



GLORIOUS POLYTECHNIC COLLEGE

**STUDENTS ACCOMODATION
GUIDELINES**

ZANZIBAR, 2023

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FOREWORD

This is the first Students' Accommodation Guideline developed at the Glorious Polytechnic College. Glorious Polytechnic College (GPC) is an ideal place for the intensive multi-disciplinary collaborations called for by today's scientific and clinical community. Its relatively small size and extraordinary faculty contribute to an inherently interactive place. At GPC, engineers are already exchanging ideas and expertise with research scientists and clinicians to advance scientific understanding and translate new knowledge into novel clinical treatments and patient care. However, the Clinical Centre leaders realize that change is required in order to foster an institutional environment that supports and encourages this type of interaction.

The GPC embraces inter professional approaches and brings together educators from all disciplines. We are a community of educators and learners; multiple networks of passionate and engaged people with diverse knowledge and skills who teach, coach and mentor individuals and groups to grow and thrive professionally. We offer Programmes and services that support our hospital community to create, deliver and evaluate education and training. Our unique services are also offered to external partners who wish to participate in our exceptional educational offerings or to those looking for customized learning experiences.

This Students' Accommodations Guideline is essential in order to bring forward the necessary modalities of students staying at GPC.

This Students' Accommodations Guideline specifies the best practices for making the staying at GPC hostels more transparent, efficient and acceptable. This Guideline is also in line with the Strategic Objective of the College's Strategic Plan.

It is hoped that this Guideline will be read and understood by all, management, staff and specially students of the Glorious Polytechnic College, so that our clients will receive the best service, making our College a model to be a role model to other Institutions.

Eng. Dr. Idrissa M. Hija
Principal
Glorious Polytechnic College
Zanzibar

ACKNOWLEDGEMENTS

The preparation of this Policy was only possible through hard work and dedication of the technical team, which was chaired by Eng. Dr. Idrissa M. Hija. I wish to acknowledge the team's effort particularly its willingness to work beyond official hours. No words can express our gratitude to the management and all other staff of the College, who in one way or the other, gave suggestions and ideas that helped to shape the Policy to their present state.

I also wish to acknowledge College Governing Board and all who contributed in one way or another to bring this Policy into its present form. It is my sincere hope that this policy shall serve as a useful guide to staff and students of the Glorious Polytechnic College.

Dr. Mohamed S. Jiddawi
Chairperson
Governing Board
Glorious Polytechnic College
Zanzibar.

1.0 BACKGROUND TO GLORIOUS POLYTECHNIC COLLEGE

1.1 ESTABLISHMENT OF THE COLLEGE

Glorious Polytechnic College (GPC) is a private Institution, which is owned by the Board of Directors and operates under the Governing Board was established in 2021 and became operational on 3rd July 2022.

GPC is an ideal place for the intensive multi-disciplinary collaborations called for by today's scientific and clinical community. Its relatively small size and extraordinary faculty contribute to an inherently interactive place. At GPC, engineers are already exchanging ideas and expertise with research scientists and clinicians to advance scientific understanding and translate new knowledge into novel clinical treatments and patient care. However, the clinical centre leaders realize that change is required in order to foster an institutional environment that supports and encourages this type of interaction.

The GPC connects people, spaces and learning products in multiple ways. Through virtual communities and physical space, we promote excellence in education and learning. GPC is creative and strive for excellence in everything that we do. We seek new partnerships and promote networks that enhance learning, advance education scholarship, improve knowledge translation and offer creative education solutions and services to ultimately improve outcomes for students and community.

This College entrusted with the responsibility of preserving, enhancing, transmitting and disseminating knowledge in Health and Allied Science Studies and Vocational Training by teaching, conducting research and consultancy in various fields in the country. The College was provisionally registered by NACTVET and VTA in 2002.

1.2 ADMINISTRATIVE SET-UP

The GPC is administered by an independent policy making Governing Board, capable of reflecting the public interest in its activities and decisions. The GB delegates its day-to-day activities and decision to the College for implementation. The entrusted management and administrative structure comprise the following three Top Executive Officers:

- (a) Principal;
- (b) Deputy Principal (Academic, Research & Consultancy);
- (c) Deputy Principal (Finance, Planning & Administration).

The Principal is assisted by Deputy Principal for Academics, Research and Consultancy and Deputy

Principal for Finance, Planning and Administration. Holders of the three top positions are academicians to ensure that core functions of a training institution which are training, research and consultancy are efficiently and effectively carried GPC.

1.3 GOVERNING BOARD COMMITTEES

Internally, the Governing Board has established Standing Committees, which support GB on various matters related to the College. The established Committees are the Academic Committee and Finance and Administration Committee.

1.4 STRATEGIC PLAN

Given its fast-growing rate, the GPC felt necessary to establish its Strategic Plan so as to enable the optimum utilization of available resources. Therefore, since 2022, the Glorious Polytechnic College started implementing 2022 – 2027 Strategic Plan. During development of the Strategic Plan, priority needs were identified and strategies meant to address the problems were outlined.

1.5 PROGRAMMEMES OFFERED

The College is entrusted with the responsibility of preserving, enhancing, transmitting and disseminating knowledge in Health and Allied Science Studies and Vocational Training by teaching, conducting research and consultancy in various fields in the country.

This College entrusted with the responsibility of preserving, enhancing, transmitting and disseminating knowledge in Health and Allied Science Studies, Vocational Training and Business Administration by teaching, conducting research and consultancy in various fields in the country. The College was registered by Vocational Training Authority (VTA) of Zanzibar in March, 2022 with Registration Number **VTC/2022/04/00087/1** and fully registered by National Council for Technical and Vocational Education and Training (NACTVET) in February, 2023 with Registration Number **REG/NACTVET/0728**.

GPC's origin stems from the inadequate training institutions and insufficient capacity to enroll in sciences (health), economic (business, tourism), social courses and vocational training. This need was mainly communicated through observations, word of mouth and a mini survey in the different Regions of Zanzibar.

Considering the need for these offering and other related courses, GPC seeks to serve a broader market need for such services. GPC is in its start-up stages. In early stage there will be introduction of core offerings which will then create new and related courses, defining the legal structure and conducting initial

assessments of market demand for other products. These initial assessments were also served as the initial business development activities whereby client base was established.

1.0 BACKGROUND THE STUDENTS' ACCOMMODATION GUIDELINES

The Students Accommodation Guidelines addresses an important component of the students' services and welfare. It particularly operationalized the students' services on accommodation. Thus, the proposed guidelines are based on the premises that:

- a. The College is not primarily responsible to provide accommodation services to students;
- b. Those who will invest in provision of accommodation services shall be responsible for their management. However, where necessary, the College shall assist in their management;
- c. Student By-Laws which govern students' conduct shall be used in the management of Private and College accommodation facilities;
- d. The Students Service Bureau (SSB) will be responsible for the provision and supervision of accommodation services to students;
- e. The College shall encourage owners and/or operators of student housing facilities to maintain cleanliness, privacy and charge reasonable prices for those facilities;
- f. Through the SSB the College shall encourage and help to negotiate reasonable prices for those facilities.

2.0 STUDENTS' ACCOMMODATION AT THE COLLEGE HOSTELS

The College shall set guidelines for providing accommodation services. As a general rule, all GPC students pursuing Diploma and Non-Diploma Programmes on full time basis shall be eligible for getting accommodation services in the halls of residence, if there are vacancies.

2.1 Criteria for Allocation of Rooms

Accommodation facilities for students enrolled at the GPC so far are not available but it is planned to find the solution for it. The College neither guarantees accommodation to any student nor is it obliged to provide the same to students. When accommodation will be available priority for students' accommodation will consider main three groups of students:

- (i) Students with disability;

- (ii) Students with special medical care needs;
- (iii) Other students.

2.1.1 Students with disabilities

The College recognizes that students who are disabled or suffer from mental health disability or severe medical impairment cannot effectively carry out their College studies unless they are provided with College accommodation. The SSB will therefore consider accommodation to students on medical grounds and disabilities before considering other groups of students. However, consideration for such applications will be made only after they have been approved by the recognized medical practitioner via the Office of the Dean of Students.

New students need to complete the Disability Assessment Form (DAF) that will be distributed by GPC Admission Office. To be eligible, students must meet one of the eligibility criteria listed below with supporting medical certificates stating specifically how they meet the relevant criteria:

- a) The student has a permanent and substantial disability which means he/she is unable to walk or has very considerable difficulty in walking;
- b) The student's disability requires specialist adaptations or facilities not available in off-campus accommodation;
- c) The student has a medical condition treated by chemotherapy or dialysis.

Students with disabilities or approved medical problems are urged to contact the GBCSO for consideration at a very early stage, normally at the end of the academic year or immediately after they receive their room application forms. Making applications at the earliest possible time will provide opportunity to SSB to best meet their requirements.

New students with disabilities who require special accommodation facilities shall in detail, state their needs in writing at the time of application and attach copies of supporting medical certificates. It is recommended that students with very special needs should consult the office of the Dean of Students for further advice.

2.1.2 Accommodation on Medical Grounds

Continuing students who develop serious medical condition, which may qualify them for accommodation, will be given individual consideration. Such special requests must be made in writing, and supported by

medical evidence from an approved health authority including College Health Authorities.

2.1.3 Accommodation of other Students

Accommodation priorities for other students shall be guided by the criteria listed in the following order:

- a. Students in clinical years whose academic activities goes beyond the mid-night;
- b. First year students;
- c. Continuing female students from upcountry;
- d. Continuing male students from upcountry;
- e. GBCSO leaders;
- f. Any other student.

Given the order above, SSB shall establish the names of upcountry students and those living within and around Zanzibar City shall be compiled and made available in the SSB database for use during room allocation exercise.

2.1.4 Foreign Students

Those classified as foreign students by the College will be offered College accommodation for the duration of their course provided that they remain fully registered as College students. Bonafede foreign students will be invited to submit their application forms through the SSB office for consideration.

3.0 OFF-CAMPUS ACCOMMODATION

Students who will not manage to get on-campus accommodation will be advised to look for off- campus accommodation.

The SSB can assist in making available a list of off-campus accommodation facilities for students who will find it difficult to locate the same. However, the lease agreement shall remain between the student and the owner of accommodation facility.

4.0 FAMILY ACCOMMODATION

The College has no accommodation for couples and families. Students will not be allowed to live with spouses or children in the hostel/halls of residence. Married students wishing to stay with their families must make their own private off campus accommodation arrangements.

5.0 LEASE PERIOD

Students may be allocated College accommodation at the beginning of each academic year. Upon accepting College accommodation, students will be required to sign a Students Tenancy Agreement/Contract, which lasts for one academic year. None shall be allowed to stay in his/her allocated room beyond the stated number of days. Thereafter, those who meet the accommodation criteria shall re-apply.

Students may also be allocated College accommodation for the period of registration if there are vacant rooms available. It should be noted that consideration for accommodation will only be given to students who have duly completed application procedures.

6.0 ACCOMMODATION RENT

- a. Tanzanian students and others from East African countries shall pay rent as determined from time to time;
- b. Students from out of East Africa shall pay rent as determined from time to time;
- c. The SSB shall propose accommodation fee each academic year, which shall be approved by the College Governing Board;
- d. A student who withdraws from accommodation after he/she has paid, shall not be eligible for a refund without justifiable reasons approved by the Dean of Students.

7.0 MAINTENANCE OF ACCOMMODATION FACILITIES

- a. Major maintenance, which is normally carried out during long vacation of each academic year shall be done within the specified time of the long vacation;
- b. The SSB shall always liaise with the Directorate of Estates to ensure maintenance works in the hostels/halls of residence are done properly and timely;
- c. The SSB in collaboration with the Directorate of Estates shall make sure all rooms are habitable at the beginning of each academic year
- d. The SSB and Office Supervisor shall prepare long and short-term maintenance plans.

8.0 PROPER USE OF COMMUNAL PROPERTIES AND SERVICES

- a. Communal properties such as washing places, toilet and other public properties should be cared

for by all students. 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. This shall be affected by deducting a certain proportion of the caution money of students concerned to be used for that purpose. It is hoped that this will teach the spirit of responsibility and care for public property. The status of the communal properties shall be established at the beginning of each academic year;

- b. Individual resident student shall compensate to the College the cost of repair of the building or part of the College building that has been damaged by him/her or while under his/her care.

9.0 PROVISION OF WATER

The College will liaise with the relevant government organs to ensure uninterrupted flow of water supply to the halls of residence.

10.0 RANDOM CHECK-UPS

The SSB will periodically carry out random check-ups to determine extent of violation of accommodation rules. When this happens, GPCSO leaders shall be notified of the inspection exercise and requested to cooperate. In some cases, the inspection may be carried out without notice and therefore GPCSO leaders shall be informed.

11.0 LEASING AND EXCHANGE OF ROOMS

- a. Students Tenancy Agreement and Students By-Laws shall clearly stipulate that illegal exchange of rooms shall result into eviction from the room within four days from the date he/she is caught;
- b. Students Tenancy Agreement should state clearly when a student is to stay away from his/her room for a couple of days, to report and/or handle important possessions to the Warden of the respective halls of residence.

12.0 REPORTING OF VIOLATION OF ACCOMMODATION AGREEMENT

Every student is obliged to report any violation of accommodation agreement including subletting, illegal exchange of rooms, cooking in the rooms, possessions of firearms or any unauthorized appliances such as cookers and fridges to the Wardens. Failure to do this shall result into eviction and associated fines in accordance with Students By-Laws and Students Tenancy Agreement.