

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI**



STUDENT WELFARE POLICY, 2017

(Made under Article 30(2) of the MoCU Charter, 2015)

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ABBREVIATIONS AND ACRONYMS

AIDS	Acquire Immune Deficiency Syndrome
Cap.	Chapter
DVC AF	Deputy Vice Chancellor (Administration and Finance)
HIV	Human Immunodeficiency Virus
KCMC	Kilimanjaro Christian Medical Centre
MoCU	Moshi Co-operative University
MoCUSO	Moshi Co-operative University Students' Organization
MUCCoBS	Moshi University College of Co-operative and Business Studies
NHIF	National Health Insurance Fund
No.	Number

FOREWORD

A University is a place where students advance themselves academically as well as socially. The two aspects are mutually reinforcing; knowledge enables one to understand himself/herself, those around him and the world. The University environment should be designed in such a way that it fosters both academic and social development of students. This dual responsibility should be preciously balanced in order to nurture not only educated but disciplined, caring, ethical and responsible people during and after studies. MoCU is committed to creating such an environment through its governance instruments; this very Policy being one of them.

Student welfare is a broad issue that cannot be fully contained in one document. Almost all the governing instruments pertaining to student affairs contain components of welfare. This Policy is not meant to supersede them but rather to consolidate and expand on the existing provisions. It should therefore be applied in conjunction with all other relevant instruments of the University.

A policy like this one is just a document; its impact will largely be determined by how people will put its words into practice. The Policy identifies student welfare issues and states the strategies for implementation. It also creates responsibilities for ensuring the Policy delivers the outcome it is meant to. I humbly call upon all who will be involved in implementing this policy to play their roles honestly, responsibly and objectively for the betterment of our University and the Nation at large.

Prof. F.K. Bee

VICE CHANCELLOR

PART I

1.0 INTRODUCTION

1.1 University Profile

1.1.1 Background to MoCU

The history of Moshi Co-operative University (MoCU) dates back to 5th January 1963 when the Co-operative College Moshi started to provide training to the co-operative sector in the country under the then Ministry of Co-operative and Community Development. In 1964 the Co-operative College Moshi was then legally established through the Co-operative College Act No. 32 of 1964 (now repealed) as an autonomous institution with its own Governing Board. In 2004 the Co-operative College Moshi was transformed into a university college and assumed the name Moshi University College of Co-operative and Business Studies (MUCCoBS). MoCU came into being as a result of upgrading the status of the former MUCCoBS into a fully-fledged university in September 2014. On 23rd February 2015 MoCU was granted a Charter made under the Universities Act No. 7 of 2005 and gazetted as GN No. 274 of 2015 on 17th July, 2015. MoCU is located in Moshi Municipality in Kilimanjaro Region. It has a Teaching Center at Kizumbi in Shinyanga Region and 13 Regional Offices located in Kilimanjaro, Tanga, Shinyanga, Mwanza, Dodoma, Tabora, Kigoma, Mbeya, Iringa, Ruvuma, Coast, Mtwara and Singida Regions.

1.1.2 Vision and Mission

1.1.2.1 Vision

The vision of the University is to become “a centre of excellence in co-operative education and practice.”

1.1.2.2 Mission

The mission of the University is “to provide quality education, training, research and advisory services to enhance co-operative development.”

1.1.3 Core Values

In pursuing its mission and achieving its vision, the University is guided by seven core values namely; co-operation, objectivity, pursuit of excellence in service delivery, integrity, accountability, courtesy to all and social responsibility.

1.1.4 Motto

The Motto of the University is “Ushirika ni Biashara.”

1.1.5 Objectives and Functions of the University

The general objectives of the University are to advance knowledge, wisdom, understanding and enhance creativity through teaching, research, extension and consultancy on all matters relating to co-operative development, rural transformation, business studies, information and communication technology, law and any other relevant area of learning and knowledge at national and international levels.

1.2 Definition of Terms

In this Policy, unless the context requires otherwise:

“Academic staff” means a member of the University as stipulated by Rule 38 of MoCU Rules, 2015.

“Management” means the Management of MoCU.

“MoCU” staff members means academic and administrative staff of the University.

“Policy” means the Student Welfare Policy.

“Student with special needs” means a student who by reason of disability, disease, medical condition, physical or mental state requires special treatment to facilitate his/her learning process and participation in social activities.

“Student” means a person registered at the University for a programme of study.

“Students’ organization” means the representative organization for the students of the University.

“University” means MoCU.

PART II

2.0 RATIONALE AND OBJECTIVES OF THE POLICY

2.1 Rationale

One of the main functions of the University is to impart knowledge to students. In order to achieve this, the University must put in place a conducive environment for learning activities. Apart from academic activities, students engage in other activities aimed at enriching their social wellbeing in the course of learning. As social beings, students also interact with other people and students in different aspects such as sports and religious activities. It is imperative for the University to ensure that all these activities are carefully balanced, and that they take place in a safe, peaceful and friendly environment. Ensuring student welfare is one of the ways to achieve this. The University has many operational instruments that provide for student affairs and ensure their welfare. However, no single document that specifically consolidates the manner in which student welfare will be ensured. This Policy fills that gap in that it provides for student welfare in a more elaborate and specific manner.

2.2 Objectives

The overall objective of the Policy is to make MoCU's learning and social environment friendly, safe, convenient and one that nurtures responsible and disciplined students.

The specific objectives are to:

- (i) Ensure that the system for overseeing student welfare is properly defined and coordinated;
- (ii) Ensure that students are aware of all the important aspects of their social and academic lives;
- (iii) Ensure that students are physically and mentally healthy;
- (iv) Ensure a peaceful and acceptable interaction between/among students and between students and other members of the University;
- (v) Ensure a safe and clean learning and social environment for students;
- (vi) Ensure that students are given opportunities to participate in social activities and that such activities are undertaken in accordance with existing requirements;
- (vii) Ensure that students' participation in academic and social activities is finely balanced; and
- (viii) Ensure that the years student spend at the University are successful, fulfilling and happy.

PART III

3.0 POLICY ISSUES, STATEMENTS AND STRATEGIES

3.1 Orientation for New Students

3.1.1 Policy Issue

A person who becomes a student at MoCU is expected to abide by the rules and procedures of the University in order to ensure that he/she conducts herself/himself in a manner expected of him/her. All this is linked to his/her interaction with fellow students, University staff, University residents and use of facilities. A student who does not receive proper orientation is more likely to break rules and this may have a direct or indirect impact on his/her welfare.

3.1.2 Policy Statement

The University shall conduct an orientation programme for all new students before they embark on studies. The orientation programme shall feature, among others, pertinent academic and social issues related to student welfare.

3.1.3 Strategies

(a) The University will:

- (i) Organize a comprehensive orientation programme; and
- (ii) Avail necessary documents to students (e.g. Student Disciplinary Rules and Procedures, Examination Regulations and Dress Code).

(b) Students will:

- (i) Fully and actively participate in the orientation programme; and
- (ii) Keep and read University instruments relating to student welfare and other issues.

3.2 Medical Services

3.2.1 Policy Issue

No matter how responsibly students live their lives, sickness will remain an unavoidable circumstance that can strike anyone. The presence and accessibility of medical services must therefore be ensured. Moreover, medical services are not only about cure but also more importantly about prevention.

3.2.2 Policy Statement

MoCU's medical services facilities will continue to provide medical services to students, staff as well as the community. The facilities have been improved and expanded in terms of space and services offered. Besides, the University has both short and long term plans to make further improvements. The facilities will also continue to serve those on health insurance plan (NHIF) and those without insurance based on a system that ensures access to the services by all students.

3.2.3 Strategies

(a) The University will:

- (i) Collect a fair medical capitation fee from students on health insurance and those without insurance with a view to covering a wide range of medical services to each category of students;
- (ii) Invite medical experts to educate and provide health information to students;
- (iii) Maintain a friendly and working relation with nearby referral hospitals including Mawenzi Hospital, KCMC and Shinyanga Regional Hospital;
- (iv) Through its medical services facilities, facilitate referrals to nearby higher rank hospitals;
- (v) Address any kind of discrimination in the provision of medical services;
- (vi) Take action against any person who causes breach of confidentiality;
- (vii) Abide by Government regulations on provision of preventive and curative health services;
- (viii) Provide and encourage preventive health services including medical checkups and health related counseling/advice;
- (ix) Handle serious psychotic cases immediately by referring them to competent medical service providers;
- (x) Review medical and health services and its policies whenever necessary for purposes of improving the quality of services offered;
- (xi) Liaise with relevant personnel in taking care of students admitted in designated referral hospitals;
- (xii) Liaise with relevant medical personnel to provide and promote sexual and reproductive health education;
- (xiii) To provide education and promote awareness on HIV and AIDS including prevention of transmission and post infection treatment and care;

- (xiv) Promote and encourage healthy living;
- (xv) Attend to students' medical issues without favor or discrimination based on sex, religion, disability or any other status;
- (xvi) Keep students' medical information and records safe and confidential; and
- (xvii) Act professionally and with due diligence while attending to students' medical issues.

(b) Students will:

- (i) Pay required medical capitation in accordance with the University fee structure;
- (ii) Live responsibly and avoid conducts that are likely to lead to medical problems;
- (iii) Continually learn about health issues as a preventive measure; and
- (iv) Abide by the procedures of obtaining medical services and referral procedures at MoCU medical services facilities.

3.3 Accommodation

3.3.1 Policy Issue

The condition and location of a place of abode for students greatly determines students' academic responsibility and performance, ethical direction and physical and mental state. The University has limited halls of residence in relation to the number of students who need accommodation on campus. This is in part caused by the increase in student enrollment since 2004 when the Co-operative College was transformed into a University College and later a fully-fledged University in 2014.

3.3.2 Policy Statement

The University has an operational accommodation policy that spells out the procedures for allocation of rooms and other conditions. The University will apply the policy and honor its letter and spirit and shall strive to improve accommodation conditions in terms of expansion and improvement of the existing hostels. Moreover, as prescribed by the accommodation policy, groups considered special (students with disabilities, students who are suffering from prescribed illnesses, first year students, female students and international students) will be given priority. However, any other student not within the scope of the special groups and who is facing a unique situation may be considered for campus accommodation for purposes of ensuring their welfare.

Whenever possible the University Management in collaboration with MoCUSO shall oversee private hostels and advise students on their suitability.

3.3.3 Strategies

(a) The University will:

- (i) Charge a fair accommodation fee for its hostels;
- (ii) Expand accommodation space subject to availability of resources;
- (iii) Strictly enforce accommodation agreement with students;
- (iv) Improve existing hostels on a regular basis;
- (v) Through the Dean of Students, advise students on the suitability of private hostels outside the University;
- (vi) Provide advice on off campus accommodation during orientation; and
- (vii) Identify all students with special needs for purposes of accommodation.

(b) Students will:

- (i) Keep the accommodation agreement;
- (ii) Pay accommodation fee as per the University fee structure;
- (iii) Report problems/dangers in the hostels to relevant offices;
- (iv) Observe tenancy agreements with their landlords (for off campus students);
- (v) Keep their rooms and surrounding environment clean and safe; and
- (vi) Avoid unnecessary disturbances such as loud music and noise.

3.4 Students' Organization

3.4.1 Policy Issue

The students' organization is an important link between the University and students and should also act as a forum for students to undertake issues of mutual interest. It is also a strategic means to prepare people who can be responsible leaders in the society at various levels. For this to be realized, the student organization must operate and function within a system that ensures accountability, transparency and delivery of tangible results. The students' organization is an important stakeholder in ensuring student welfare.

3.4.2 Policy Statement

The University recognizes and honors the students' right to organize subject to the MoCU Charter, the Student Disciplinary Rules, other MoCU governing instruments and the laws of the country. Moreover, MoCU recognizes the role of the students' organization in ensuring the general welfare of students and in assisting the University Management in undertaking various activities relating to students. The University Management will strive to ensure smooth and transparent operation of the students' organization through provision of the necessary support and enforcing rules pertaining to its functioning.

3.4.3 Strategies

(a) The University will:

- (i) Ensure that the students' organization performs its functions in accordance with its Constitution, the Student Disciplinary Rules and Procedures, University rules and laws of the country;
- (ii) Conduct leadership training to newly elected leaders; and
- (iii) Allow students to form different clubs or associations in line with MoCU governing instruments.

(b) The Students' Organization leaders will:

- (i) Strive to understand all operational policies/rules under their organization and those of the University;
- (ii) Lead objectively, guided by rules and policies;
- (iii) Avoid conflict of interest at all times;
- (iv) Adopt a participatory and inclusive leadership approach; and
- (v) Manage students' organization funds appropriately and in line with existing regulations.

(c) Students will:

- (i) Observe election rules and procedures;
- (ii) Elect competent leaders; and
- (iii) Hold their leaders accountable through appropriate channels and procedures.

3.5 Catering Services

3.5.1 Policy Issue

Provision of catering services requires high standards of safety and cleanliness of the environment within which the foods are prepared, served and consumed. Although the University is not involved in providing catering services to students, such services are available on campus and are offered by private vendors on University premises. The premises include the cafeteria and other small shops located around campus.

3.5.2 Policy Statement

The University will continue to allow private vendors to offer catering services on campus based on clear conditions including safety and cleanliness standards. The University shall take action in case the conditions are breached and where necessary, alarming situations concerning food safety shall be reported to the relevant Government authorities for further action.

3.5.3 Strategies

(a) The University will:

- (i) Ensure that private food vendors have valid licenses and health inspection documentation for them to provide catering services on campus;
- (ii) Report issues that demand Government intervention to relevant authorities;
- (iii) Provide clear health conditions to campus food vendors, including the surrounding environment; and
- (iv) Take action against unauthorized sale of food and drinks on campus.

(b) Students will:

- (i) Report any incidents concerning food safety to the Dean of Students;
- (ii) Abide by the rules set by the vendors including payment and cleanliness;
- (iii) Avoid consuming food in their hostel rooms; and
- (iv) Report unauthorized sale of food or drinks on campus to the Dean of Students.

3.6 Sports and Recreation

3.6.1 Policy Issue

Sports and games inculcate the spirit of cooperation, competition and endurance. They are also an opportunity for student interaction and character building. Besides, sports and games as a

form of recreation contribute to fitness of the body and the mind. It is therefore imperative to create an environment and put in place facilities for students to participate in sports and recreation activities.

3.6.2 Policy Statement

MoCU recognizes the importance of sports and games in shaping the academic and social lives of students. It shall therefore ensure the existence of an environment and facilities which allow students to participate in sports and recreation activities in a manner that does not interfere with academic activities and programmes at the University.

3.6.3 Strategies

(a) The University will:

- (i) Maintain all recreation and sports facilities and install new ones subject to availability of resources;
- (ii) Implement the Sports Policy objectively and where necessary update it; and
- (iii) Whenever possible support sports activities outside the University.

(b) The Students' Organization will:

- (i) Encourage and coordinate establishment of sports clubs;
- (ii) Coordinate various sports activities under their mandate;
- (iii) Coordinate the joining of students and members of community in various sports associations through appropriate University procedures; and
- (iv) Collaborate with the Dean of Students in raising funds/resources for sports and related activities.

(c) Students will:

- (i) Willingly participate in sports and games;
- (ii) Establish various sports clubs;
- (iii) Carefully balance between sports/recreational activities and academic activities; and
- (iv) Keep sports and recreational facilities safe and clean.

3.7 Physical Security

3.7.1 Policy Issue

For students to undertake academic and social activities successfully, their security and security of their properties must be guaranteed. Fire outbreak, theft, presence of unrecognized people on campus, improper use of appliances, negligence, possession of arms, alcohol and drug abuse are some of the things that can put security at risk. Ensuring the security of people and properties on campus is therefore a matter that calls for shared responsibility and commitment. While the University is responsible for ensuring presence of security apparatuses and equipment, all students (and all who reside on campus) are supposed to live responsibly and to make reasonable use of the existing security architecture for ensuring not only personal but collective security.

3.7.2 Policy Statement

The University will continue to improve the security system on campus with a view to ensuring that students pursue their social and academic activities peacefully and freely.

3.7.3 Strategies

(a) The University will:

- (i) Engage a reputable security company for purposes of campus security;
- (ii) Install appropriate security signs in all its premises;
- (iii) Install appropriate fire equipment in all its premises;
- (iv) Provide necessary security information from time to time or as need arises;
- (v) Educate students on personal security measures while on campus and outside campus;
- (vi) Take measures to safeguard all entry points to the University compound and close all undesignated entry points;
- (vii) Take necessary action against all those who will act in ways that breach security or likely to breach security;
- (viii) Deny unauthorized access to University equipment and facilities;
- (ix) Where necessary, engage the Police in detecting, preventing or handling security breaches at the University; and
- (x) Provide emergency numbers to students.

(b) Students will:

- (i) Report security issues to relevant authorities/offices;
- (ii) Report behavior or conduct that jeopardizes security on campus;
- (iii) Act responsibly and reasonably in handling University properties including electricity systems and appliances;
- (iv) Avoid behavior or conduct likely to cause breach of security;
- (v) Familiarize themselves with the use of security measures and systems in place on campus such as fire extinguishers; and
- (vi) Park their transport facilities (e.g. cars, bicycles, motorcycles) on designated places.

3.8 Religious and Worship Activities

3.8.1 Policy Issue

Worship and other religious activities are part and parcel of the social lives of students at MoCU. Tanzania being a secular country, all citizens, including MoCU students, have a constitutional right to practice a religion of their choice and such freedom of worship must be respected and protected. However, religious freedom is not without limits; students' religious and worship activities must be undertaken in accordance with relevant University rules and laws of the country. Moreover, clashes between and among beliefs can surface at any level. Inter-faith dialogue and activities are therefore necessary to forge a culture of religious tolerance and cooperation in areas of common interest.

3.8.2 Policy Statement

The University will continue to uphold and safeguard every student's right to worship and practice religious activities of their choice.

3.8.3 Strategies

(a) The University will:

- (i) Ensure that religious and worship activities are done in accordance with relevant University rules and policies;
- (ii) Where necessary provide worship facilities in terms of worship/prayer places subject to availability;

- (iii) Ensure that worship and religious activities do not interfere with established academic timetables;
- (iv) Ensure that national religious holidays are recognized and accommodated in the University almanac or other academic schedules; and
- (v) Take action against any student who will practice religious activities in a manner that is inconsistent with University rules or national laws.

(b) Students (in their religious groupings) will:

- (i) Observe University rules and national laws in their worship activities;
- (ii) Use worship facilities/spaces provided by the University responsibly;
- (iii) Organize inter-faith dialogues and activities in matters of mutual interest;
- (iv) Seek necessary authorizations before organizing religious events on campus; and
- (v) Report issues to relevant authorities/offices.

3.9 Discipline

3.9.1 Policy Issue

Discipline is an important factor in ensuring student welfare at the University. A sound student disciplinary system and a sense of self-discipline on the part of students are important components in ensuring the existence of an environment propitious for students' academic and social pursuits. Given the diversity of students in terms of culture, belief and thought, their daily interaction in academic and social activities may turn chaotic if disciplinary measures are not properly defined and enforced.

3.9.2 Policy Statement

The University will ensure that all its instruments on student discipline are strictly and objectively used. It will also encourage students to cultivate a sense of self-discipline.

3.9.3 Strategies

(a) The University will:

- (i) Ensure that the Student Disciplinary Rules and Procedures are enforced and where necessary reviewed to meet emerging disciplinary issues; and
- (ii) Offer information and guidance on disciplinary issues during orientation of students and afterwards.

(b) Students will:

- (i) Abide by the Student Disciplinary Rules and Procedures and other relevant instruments;
- (ii) Develop self-discipline strategies and pursue them for their personal growth and standing;
- (iii) Seek guidance on disciplinary issues from academic advisors and or the Counseling Unit of the University;
- (iv) Report disciplinary issues to relevant authorities/offices; and
- (v) Participate in various seminars/events on disciplinary issues organized by the University.

(c) MoCU Staff members will:

- (i) Report student disciplinary issues to relevant authorities/offices; and
- (ii) Provide guidance to students on disciplinary issues during classroom sessions, consultations and other forums.

3.10 Personal Development

3.10.1 Policy Issue

A student's academic success and social growth depend not only on the facilities and systems put in place by the University but also on his/her personal initiative towards personal growth. Without, among others, self-responsibility, self-discipline and hard work, a student will hardly benefit from such systems and facilities. Without personal initiative to improve one's life in different aspects, the University efforts to ensure academic and social wellbeing of students will not effectively deliver the intended outcomes.

3.10.2 Policy Statement

The University encourages every student to pursue personal development initiatives with a view to becoming a better person in different aspects of life. Where necessary, the University will support student-led activities which aim to develop or enhance their personal development skills.

3.10.3 Strategies

(a) The University will:

- (i) Where necessary provide training on personal development skills through the classroom and other forums; and
- (ii) Materially support activities organised for enhancing students' personal development skills.

(b) Students will:

- (i) Pursue personal development skills through formal and informal settings;
- (ii) Seek guidance from lecturers or any other relevant University office on personal development skills;
- (iii) Through their groups, organize inter- and intra-University personal development activities e.g. debates, writing competitions; and
- (iv) Embrace principles that foster personal growth such as self-responsibility, self-discipline, hard work and caring for others.

(c) Course facilitators (academics) will:

- (i) Provide pastoral support to students during seminars, lectures and other academic forums;
- (ii) Identify students with challenges (academic or social) and provide necessary advice or encourage them to get support from relevant places; and
- (iii) Embrace a calm temperament in terms of being approachable and empathetic to students' challenges.

3.11 Water and Electricity

3.11.1 Policy Issue

Water and electricity supply are important services in ensuring the welfare of students. Such services are necessary in maintaining cleanliness, healthy living, facilitating smooth running of academic activities etc. Without adequate supply of water and electricity, social and academic aspects of student life will be largely affected. Water and electricity services are basically provided by the Government through designated authorities; however, shortages in supply sometimes happen and this necessitates having mechanisms for containing such situations.

3.11.2 Policy Statement

The University will continue to meet its obligation to pay bills to relevant authorities in order to ensure constant supply of water and electricity. Whenever there is shortage of supply, the University will continue to use its internal resources to ensure uninterrupted supply of water and electricity on campus.

3.11.3 Strategies

(a) The University will:

- (i) Ensure that the water and electricity infrastructure is regularly maintained;
- (ii) Ensure that internal water sources are maintained and improved;
- (iii) Ensure that the standby generator is functioning to cater for emergency situations;
- (iv) Hold accountable all those who will negligently or maliciously damage water or electricity facilities;
- (v) Work towards installing hot water facilities for students' use; and
- (vi) Ensure construction of laundry places for students.

(b) Students will:

- (i) Carefully use water and electricity facilities on campus (in classrooms and residences);
- (ii) Consume water and electricity wisely and reasonably;
- (iii) Abide by the student disciplinary rules relating to water and electricity use; and
- (iv) Report any malicious or negligent use of water or electricity facilities to relevant offices.

3.12 Career Guidance

3.12.1 Policy Issue

One of the core functions of any University is to impart knowledge that can be applied in the real world and contribute to personal, community and national development. Often times the knowledge provided in the classroom is theoretical in the sense that one might need some further practical training in order to be able to perform occupation-related duties. Moreover, specific training on career related issues is not usually reflected in University curricula. Given this gap in the learning structure, career guidance is necessary.

3.12.2 Policy Statement

The University will strive to provide career guidance to students through various forums and shall encourage and support students in their endeavors to grasp knowledge geared towards career understanding and development.

3.12.3 Strategies

(a) The University will:

- (i) Strive to provide entrepreneurial training in order to make students innovative;

- (ii) Arrange career days with potential employers;
- (iii) Invite guest speakers from different organizations;
- (iv) Link the prize giving ceremony to career guidance and employer identification;
- (v) Encourage and where necessary support students to undertake study visits in different organizations where they can learn practical aspects of their studies; and
- (vi) Encourage and support students to establish academic clubs.

(b) Students will:

- (i) Observe University rules in establishing and running academic clubs;
- (ii) Organize career events through their leadership or academic clubs; and
- (iii) Seek guidance from academic advisors and lecturers on career issues.

3.13 Counseling and Advisory Services

3.13.1 Policy Issue

In the course of undertaking academic and social activities, students may sometimes suffer disruptions to their mental state resulting from a range of factors e.g. family instabilities, illnesses, loss of loved ones, social relationships, alcohol and drug abuse and poor academic performance. If not properly handled, such disruptions may lead to more complicated problems such as depression making it hard for students to fulfill their academic responsibilities. In this sense, students will often need counseling and advice in order to overcome specific challenges and attain academic excellence.

3.13.2 Policy Statement

The University has in place a system for providing counseling and academic advice to students. The system will continue to exist and it will continually be improved in order to meet existing and emerging demands for counseling and academic advice.

3.13.3 Strategies

(a) The University will:

- (i) Strengthen its Counseling Unit by ensuring presence of qualified counselors and other needed resources;
- (ii) Allocate academic advisor to all students;

- (iii) Strengthen the office of the Dean of Students as the overall overseer of student affairs; and
- (iv) Expand advisory and student support services by ensuring the presence of a learning support advisor, family welfare advisor and disability officer.

(b) Students will:

- (i) Make full use of the Guidance and Counseling Department;
- (ii) Make use of academic advisors and seek academic and general advice whenever they need it; and
- (iii) Seek general guidance from the Office of the Deans of Students.

(c) The Guidance and Counseling Department will:

- (i) Provide counseling with due diligence and care;
- (ii) Keep students' information confidential; and
- (iii) Develop counseling guidelines and procedures.

3.14 Sexual Harassment

3.14.1 Policy Issue

Sexual harassment is a common phenomenon in Universities. It may be committed by any person due to personal interests or other human imperfections. In most cases, people who commit harassment use their positions or authority. If not properly addressed, sexual harassment may have a huge impact on the welfare of students at the University because it can negatively interfere with a student's academic as well as social activities.

3.14.2 Policy Statement

The University will strictly enforce its rules on prohibition and punishment of sexual and other forms of harassment against students.

3.14.3 Strategies

(a) The University will:

- (i) Strictly enforce provisions on sexual harassment in the Student Disciplinary Rules;
- (ii) Strictly enforce provisions on sexual harassment in the Staff Code of Conduct;
- (iii) Report gross forms of sexual harassment to the Police; and
- (iv) Provide counseling to victims of sexual harassment.

(b) Students will:

- (i) Report all cases of sexual and other types of harassment to relevant offices/authorities;
- (ii) Avoid all sorts of sexual harassment against fellow students, staff members or any other person within or outside the University;
- (iii) Clearly understand the provisions on sexual harassment contained in the Student Disciplinary Rules and Procedures and abide by them; and
- (iv) Seek counseling from the Guidance and Counseling Department or the Dean of Students or Academic Advisors in the event sexual harassment affects them psychologically or in any other disturbing way.

3.15 Alcohol and Drug Abuse

3.15.1 Policy Issue

Alcohol and drug abuse is a problem facing not only students in Universities but the nation as a whole. The effects of alcohol and drug abuse are far-reaching while others may be short term. A student affected by the problem is more likely to perform poorly in academics, loose reputation in society, deteriorate in health and mental ability and can result into many other possible negative outcomes. Given the fact that students at the University are away from their families, they can easily be tempted to engage in drug and alcohol abuse. The University is therefore challenged to ensure that its system of managing student affairs addresses the issue mainly focusing on preventive measures.

3.15.2 Policy Statement

The University will use the existing governance instruments and structures to apply preventive measures to ensure that students do not engage in alcohol and drug abuse. It will also provide assistance to those students who are already affected by alcohol and drug abuse.

3.15.3 Strategies

(a) The University will:

- (i) Provide counseling to students who are already affected by alcohol and drug abuse through its Guidance and Counseling Department and the Dean of Students;
- (ii) Provide medical services and medical advice to students whose healths have been affected as a result of alcohol and drug abuse through its medical services facilities;

- (iii) Whenever possible provide education to students on the effects of alcohol and drug abuse and related matters;
 - (iv) Ensure that sale of alcohol on campus is done by authorized people and is sold at a prescribed time and to adults only; and
 - (v) Ensure that prohibited alcoholic drinks are not sold on campus.
- (b) Students will:
- (i) Report cases of alcohol and drug abuse to the Dean of Students;
 - (ii) Avoid alcohol and drug abuse;
 - (iii) Obtain counseling from the Guidance and Counseling Department (for those already affected);
 - (iv) Obtain medical services or medical advice from MoCU medical services facilities (for those already affected);
 - (v) Understand and abide by the provisions of the Student Disciplinary Rules and Procedures on alcohol and drug abuse;
 - (vi) Report any sale of prohibited drinks to the Dean of Students;
 - (vii) Report sale of alcohol by unauthorized people on campus to the Dean of Students; and
 - (viii) Report sale of alcohol during prohibited times to the Dean of Students.

3.16 HIV and AIDS

3.16.1 Policy Issue

HIV and AIDS is not only a national but also a global concern. It takes away lives of people of all ages but the youth are the mostly affected. This puts the future of families, graduates, the community and the nation at risk. It has become imperative for every nation and organization to develop strategies aimed at preventing new infections and taking care of those who are already infected.

3.16.2 Policy Statement

The University will mainstream HIV and AIDS issues in its internal policies and rules with a view to ensuring that students have correct information on matters related to prevention of transmission and care for those infected. Moreover, infected students who are suffering from opportunistic diseases will receive care from MoCU medical services facilities and where necessary the facilities will refer them to referral hospitals.

3.16.3 Strategies

(a) The University will:

- (i) Will provide education and information on HIV and AIDS to students through convenient ways;
- (ii) Take action against any person who will discriminate a student based on HIV status;
- (iii) Endeavor to discourage and dispel all myths relating to HIV and AIDS; and
- (iv) Provide care and treatment to HIV positive students leaving suffering from opportunistic infections in line with the existing University policies and other relevant national policies and laws.

(b) Students will:

- (i) Seek knowledge and information (on prevention and care) about HIV and AIDS;
- (ii) Avoid intentional transmission of HIV;
- (iii) Avoid discriminating fellow students on the basis of HIV status; and
- (iv) Form a club on HIV and AIDS issues.

3.17 Environmental Cleanliness

3.17.1 Policy Issue

A clean and safe studying and living environment is a crucial need for students at MoCU. A dirty environment can lead to a number of problems including outbreak of diseases. Environmental cleanliness at the University requires every person, living or using the campus environment in one way or the other, to take responsibility.

3.17.2 Policy Statement

The University will strive to maintain a clean and safe environment for students' academic and social activities and calls upon every student to participate in making the environment safe and clean.

3.17.3 Strategies

(a) The University will:

- (i) Take action against all those who negligently or maliciously pollute the environment;
- (ii) Engage a reputable company for conducting cleaning activities in designated areas;
- (iii) Continue to destroy designated categories of waste by using its incinerator; and

(iv) Install facilities for dumping normal and hazardous waste.

(b) Students will:

- (i) Observe cleanliness and keep the environment clean;
- (ii) Keep their places of residence clean;
- (iii) Keep classrooms clean;
- (iv) Dump wastes in designated areas;
- (v) Avoid dumping dangerous materials on the MoCU environment; and
- (vi) Form a club on environmental matters.

3.18 Students with Special Needs

3.18.1 Policy Issue

In any society there are people who, by reason of their physical or any other condition/state, would require some special or privileged treatment in order to live a comfortable and convenient life. These include, but not limited to, people with disabilities and people suffering from certain types of diseases. The University systems and structures must be set and designed in such a way that reasonably accommodates people with special needs in order to achieve the goal of an inclusive society at all levels.

3.18.2 Policy Statement

The University has been taking measures aimed at enabling people with special needs use the University facilities and services conveniently. The University will continually improve its environment to ensure better access. Such improvements will be made to meet emerging needs of all students that will be identified by the University as ‘students with special needs.’

3.18.3 Strategies

(a) The University will:

- (i) Ensure its buildings and other facilities are accessible by students with special needs;
- (ii) Clearly identify all students with special needs and the nature of their needs; and
- (iii) Take action against any person who discriminates or harass students with special needs.

(b) Students will:

- (i) Avoid discrimination or any form of harassment against students with special needs; and

- (ii) Where necessary and possible provide assistance to students with special needs in their effort to access services or use facilities.

(c) Students with special needs will:

- (i) Report all cases of discrimination or harassment to relevant offices; and
- (ii) Clearly, openly and honestly communicate their needs to relevant offices (during or after admission to the University).

3.19 International Students

3.19.1 Policy Issue

International students have been part of the University community since its establishment. This is an indication of not only the University's strength in cooperative education and training but also its reputable academic standards. While international students may find it exciting to study in a new environment, they often face challenges and stresses related to among other things, coping with the new environment, being away from home, culture shock and finance. The University system for student support and advice must be responsive in ensuring that international students enjoy their academic and social lives while at the University.

3.19.2 Policy Statement

International students will enjoy the same opportunities and rights just like any other student while at the University. However, given the fact they come from another country they might, in some situations, need special assistance and privileges in order to ensure that they cope with a new social and academic environment. The University will provide such special assistance and privileges whenever necessary and possible.

3.19.3 Strategies

(a) The University will:

- (i) Provide campus accommodation to international students; and
- (ii) Provide support, information or advice on matters that affect their study and life at the University.

(b) The Dean of Student will:

- (i) Provide general advice and guidance on various matters (social, academic or financial);
and
- (ii) Provide necessary assistance and advice on immigration matters.

(c) International students will:

- (i) Strive to understand the general culture of the University and its people as an assimilation/acclimation strategy;
- (ii) Seek advice/guidance from the Dean of Students;
- (iii) Report incidents of discrimination or harassment to the Dean of Students; and
- (iv) Seek academic advice from academic advisors and course instructors.

3.20 Teaching and Learning Environment

3.20.1 Policy Issue

The nature of the learning environment can either hinder or facilitate learning and teaching. For students to achieve their academic goals, a conducive learning environment (teaching and learning facilities) must be in place. According to evaluations by Government authorities, MoCU's learning and teaching environment is adequate and meets required standards. Although the University has been continually improving the learning environment in terms of staff recruitment, expansion of classrooms, installation of teaching aids and others, the growing number of student enrollment, changing nature of learning and teaching, technological advancements in the learning process and the changing nature of student learning needs are factors that call for more improvements and innovations.

3.20.2 Policy Statement

The University will maintain the required standard of the teaching and learning environment and will continue to improve it in order to meet the learning needs of students with a view to ensuring it is comfortable, convenient, friendly and accessible by all students.

3.20.3 Strategies

(a) The University will:

- (i) Recruit competent academic staff;
- (ii) Ensure presence of sufficient library space and resources;
- (iii) Ensure availability of teaching and learning aids such as projectors;

- (iv) Install and maintain air conditioning facilities in classrooms;
- (v) Ensure availability of wireless network at designated places;
- (vi) Ensure that offices and learning places are accessible by people with disabilities; and
- (vii) Ensure that big classrooms are equipped by sound systems.

(b) Students will:

- (i) Use teaching and learning facilities wisely and avoid damage;
- (ii) Report malicious or negligent damage of teaching or learning facilities;
- (iii) Observe the provisions of the Student Disciplinary Rules and Procedures related to handling of University premises and properties; and
- (iv) Avoid conducts that are likely to cause disturbances or disruptions to the learning or teaching process.

3.21 Funeral Support

3.21.1 Policy Issue

There are situations where a student may pass away in the course of studies and while at the University. The process and associated costs of facilitating the burial of such student should basically be coordinated and borne by his/her family respectively. However, it is reasonably conceivable that the University should play a role in the process simply because the student was a member of the University community and that the death happened while he/she was at the University.

3.21.2 Policy Statement

The University will extend moral and material support to the family of a deceased student who passes away during studies.

3.21.3 Strategies

The University will:

- (i) Provide a casket;
- (ii) Facilitate the transportation of the deceased student to the burial place;
- (iii) Ensure the University is represented in the burial ceremony by appointed officials;
- (iv) Whenever possible, ensure the deceased student receives the last respects of the members of the University; and
- (v) Liaise with the family of the deceased student in facilitating other necessary logistics pertaining to the burial service.

PART IV

4.0 ADMINISTRATIVE STRUCTURE

The University has various organs charged with overseeing student welfare at the University. The organs are as follows:

4.1 Council

The University Council is the supreme authority and the ultimate financial accounting authority of the University. The Council is responsible for ensuring that the University complies with Policy and legal framework and treats students with disabilities in accordance with provisions stipulated in this Policy. In order to fulfil this responsibility, the Council will receive annual progress reports on the monitoring and implementation of the Policy. The Council will discharge this responsibility through the management structures of the University.

4.2 Students' Affairs Committee

The Committee will:

- (i) ensure student welfare issues are properly reflected in all relevant University governing instruments;
- (ii) ensure the overall system of overseeing and managing student welfare is responsive to emerging issues and needs pertaining to student welfare; and
- (iii) issue necessary directives and provide guidance on how to address student welfare issues at the University.

4.3 University Management

- (i) all members of the University are aware of the terms of this Policy and their responsibilities under it;
- (ii) structures and processes are developed and maintained to coordinate student welfare activities;
- (i) the Policy is reviewed and updated when need arises.

4.4 Staff

Staff members are important players in ensuring the successful implementation of this Policy. The Policy spells out the specific roles of staff members; they are therefore expected to act honestly, openly and objectively in fulfilling their roles.

4.5 Students

The Policy has been designed in such a way that students are an important segment in ensuring that the Policy is successfully implemented. In the policy issued the role of students is clearly stated. Students are therefore encouraged to understand the Policy in order to fulfill their roles.

4.6 Office of the Dean of Students

By virtue of article 25 of the MoCU Charter, the Dean of Students is the Administrative Head of Student Affairs. In executing his/her functions, the Dean of Students reports (and is answerable) to the Deputy Vice Chancellor (Finance and Administration).

Therefore, the Office will:

- (i) be a bridge between students and the University in coordinating and managing student welfare issues;
- (ii) work closely with the Students' Organization in addressing student welfare issues;
- (iii) receive and work on information from students on matters that take place contrary to the provisions of this Policy; and
- (iv) advise other University organs on student welfare matters.

PART V

5.0 MISCELLANEOUS PROVISIONS

5.1 Overall Implementation and Monitoring

The overall implementation and monitoring of the Policy shall be done by the DVC AF in collaboration with the Dean of Students.

5.2 Effective Date and Review

This policy shall become effective upon its approval by the Council and may be reviewed when need arises.

5.3 Approval of the Policy

This Policy was approved by the Council on... 22.12.2017.

TITLE	NAME	SIGNATURE
Secretary	Prof. F. T. M. Kilima	
Chairperson	Bw. George Yambesi	