



**BUSITEMA
UNIVERSITY**
Pursuing Excellence

THE BUSITEMA UNIVERSITY STUDENTS' ACCOMODATION POLICY



MAY 2014

**THE BUSITEMA UNIVERSITY STUDENTS'
ACCOMODATION POLICY**

MAY 2014

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Glossary

Council	Shall mean and refer to Busitema University Council, the supreme policy making organ of the University as established by the Universities and Other Tertiary Institutions Act 2001 (as amended)
Custodian	Shall mean a person who is appointed by Council to take care and monitor the usage of all the property in halls of residence.
Dean of Students	Shall mean a person appointed and designated by Council to be responsible for the welfare of students.
Family member	Shall mean spouse, children, parents and siblings.
Hall	Shall mean Busitema University Building where students reside.
Hostel	Shall mean an off campus privately owned building where Busitema University Students reside. <i>(accommodation by a firm.)</i>
Misconduct	Shall mean a breach of any provisions of the accommodation policy and related University policies.
Staff	Shall mean all persons appointed by the University in the academic, administrative and support categories.
University	Shall mean Busitema University established under the University and other Tertiary Institutions Act 2001 as amended under the legal instrument no. 22 of 2007.
Vice-Chancellor	Shall mean the Vice Chancellor of Busitema University who is the Chief Executive Officer of the University
Warden	Shall mean a staff who is appointed by Council to take charge of Students' welfare in the halls of residence.

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PREAMBLE

Busitema University was established as a Public University under the Universities and other Tertiary Institutions Act, 2001 (Establishment of Busitema University Instrument 2007 No. 22 issued by the Minister of Education and Sports on 25th day of May, 2007, having been enacted by parliament on the 10th of May, 2007.

The University was established as a multi-campus model with its main Campus located at Busitema along Jinja -Tororo highway. The Campuses that form Busitema University are: Busitema Campus, Nagongera Campus, Namasagali Campus, Arapai Campus, Mbale Campus, Kaliro Campus and Pallisa Campus.

Mandate of the University

Mandate of the University is to provide higher education through teaching, research and outreach.

Vision

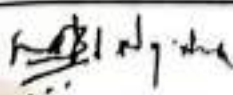
The vision of the University is "A centre of academic and professional excellence in science, technology and innovation."

Mission

To provide high standard training, engage in quality research and outreach for socio economic transformation and sustainable development

University Motto

"Pursuing Excellence"



1.0 Introduction

Busitema University is a Public University established under the Universities and Other Tertiary Institutions Act 2001 (Establishment of Busitema University) Instrument No. 22 of 2007 having been enacted by Parliament on the 10th of May 2007.

The University recognizes that the environment at the halls of residence has a significant influence on students' life and experiences. The University strives to provide an environment conducive to the educational, social, physical, spiritual and overall development of the student.

The Policy addresses accommodation as an important component of the Students' Welfare. It covers among others: eligibility for accommodation, guidelines and regulations for accommodation.

1.1 Purpose of the policy

The purpose of the students' accommodation policy is to guide the University on the management of students' welfare relating to accommodation.

1.2 Interpretation

Interpretation of this policy shall rest with the Dean of Students subject to appeal to the Vice Chancellor with a further and final appeal to Council.

1.3 Accessibility

The Dean of students shall make the accommodation policy accessible to all students of the University

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1.4 Citation

The Policy shall be cited as the Busitema University Students' accommodation Policy 2014 as approved by the Council.

The policy shall not operate in isolation. It shall complement and be read together with the Busitema University Students' Rules and Regulations, Notes for new students from Academic Registrar's Office and other relevant University policies.

2.0 Principles

The policy is based on the following principles:

- (1) Availability.
- (2) Equity and Fairness
- (3) Accessibility
- (4) Gender
- (5) Affirmative action
- (6) Transparency

3.0 On Campus accommodation

The University has limited student accommodation at its campuses. This policy prescribes the procedure for rationale allocation of accommodation.

3.1 Room allocation

- (1) The process of allocating accommodation shall be based on availability of accommodation spaces in the halls of residence.
- (2) All students interested in accommodation shall apply to the Dean of Students.
- (3) Once accommodated in the halls of residence, a student who wishes to become a non resident shall be required to apply to the office of the Dean of Students.
- (4) Any student absent from residence for a continuous period of two weeks without prior permission from the Dean of Students shall be deemed to have forfeited his or her residence.

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- (5) Any student allocated a room and does not take up occupancy within two weeks without justifiable cause shall be deemed to have forfeited the space allocated.

3.2 Room allocation Committee

There shall be a committee responsible for efficient allocation of rooms in the halls of residence. The Committee shall consist of the following membership.

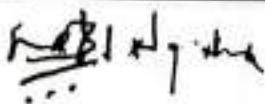
- (a) The Warden as the Chairperson
- (b) The custodian
- (c) The Resident Campus Commissioner
- (d) The Campus Welfare Secretary
- (e) The Hall Chairpersons

3.3 Conduct in halls of residence

In order to facilitate a safe, secure, civil and clean environment in which to live and learn, the following shall apply;

(1) All students shall conduct themselves with responsibility and maturity while in residence at the University and in particular shall strictly observe the following:

- (a) Adhere to the list of allocation of rooms approved by the Warden. Change of rooms/halls, once allocation has been made shall not be allowed without permission of the Warden.
- (b) Share rooms in addition to other facilities of common use.
- (c) Students shall not use University accommodation for conduct of any commercial business activities.
- (d) Subletting of the room or bed space and or provision of accommodation for unauthorized persons is prohibited and punishable.
- (e) Overnight stay by non occupants is prohibited.
- (f) Electricity light may not be left on when not needed.



(2) For the avoidance of nuisance and annoyance to other residents, electronics and other musical instruments may be played to room sound only and in any case not between mid night and 6.00am.

(3) Students must vacate their rooms at the close of each semester or as instructed by the University unless permitted to stay by the Dean of Students.

3.4 Property in the rooms

1. Students assigned rooms shall sign for property found in the rooms at the beginning of the academic year and will be charged for damage of University property or loss of any such whenever the damage arises.
2. Students shall be expected to take good care of rooms and furniture therein assigned to them in a hall or a private building acquired for such purpose.
3. Students shall take care of personal property while in the halls of residence.
4. Students are not permitted to move University property to their rooms or common areas.
5. Students shall not permitted to bring fire arms, explosives, swords or any dangerous weapons to the halls of residence
6. Students shall not move any University furniture, equipment or materials from Residence Halls or rooms without prior permission of the Warden.
7. All breakages shall be reported to the Warden.
8. All students except those provided for under 3.5.1.1 will be required to remove their belongings from the rooms and hand in the keys to the custodians at the end of the semester.
9. A student must follow clearance procedures when vacating a room. A student shall clear his/her properties immediately after his/her last examination paper.

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3.5 Criteria for accommodation in the University halls of residence

3.5.1 Undergraduate Students

3.5.1.1 International students

Those classified as international students by the University shall be offered University accommodation for the duration of their courses provided that they remain fully registered as University students.

3.5.1.2 Ugandans undergraduate students

The Ugandan undergraduate accommodation priorities shall be guided by the criteria listed in the following order:

1. All students with disabilities in accordance with the Busitema University Students' Disability Policy shall be provided with accommodation.
2. 50% of available accommodation space shall go to Government sponsored students while the remaining 50% shall go to privately sponsored students
3. Government sponsored students shall be considered on the basis of admission points. The cut off points for accommodation shall be determined by the available space.
4. The 50% accommodation space for privately sponsored students shall be given out on first come first served basis. All Students admitted for degree programmes under mature and diploma admission schemes shall be non residents.
5. The Guild President, the Resident Campus Commissioners, the Campus Welfare Secretaries, and the Hall Chairpersons shall be given accommodation in the University halls of residence.

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3.5.2 Postgraduate Students

Postgraduate students shall be required to arrange for their own accommodation.

3.5.3 Family Accommodation

1. The University has no accommodation for couples and families.
2. Students are not allowed to live with spouses or children in the halls of residence.
3. Married students wishing to stay with their families shall make their own private off-campus accommodation arrangements.

3.6 Applications for accommodation

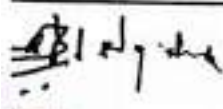
1. Consideration for accommodation shall be given to students who have duly completed application procedures.
2. Students shall be allocated a room in the halls of residence for one academic year.
3. Thereafter those still interested in on campus accommodation shall reapply.
4. Continuing students shall be invited to reapply for room allocation to the Office of the Warden towards the end of the second semester in every academic year.

3.7 Payment for accommodation

Once allocated a room the student shall be required to pay the full accommodation charges for the full duration of the semester at rates that shall be determined from time to time by the University Council.

For Government sponsored students, accommodation charges shall be deducted from their living allowances.

A student shall forfeit all monies paid for accommodation if he/she decides to vacate his/her room during the semester unless it is on medical grounds in which case the medical officer shall notify the Dean of Students.



3.8 Proper use of communal properties and Facilities

- (1) All students shall have an obligation to properly use and not damage communal properties and facilities of the University.
- (2) Student who damage University properties shall be required to compensate the University the cost of repair of the damaged university properties and facilities.

3.9 Cooking in Halls of Residence

- (1) Cooking in halls of residence shall be allowed in only designated areas.
- (2) Only the following electrical appliances shall be allowed in the designated areas: reading lamps, fans, electric flat iron, electric razor, electric hair dryer, electric kettle, radio record player, T.V, VCR and computer/ laptop or any other gadgets that may be authorized in the students rooms or in any other unauthorized place or space.
- (3) Cooking in the halls of residence using unauthorized electrical gadgets shall result in expulsion from the halls of residence for the rest of the students' study period at the University.

3.10 Activities/Events in Halls of Residence

- (1) Meetings, parties or any other gathering organized by individual students or any recognized student organization shall only be held in Halls of Residence after securing approval from the Dean of Students.
- (2) The authorizing officer, shall issue the authority for such meetings in writing, indicate the date, time and place of the activity as well as the duration. Such activities shall not normally proceed beyond 12 midnight on any day.
- (3) Police shall normally be invited to provide security during such activities
- (4) In order to ensure accountability for an activity (event), the

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person(s) responsible for such an activity shall be required to sign for and abide by the conditions of the letter of authorization.

(5) In the event of any damage to University property during the course of any authorized activity, the accountable person or association shall be held responsible for such damage.

3.11 Maintenance of accommodation facilities

(1) Major maintenance, which is normally carried out during long vacation of each academic year shall be done during the long vacation.

(2) The Office of the Dean of Students shall always ensure maintenance works in the halls of residence are done properly and timely.

4.0 Private Off-Campus Accommodation

(1) Students who fail to get on-campus accommodation shall be advised to look for Private accommodation facilities.

(2) The Office of Dean of Students shall avail a list of accredited private accommodation facilities.

(3) The accommodation agreement shall be entered between the student and the landlord.

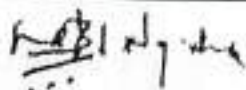
(4) Private owners who will invest in provision of accommodation services shall be responsible for their Management.

(5) The University shall encourage private owners of student hostels to maintain cleanliness, privacy, security and charge reasonable prices for those facilities.

(6) All off-campus students shall be attached to University halls of residence for purposes of participation in sports activities, entertainment and other guild matters.

4.1 Accreditation of private hostels to the University

(1) Private accommodation facilities that meet basic requirements shall be accredited to the University



(2) Students who fail to get accommodation at the campuses shall be referred to accredited private hostels

(3) The following requirements should be in place for any hostel to be accredited to the

University:

- (a) A fence and a gate
- (b) A toilet or latrine at a ratio of one (1) stance to ten (10) students
- (c) A security guard, custodian, Cleaner
- (d) Reading room
- (e) A canteen/restaurant facility
- (f) Electricity
- (g) Water
- (h) Bathrooms, same ratio as toilets
- (i) Proper ventilation
- (j) Beds —

5.0 Implementation of the Student's Accommodation Policy

5.1 The Dean of Students

The Dean of students shall provides overall leadership on all welfare matters of students and is responsible for the development, coordination, implementation and evaluation of all the policies and procedures pertaining to the students' welfare in the halls of residence.

In particular, the Dean of students shall:

- (i) Coordinate all matters of student accommodation at all campuses
- (ii) Determine the cut-off points for government sponsored students to be accommodated in the University halls of residence as required in section 3.5.1.2(iii) above.
- (iii) Identify private hostels for accreditation to the University.
- (iv) Where appropriate refer cases of breach of the accommodation policy to the students' Affairs and Disciplinary Committee of Council in accordance with the Busitema University Students' Rules and Regulations.

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5.2 Other Officers responsible for Implementation

Under the direction of the Dean of Students, the wardens and custodians shall have responsibility for the management and maintenance of good order and promotion of a conducive living environment in the University Halls of residences.

5.2.1 The Warden

The Warden shall be responsible for the management of Halls of Residence as well as plan and run co-curriculum activities.

The Warden shall as part of his/her normal duties do the following;

- (i) Monitor and ensure compliance with the regulations under this policy.
- (ii) Attend to and seek amicable solutions to accommodation related disputes between occupants.
- (iii) Handle room allocation of students for the beginning of each academic year
- (iv) Counsel and caution as necessary occupants on behaviour that is not conducive of a conducive living and learning environment.
- (v) Work in consultation with the sports tutor to develop and implement co-curricular activities.
- (vi) Advise and issue instructions, orders and ultimatums to students as necessary for the observance of good conduct and proper running of the Hall of Residence.
- (vii) With the authority of the Dean of Students the warden shall issue verbal or written warnings where such is deemed an appropriate sanction for breach of this policy.
- (viii) Where appropriate, the Warden may refer cases of breaches of the policy to the Dean of students

5.2.2 Custodian(s)

There shall be custodians who will assist the warden in operational matters concerning the hall(s) of residence including;

- (i) Inspection of halls of residences and submission of reports to

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- the Warden.
- (ii) Preparation of lists of students and records of property per room.
 - (iii) Periodically access students' rooms to monitor their condition.

6.0 Student leadership

Each hall shall have a chairperson who shall have the following responsibilities:

- (1) Ensure that all students keep proper hygiene of their rooms and the immediate environment around the hall.
- (2) Identify and report to the Warden all areas that need repair or any other aspects that may require the attention of the warden.
- (3) Assist the Warden in making accommodation arrangements.
- (4) Resolve conflicts and other disciplinary matters among students and forward those that may require the attention of the Warden.
- (5) Organize and coordinate students activities such as entertainment, sports etc in the hall.
- (6) Chair meetings in the hall to brief students on a wide range of issues and receive feedback from them.
- (7) Perform any other duties that may be assigned by the Warden.

7.0 Reporting of violation of Accommodation Policy

- (1) Every resident student is obliged to report any violation of provisions in the accommodation policy.
- (2) Failure to do this shall result into eviction and associated fines or penalties in accordance with the Busitema University Students' Rules and Regulations

8.0 Amendment of the accommodation policy

The students' Accommodation policy may be reviewed by Council whenever deemed necessary.

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APPENDIX I
BUSITEMA UNIVERSITY

CAMPUS

**ALL/ROOM APPLICATION FORMS FOR CONTINUING
STUDENTS**

Guidelines

- i. One form should be filled by three (3) students
- ii. Only resident students should fill this form. Nonresident students should pick separate application forms from the Warden

1. Hall

2. Room applied for.....

1st Choice

2nd Choice.....

3rd Choice.....

3. Proposed roommates for academic year/

	Name	Registration Number	Course/Year of study	Position of Responsibility if any
1				
2				
3				
4				
5				
6				

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BUSITEMA UNIVERSITY

SEMESTER ACADEMIC YEAR.....

[illegible]

12/1/20

APPENDIX III

BUSITEMA UNIVERSITY

CAMPUS

HALL

REGISTRATION FORM



Year/.....

To be filled by all students

Kindly complete and return this form to the office of the Dean of Students as soon as possible. (USE CAPITAL LETTERS)

Attach your passport size photograph and the photocopies of your admission letter and a payment receipts on this form before returning it to the Warden's office.

1. (a) Surname..... (b) Other names.....
(c) Gender(d) Tel.
(e) Email.....
(f) Marital status.....
(g) No. of children.....

(a) Course.....
(b) Faculty.....
(c) Student Reg No..... (d) Year of entry.....
(d) Duration of course.....

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3. (a) Date of birth(b) Nationality.....
 (c) Sub county(d)County..... (e)District.....
 (f)Religious affiliation.....
 (g)Name of close friend at the University.....Tel.....
 (h) Other interests (eg music, Drama, photography).....
- 4 (a) Parents /Guardian's name.....
 (b) Occupation.....
 (c) Permanent home address
 (d)Tel. No.....
 (e)No of children in the family.....
5. Schools attended
 (a) Primary school.....
 (b) Secondary School.....
 (c) Attach your school certificates
 (d) Games played at school, name teams played for and any
 distinction gained Position of responsibility at O and A level

6. Who pays your bursary/sponsor?

DateSignature

YOU ARE WELCOME

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APPENDIX IV

BUSITEMA UNIVERSITY

CAMPUS

HAL

REGISTRATION FORM

Year/.....

(To be filled by All Government sponsored students)

PART 1 To be filled by both resident and non resident students

1. (a) Surname..... (b) Other names.....
(c) Course..... Reg. No.....
(d) Tel.
(e) State whether you are a resident or nonresident.....
2. (a) Account No.....
(b) Bank.....
(c) Branch.....

PART 2 To be filled by non residents only

- 3 (a) State whether you are going to live
 - (i) With family relatives (state where).....
 - (ii) In a hostel affiliated to the university (State name of hostel).....
 - (iii) Hostel not affiliated to the University (state name of hostel).....
 - (iv) In any other (please specify)
- (Tick the most applicable option)

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(b) Location of residence (eg Syawule, Busitema, Ndaiga etc).....

(c) Name of landlord.....

4 Have you been non resident before? Yes/No.....

(i) By admission.....

(ii) By disciplinary.....

(iii) Personal (specify).....

(Tick the most applicable options)

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

APPENDIX V

BUSITEMA UNIVERSITY

CAMPUS

HALL

REGISTRATION FORM

Year/.....

(To be filled by All Private sponsored students)

PART 1 To be filled by both resident and nonresident students

1. (a) Surname..... (b) Other names.....
(c) Course..... (d) Reg. No.....
(e) Tel. f) Year of study (1st, 2nd etc).....
(e) State whether you are a resident or nonresident.....

PART 2 To be filled by non residents only

- 2(a) State whether you are going to live
(i) With family relatives (state where).....
(ii) In a hostel affiliated to the university (State name of hostel).....
(iii) Hostel not affiliated to the University (state name of hostel)....
(iv) In any other (please specify)
(Tick the most applicable option)
- (b) Location of residence (eg Syawule, Busitema, Ndaiga etc).....
(c) Name of landlord.....

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4 Have you been nonresident before? Yes/No.....

(i) By admission.....

(ii) By disciplinary.....

(iii) Personal (specify).....

(Tick the most applicable options)

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

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APPENDIX VI

BUSITEMA UNIVERSITY

CAMPUS
HALL

To : The Dean of Students
Thru : The Warden
Thru : The Resident Campus Commissioner

RE: Request to become a non resident/Resident student I am a
Government/Private..... sponsored student Reg. No.
pursuing (Course).....Year of study (1st, 2nd, 3rd etc...
.....I kindly request to be allowed to become a non resident/
resident effective.....

I will be grateful for your kind consideration

Yours sincerely

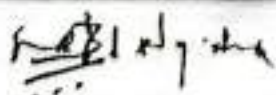
.....
Name and signature

To be filled by the warden

Recommended/Not recommended.....

Effective date from.....

Signature and stamp.....Date.....



Busitema University

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