



UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
UNIVERSITY OF DAR ES SALAAM
DAR ES SALAAM UNIVERSITY COLLEGE
OF EDUCATION



ACCOMMODATION POLICY AND OPERATIONAL PROCEDURES

AUGUST, 2024

PREFACE

The Dar es Salaam University College of Education has a responsibility of providing support services to students, including accommodation, to ensure achievement of their educational goals, and this responsibility is under the Directorate of Student Services. Also, students' accommodation facilities have, in some instances, been rented to various external and internal stakeholders for income generation. However, since its establishment, the College has been providing accommodation services to students without comprehensive students' Accommodation Policy and Operational Procedures. This has resulted into various challenges, including inconsistency and uncertainty in the provision of accommodation services, dissatisfaction of students and limited space for the College to generate revenue from the service.

Although the College has in place a Student Accommodation Policy (2015), the Policy is outdated having operated for nearly ten years. Also, the Policy does not take on board matters like renting of accommodation facilities, diversity of students' needs, development of technology, health issues and Policy implementation, monitoring and evaluation. Also, the Policy includes family accommodation while the College does not currently provide such services. Thus, it was impetus for the College Management to consider reviewing the Policy.

It is the expectation of the College Management that the reviewed Policy will provide required guidance on matters pertaining to the College accommodation facilities. It is hoped that, all those responsible for the implementation of the Policy and its Operational Procedures will make sure that the Policy and its Operational Procedures are effectively implemented to achieve the College goals and objectives.

Prof. Stephen Oswald Maluka
Principal
August 2024

ACKNOWLEDGEMENTS

The accomplishment of this Policy and Operational Procedures owes to collective efforts of various stakeholders. This Policy was produced after intensive and wide consultations with various members of the College community. I would like to acknowledge the great role of the Team that was assigned the task to develop this Policy. The team included Ms. Natu R. Msuya (convenor), Dr. Lucas L. Kija, Dr. Luinasia Kombe, Dr. Saning'o Sangeti, Adv. Fortunatus P. Swai, Ms. Stella S. Mossi, and Ms. Agripina Aloyce Swai.

Apart from the Team, I acknowledge the role of the University of Dar es Salaam (Mwl J.K Nyerere Mlimani Campus) in terms of massive inputs to this Policy and its Operational Procedures. The UDSM Policy and Operational Procedures largely informed the review of the DUCE Policy and its Operational Procedures. Also, the Team consulted various members of staff in the UDSM Directorate of Student Services who provided required assistance and clarifications without hesitation.

Moreover, I would like to express appreciation to the College Principal, Prof. Stephen Oswald Maluka, for his overall oversight of the entire process of reviewing the Policy and its Operational Procedures. It is such oversight and administrative insights that made this review possible. In the same spirit, I would like to acknowledge contributions of Dr. Christina Raphael Isingo, the Deputy Principal (Academic, Research and Consultancy), for her inputs regarding academic aspects of this Policy and its Operational Procedures.

On behalf of the College, I wish to thank all stakeholders, including the entire College Management Team, THTU, UDASA and DARUSO-DUCE leadership for their valuable contributions during the development of this policy. Furthermore, I would like to take this opportunity to call upon all stakeholders to ensure smooth implementation of the Policy and its Operational Procedures.

Prof. Method S. Semiono

Deputy Principal (Planning, Finance and Administration)

Dar es Salaam University College of Education (DUCE)

August, 2024

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 by the College.

“College” refers to the Dar es Salaam University College of Education.

“Communal facility” refers to a facility shared by all residents in a given hall of residence such as toilets, bathrooms and common rooms.

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

“Off-campus accommodation” refers to any accommodation facility outside DUCE Campus.

“Unauthorized items” includes but not limited to all items stipulated in the accommodation agreement such as illicit intoxicating substances, weapons, and all unauthorized electrical appliances.

“Students with special needs” are students with disability, medical conditions, and vulnerable cases.

“International student” is a student from outside Tanzania who is enrolled at the College.

“Business” is the act of selling/buying or attempting to sell/buy services, or edible or inedible items.

LIST OF ABBREVIATIONS AND ACRONYMS

ARIS	Academic and Registration Information System
DARUSO	Dar es Salaam University Students' Organization
DUCE	Dar es Salaam University College of Education
IDs	Identity cards
NSSF	National Social Security Fund
SAT	Students' Accommodation Team
TCU	Tanzania Commission for Universities
THTU	Tanzania Higher Learning Institutions Trade Union
UDASA	University of Dar es Salaam Academic Staff Assembly
UDSM	University of Dar es Salaam

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CHAPTER ONE

1.0 INTRODUCTION

1.1 Background

The Dar es Salaam University College of Education (DUCE) is a Constituent College of the University of Dar es Salaam, established in 2005 through the Government Notice No. 202 published on 22nd July 2005. The establishment of the College was a response by the United Republic of Tanzania government to address the shortage of graduate teachers and experts in the education sector following the rapid expansion of both primary and secondary school enrolments. DUCE started with enrolment of 529 students in the 2005/2006 academic year, and its enrolment increased to 5,892 students in the 2022/2023 academic year (5,741 are undergraduate while 151 are postgraduates). Among the students enrolled, there are 55 students with special needs.

Since its establishment, the College has been experiencing a steady rise in the number of students enrolled each year into its various academic programmes and courses. However, the rate of admissions is not at the same pace with accommodation facilities and services available. For example, the accommodation facilities available can only accommodate 444 students in total whereby 328 students can be accommodated at the Main Campus halls of residence and 116 at Mbagala hostel. This means that more than 95% of students live off-campus in privately owned hostels/houses located in the College neighborhood.

To ensure that students live in academically-friendly environment, the College maintains a list of recommended privately-owned hostels for students to lease under self-arrangements. The role of the College also extends to providing advice to private hostel owners on the required standards for conducive learning environment. However, general assessment of the students' life at the privately-owned hostels other than those listed by the College shows that, students face various challenges, including poor housing, lack of privacy, inconsiderate neighbors, high rent for undeserving houses, legal difficulties with some landlords and theft. It has also been observed that the

renting cost is a main limiting factor for most students to afford living in the College-listed private hostels.

Also, the College has been offering accommodation to various guests and other individuals without having clear accommodation guidelines. For instance, between 2022 and 2023, the College has provided accommodation to 658 guests in the available students' accommodation facilities.

1.2 Rationale for the Review

Since its inception in 2005, DUCE like many other higher education institutions in United Republic of Tanzania, has been facing various challenges in the provision of accommodation services to its students. Among other things, there is an increase in enrolment which does not match with the available accommodation facilities. Various efforts have been made by the College to address this accommodation challenge. For example, the College has built a new hostel named Kijiji "A" with a capacity of 30 postgraduate students. In addition to the new hostel, more accommodation space has been created from facilities donated to the College, namely Mbagala Hostel, which was formerly owned by the University of Dar es Salaam (Mwl J.K Nyerere Mlimani campus). In response to the changing needs and challenges related to students' accommodation, the College adopted its first Accommodation Policy in 2015 from UDSM. The Policy addressed ten issues, including criteria for student's eligibility for campus accommodation services; criteria for room allocation; family accommodation; off campus accommodation; and lease period for College halls/hostels. It also covered accommodation rent for halls/hostels; maintenance of College accommodation facilities; proper use of College communal properties; provision of utilities and services and compliance with accommodation agreement.

However, the adopted UDSM policy had some shortcomings and was outdated in general, and hence triggered the need for the review. Other factors that triggered review of the Policy are national policies and best practices benchmarked from other institutions; diversified students' needs; and development of technology. In addition, health services, safety and security in accommodation facilities were not part of the

DUCE Accommodation Policy (2015). These have consequently made the DUCE Students' Accommodation Policy of 2015 not comprehensive enough to provide guidance on how students' accommodation should be handled. That means there was a need to review the Policy to include such matters.

Also, the College Accommodation Policy (2015) had no section on implementation, monitoring and evaluation. This denied the Policy any College Unit oversight thereby affecting monitoring and evaluation. No wonder the Policy has been in operation for nearly 10 years, which is contrary to best practices of policy life span, which is usually between three to five years.

Moreover, the DUCE Accommodation Policy (2015) recognized family accommodation as one of the services offered by the College. However, this kind of accommodation has not existed and appears not to be among the College priorities for the next five years. Thus, a review was inevitable to remove such aspects from the Policy.

Further to that, the College has been renting students' accommodation facilities to non-students without having clear accommodation guidelines. The only guidelines that has been in use is the Investment and Resource Mobilisation Policy and Operational Procedures that have a section on pricing. The document does not however provide terms and conditions for lease nor does it state how to handle inconveniences that may be caused by such renting. The Policy also does not stipulate timing of such renting and the role of the Directorate of Student Services in renting the facilities. Thus, there was a need to develop guidelines on the matter.

1.3 General Objective

The general objective of this policy and operation procedures is to provide guidelines and procedures in the management of accommodation services to students.

1.4 Specific Objectives

Specifically, the policy aims at:

- i) Stipulating guiding principles for establishment, provision and regulation of students' accommodation within and outside the campus;

- ii) Ensuring that accommodation applications and allocations are treated fairly;
- iii) Creating a supportive environment for students seeking off-campus accommodation services as well as guiding accommodation providers on how best they can offer the service;
- iv) Providing guidance on matters regarding hiring of College accommodation facilities; and
- v) Providing guidance for maintaining hygienic conditions, security, dignity, accessibility, affordability and availability of peaceful environment conducive to learning and living.

1.5 Scope of the Policy and Operational Procedures

This Policy and its Operational Procedures are applicable to College staff, students and other stakeholders involved in student accommodation or those intending to hire College accommodation facilities.

CHAPTER TWO

2.0 SITUATIONAL ANALYSIS

Learning and studying may be enhanced through the provision of standard accommodation facilities to students. In addition, these facilities may be used as source of income generation to the College through renting to students and other people. Although, the College have been striving to provide and organize for decent accommodation, various factors have been hindering these efforts. The main challenging areas includes: accommodation application procedures, allocation criteria, rent payment, lease period, provision and use of facilities in student's room, use of communal properties and services, safety and security, health services, off-campus accommodation and renting facilities for non-student.

2.1 Accommodation Application

Lease period for the College owned facilities usually ends at the end of each academic year; and all occupants who wish to continue are obliged to reapply for accommodation in the subsequent academic year. For many years, the application process has been done manually, involving submission of application letters to the Directorate of Student Services for sorting and allocation to eligible students in collaboration with students' governance. As an exception to this process, first year students are usually allocated hostels without their prior application. It is important to note that management and control of manually submitted applications have been difficult due to lack of transparency thereby creating discontent and complaints among applicants.

2.2 Accommodation Allocation Criteria

DUCE has inadequate accommodation facilities to cater for the growing number of students and those with special needs. As a result, only few students can be accommodated in the College-owned accommodation facilities. Further to that, there are no clear criteria and transparent system for room allocation.

2.3 Rent Payment

Students who have been allocated rooms in the halls/hostels after reservation are usually required to accept the offer through their ARIS accounts and pay stipulated rent within 14 days. However, the 14 days set for payment of rent usually elapse before some students settle their rent, and hence rooms remain vacant while other prospective occupants have already settled elsewhere. Therefore, the timeframe for rent payment is too long in cases where the allocated student fails to pay.

2.4 Lease Period

Duration of students' stay in the halls of residence depends on the 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 access to other students who are in need of accommodation in the campus. Therefore, there is a need to put in place measures against students who overstay in halls/hostels.

2.5 Provision and Use of facilities in Student Rooms

The College is dedicated to provide essential facilities and services in students' rooms to for them to have decent stay in campus halls/hostels. Such facilities include beds, chairs, tables, ceiling fans and wardrobe. However, some facilities are inadequate and some students misuse the available ones.

2.6 Use of Communal Properties and Services

One of the most important aspects of decent accommodation is having communal spaces and facilities for students to study, socialize, and build connections. Communal properties are usually cared for by all students residing in a particular hall/hostel, wing or floor. However, there is improper use and vandalism of communal infrastructure by students that has resulted in deterioration and malfunctioning of the infrastructure such as toilets, bathrooms, laundries, corridors, stairways, door entrances, drying areas and common rooms furniture and fittings. Post-occupancy evaluation in most cases indicates significant loss and damage of facilities in halls/hostel.

2.7 Safety and Security in Accommodation Facilities

For students to undertake academic and social activities successfully, security needs to be guaranteed. Given the diversity of students in terms of culture, beliefs and orientations, their daily interaction in academic and social activities may sometimes result into safety and insecurity issues. Such issues include fire outbreak, theft, presence of unrecognized people in halls/hostels, improper use of appliances, negligence, possession of arms, alcohol and drug abuse.

2.8 Health Services

Health-related matters in the accommodation facilities is of great importance in order to prevent the possibility of occurrence of communicable diseases among the occupants. The TCU Handbook for Standard and Guidelines for Universities (2019), among other guidelines, provides minimum requirements to be observed in order to maintain health in these facilities. The requirements include adequate sanitation, proper waste disposal, sound proofing, adequate light and ventilation. However, some of the College facilities do not meet the minimum standards, and this may compromise the health of the occupants.

The College has set out rules and regulations for halls/hostel occupiers to comply in order to ensure longevity, reduce operational cost and assure occupants' health, safety and security. However, due to scarcity of rooms and the desire to save costs, some students have the habit to accommodate unauthorized occupants hence, overcrowded rooms and health and life hazards.

2.10 Off-Campus Accommodation

The available accommodation facilities can accommodate only 444 students out of 5,892 enrolled students at the College. Due to this shortage, the number of students staying off campus has been growing steadily over time. Although the College has been taking initiative to support students in accessing decent accommodation within the vicinity of the College, students who reside off campus face some challenges such as; high rent for undeserving houses, inconsiderate neighbours, insecurity, lack of privacy, legal difficulties with some landlords and theft.

2.11 Renting of College Accommodation Facilities

The College has been renting its accommodation facilities to students, staff and other people during long vacation, breather and any other time when the facilities are vacant. However, there has never been any guiding document on how this should be done, when should this be done and its management in general. The only aspect that is somehow described is the rate for external stakeholders.

CHAPTER THREE

3.0 MAJOR AREAS, POLICY ISSUES, STATEMENTS AND OPERATIONAL PROCEDURES

The following section describes major policy areas in accommodation, various issues related to accommodation, policy statements and operational procedures for each issue.

3.1 Accommodation Application

3.1.1 Policy Issue

Inadequate transparency in dealing with accommodation application and allocation.

3.1.2 Policy Statement

The College shall create a transparent system for accommodation application and allocation.

3.1.3 Operational Procedures

The College shall ensure:

- i) Accommodation application portal is established and installed;
- ii) Application guidelines and procedure are availed to all students;
- iii) Eligibility criteria are made public on the accommodation application portal; and
- iv) Establishment of room allocation team with inclusion of key stakeholders

3.2 Accommodation Allocation Criteria

3.2.1 Policy Issue

The existing accommodation criteria are not comprehensive in the provision of accommodation to eligible students.

3.2.2 Policy statement

The College shall establish comprehensive criteria for accommodation allocation.

3.2.3 Operational Procedures

The College shall:

- i) Reserve rooms for prioritized students;

- ii) Establish categories of students who will be given priority to be accommodated in the College Hostels. A bed shall be allocated to a student who has only applied for accommodation as per the following priority list:
 - a) Students with special needs. Verification of Students with Special Needs will be done as per the College Policy on Special Needs. In the absence of such a Policy, this will be done by the Directorate of Student Services in collaboration with DUCE Special Educational Needs Unit, DUCE Health Centre and DUCE Counseling Unit;
 - b) Foreign students;
 - c) First year students as per the following hierarchy: all certificate students; all diploma students; female first year undergraduate students; any remaining vacancies should be provided to continuing students on "first in first served" basis.
- iii) Ensure that students who have applied online will only be accommodated subject to the availability of rooms;
- iv) Ensure that full time postgraduate students apply for College accommodation every academic year and served on first come - first served basis;
- v) Ensure that any postgraduate student who leaves for field studies is not allowed to let any other student or any other unauthorized person to occupy his/her room; and
- vi) Upon request, provide 24-hour free accommodation for students who arrive at the College campus after working hours or on holidays during the orientation week.

3.3 Rent Payment

3.3.1 Policy Issue

Time set for payment of rent is long and creates an avenue for rooms to remain vacant.

3.3.2 Policy Statement

The College shall set a convenient time frame for rent payment and reallocation.

3.3.3 Operational Procedures

The College shall ensure that:

- i) Rent payment for rooms shopped through ARIS is settled within 24 hours;
- ii) Accommodation fee is paid timely and fully;
- iii) Re-allocation of unoccupied rooms is done after three days from the date of publication of room allocation;
- iv) Student accommodation agreement is signed before entering the room; and
- v) Students abide by the respective sections of Students' By-laws governing residence in College accommodation.

3.4 Lease Period

3.4.1 Policy Issue

The lease period in halls/hostels is not clearly stipulated.

3.4.2 Policy Statement

The College shall ensure that lease period in hall/hostels is clearly stipulated in the accommodation agreement.

3.4.3 Operational Procedures

The College shall:

- i) State clearly in the accommodation agreement the duration of students stay and consequences of failure to vacate the room upon contract expiration; and
- ii) Conduct periodic inspections in the halls/hostels of residence to ensure that residents are within the stipulated contract period.

3.5 Provision and Use of facilities in Student Rooms

3.5.1 Policy Issue

Inadequacy and misuse of available halls/hostels facilities.

3.5.2 Policy Statement

The College shall strive to ensure reliable supply and effective use of all hall/hostel facilities.

3.5.3 Operational procedures

The College shall:

- i) Ensure that regular maintenance is done in students' halls/hostels;
- ii) Ensure availability of essential facilities;

- iii) Conduct seminars and workshops to inculcate the spirit of proper usage of facilities;
- iv) Deploy adequate staff in the halls/hostels to facilitate efficient service provision to students; and
- v) Impose fines or evict students who misuse and/or vandalize facilities.

3.6 Use of Communal Properties and Services

3.6.1 Policy Issue

Improper use and vandalism of communal infrastructure in accommodation facilities.

3.6.2 Policy Statement

The College shall set mechanism to ensure proper use of communal facilities.

3.6.3 Operational Procedures

The College shall:

- i) Through the Directorate of Students Services, Estates and Works Unit as well as DARUSO, conduct periodic post-occupancy inspection of communal facilities in halls/hostels, to determine adequacy and state of the facilities for improvement;
- ii) Assess damage of communal facilities and determine the cost to be paid by a student(s) who caused such damage and the amount collected be used to replace the damaged items;
- iii) Put in place effective mechanisms for monitoring and handling vandalism and improper use of communal facilities; and
- iv) Allocate a budget for infrastructural improvements.

3.7 Safety and Security in Accommodation Facilities

3.7.1 Policy Issue

Inadequate safety and security in the halls/hostels.

3.7.2 Policy Statement

The College shall improve safety and security systems in halls/ hostels with a view to ensuring that students live and pursue their social and academic activities peacefully and freely.

3.7.3 Operational Procedures

(a) The College shall:

- i) Engage a reputable security company for safety and security on campus;
- ii) Install appropriate security signs and fire equipment in all its halls/hostel premises;
- iii) Orient students to the structural layout of the buildings and how to use security and safety facilities;
- iv) Provide necessary security information in accessible formats from time to time;
- v) Take measures to safeguard all entry points to the College halls/hostels and close all undesignated entry points;
- vi) Establish a system of checking students' belongings regularly at the halls/hostels entrances;
- vii) Ensure visitors adhere to the restrictions on time and areas in the halls of residence as per the Students' By-laws, College regulations and guidelines;
- viii) Take necessary action against all who violate security instructions and guidelines and behave improperly due to substance abuse;
- ix) Engage the Auxiliary Police and security company in detecting, preventing or handling security breaches at the College;
- x) Prohibit possession or use of firearms or any weapon in the College campus including halls of residence;
- xi) Ensure all vehicles of the accommodated clients are parked at designated areas only; and
- xii) Carryout regular maintenance to ensure all equipment is functional and fit for use.

(b) Students shall:

- i) Report security issues to relevant authorities;
- ii) Report behavior or conduct that is likely to jeopardize security in halls/hostels;
- iii) Act responsibly and reasonably in handling College properties including electricity systems and appliances;
- iv) Avoid behavior or conduct likely to cause breach of security;
- v) Familiarize themselves with the use of security measures and systems in place on campus such as fire extinguishers; and

vi) Park their transport facilities in designated places.

3.8 Health Services

2.8.1 Policy Issue

Some of the College accommodation facilities are not in compliance with health standards and guidelines.

3.8.2 Policy Statement

The College shall ensure accommodation facilities are in compliance with required health standards.

3.8.3 Operational Procedures

The College shall ensure:

- i) The number of facilities provided in the halls of residence is within the recommended ratio;
- ii) The design for new constructed facilities takes into consideration issues related to sound and ventilation;
- iii) Proper disposal of waste;
- iv) Proper and effective cleaning of common areas in the halls of residence; and
- v) Students are oriented to the use of health facilities in the halls/hostels of residence and impose penalties for breaches of the applicable rules and regulations.

3.9 Compliance with Accommodation Rules

3.9.1 Policy Issue

Failure of students to abide by the rules governing accommodation services.

3.9.2 Policy statement

The College shall enforce the rules and regulations governing accommodation services.

3.9.3 Operational Procedures

a) The College shall:

- i) Periodically carry out inspection to determine the extent of compliance with accommodation rules and regulations; and DARUSO leaders shall be involved and/or informed;

- ii) Prepare accommodation agreement to be signed and adhered to by all students in halls/hostels of residence; and
- iii) Impose penalties for students who violate the accommodation agreement.

b) The students shall:

- i) Sign the accommodation agreement and comply with the rules and regulations governing the conduct and discipline of students in halls of residence; and
- ii) Be responsible for the security of their property.

3.10 Off-Campus Accommodation

3.10.1 Policy Issue

Inadequate decent affordable off-campus accommodation facilities.

3.10.2 Policy Statement

The College shall coordinate identification of decent off-campus accommodation in the neighborhood.

3.10.3 Operational Procedures

The College shall:

- i) Identify off-campus accommodation within the vicinity of the College by considering location, accessibility, availability of transport services, safety and security and capacity of such facilities;
- ii) Facilitative link between students and the off-campus accommodation owners; and
- iii) Through the Directorate of Students Services, guide private hostel owners in preparing standard contracts to be used, assist in vetting the off-campus rental contracts in order to protect the students against unconscionable terms.

3.11 Renting of College Accommodation Facilities

3.11.1 Policy Issue

Providing guidelines on renting and hiring of College accommodation facilities.

3.11.2 Policy Statement

The College shall provide guidelines on renting and hiring its accommodation facilities.

3.11.3 Operational Procedures

The College shall:

- i) Charge similar amount for students who remain in the accommodation facilities during leave;
- ii) Use Pricing List from Planning and Development Unit for external stakeholders who wish to hire College accommodation facilities;
- iii) Establish guidelines for hiring accommodation facilities not intended for students;
- iv) Ensure that hiring and renting of College accommodation facilities intended for students shall only be done during vacations and breathers. During other times when the facility or room is vacant, proper separation of students and the lessee should be observed;
- v) Ensure that the Directorate of Student Services is involved in renting and hiring students' accommodation facilities;
- vi) Ensure that all clients pay caution money upon renting of the accommodation facilities that will be refunded in case no damage is observed; and
- vii) Ensure that all the damage caused by a client who rented students accommodation facility is fixed by the client before leaving.

CHAPTER FOUR

4.0 POLICY IMPLEMENTATION, MONITORING AND EVALUATION AND GOVERNANCE OF THE POLICY

4.1 Policy Implementation

Effective implementation of this Policy and its operational procedures depends on the commitment of various stakeholders who are involved in the delivery of accommodation services at the College. However, for successful provision of the services, DUCE community should be adequately involved. It should be noted that this Policy and its operational procedures shall be implemented in line with other College and Government guidelines and policies as may be issued from time to time.

Although the implementation of this Policy and its operational procedures will be undertaken mainly by the Directorate of Student Services, other departments such as the College Health Centre, Finance, Legal unit, Estates and Works will be involved. The structure of implementation of the Policy shall be as follows:

4.1.1 Governing Board

The Governing Board shall have the following functions:

- i) To approve Accommodation Policy and its Operational Procedures;
- ii) To approve various guidelines regarding accommodation matters at the College;
- iii) To consider and approve implementation plans for the College Accommodation Policy and its Operational Procedures; and
- iv) To approve review of the Policy and its implementation plans.

4.1.2 Students' Affairs Committee

Students' Affairs Committee is a Board Committee responsible for handling students' matters, including accommodation matters. Specifically, regarding this Policy, the Committee is responsible for the following:

- i) To endorse Accommodation Policy and its Operational Procedures and recommend to the Governing Board;
- ii) To endorse various guidelines regarding accommodation matters at the College and recommend to the College Governing Board;

- iii) To consider and endorse implementation plans for the College Accommodation Policy and its Operational Procedures and recommend to the College Governing Board;
- iv) To consider and endorse quarterly reports for implementation of the College Accommodation Policy and Operational Procedures; and
- v) To endorse review of the Policy and its implementation plans and recommend to the College Governing Board.

4.1.3 College Management

The College Management is responsible for daily implementation of the Accommodation Policy and Operational Procedures. Specifically, regarding this Policy, the College Management is responsible for the following:

- i) To receive from the Directorate of Students Services Accommodation Policy and its Operational Procedures drafts, discuss and submit to the Students' Affairs Committee;
- ii) To receive from the Directorate of Student Services various guidelines regarding accommodation matters at the College, discuss and submit to the Students' Affairs Committee;
- iii) To receive from the Directorate of Students Services implementation plans for the College Accommodation Policy and its Operational Procedures, discuss and submit to the Students' Affairs Committee; and
- iv) To receive from the Directorate of Students Services review of the Policy and its implementation plans, discuss and submit to the Students Affairs Committee.

4.1.4 Dean of Students/Director of Student Services

The Dean of Students/Director of Student Services is entrusted to the implementation of the Accommodation Policy and Operational Procedures. Specifically, regarding this Policy, the Dean of Students is responsible for the following:

- i) To prepare Accommodation Policy and its Operational Procedures and submit to the College Management;

- ii) To prepare various guidelines regarding accommodation matters at the College and submit to the College Management;
- iii) To prepare implementation plans for the College Accommodation Policy and its Operational Procedures and submit to the College Management;
- iv) To prepare quarterly reports on the implementation of the College Accommodation Policy and Operational Procedures and submit to the College Management; and
- v) To prepare review of the Policy and its implementation plans and submit to the College Management.

4.1.5 Social Welfare Officer/Warden

- i) To assist the Dean of students in Students' counselling and guidance in the respective Hall of Residence;
- ii) To co-ordinate academic advice for students in his/her respective Hall of Residence in collaboration with academic advisors;
- iii) To serve as an advisor to students' government at the Hall of Residence level;
- iv) To take care of students' welfare and ensure that the sick are urgently treated and taken care of satisfactorily;
- v) To handle problems related to accommodation, catering, health, recreation in respect of students in Halls of Residence;
- vi) To co-ordinate administrative chores pertaining to Halls of Residence; and
- vii) To ensure that the Institutional By-Laws and regulations guiding the students' life in Halls of Residence are observed.

4.2 Monitoring and Evaluation

The College shall establish mechanisms for monitoring and evaluating the implementation of this Policy and its operational procedures. Therefore, monitoring and evaluation of the Student Accommodation Policy will be conducted to obtain feedback on the progress of the implementation and assess the outcomes against its original objectives and expectations. Specifically, the evaluation will focus on the effectiveness, efficiency and impact of the agreed objectives. In consultation with other organs, the

Directorate of Student Services will develop tools to be used for monitoring and evaluation of the Policy in the realization of the desired objectives.

4.3 Reporting

The Dean of Students, who is the Secretary to the Students' Affairs Committee, shall prepare and submit quarterly reports on accommodation to the Students' Affairs Committee for review.

4.4 Policy Review

This Policy shall be reviewed after every five years or when needs arise to appraise its effectiveness and incorporate new developments, amendments and strategic plans within the College. The Deputy Principal (Planning, Finance and Administration) shall constitute a review team and mandate it to undertake the review exercise.

4.5 Effective Date

The policy will become effective after approval by the College Governing Board.

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APPENDICES

APPENDIX (I): Accommodation Agreement for Undergraduate Students



UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
UNIVERSITY OF DAR ES SALAAM
DAR ES SALAAM UNIVERSITY COLLEGE
OF EDUCATION



ACCOMMODATION AGREEMENT FOR UNDERGRADUATE STUDENTS

This **AGREEMENT** is made this.....day of 20..... **BETWEEN** the Deputy Principal Planning, Finance and Administration acting for and on behalf of the Dar es Salaam University College of Education hereafter called the "**Lessor**" of the one part anda student (hereafter called the "**Lessee**") of the other part.

WHEREAS

(i) In this Deed unless the context otherwise requires:

- (a) "Lessor" means and includes any person for the time being exercising the duties of the Deputy Principal Planning, Finance and Administration and includes any person appointed by the Deputy Principal Planning, Finance and Administration to act in that behalf;
- (b) "Lessee" means any student duly registered to the Dar es Salaam University College of Education and who has entered into a valid agreement with the Lessor for the purposes of this lease;
- (c) "Student" means any person admitted to the Dar es Salaam University College of Education as a candidate for a certificate, diploma, degree, or other award of the University of Dar es Salaam who has subscribed to this agreement;
- (d) "Student residence" means and includes all halls and hostels of residence, any dwelling house or building designed or modified as hall of residence or hostel for purposes of student residence;
- (e) "Residence regulation" means and includes provisions of the College Student By-Laws relating to student residence, all student's regulations stipulated in the students' tenancy agreement and any other regulations promulgated for purposes of governing students' residence in College Halls/Hostels and property contained therein or attached thereto;

NOW THEREFORE THESE PRESENT WITNESSETH AS FOLLOWS

1. That the College hereby agrees to let to the Student a room at the Hall of Residence No.....Room..... or Hostel situated on Plot No.324 and 325 Block

"T" in Temeke District Dar es Salaam region, for one academic year at Tshs 800/= per day for DUCE Campus and Mbagala hostel situated on Plot No.964/1 Block "V Mbagala" in Temeke District Dar es Salaam region at T.shs.500/= per day.

2. That the Lessee agrees to pay 10,000/= refundable caution fee applicable during the academic programme with understanding that each mismanagement and misuse of the College properties will lead to deduction from the caution money.
3. That if a major damage occurs in a student room, its repair/replacement or compensation cost shall be met by a particular student after the damage is determined by the Estates and Works Department.
4. That if any public property is damaged and no one is held responsible, its repair/replacement or compensation cost shall be met by all students in that particular facility after the damage is determined by the Estates and Works Department.
5. That the College further covenants with the Lessee as follows:
That the Lessee pursuing studies at the College and observing all rules and regulations governing students' accommodation not to subject the Lessee to any annoyance and not to prevent the Lessee from enjoying quiet occupation of the said accommodation.
6. That the Lessee hereby agrees to occupy the allocated accommodation and covenant with the Lessor as hereunder: -
 - (a) To pay rent for the whole semester once and promptly at the beginning of each semester.
 - (b) To keep the room, including furniture, paintwork, fixtures and fittings, in good conditions.
 - (c) To leave the rooms clean at the end of each semester.
 - (d) To use communal parts of the hall/hostel of residence properly.
 - (e) To allow the College workforce or its assignees access to the room so that repairs, inspections and other activities can be carried out.
 - (f) To pay to the College the costs for repair of any part(s) of the building that has been damaged by him/her or while under his/her care.
 - (g) Not to sublet any part of the building without written permission of the Deputy Principal Planning, Finance and Administration.
 - (h) Not to live with an unauthorized person(s) in the room (subletting).
 - (i) Not 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 College buildings in nearby areas.
 - (j) Not to keep pets in the halls/hostels
 - (k) Not to install an outside TV aerial or satellite dish nor additional furniture.
 - (l) Not to commit any criminal offence in the halls/hostels of residence.
 - (n) Not to allow visitors of either sex in the hall/hostel of residence beyond 06.00pm for outside visitors and 12.00 midnight for College students.

- (o) Not to bring to the hall/hostel of residence refrigerators, freezers or cooking appliances.
- (p) Not to cook in the rooms of residence.
- (q) Not to litter hall/hostel surroundings.
- (r) Not to conduct any kind of business.
- (s) Residents must observe the regulations governing safety and security and do nothing to compromise their own or other residents' safety and security.
- (t) Park their transport facilities (e.g. cars, bicycles, motorcycles) on designated places.
- (u) Halls/hostels residents shall not interfere with or transfer furniture or fittings of any kind from halls/hostels.
- (v) Students shall not use electric appliances which exceed the maximum current of 13 amps at wall power points;
- (w) Keys must be returned on leaving the Hall/ Hostel of residence at the end of each semester. Failure to do so shall involve the paying of full residential charges from the beginning of vacation to the time the key is returned;
- (x) Any resident who wishes to bring a vehicle to the College shall comply with the general law of the land governing the driving and parking of vehicles as well as the relevant rules which are in force on the College campus and shall register the vehicle with the Dean of Students;

7. That in case of breach of 6(e) (n), (o) /or and (p), the lessee shall pay a fine of Tshs. 50,000/= and be evicted from halls/hostels instantly.

8. That in case of breach of 6(k) (u) (v) (x), the Lessee shall be given a warning letter and if repeated shall be evicted with immediate effect.

9. That in case of delayed rental payment, the lessee shall be evicted five days after expiry date of previous payment"

10. That the lessee hereby agrees to pay fines as follows: -

- (a) To pay Tshs. 100,000/= once he/she is caught subletting his/her room and be evicted instantly.
- (b) To pay Tshs. 50,000/= for failure to tidy up his/her room at the end of semester/tenure.
- (c) To pay T.shs.10, 000/= in case of breach of 6(q)
- (d) To pay T.shs. 50,000/= for breach of part 6(r)

11. That if any clause is breached in this agreement, the College will have the right to terminate tenancy without notice and without refunding the lessee as long as:

- (i) The Lessee has broken or has not performed any obligation of this lease agreement.
- (ii) The Lessee ceases to be a registered student at the Dar es Salaam University College of Education.

12. That ***signing out for short vacation(s) does not mean ceasing lessee's tenancy***. This accommodation agreement lasts for one academic year, and once signed, it cannot be revoked.
13. That if the lessee fails to abide by clause 11, she/he shall pay full rent for the whole academic year.
14. That the Lessee shall observe and comply with all rules and regulations governing students' residence and accommodation as specified in the Student By-Laws, all those covenants specified herein and other rules and regulations as may be promulgated by the College from time to time for purposes of students' residence.
15. That the tenant should report to the Warden who shall be the caretaker of the room during his/her absence when a student is to stay away from his/her room for a couple of days.

16. RENEW OF LEASE

If, before the expiration of the term herein reserved, and if there shall be no breach or non-observance of any of the covenants, rules and regulations on the part of the Lessee, then the lease may be renewed for a further period of one academic year on the same terms and conditions or as may be specified in the new agreement.

IN WITNESS THEREOF the parties hereto have set their hands on the day and year herein appearing.

SIGNED by the above named

Name.....Reg.....Signature.....

(For Deputy Principal-Deputy Principal Planning, Finance and Administration /Lessor for and on behalf of the Dar es Salaam University College of Education of).

Postal Address: P.o. Box 2329
Dar es Salaam

SIGNED by the above named (Student/Lessee)

Name.....

Registration No.....

Signature:.....

Postal Address:.....

Cell phone No:

APPENDIX (II): Accommodation Agreement for Postgraduate Students



UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
UNIVERSITY OF DAR ES SALAAM
DAR ES SALAAM UNIVERSITY COLLEGE
OF EDUCATION



ACCOMMODATION AGREEMENT FOR POSTGRADUATE STUDENTS

This **AGREEMENT** is made this.....day of 20..... **BETWEEN** the Deputy Principal Planning, Finance and Administration acting for and on behalf of the Dar es Salaam University College of Education hereafter called the "**Lessor**" of the one part and.....a student (hereafter called the "**Lessee**") of the other part.

WHEREAS

(i) In this Deed unless the context otherwise requires:

- (a) "Lessor" means and includes any person for the time being exercising the duties of the Deputy Principal Planning, Finance and Administration and includes any person appointed by the Deputy Principal Planning, Finance and Administration to act in that behalf;
- (b) "Lessee" means any student duly registered to the Dar es Salaam University College of Education and who has entered into a valid agreement with the Lessor for the purposes of this lease;
- (c) "Student" means any person admitted to the Dar es Salaam University College of Education as a candidate for a certificate, diploma, degree, or other award of the University of Dar es Salaam who has subscribed to this agreement;
- (m) "Student residence" means and includes all halls and hostels of residence, any dwelling house or building designed or modified as hall of residence or hostel for purposes of student residence;
- (n) "Residence regulation" means and includes provisions of the College Student By-Laws relating to student residence, all student's regulations stipulated in the student's tenancy agreement and any other regulations promulgated for purposes of governing student's residence in College Halls/Hostels and property contained therein or attached thereto;

NOW THEREFORE THESE PRESENTS WITNESSETH AS FOLLOWS

1. The College hereby agrees to let to the Student a room at the Hall of Residence No.....Room..... or Hostel situated on Plot No.324 and 325 Block "T" in Temeke District Dar es Salaam region, for one academic year at Tshs 2500/= per day for DUCE Campus and Mbagala hostel situated on Plot No.964/1 Block "V" Mbagala" in Temeke District Dar es Salaam region at T.shs.1000/= per day.
2. That the Lessee agrees to pay 10,000/= refundable caution fee applicable during the academic programme with understanding that each mismanagement and misuse of the College properties will lead to deduction from the caution money.
3. That if a major damage occurs in a student room then its repair/replacement or compensation cost shall be met by a particular student after the damage is determined by the Estates and Works Department.
4. That if any public property is damaged and no one is held responsible, then its repair/replacement or compensation cost shall be met by all students in that particular area after the damage is determined by the Estates and Works Department.
5. That the College further covenants with the Lessee as follows:
That the Lessee pursuing studies at the College and observing all rules and regulations governing students' accommodation not to subject the Lessee to any annoyance and not to prevent the Lessee from enjoying quiet occupation of the said accommodation.
6. That the Lessee hereby agrees to occupy the allocated accommodation and covenant with the Lessor as hereunder: -
 - (a) To pay rent for the whole semester once and promptly at the beginning of each semester.
 - (b) To keep the room, including furniture, paintwork, fixtures and fittings, in good conditions.
 - (c) To leave the rooms clean at the end of each semester.
 - (d) To use communal parts of the hall/hostel of residence properly.
 - (e) To allow the College workforce or its assignees access to the room so that repairs, inspections and other activities can be carried out.
 - (f) To pay to the College the costs of repair of any part(s) of the building that has been damaged by him/her or while under his/her care.
 - (g) Not to sublet any part of the building without written permission of the Deputy Principal Planning, Finance and Administration.
 - (h) Not to live with an unauthorized person(s) in the room (subletting).
 - (i) Not 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 College buildings in nearby areas.
 - (j) Not to keep pets in the halls/hostels
 - (k) Not to install an outside TV aerial or satellite dish nor additional furniture.
 - (l) Not to commit any criminal offence in the halls/hostels of residence.
 - (m) Not to allow visitors of either sex in the hall/hostel of residence beyond 06.00pm for outside visitors and 12.00 midnight for College students.

- (n) Not to bring in the hall/hostel of residence refrigerators, freezers or cooking appliances.
- (o) Not to cook in the rooms of residence.
- (p) Not to litter hall/hostel surroundings.
- (q) Not to conduct any kind of business.
- (r) Residents must observe the regulations governing safety and security and do nothing to compromise their own or other residents' safety and security.
- (s) Students shall not interfere with or transfer furniture or fittings of any kind from any part of the College building without prior written permission from the office of the Dean of Students/Auxiliary police or Warden of the Hall of Residence as the case may be. Notwithstanding the generality of this paragraph, any student wishing to install any additional furnishing in his/her room may do so subject to prior knowledge and written permission from the office of the Dean of Students;
- (t) Students shall not use electric appliances which exceed the maximum current of 13 amps at wall power points;
- (u) Halls/hostels residents shall not interfere with or transfer furniture or fittings of any kind from halls/hostels.
- (v) Students shall not use electric appliances which exceed the maximum current of 13 amps at wall power points;
- (w) Keys must be returned on leaving the Hall/ Hostel of residence at the end of each semester. Failure to do so shall involve the paying of full residential charges from the beginning of vacation to the time the key is returned;
- (x) Any resident who wishes to bring a vehicle to the College shall comply with the general law of the land governing the driving and parking of vehicles as well as the relevant rules which are in force on the College campus and shall register the vehicle with the Dean of Students; and
- (y) Any resident who leave for field study is strictly not allowed to let any other student or any other unauthorized person to occupy his/her room.

7. That in case of breach of 6 (e) (n), (o) /or and (p), the lessee shall pay a fine of Tshs. 50,000/= and be evicted from halls/hostels instantly.

8. That in case of breach of 6(k) (u) (v) (x), the Lessee shall be given a warning letter and if repeated shall be evicted with immediate effect.

9. In case of delayed rental payment, the lessee shall be evicted five days after expiry date of previous payment"

10. The lessee hereby agrees to pay the following fines as follows: -

- (a) To pay Tshs. 100,000/= once he/she is caught subletting in his/her room and be evicted instantly.
- (b) To pay Tshs. 50,000/= for failure to tidy up his/her room at the end of semester/tenure.
- (c) To pay T.shs.10, 000/= in case of breach of 6(q)
- (d) To pay T.shs. 50,000/= for breach of part 6(r)

11. That if any clause is breached in this agreement, the College will have the right to terminate tenancy without notice and without refunding the lessee as long as:

- (i) The Lessee has broken or has not performed any obligation of this lease agreement.
- (ii) The Lessee ceases to be a registered student at the Dar es Salaam University College of Education.

12. That ***signing out for short vacation(s) does not mean ceasing lessee's tenancy***. This accommodation agreement lasts for one academic year, once signed it cannot be revoked.

13. That if the lessee fails to abide by clause 11 she/he shall pay full rent for the whole academic year.

14. That the Lessee shall observe and comply with all rules and regulations governing students' residence and accommodation as specified in the Student By-Laws, all those covenants specified herein and other rules and regulations as may be promulgated by the College from time to time for purposes of students' residence.

15. That the tenant should report to the Warden who shall be the caretaker of the room during his/her absence when a student is to stay away from his/her room for a couple of days.

RENEW OF LEASE

If, before the expiration of the term herein reserved, and if there shall be no breach or non-observance of any of the covenants, rules and regulations on the part of the Lessee, then the lease may be renewed for a further period of one academic year on the same terms and conditions or as may be specified in the new agreement.

IN WITNESS THEREOF the parties hereto have set their hands on the day and year herein appearing.

SIGNED by the above named

Name.....**Reg**.....**Signature**.....

(For Deputy Principal-Deputy Principal Planning, Finance and Administration /Lessor for and on behalf of the Dar es Salaam University College of Education of).

Postal Address: P.O. Box 2329
Dar es Salaam

SIGNED by the above named (Student/Lessee)

Name:.....

Registration. No.

Signature:.....

Postal Address:.....

Cell phone No:

APPENDICES
APPENDIX (III): Accommodation Agreement for Visitors



UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
UNIVERSITY OF DAR ES SALAAM
DAR ES SALAAM UNIVERSITY COLLEGE
OF EDUCATION



ACCOMMODATION AGREEMENT FOR VISITORS

This **AGREEMENT** is made this.....day of 20..... **BETWEEN** the Deputy Principal Planning, Finance and Administration acting for and on behalf of the Dar es Salaam University College of Education hereafter called the "**Lessor**" of the one part anda Visitor (hereafter called the "**Lessee**") of the other part.

WHEREAS

(i) In this Deed unless the context otherwise requires:

- (a) "Lessor" means and includes any person for the time being exercising the duties of the Deputy Principal Planning, Finance and Administration and includes any person appointed by the Deputy Principal Planning, Finance and Administration to act in that behalf;
- (b) "Lessee" means any visitor who has rented with the Lessor for the purposes of this lease;

NOW THEREFORE THESE PRESENT WITNESSETH AS FOLLOWS:

1. That the College hereby agrees to let a room at the Hall of Residence No.....Room..... or Hostel situated on Plot No.324 and 325 Block "T" in Temeke District Dar es Salaam region, fordays at Tzs per day for DUCE Campus and Mbagala hostel situated on Plot No.964/1 Block "V" Mbagala" in Temeke District Dar es Salaam region at Tzs per day.
2. That if a major damage occurs in a room, its repair/replacement or compensation cost shall be met by a particular visitor/Institution after the damage is determined by the Estates and Works Department.
3. That the Lessee hereby agrees to occupy the rented room(s) and covenant with the Lessor as hereunder: -
 - a) To pay rent for all number of days of staying at once.
 - b) To keep the room, including furniture, paintwork, fixtures and fittings, in good conditions.
 - c) To leave the rooms clean after stay.
 - d) To use communal parts of the hall/hostel of residence properly.
 - e) To pay to the College the costs for repair of any part(s) of the building that has been damaged by him/her or while under his/her care.
 - f) Not to keep pets in the halls/hostels
 - g) Not to commit any criminal offence in the halls/hostels of residence.

- h) Not to bring to the hall/hostel of residence refrigerators, freezers or cooking appliances.
- i) Not to cook in the rooms of residence.
- j) Not to litter hall/hostel surroundings.
- k) Not to conduct any kind of business.
- l) Visitors must observe the regulations governing safety and security and do nothing to compromise their own or other residents' safety and security.
- m) Park their transport facilities (e.g. cars, bicycles, motorcycles) on designated places.
- n) Visitors shall not interfere with or transfer furniture or fittings of any kind from halls/hostels.
- o) Visitors shall not use electric appliances which exceed the maximum current of 13 amps at wall power points;
- p) Keys must be returned on leaving the Hall/ Hostel of residence after days paid for expired.
- q) Any visitor who wishes to bring a vehicle to the College shall comply with the general law of the land governing the driving and parking of vehicles as well as the relevant rules which are in force on the College campus and shall register the vehicle with the Dean of Students;

4. That in case of breach of 3 (e) to pay to the College costs for repair of any part(s) of the building that has been damaged by him/her or while under his/her care after the damage is determined by the Estates and Works Department.

5. That if any clause is breached in this agreement, the College will have the right to terminate tenancy without notice and without refunding the lessee as long as:

- (i) The Lessee has broken or has not performed any obligation of this lease agreement.

6. That the Lessee shall observe and comply with all rules and regulations governing and the general law of the land.

7. That the visitor should report to the Warden who shall be the caretaker of the room during his/her stay.

IN WITNESS THEREOF the parties hereto have set their hands on the day and year herein appearing.

SIGNED by the above named

Name.....***Signature***.....

(For Deputy Principal-Deputy Principal Planning, Finance and Administration /Lessor for and on behalf of the Dar es Salaam University College of Education).

Postal Address: P.O. Box 2329
Dar es Salaam

SIGNED by the above named (Visitor)

Name.....

Signature:.....

Postal Address:.....

Cell phone No: