocation of rooms.

2.2.3 Strategies

2.2.3.1 To establish clear and well defined criteria for allocation of accommodation

2.2.3.2 To publicly announce availability of accommodation to all students

2.2.3.3 To approve room allocation before its publication

2.2.3.4 To include a section in the designated ARIS Module or application form that will inquire information regarding applicant's special educational needs

2.2.3.4 To liaise with other relevant units at the University dealing with students with special educational needs for verification.

2.3 Off-campus Accommodation

2.3.1 Policy Issue

The available accommodation facilities at various campuses of UDSM cannot accommodate all university students. Therefore, as part of the initiative to support students in accessing decent accommodation within the vicinity of the University, the University has, in some cases, arranged for accommodation of students off-campus.

2.3.2 Policy Statement

The University shall endeavour to coordinate the identification of and negotiate for the affordable rental rates for descent off-campus accommodation.

2.3.3 Strategies

2.3.3.1 To identify off-campus accommodation by considering:

- a) location (preferably within the vicinity of the University)
- b) accessibility and availability of transport services
- c) capacity of such facilities
- d) safety and security

2.3.3.2 To publicly announce to all students the availability and rental rates of identified off-campus accommodation.

2.4 Duration of Accommodation

2.4.1 Policy Issue

Duration of students' stay in the halls of residence depends on a number of factors such as period for which the accommodation was paid for and the duration of the degree programme. However, there have been cases of students staying beyond the allowed period thus denying needy students from getting accommodation on campus. Therefore, there is a need to put in place a clear guideline on students' period of stay in the accommodation facilities and measures to be taken against those who violate the prescribed guidelines.

2.4.2 Policy Statement

The University shall ensure that:

2.4.2.1 Students' period of stay in the halls of residence is in accordance with the accommodation contract.

2.4.2.2 The maximum period of stay does not exceed the duration of the degree programme.

2.4.2.3. Any unauthorized students' stay beyond the contract period is penalized by imposing a rental rate at a prevailing commercial price and/or forceful eviction.

2.4.3 Strategies

2.4.3.1 To conduct periodic inspections in the halls of residence to ensure that all students staying in the halls of residence are within the stipulated contract period

2.4.3.2 To issue students with an Accommodation Agreement/Contract before they occupy the room allocated

2.4.3.3 To include a term in the Accommodation Contract that specifies the duration of stay and consequences of failure to vacate the room upon contract expiration

2.5 Accommodation Fee

2.5.1 Policy Issues

There have been cases of delayed and non-payment of accommodation fee by some students. On the other hand, there has been a significant increase in running and operational costs of the UDSM accommodation facilities. Therefore, the University needs to put in place a benchmarking model for the determination of the applicable students' accommodation fees and effective mechanism for collecting the fee for the upkeep and running of the accommodation facilities.

2.5.2 Policy Statements

The University shall:

2.5.2.1 Ensure that accommodation fee is paid at the beginning of each semester through the payment system prescribed by the University and/or the Government

2.5.2.2 While noting that accommodation fee payable by students is not necessarily at the market rates, do periodic reviews of the rates in line with the growing operational costs and inflation rates

2.5.3 Strategies

2.5.3.1 To ensure that accommodation fee is paid timely and fully

2.5.3.2 To re-allocate rooms that have not been paid for to other needy students who are ready to pay

2.5.3.3 To obtain data on market rental rates and crosscheck on the rental rates in other academic institutions with similar facilities and location within the vicinity of the University.

2.6 Management of Accommodation Facilities

2.6.1 Policy Issues

Most of the accommodation facilities are in the state of deterioration due to old age and lack of timely maintenance resulting from, among others, insufficient financial resources. Therefore, there is a need to put in place effective mechanism to ensure that accommodation facilities are properly maintained so that they are in good and habitable conditions.

2.6.2 Policy statement

The University shall ensure that accommodation facilities are properly maintained as per the accepted professional standards.

2.6.3 Strategies

2.6.3.1. To develop an annual schedule of inspection and maintenance of halls of residence

2.6.3.2. To carry out routine and periodic inspection and maintenance timely

2.6.3.3. To have in place competent personnel for carrying out inspection and maintenance

2.7 Use of Communal Facilities

2.7.1 Policy Issues

There is improper use and vandalism of communal infrastructure in accommodation facilities that has caused deterioration and malfunctioning of the infrastructure such as toilets, bathrooms, laundries and common rooms. As such, proper use of communal facilities in the halls of residence is of paramount importance.

2.7.2 Policy Statement

2.7.2.1 The University shall ensure proper use of communal facilities and put in place measures to ensure that communal facilities are well kept and cared for by all students.

2.7.3 Strategies

2.7.3.1 To replace all damaged equipment and infrastructure in all public places in the halls of residence

2.7.3.2 To compile an inventory and establish the status of the communal properties at the beginning and end of each academic year

2.7.3.3 To assess the damage of the communal facilities and determine the cost to be paid by a student(s) who caused such damage

2.7.3.4. To put in place effective mechanisms for monitoring and handling vandalism and improper use of accommodation facilities

2.8 Cooking Facilities in Designated Halls of Residence

2.8.1 Policy Issues

The University has installed cooking facilities in designated areas within selected halls of residence to be used by students, who, for some reasons need such services. However, there are challenges in monitoring the facilities, leading to poor handling of the cooking facilities. These have resulted in damage and consequent malfunctioning of the cooking facilities. Therefore, it is necessary to put in place effective mechanisms to ensure proper use of the cooking facilities.

2.8.2 Policy Statement

The University shall ensure that cooking facilities in designated halls of residence are properly fixed, used, and maintained.

2.8.3 Strategies

2.8.3.1 To ensure cooking facilities in the designated areas are in good condition and are properly used

2.8.3.2 To grant approval to students who request to use the designated cooking facilities and charge fees for use of such facilities at the rates approved by the USAB Board.

2.8.3.3 To carry out frequent inspections to ensure eligibility of students using cooking facilities and proper use of the equipment in the halls of residence

2.9 Provision and Use of Utilities

2.9.1 Policy Issues

The availability of adequate water and reliable electricity in the halls of residence is of utmost importance. Nonetheless, the University faces several utility challenges including blackouts, water shortage and misuse of electricity and water by some students in the halls of residence. Therefore, to address these challenges, there is a need to develop strategies for ensuring that the use of resources such as water and electricity is properly managed in the halls of residence.

2.9.2 Policy Statement

The University shall strive to ensure effective use and reliable supply of water and electricity in all halls of residence.

2.9.3 Strategies

2.9.3.1 To put in place appropriate mechanisms to ensure continuous supply of water and electricity in the halls of residence

2.9.3.2 To implement UDSM cost cutting measures for monitoring proper use of water and electricity in the halls of residence

2.9.3.3 To use available resources (technology) and set aside funds to generate sustainable sources of water and electricity for the halls of residence

2.9.3.4 To impose fines or evict students who engage in the misuse and vandalism of water and electricity infrastructure.

2.10 Safety and Security in Accommodation Facilities

2.10.1 Policy Issues

Safety and security of residents in the halls of residence is of paramount importance. However, there are safety and security concerns in the halls of residence that need the attention of the University. Therefore, deliberate efforts are necessary to ensure that accommodation facilities are in safe and secure condition.

2.10.2 Policy Statement

The University shall ensure that all halls of residence are safe and secure for peaceable and proper learning environment.

2.10.3 Strategies

2.10.3.1 To equip all halls of residence with security features and gadgets

2.10.3.2 To conduct regular patrols to ensure security of persons and properties.

2.10.3.3 To carry out regular maintenance to ensure all equipment are functional and fit for use

2.10.3.4 To orient students on the structural layout of the buildings and how to use security and safety facilities

2.11 Healthy Conditions in Accommodation Facilities

2.11.1 Policy Issues

Health of students in the accommodation facilities is of paramount importance. There are health-related concerns in the halls of residence that need the attention of the University including the practice of students sharing beds and improper disposal of waste, which can lead to the spread of communicable diseases. Therefore, it is pertinent for the University to ensure that accommodation facilities comply with the established health standards.

2.11.2 Policy Statement

The University shall ensure students living in the halls of residence observe health-related practices, directives, principles, and applicable rules and regulations.

2.11.3 Strategies

2.11.3.1 To ensure proper and effective cleaning of common areas in the halls of residence

2.11.3.2 To install first aid kits in all halls of residence

2.11.3.3 To orient students on the use of health facilities in the halls of residence, such as toilets, sanitary bins and garbage bins

2.11.3.4 To engage the University Counseling Unit to orient students on the importance of counseling services for their social and psychological wellbeing.

2.11.3.5 To carry out regular inspections of students' rooms to ensure that students are not engaged in subletting and unhygienic behaviours, and take measures against defaulters.

2.11.3.6 To impose penalties for breaches of the applicable health-related guidelines and regulations

2.12 Entry into Accommodation Facilities

2.12.1 Policy Issues

University accommodation facilities are designated for students and other authorized persons only. However, there are concerns that unauthorized persons have been entering the accommodation facilities and, in some cases, causing theft and other misdeeds. Therefore, it is necessary to ensure that all persons entering the accommodation facilities are properly identified and obtain prior authorisation.

2.12.2 Policy Statement

2.12.2.1 The University shall ensure that only authorised persons are allowed to enter or occupy the accommodation facilities.

2.12.3 Strategies

2.12.3.1 To establish a system of checking students' IDs when entering accommodation facilities

2.12.3.2 To inspect students' bags and belongings regularly at the entrances

2.12.3.3 To ensure that non-residents visiting accommodation facilities adhere to the allowed times and restricted to authorised areas as stipulated under Students' By-laws, university regulations and guidelines

2.12.3.4 To conduct random checking and inspection of rooms to ensure that students in the accommodation facilities adhere to the accommodation rules and regulations

2.12.3.5 To take appropriate measures against all students who violate accommodation rules and regulations as specified in Students' By-laws.

2.13 Control of Activities and/or Items Used in the Halls of Residence

2.13.1 Policy Issues

Monitoring and controlling of items that are brought into the halls of residence and the activities carried out therein is of paramount importance for security and serenity of the accommodation facilities. Nevertheless, there are concerns regarding students possessing dangerous items or being involved in disruptive and unsound activities that are not allowed in the halls of residence. Therefore, it is important for the University to ensure that students possess items that are allowed and engage in activities that are in line with the accommodation rules and regulations for the security, safety and wellbeing of other residents.

2.13.2 Policy Statement

2.13.2.1 The University shall ensure that all items brought into and activities taking place in the halls of residence comply with the University rules and regulations.

2.13.3 Strategies

2.13.3.1 To ensure that residents do not possess unauthorized items

2.13.3.2 To ensure that residents are not engaged in unauthorized activities

2.13.3.3 To take appropriate measures against students who possess unauthorized items or get involved in activities that are prohibited in the halls of residence.

CHAPTER THREE

OPERATIONAL GUIDELINES

3.1 Introduction

The effective implementation of this policy requires articulated action points and defined responsibility of relevant units of the UDSM. Therefore, it is crucial to create and specify various levels of engagement between key players during the implementation process. Some of key players include units responsible for security, health, estates management, counseling and special education needs. Toward this end, UDSM undertake the following operational measures:

3.2 Establishment of USAB

The USAB is hereby established as a unit under the Directorate of Students' Services which is responsible for management of accommodation and matters incidental thereto.

3.2.1 The Functions of USAB

Generally, the roles and functions of USAB are to oversee effective and efficient management of students' accommodation facilities. The Bureau is also charged with the task of identifying affordable students' accommodation facilities off-campus.

Specifically, the functions of USAB shall include to:

- i) Assist the University in implementing the Student Affairs Policy with respect to accommodation.
- ii) Provide accommodation for students and other clients in the Mwalimu J.K. Nyerere Mlimani Campus halls of residence.
- iii) Address the accommodation needs of the students in a fair, transparent, cost effective and customer-oriented manner.
- iv) Consider views of students and University management in improving the services of the Bureau.
- v) Provide other services that will make halls of residence a place with friendly learning environment for customers.
- vi) Assist students to get affordable and conducive off-campus accommodation facilities.
- vii) Maintain and clean common areas of the existing accommodation facilities to suit the needs and wants of customers and the University.
- viii) Provide relevant information pertaining to matters of accommodation generally and off-campus in particular.
- ix) Manage occupants' relationship.
- x) Do any other function for proper and effective management of accommodation.

3.3 Criteria for Accommodation and Processing Procedures

3.3.1 USAB undertakes to ensure that only students who have met the following criteria are provided with accommodation:

3.3.1.1 Have applied for accommodation through the mode prescribed by the University;

3.3.1.2 Have paid accommodation fee prescribed by the University;

3.3.1.3 Are registered as UDSM students.

3.3.2 Order of Priority

Accommodation will be allocated to students in the following order of priority:

3.3.2.1 Students with special educational needs

3.3.2.2 Foreign students

3.3.2.3 First year students, subject to availability of space

3.3.2.4 Female students, subject to availability of space

3.3.2.5 Continuing students, subject to availability of space

3.3.3 Application for Accommodation

3.3.3.1 A call for application for accommodation shall be made publicly through various media outlets.

3.3.3.2 Unless there are exceptional circumstances, a call for application shall be made available for at least 30 days before closure of the application window.

3.3.4 Approval of Room Allocation

3.3.4.1 USAB to prepare a proposed list of room allocation

3.3.4.2 USAB Board to deliberate and approve room allocation after being satisfied with the compliance of applicable criteria.

3.3.4.3 USAB to publicize the list of room allocation immediately after Board's approval.

3.3.5 Contents of the Application Form

3.3.5.1 Information required from students for room allocation whether through ARIS or any other system to include details on:

3.3.5.2 any form of disability

3.3.5.3 additional information on nature and extent of special need

3.3.5.4 students' preference of accommodation

3.3.6 Verification of Students with Special Needs

3.3.6.1 USAB to liaise with various units dealing with students with special educational needs for verification such as:

3.3.6.2 UDSM Special Educational Needs Unit

3.3.6.3 UDSM Health Centre

3.3.6.4 UDSM Counseling Unit

3.4 Off-Campus Accommodation

3.4.1 Identification of Off-campus Accommodation

3.4.1.1 USAB in collaboration with the Dean of Students and students' leadership to assist in the identification of off-campus accommodation by considering factors such as location (preferably close to UDSM), accessibility, capacity, safety and security.

3.4.1.2. USAB in liaison with the office of the Chief Corporate Counsel and Secretary to Council to prepare standard contracts to be used by the landlords of the approved off-campus accommodation facilities or in other cases, assist in vetting the off-campus rental contracts in order to guard against possibility of unconscionable terms against students.

3.4.1.3. The student to enter into a contract with the landlord for the accommodation; the University shall not assume any obligations under such contracts.

3.4.2 Publication of Available Off-campus Accommodation

3.4.2.1. USAB to avail a list of identified off-campus accommodation facilities for students which shall include information on size, available amenities, capacity, price, contact and location.

3.5 Accommodation Period

3.5.1 Issuance of Accommodation Agreement/Contract

3.5.1.1 On behalf of the university, USAB to enter into a contract with student before occupying the accommodation facility.

3.5.2 Inspections in the Halls of Residence

3.5.2.1 USAB to conduct inspections in the halls of residence to ensure that students stay for the specified time and vacate at the end of the contract.

3.5.2.2 USAB to allocate and re-allocate rooms at the beginning of each semester.

3.6 Accommodation Fee

3.6.1 Payment of Accommodation Fee

3.6.1.1 USAB to ensure that accommodation fee is paid timely at the beginning of the semester and fully through the payment system prescribed by the Government and/or the University.

3.6.1.2. USAB to put in place measures including denying entry, eviction as well as withholding examination results and certificates of accommodation fee defaulters to ensure that fee is paid.

3.6.2 Re-allocation of Rooms

3.6.2.1 USAB to re-allocate rooms to other needy students who are ready to pay for rooms that have not been paid for within the stipulated time in the accommodation contract.

3.6.3 Review of Accommodation Fee

3.6.3.1 USAB to seek approval from the University management to conduct a review of accommodation fee as needs may arise.

3.7 Management of Accommodation Facilities

3.7.1 Routine and Periodic Maintenance

3.7.1.1 USAB in collaboration with the Directorate of Estates Services to develop an annual inspection and maintenance plan of all UDSM accommodation facilities.

3.7.1.2 The Directorate of Estates Services to carry out routine and periodic maintenance of accommodation facilities. Periodic maintenance to be carried out at the beginning of each long vacation.

3.7.1.3 USAB to timely report to Directorate of Estates Services on any damage or malfunctioning in the accommodation facilities.

3.7.1.4 USAB to put in place effective mechanisms for handling vandalism and improper use of accommodation facilities such as imposition of fines to students responsible for the damage or ordering them to replace the damaged facility or any other punitive measure which may be deemed appropriate by the University.

3.8 Use of Communal Properties

3.8.1 Status of the Communal Properties

3.8.1.1 Deputy USAB managers, in collaboration with wardens and technical staff to establish and submit a report to the Directorate of Estates Services regarding the status of the communal properties at the beginning and end of each academic year.

3.8.2 Replacement of Damaged Equipment and Infrastructures

3.8.2.1 The Directorate of Estates Services to timely replace the damaged equipment and infrastructures in all public places such as toilets, bathrooms, laundries and common rooms.

3.8.3 Assessment of Damage of Communal Facilities

3.8.3.1 In cases of damage to the properties, the Directorate of Estates Services to assess the damage of the communal facilities and determine the cost to be paid by a student(s) who negligently or deliberately caused such damage.

3.8.3.2. Once the cost to be paid is established, the student to be required to pay such sum within 30 days.

3.8.4 Handling Vandalism and Improper Use of Accommodation Facilities

3.8.4.1 USAB to deduct a portion of the caution money from students living in areas where public property has been damaged by a person who has not been identified. If the deducted amount

does not meet the cost of damage, all students in the respective facility shall share the additional cost of repair.

3.8.4.2 Wardens to inculcate the spirit of responsibility and care for public property among students through various means of awareness programmes such as fliers and face to face meetings.

3.8.4.3 Wardens to orient students on how to properly use accommodation facilities such as toilets, bathrooms, laundries, elevators, common rooms etc.

3.9 Cooking Facilities in Designated Halls of Residence

3.9.1 Maintaining Good Condition of Cooking Facilities

3.9.2 USAB to ensure that cooking facilities in the designated areas are in good condition and are properly used.

3.9.2 Permission to Use Cooking Facilities

3.9.2.1 USAB to grant approval to students who request to use the designated cooking facilities and charge fees for use of such facilities at the rates proposed by USAB and approved by USAB Board.

3.9.3 Inspection of the Cooking Facilities

3.9.3.2 Wardens to carry out frequent inspections to ensure eligibility of residents using cooking facilities and proper use of the equipment in the halls of residence.

3.10 Provision of Utilities such as Water and Electricity

3.10.1 Mechanisms for Assurance of Water and Electricity

3.10.1.1 The University to liaise with relevant departments at CoET and other units of the University to explore the available technological means that may offer sustainable supply of water and electricity.

3.10.1.2 USAB to impose fine or evict students who engage in deliberate vandalism and misuse of the available utilities.

3.10.2 Cost-Cutting Measures

3.10.2.1 USAB to implement UDSM cost-cutting measures for monitoring proper use of water and electricity in the halls of residence such as switching off lights and closing water taps when not in use.

3.10.2.2. DES to explore the possibility of installation of the automated systems for public lights and water stoppers.

3.10.3 Use of Alternative Sources of Utilities

3.10.3.1 USAB to encourage the University to use its resources (technology) and set aside funds to ensure sustainable sources of electricity and water.

3.11 Safety and Security in Accommodation Facilities

3.11.1 Installation of Security Features

3.11.1.1 The University to equip all halls of residence with security features/equipment, including fire extinguishers, emergency exits, emergence alarms, fire detecting equipment and surveillance equipment where feasible.

3.11.2 Regular Patrols

3.11.2.1 Security officersto conduct regular patrols to ensure security of persons and properties.

3.11.3 Regular Inspection

3.11.3.1 USAB to carryout regular inspection toensure security equipment is functional and fit for use.

3.11.4 Students Orientation

3.11.4.1 USAB to orient students on the structural layout of the buildings and how to use security facilities.

3.11.4.2 USAB to place layout drawings of the accommodation facilities marked with exits and other important signs in a readable manner in the notice boards and other conspicuous public locations.

3.12 Healthy Conditions in Accommodation Facilities

3.12.1 Cleanliness of Accommodation Facilities

3.12.1.1. USAB to closely monitor contracted companies responsible for cleaning accommodation facilities to ensure that the standard of cleaning is acceptable as per the contract.

3.12.1.2 USAB in collaboration with the Directorate of Estates Services to enforce cleaning assessment tools and performance criteria as provided in the UDSM Estates Policy 2020 and the terms of contract.

3.12.2 Provision of First Aid Kits

3.12.1.1 The University to provide first aid kits in all halls of residence.

3.12.1.2 UDSM Health Centre to orient wardens on how to use the kits.

3.12.3 Students Orientation to Health Issues

2.12.3.1 USAB in collaboration with UDSM Health Centre to orient students on the use of health facilities in the halls of residence, such as toilets, sanitary bins and garbage bins.

2.12.3.2USAB to engage University Counseling Unit to orient students on the importance of counseling services for their psychological, social and mental wellbeing.

3.12.4 Maintenance of Hygiene in Halls of Residence

3.12.4 USAB to conduct regular inspections to:

3.12.4.1 Ensure high standard of hygiene is maintained.

3.12.4.2 Identify those who sublet and take appropriate measures against them.

3.13 Entry into Accommodation Facilities

3.13.1 Entering the Accommodation Facilities

3.13.1.1 USAB to make arrangement for visitors' cards at the entry points of all halls of residence.

3.13.1.2 All visitors to show and leave the IDs with the security officer, enter their particulars in the register, and return the visitors' card on exiting the facility.

3.13.1.3 Security officers and guards to check students' IDs when entering accommodation facilities.

3.13.1.4 Security officers and guards to search students' bags and belongings regularly upon entrance.

3.13.1.5 Security officers and guards to ensure that non-residents visiting accommodation facilities adhere to the allowed times and always stay in the designated areas as stipulated in the by-laws, regulations and guidelines.

3.13.2 Random Checking and Inspection

3.13.2.1 USAB to conduct random checking and inspection of rooms to ensure that students in the accommodation facilities adhere to the accommodation rules and regulations.

3.13.3 Measures against Entry Defaulters

3.13.3.1 USAB in collaboration with Auxiliary Police to take appropriate measures against all students who violate accommodation rules and regulations as specified in Students by-laws such as fines, evictions and denying entry.

3.14 Allowable Items/Activities in the Accommodation Facilities

3.14.1 Ensuring Compliance with Allowable Items/Activities

3.14.1.1 Security guards to ensure that residents do not possess unauthorized items.

3.14.1.2 Security guards to ensure that residents are not engaged in unauthorized activities such as prostitution or activities promoting it, indecent exposure, and drug abuse.

3.14.2 Measures against those Possessing Unauthorized Items

3.14.2.1 USAB to take appropriate measures against students who possess unauthorized items or get involved in activities that are prohibited in the halls of residence.

CHAPTER FOUR

MONITORING AND EVALUATION

4.1 Purpose of Monitoring and Evaluation

Generally, the aim of monitoring and evaluation of the Students' Accommodation Policy and Operational Guidelines is to obtain feedback on the progress of the implementation of the policy and assess the outcomes against its original objectives and expectations. Specifically, the evaluation will focus on the effectiveness, efficiency and impact of the agreed strategies.

Monitoring and evaluation shall be carried out at all levels of the University responsible for handling students' accommodation matters. The DVC-Administration's office through the Directorate of Students' Services shall coordinate and facilitate the support needed for organization, monitoring and evaluation of this Students' Accommodation Policy.

4.2 Implementation

The implementation of this Policy on students' accommodation requires collective commitment of all stakeholders. In this regard, the implementation will be participatory in nature. The policy will become effective after approval by Council and will be implemented starting in the academic year 2022/2023.

4.3 Policy Review

The UDSM Policy on students' accommodation shall be reviewed after every five years or when needs arise whichever comes earlier to appraise its effectiveness and incorporate new developments, amendments and strategic plans within the University. The DVC Administration shall constitute a review team and mandate it to undertake the review exercise

BIBLIOGRAPHY

Directorate of Planning, Development and Investment. (2021). Facts and Figures 2014/15 – 2019/20.

Nelson Mandela Bay Municipality. (2018). Nelson Mandela Bay Student Accommodation Policy.

University of Dar es Salaam. (2000). Student Affairs Policy for the University of Dar es Salaam, Version No. 5.

University of Dar es Salaam. (2005). Student Accommodation Policy.

University of Dar es Salaam. (2020). University Estates Services Policy.

University of Dar es Salaam. (2020). HIV/AIDS and Non-Communicable Diseases Policy.

University of Dar es Salaam. (2021). Customer Service Charter.

University of Dar es Salaam. (2021). Student by-laws (Revised).

University of Nebraska Medical Centre. (2021). Accommodation Policy.

University of Dar es Salaam. (2022). Policy on Disability and Special Educational Needs.