



**KAMPALA  
INTERNATIONAL  
UNIVERSITY  
IN TANZANIA**



# **HOUSING POLICY**

## **2020**



## **FOREWORD**

Kampala International University in Tanzania Housing Policy is intended to assist the management of the University Staff houses. Members of staff who assigned houses shall comply with the University Housing Policy, which may be reviewed by the University from time to time. The policy covers rules and regulations, procedures, and criteria for housing allocation.

It is my sincere hope that this policy will guide the University in the management of staff residential houses.



**Prof. Jamidu H.Y. Katima**

Vice Chancellor

December 2020

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## DEFINITIONS

Common Areas	Means communal passageways, walkways, entryways, roofs, and all other areas available to residents of University housing.
Costs and Charges	Means costs relating to the occupancy of University housing including, but not limited to, monthly house rent (if any) and basic utilities such as electricity, water, and such other services as may, from time to time, be provided by the University.
Family	Means the spouse and children of the individual to whom the University housing has been assigned. Other relatives are considered to be third parties.
Housing Committee	Means the committee responsible for the administration of staff housing in the University.
Member of staff	Means regular full-time teaching and non-teaching members of staff
Repair Costs	Means costs, expenses, damages, losses, or charges incurred by KIUT in repairing University housing as a result of members of staff use of the University housing.
University Housing	Means to on-campus housing made available to KIUT staff by the University.
University Rules	Means the policies, rules, and regulations of the University as established or amended by the University at its sole discretion.

## **1.0 PREAMBLE**

1. The Kampala International University in Tanzania (KIUT) staff housing policy is a blueprint to assist in the management of University residential houses. Members of staff who are assigned houses shall comply with the housing policy, which may be reviewed by the University from time to time.
2. The University has 146 housing units, spread in six blocks. The details of these units are as shown in Appendix 1.
3. Appendix 2 shows the google map of all housing units.

## **2.0 PURPOSE**

4. The purpose of this policy is to provide guidance in the allocation of housing unit, regulations for tenants, maintenance, tenants conduct and sanctions for non-compliance. It aims at ensuring well maintained, clean and safe housing for members of staff.

## **3.0 SCOPE**

5. This policy applies to all occupants of the University Staff buildings.

## **4.0 AUTHORITY**

6. The Deputy Vice Chancellor, Finance and Administration is responsible to the Vice Chancellor and Council on all matters relating to implementation of the University Housing Policy.

## **5.0 RESPONSIBILITY**

7. The Director of Estates shall be responsible to the Deputy Vice- Chancellor FA for:
  - a) Coordinating the allocation of University houses
  - b) Ensuring the houses are in good and habitable conditions
  - c) Ensuring tenants abide by the set rules and regulations
  - d) Providing regular report to the University Management on the status of University housing

e) Take appropriate action in case of breach of housing rules

8. The Tenants shall be responsible for paying municipal charges and utility bills.

## 6.0 HOUSING COMMITTEE

9. There shall be a Housing Committee whose membership shall be as follows:

- a) Deputy Vice Chancellor, FA - Chairman
- b) Director of Estates - Secretary
- c) Director of Human Resource
- d) Senate Non-Resident Member
- e) Representative of the Tenants

### 6.1. Tenancy Eligibility Criteria

10. All full time and contract staff will be eligible for University housing, in the order of priority below:

- a) Key staff of the University Teaching Hospital
- b) Foreign staff
- c) Other staff according to prescribed needy criteria (for example library staff; staff with disability, staff with families) to be established by the Housing Committee.

11. Consideration for University residential houses will depend on availability of vacant houses.

### 6.2. Procedure

1. Applicants shall submit a duly filled-in application for University residential house form.
2. All applications for University housing should be submitted the Director Estates who is the Secretary of the Housing Committee
3. The DE shall submit all list of applicants to the Housing Committee indicating the status according the tenancy eligibility criteria.

4. The Chairman of Housing Committee will convene a meeting to consider requests from prospective applicants for University housing.
5. For transparency purposes, a housing scoring scale will be applied. The Housing Committee shall score all the shortlisted applicants based on approved University housing scale.
6. The Chairman of Housing Committee shall communicate the outcome to successful applicants. The unsuccessful applicants shall also receive regret note.
7. The Director Estates shall allocate the

#### **7.0 REPAIRS**

8. All internal repairs e.g. water leakage, broken glass, electrical faults, etc., shall be the responsibility of the tenant.
9. The University shall be responsible for external repairs.
10. The Housing Committee shall conduct regular inspections, once every year, to ensure the fixtures are in good and safe conditions.
11. In case of an emergency, the University shall have the right to enter any residence without prior notice in order to ensure that the house and its occupants.
12. The University shall develop and implement a scheduled maintenance plan for the staff houses to ensure the houses and their fixtures are in good working conditions.

#### **8.0 RENOVATIONS AND ALTERATIONS**

13. The University shall be responsible for ensuring that the premises are clean and in good condition when delivered to the legitimate residential member. Thereafter, it shall be the responsibility of member of staff to ensure that the premises are maintained in good condition. Any renovations, alterations, re-painting, or decorating of a permanent nature shall be in accordance with University standards and require prior approval, in writing, from the Chair of the Housing Committee. The University will repaint and/or renovate the premises when the Housing Committee deems it is necessary, but not more frequently than once every five years.

## **9.0 APPEAL**

14. Applicants who are dissatisfied with the decision of the Housing Committee may appeal to the VC within two (2) weeks from the date of receipt of the committee verdict.

## **10. REVIEW**

This document shall be reviewed as need for amendment may arise.

For and on behalf of the KIUT Council

Chairman of the Council

Date: .....

.....

Chairman of the KIUT Council



## **GENERAL RULES AND REGULATIONS**

1. The allocation of University housing is determined by the Housing Committee based on the availability of such accommodation and eligibility. Requests for University housing, or relocation, should be addressed to the Director of Estates. Changes in family status which might affect eligibility for University housing, or type of housing provided, should be promptly notified to the Housing Committee.
2. KIUT residential houses shall only be used as living accommodation and may not be used for any other purpose. A list of occupants of each housing unit should be those listed in the application form. Any changes should be communicated to the Director of Estates.
3. KIUT members of staff to whom University housing is availed shall not under any circumstances sublet University residential house.
4. Occupants residing in University housing shall abide by all University rules and regulations.
5. Occupants residing in University housing shall not use University housing for any political campaign activity or related purpose, nor for any organized religious movement activity.
6. Drugs, weapons, or material prohibited either by the Government of United Republic of Tanzania laws or University rules/regulations shall not be used or stored in University residential houses.

## HOUSING RULES AND REGULATIONS

7. The provision of University housing is a privilege, and occupants are expected to make all reasonable efforts to take care in their use of KIUT housing facilities and to treat fellow residents with due respect.
8. Occupants are expected to keep noise to a minimum and to keep their residential areas clean and well cared for. Complaints regarding noise or other nuisance should be reported in writing to the Director of Estates.
9. For safety reasons, occupants are requested to ensure that young children are accompanied when using the University's public areas or playgrounds.
10. For safety reasons, no flowerpots or other objects may be hung outside windows or balconies, and nothing shall be thrown or permitted to fall outside the building.
11. Occupants shall not modify or alter KIUT housing, internally or externally, in any way, including erecting canopies, changing light fixtures, modifying plumbing or electrical installations, or similar structures on such housing. Exceptions to this rule may be made, provided that the modifications or alterations are in conformity with standards established by the estates department, and only after receiving authorization in writing from the Chairperson of the Housing Committee.
12. Refuse should be deposited in the designated areas/ internal garbage pits out obviate outbreak of diseases.
13. The toilets and other sanitary fixtures may only be used for the purposes for which they are intended and shall not be used for refuse disposal of any kind. The University shall fix individual water meters to housing units and payment of the water used shall be the responsibility of the tenant.
14. Occupants shall take precautions not to overload existing electrical circuits and shall, under no circumstances, alter the amperage of the

existing circuit breakers. Tempering with electricity infrastructure shall be treated as a disciplinary case.

15. The sidewalks, passageways, walkways, and driveways used in common shall not be obstructed or used by occupants for any purpose other than for the purposes of entry or exit to or from their respective residential houses and the common elements.
16. Occupants shall not harm or alter any of the landscaping work on University property. No one shall uproot existing hedges or trees without approval from University administration.
17. Occupants shall not keep pets and livestock in University housing quarters.
18. Tenants shall take all reasonable precautions to ensure that occupants and visitors observe these rules and regulations.
19. Members of staff shall officially vacate from the University residential house in case of termination of contract by either party. Vacation shall be immediately after termination and in case of resignation and retirement, the staff will be given at one-month to vacate the premises. Inspection of the house shall be conducted by the estates department to verify the status/ condition of the house. ALL repairs occasioned by negligent use of the facility fixtures shall be borne by the facility occupant. If a tenant cannot repair, the University shall use part of his/her terminal benefit to do that.

#### **CHARGES**

20. The University Management in consultation with Chairman of the Board of Trustees may impose rental charges for the use of University residential houses in accordance with a scale approved by the University Council and are due at the end of each month.
21. KIUT staff shall be held responsible for any and all damage to University housing resulting from a violation of these rules and regulations or any other University rules. The staff residing in University houses shall be responsible for all costs and charges as determined by the University

and the University may deduct any such amounts from compensation due to the member of staff. If no compensation is due, members of staff shall settle such costs and charges on demand by the University.

22. Utility charges shall normally assess and deducted on a monthly basis according to the quantity used, unless the Board of Trustees decides otherwise.
23. Members of staff residing in University houses shall inform the Director of Estates department at the earliest possible opportunity, of any intention to vacate University housing and, in any case, provide the University with not less than one months' notice, in writing, of their intention to vacate the premises.

For and on behalf of the KIUT Council



**Dr. Mouhamad Mpezamihigo**

Ag. Chairman of the Council

Date: 07<sup>th</sup> December 2020

## **Appendix 1: Housing Units**

### **BLOCK A.**

#### **17 UNITS.**

##### **DESCRIPTIONS OF THE UNIT**

###### **Both units have the following:**

1. One bedroom.
2. Sitting room.
3. Toilet.
4. Kitchen.

### **BLOCK B.**

#### **14 UNITS.**

##### **DESCRIPTIONS OF THE UNIT**

###### **9 units have the following:**

1. Two bedrooms (one master bedroom)
2. Sitting room.
3. Public toilet.
4. Kitchen.

###### **3 units have the following:**

1. Single room with toilet.

###### **2 units have the following:**

1. Single room without toilet.  
(Two toilets separated)

### **BLOCK C.**

#### **8 UNITS.**

##### **DESCRIPTIONS OF THE UNIT.**

**Both units have the following:**

1. Two bedrooms. (one master bedroom)
2. Sitting room.
3. Public toilet.
4. Kitchen.

**BLOCK D.**

**8 UNITS**

**DESCRIPTIONS OF THE UNIT**

**Both units have the following:**

1. Two bedrooms. (one master bedroom)
2. Sitting room.
3. Public toilet.
4. Kitchen.

**FLAT.**

**48 UNITS**

**GROUND FLOOR (16 UNITS)**

**DESCRIPTIONS OF THE UNITS.**

**Both units have the following:**

1. Single room with toilet.

**FIRST FLOOR (16 UNITS)**

**Both units have the following:**

1. Single room with toilet.

**SECOND FLOOR (8 UNITS)**

**Both units have the following:**

1. Single room with toilet.
2. Sitting room.

**THIRD FLOOR (8 UNITS)**

**Both units have the following:**

1. Single room with toilet.

2. Sitting room.

**NB: BOTH FLOORS HAVE TWO SIDE ROOMS WHICH USED AS LAUNDRY/KITCHEN.**

**BLOCK E.**

**7 UNITS**

**DESCRIPTIONS OF THE UNIT**

**Both units have the following:**

1. 15 single rooms without toilet.
2. 5 toilets.

**BLOCK F.**

**7 UNITS**

**DESCRIPTIONS OF THE UNIT**

**Both units have the following:**

1. 4 single rooms without toilet.
2. 2 single rooms with sitting room without toilet.
3. 2 public toilets.

Appendix 2: Visual Impression and Location of KIUT Staff Houses on Campus





