

INSTITUTE OF HEAVY EQUIPMENT AND TECHNOLOGY



Students Accommodation Policy

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1.0 Executive Summary

IHET is a NACTVET registered Institution with registration number REG/SAT/060 and VET registration number VET/DSM/PR/2018/C/110.

IHET is an education institution located in Dar es Salaam, Tanzania. IHET is efficiently and effectively helping Tanzania Government meet the high-tech challenges of today's global economy, in partnership with business and industry, government agencies and other educational institutions.

IHET was established and started its operations in 2016 at Tazara, Temeke then shifted to Kijitonyama, Kinondoni Dar es Salaam in 2017. In 2019 IHET opened a new branch in Ilemela Mwanza and the next year 2020, Dodoma branch was opened in Nala Dodoma.

1.1 Institute Vision

To be a catalyst in engaging partners to bring innovative educational solutions to individuals, employers, and communities - transforming challenges into opportunities.

1.2 Institute Mission

To provide relevant technical education and training to support student goals, a skilled workforce, and the economic vitality of our communities.

1.3 Institute Core Values

We value:

- a) Integrity
- b) Collaborative Partnerships
- c) Innovation
- d) Continuous Improvement
- e) Customer Focus Diversity
- f) Sustainability

2.0 Overview

This Students Accommodation Policy, has been created to help Institute of Heavy Equipment and Technology to provide clear guidelines for student accommodation, ensuring a structured, respectful, and safe living environment for all IHET students, regardless of gender and disabilities.

It is the policy of the Institute of Heavy Equipment and Technology to provide students accommodations for qualified students with disabilities who are continuing or applicants for Institute's programmes. IHET will adhere to all applicable Tanzania laws, regulations, and guidelines with respect to providing students accommodations as required to afford equal opportunity to qualified students with disabilities. Accommodations will be provided in a timely and cost-effective manner. Students opportunities shall not be denied because of the need to make accommodations to an individual's disability.

2.1 Introduction

Institute of Heavy Equipment and Technology (IHET) is committed to providing safe, comfortable, and conducive accommodation for students who choose to reside on or off campus. This policy outlines the rules, guidelines, and procedures to ensure a positive living environment for all residents.

2.2 Objectives

The primary objectives of the IHET Students Accommodation Policy are to:

- i. Provide students with a secure and welcoming living environment that supports their academic success and personal well-being.
- ii. Promote mutual respect, inclusivity, and a sense of community among residents.
- iii. Outline the responsibilities of both IHET and students in relation to accommodation facilities.

2.3 Types of Accommodation

IHET offers two types of student accommodation:

- i. On-campus accommodation: Dormitory-style residences with shared facilities such as bathrooms, and common areas.
- ii. Off-campus accommodation: IHET-approved student housing managed by third-party providers, located within proximity to the campus.

2.4 Eligibility for Accommodation

- i. All full-time students enrolled in IHET diploma, certificate or short courses programs are eligible to apply for on-campus or off-campus accommodation.

- ii. Priority for on-campus accommodation is given to first-year students, international students, and those with disabilities or special needs.
- iii. Part-time students may apply for accommodation subject to availability.

2.5 Application Process

- i. Students must complete an online application form available on the IHET website during the accommodation application period.
- ii. Applications are processed on a first-come, first-served basis, with priority given as outlined above.
- iii. Successful applicants will be notified via email or phone, and they must confirm their acceptance within 14 days of notification.
- iv. A non-refundable reservation fee is required upon confirmation of a room.

2.6 Room Allocation

- i. IHET reserves the right to allocate rooms based on availability and student needs.
- ii. Room allocations consider factors such as student preferences, gender, academic program, and special needs.
- iii. Room changes may be requested after the first semester but are subject to approval and availability.

2.7 Fees and Payment

- i. Accommodation fees are payable per semester, and the fee structure will be provided to students prior to room allocation.
- ii. Fees cover rent, utilities (water, and electricity), and maintenance services.
- iii. All fees must be paid in full before the beginning of each semester. Failure to pay accommodation fees by the due date may result in the cancellation of the accommodation agreement.

3.0 General Rules and Responsibilities

3.1 Conduct in Residences

- i. Residents are expected to behave in a respectful and responsible manner, ensuring that their actions do not disrupt the living environment of others.
- ii. Noise levels must be kept to a minimum, especially during designated quiet hours (10 PM to 7 AM).
- iii. Residents are prohibited from engaging in illegal activities, including the use of drugs, alcohol abuse, and any form of harassment or violence.

3.2 Room Maintenance and Cleanliness

- i. Students are responsible for keeping their rooms clean and orderly. Common areas such as kitchens, bathrooms, and lounges must be maintained in good condition by all residents.
- ii. Any damages or malfunctions in rooms or facilities must be reported immediately to the accommodation office. Repairs will be handled by IHET maintenance staff.

3.3 Prohibited Items

For safety reasons, the following items are prohibited in IHET accommodations:

- i. Firearms, knives, or any dangerous weapons.
- ii. Fireworks, candles, or open flames.
- iii. Illegal substances, including drugs and alcohol (in dry zones).
- iv. Pets, unless approved for medical reasons (e.g., service animals).

3.4 Visitors and Guests

- i. Guests are allowed in student residences but must adhere to IHET visitor policies.
- ii. Overnight guests are only permitted with prior approval from the accommodation office and must not exceed the allowable duration of stay (maximum of 3 nights).
- iii. Residents are responsible for the behavior of their guests at all times.

4.0 Health and Safety

4.1 Fire Safety

- i. All residents must familiarize themselves with fire safety procedures, including the location of fire exits, fire alarms, and extinguishers.
- ii. Tampering with fire safety equipment is strictly prohibited and will result in severe disciplinary action.
- iii. Evacuation drills will be conducted periodically to ensure readiness in case of an emergency.

4.2 Medical Emergencies

- i. IHET provides 24/7 security and access to medical emergency services.
- ii. In the event of a medical emergency, students should immediately contact the on-campus security or accommodation office for assistance.

4.3 COVID-19 or Other Public Health Protocols

- i. During public health crises, students are required to follow IHET's guidelines, including mask-wearing, social distancing, or any other measures prescribed by health authorities.

- ii. IHET may introduce quarantine or isolation procedures for students diagnosed with or exposed to contagious diseases.

5.0 Termination of Accommodation Agreement

5.1 Voluntary Termination by Student

- i. Students who wish to leave the accommodation before the end of the semester must submit a written notice at least 30 days in advance.
- ii. Refunds for early termination will be handled in accordance with the IHET accommodation refund policy.

5.2 Termination by IHET

- i. IHET reserves the right to terminate a student's accommodation agreement if the student:
 - Fails to pay accommodation fees.
 - Engages in behavior that violates IHET's rules or legal statutes.
 - Causes significant damage to IHET property.
- ii. In cases of termination due to misconduct, no refunds will be provided.

6.0 Disciplinary Action

- i. Violations of this policy, including damage to property, theft, harassment, or other misconduct, will result in disciplinary action.
- ii. Disciplinary actions may include fines, warnings, or in severe cases, eviction from IHET accommodation and referral to IHET's disciplinary committee.

7.0 Appeals Process

- i. Students may appeal decisions related to accommodation (e.g., room allocation, eviction) by submitting a formal appeal in writing to the Accommodation Appeals Committee.
- ii. The committee will review the case and issue a decision within 10 working days.

8.0 Privacy and Confidentiality

- i. IHET is committed to maintaining the privacy of all students residing in accommodation. Access to student rooms by staff will only occur with prior notice, except in emergencies.
- ii. Personal data of residents will be handled according to IHET's Data Protection Policy and will not be shared without the student's consent, except where required by law.

9.0 Conclusion

IHET is dedicated to ensuring that student accommodation is a positive, safe, and supportive environment. Students are encouraged to engage in community life, respect the guidelines outlined in this policy, and report any issues to the accommodation office for resolution.

For further inquiries, please contact the IHET Accommodation Office at instituteihet@ihet.ac.tz or phone: +255754300200

For and on behalf of the IHET directorate



Director

05th October, 2024.