

MAKERERE UNIVERSITY

POLICY ON STUDENTS' ACCOMMODATION

MARCH 2022

1. Policy purpose

Makerere University recognizes the importance of providing reasonable accommodations to her students. The University also has statutory obligations in this regard under current legislation. In light of the above, the University has implemented this access to Makerere University Policy on Students Accommodation to clarify the procedure for students who qualify to or wish to get accommodation at the University.

2. Policy Statement

The University endeavors to provide the best educational experience for all its students. The academic excellence for which the University strives is unattainable without a commitment to human rights, equity, fairness and diversity. The provision of reasonable academic accommodation allows all students to meet and demonstrate the University's high standards in a fair and equitable manner.

3. Policy Rationale

The University has, since time immemorial, been using ad-hoc regulations to guide the utilization and management of bed space in the Halls of Residence. The increase in student population over the years has increased pressure on the existing space, which now necessitates the formulation of a policy to guide allocation and management of accommodation space in Halls of Residence and hostels.

4. Student accommodation

For purposes of this policy student's accommodation shall be limited to Halls of Residence, Hostels and accredited hostels.

4.1 University Halls of Residence

- a) Every student shall be randomly attached to a Hall of Residence on admission.
- b) Attachment to a Hall of Residence or circumstantial eligibility shall not automatically entitle one to bed space in the Hall.
- c) There shall be a procedure for the Hall Administration to follow in allocating bed space or rooms to eligible students as defined in this policy.
- d) The office of the Dean of Students shall be responsible for allocating admitted students to the Halls of Residence of Makerere University.
- e) Change of Halls of attachment shall be strictly prohibited except where there is grave need such as correction of gender mix up or any other justifiable grounds such as disability.
- f) Female and male undergraduate students shall be attached to Halls of Residence designated for female and male students respectively.

g) In exceptional cases, both male and female students may be attached to the same Hall of Residence as explained in the schedule below:

- (i) Graduate students
- (ii) Extension students
- (iii) Medical students
- (iv) In the event of closure of the University
- (v) Guild Leaders

4.2. Hostels affiliation and accreditation criteria

a) A student may stay at a hostel accredited by the University.

- (i) A list of accredited Hostels shall be reviewed annually by the Hostel inspection Committee appointed by the Vice Chancellor and approved by Makerere University Council. The Hostel Inspection Committee shall ensure that the hostels to be accredited meet the following conditions:
- (ii) Security of the student at the premise (full time presence of a security guard, CCTV cameras, perimeter fence).
- (iii) Have at least two reading rooms well-spaced and well ventilated
- (iv) Physical safety and with no liability or previous incidents.
- (v) All accredited hostels must have means of transport for safe transportation of students.
- (vi) Full supply social amenities (water, electricity)
- (vii) Well-spaced and ventilated rooms
- (viii) Must be in proximity with the university

b) **Composition of the Hostel Inspection Committee**

The committee shall have a maximum of seven (7) members that will be composed of the following:

- (i) A senior member of staff appointed by the Vice-Chancellor as Chairperson.
- (ii) Two members of the Students Affairs Committee one of whom shall be a representative of students with disabilities
- (iii) A Representative of Religious Leaders
- (iv) A Representative of the Wardens

- (v) Guild Minister for Off-Campus Affairs
 - (vi) A Representative from Makerere University Health Services.
- c) The Hostel Inspection Committee shall serve for a period of three (3) years except the Guild Minister for Off-campus Affairs who will serve for a duration of his/ her term in office.
 - d) In turn the University will communicate the prices of accommodation fees to students to make choice of hostels.
 - e) Meeting Time

The Committee shall meet before the commencement of every Semester and during the Semester.

5. Registration with the Hall of Attachment

- a) All fresh students shall register with the Dean of Students Office upon first arrival on campus; and all continuing students shall register with the same office at the commencement of every academic year.
- b) All residents shall register at their Halls of Residence within 4 weeks of every semester.
- c) Registration of a student at the Hall of Residence shall only be after verification by the warden of that student's registration with the Dean of Students office.

6. Selection of Students to be accommodated in the Halls of Residence

Accommodation for Government-Sponsored Students as residents shall be handled as follows:

- a) Study programmes whose students are admitted on direct entry and are to be accommodated in Halls of Residence shall be published every year by the office of the Dean of Students on the University communication platforms including intranet and noticeboards at the Dean of Students' office and Halls of residence for all Freshers and continuing students.
- b) Students with Disability shall be offered accommodation in the Halls of Residence to which they are attached, irrespective of their study programs.
- c) Where a student with a disability is attached to a Hall of Residence and the facilities are not compatible with his/her nature of disability shall be transferred to a Hall where there is compatibility.
- d) A government student with a disability opt-out as a non-resident and shall be facilitated as a non-resident.

- e) Students admitted under talented sports persons and District Quota Schemes shall be treated as in 4. (1) (a) & (b) above, subject to availability of bed space by the time their admissions are finalized.
7. All Government sponsored students whose programmes will not have been listed as resident programmes shall be non-residents and eligible to receive Living-out allowances, in lieu.
- They are as follows:
- a) All Government-sponsored students admitted through Diploma Entry Scheme.
 - b) All Government-sponsored students admitted through the Mature Age Entry Scheme.
 - c) All Government-sponsored students offering study programmes not covered under 4(1) (a) (b) &(c) above.
8. Privately Sponsored Students
- a) All privately sponsored undergraduate and graduate students shall be admitted as Non-Residents.
 - b) However, once admitted, a privately sponsored student interested in being accommodated, may apply to the office of the Dean of Students for accommodation in a Hall of his or her attachment.
 - c) Upon being granted written permission by the Dean of Students or a person delegated to do so and payment of accommodation fees to the University, a privately sponsored student shall become a resident in his or her Hall of Attachment.
 - d) Accommodation shall be paid as functional fees on a semester basis for all private undergraduate and post-graduate students.
9. **Change of Residence Status**
- a) Eligible fresh students not able to take up the bed space offer for justifiable reasons, shall apply to the Dean of Students in writing, one month to the commencement of the academic year, for permission to change status from Resident to Non-Resident.
 - b) A government-sponsored resident student, who chooses to take up an alternative study programme under private sponsorship, shall disclose the change of programme and forfeit his/her place of residence.
 - c) If a government sponsored student becomes privately sponsored as in 5 (2) above, but still wants bed space, he/she shall apply for it and if the application is successful, the applicant shall pay accommodation fees for the bed space.

- d) Students admitted to External Programmes shall not be eligible for full time accommodation in the Halls of Residence except that they may be granted permission to be accommodated only during face to face and/or examination sessions, subject to availability of bed space.
- e) Both government and privately sponsored continuing students, may apply to the Dean of students for change of status from Non-Resident to Resident or vice-versa, through the Warden of the Hall of Attachment.

10. Allocation and Utilization of Bed Space in the Halls of Residence

Residence status

- (a) Occupation of bed space in a Hall of Residence shall be for one academic year but may be renewed for another year on application by the space occupant.
- (b) It shall be an offence to sublet bed/room space allocated to an occupant of the space or to allow another person to use it without authorization by the University authorities.
- (c) The Warden shall be the overall in-charge of bed space allocation and management in the Hall of Residence.

11. (a) There shall be a Room Allocation Committee for each undergraduate Hall of Residence composed of the following:

- (i) Warden as Chairperson.
 - (ii) Chief Custodian as Secretary.
 - (iii) SCR Chairperson as member,
 - (iv) SCR Interior Secretary as a member,
 - (v) Four student representatives as members, two of whom shall be nominated by the Warden and the other two by the Interior Secretary from his/her committee.
- (b) The Room Allocation Committee shall:
- (i) Receive applications with photocopies of the University Identity Card or Registration Form or Examination Permit and an updated financial statement.
 - (ii) Consider and grade competent applications from students.
 - (iii) Allocate bed space using a Point System to the successful applicants basing on the highest point aggregate.

12. The Points System: Criteria for Room Allocation.

Allocation of bed space in halls of residence shall be based on the following point system:

	Parameter aspect	Points
1.	Year of study	
	Year II	2
	Year III	3
	Year IV	4
	Year V	5
2.	Finalist	
	Previous room occupant	5
	Kabanyolo	3 (being off-campus)
3.	Sports	
	Participant	1
	Fielded Player	2
	Captain of Sports at Hall level	3
	Captain of Sports at University level	4
	Additional Fielded for an extra sport	1
4.	Leadership	
	Members of the Guild Tribunal	10
	Guild Speaker/SCR Speaker	Designated places
	General Secretary	10
	Guild Executive/Chairperson Games Union	12
	SCR Chairperson –	Designated places
	SCR Executive –	5
	Members of the GRC	3
	LC I Chairperson –	Designated places
	Members of the Hall Committees	2
	Games Union Executives	5
	Chairpersons of registered Associations	4
	LC I Executive	2
	Secretary, Internal Affairs	Designated places
	Ex-Leaders	50% of original

5. Indiscipline

- a) The wardens shall make a report to the Hall Disciplinary Committee every semester about students that are indisciplined i.e. noisy, drunkards, bullies, drug-abusers amongst others.

- b) The committee shall conduct hearings for each of these cases before commencement of the next semester.
- c) The Committee may remove the resident status of any student found in violation of the University rules and regulations regarding Halls of Residence.

13. Accommodation of Student Leaders

- (a) The Guild President and Vice Guild President shall be accommodated in places not attached to any Hall of Residence but gazetted by the University Management for that purpose.
- (b) The places of residence referred to in (a) above shall be complementary and maintained by the University.
- (c) The Guild Cabinet or the Vice Guild President shall vacate the gazetted place(s) referred to in 9(a) above at the end of the academic year in which he/she was, and shall have priority to get a room in their former Hall of Residence.
- (d) The Guild President/Vice Guild President shall vacate the residence referred to in 9(a) above at the end of the academic year of his/her office, if he/she is a continuing student.
- (e) With the exception of the Guild Speaker, Hall Chairperson, Hall Speakers, LC Chairpersons and Secretary for Internal Affairs, The Guild Cabinet, GRC, SCR members and other student leaders, who are residents, shall reside in their Halls of attachment but get bed space on a competitive basis using the point system in Sections 9 of this Policy.
- (f) All student leaders shall pay all University fees as indicated in the fees policy and obey all the University Regulations.

14. Loss of accommodation

- (i) A student shall lose his/her accommodation in a hall or hostel of residence under the following circumstances.
 - a) Noise
 - b) Drug abuse
 - c) Alcoholism
 - d) Vandalism
 - e) Living with unauthorized member
 - f) exposing fellow students to assault
 - g) sexual coercion and assault
 - h) Robbery and theft
 - i) Subletting his or her bed space
 - j) Suspension from the University
 - k) Dismissal from the University

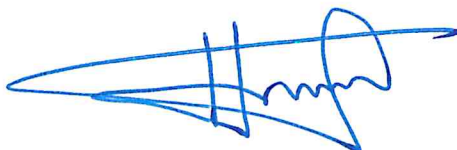
- 1) And other indiscipline cases as may be observed by University authorities in the student's period of stay in the Hall of Residence or Hostel.
- (ii) Upon service of a term of suspension from the University, a student may re-apply for accommodation in compliance with the University Regulations and Policies on students' accommodation.

Approved during the 155th meeting of Council held on 10th March 2022.



Lorna Magara

CHAIRPERSON UNIVERSITY COUNCIL



Yusuf Kiranda

SECRETARY TO COUNCIL