



MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY

SPACE ALLOCATION AND HOUSING POLICY

DECEMBER, 2023

ABBREVIATIONS/ACRONYMS

| | |
|------|--|
| FoM | Faculty of Medicine |
| MUST | Mbarara University of Science and Technology |
| MGH | Massachusetts General Hospital, |
| SAC | Space Allocation Committee |
| SAHP | Space Allocation and Housing Policy |
| VC | Vice Chancellor |

DEFINITIONS

| Term | |
|----------------------------|---|
| Dedicated workspace | Means space or room that is for the exclusive use of a particular role. Dedicated workspace may be shared or single occupancy |
| Employee | Means a person/s engaged for paid employment with the University by way of an employment agreement, personal contract, or through official arrangements with another organization. |
| MUST | Means Mbarara University of Science and Technology. |
| Occupant | Means an employee, student, visitor, or tenant, using University space. |
| Optimize | Means to make the best or most effective use of a situation or resource. |
| Repair Costs | Means Costs, expenses, damages, losses, or charges incurred by MUST in repairing of university housing, and other facilities. |
| Room Frequency | Means the number of hours the room is in use during the audit period, divided by the number of hours that the room is available for use during the audit period. |
| Shared workspace | Means an allocation of space assigned to two or more users. Spaces in the shared workspace may or may not be dedicated spaces. |
| Space | Means the built environment either leased or owned by the University and open grounds. |
| Space Allocation committee | Means a committee responsible for viewing applications for space allocation and making decisions based on the strategic needs of the university. |
| University Space | Means any premises owned, leased, or controlled by the university, that is; academic, administrative, residential, or other purposes related to the university's mission. |

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1.0 INTRODUCTION

1.1 Background

Established in 1989 as the second public University after Makerere, by an Act of Parliament of the then National Resistance Council, Mbarara University of Science and Technology (MUST) has grown significantly in scope and scale. Initially starting with a single Faculty of Medicine (FoM) that inherited the facilities of the former Midwifery and Nurses Training School, adjacent to the current Mbarara Regional Referral Hospital, the University has experienced progressive expansion.

Over the years, MUST has witnessed extensive growth in academic units, infrastructure, research, and innovation programmes, and has acquired additional land in Kihumuro. The conversion of existing facilities into lecture spaces, offices, and student residences, along with the continuous development of new infrastructure, attests to the university's dynamic evolution.

Space is a critical asset to the University, serving a multitude of functions that directly support its mission and strategic priorities. It is integral to the advancement of education, research, and community engagement, and is also a significant determinant of operational and capital expenditures.

Despite this recognition, space allocation has been conducted inconsistently across different units of the university, leading to inefficient use of this valuable resource. It is against this backdrop that the Space Allocation and Housing Policy (SAHP) has been formulated.

The SAHP aims to provide a consistent and strategic framework for the allocation of space, optimizing its use and furthering the University's mission. It outlines guidelines for the effective utilization of University space, thereby ensuring that staff and students are provided with appropriate facilities while keeping capital expenditure, maintenance, and operating costs to a minimum. This policy serves as a critical tool to guide decision-making, foster transparency, and support effective space management in the evolving landscape of the University's growth.

1.2 Policy Objectives

The overarching aim of the Space Allocation and Housing Policy (SAHP) is to establish a comprehensive, transparent, and fair framework that optimizes space utilization, aligns with the University's strategic objectives, and promotes effective space management. In particular, the policy seeks to:

- a) **Enhance Space Utilization:** Leverage the available space resourcefully to better support the University's strategic goals. This objective involves aligning space allocation with the institutional needs, programmatic initiatives, and the evolving demands of education, research, and community service.

- b) **Improve Management and Coordination:** Bolster the functioning of the Space Allocation Committee by streamlining its roles and responsibilities in space management. This includes developing effective strategies for space allocation, coordinating related activities, and ensuring adherence to policy guidelines.
- c) **Clarify Unit Responsibilities:** Provide all University units with comprehensive, accurate, and readily available information about their obligations in relation to space use and occupancy. This involves maintaining clear communication channels, regular updates, and appropriate training and support for responsible space use.
- d) **Standardize Facility Hire Procedures:** Ensure consistent practices are in place for hiring University facilities. This objective involves maintaining accurate and up-to-date information about space use, implementing fair and standardized procedures, and ensuring transparency in the facility hiring process.
- e) **Optimize Revenue Generation:** Streamline and maximize revenue generation from the hire of space, houses, and other facilities. This involves creating efficient and effective mechanisms for revenue collection, monitoring, and management, and integrating these practices within the broader University financial structure.

1.3. Policy Strategies

The execution of this policy is predicated on two interrelated strategic pillars aimed at enhancing space allocation, facility utilization, and revenue generation within the University. These strategies include:

- a) **Effective Facility Management:** The primary strategy involves efficient management and utilization of the University's assets. This includes houses, lecture rooms, theaters, offices, grounds, student residencies, and other facilities. The strategy seeks to implement an institutional approach to space allocation, which accounts for the diverse needs of the University community while ensuring optimal use of space. This also entails the regular assessment, refurbishment, and maintenance of these facilities to guarantee their functionality and longevity.
- b) **Streamlined Revenue Generation:** The secondary strategy revolves around developing a structured and efficient framework for revenue generation from the use of university facilities. This includes renting out houses, leasing grounds, hiring teaching spaces, and utilizing other University facilities. The strategy aims to standardize the fee structure, implement a transparent collection and tracking system, and ensure that generated revenues are appropriately channeled back into the University for the maintenance and enhancement of facilities and services.

2.0 POLICY CONTEXT AND JUSTIFICATION

2.1 Policy Context

- a) **Applicability and Landscape:** This policy governs all University properties and spaces, reflecting the current structural and physical landscape. It encompasses general, teaching, accommodation, and recreation spaces, ensuring comprehensive management across the University's facilities.

- b) **Universality across Campuses:** It applies universally across all the University's campuses. This approach includes all academic and administrative units, catering to the diverse spatial needs of the University's community.

2.2 POLICY JUSTIFICATION

This policy is necessitated by the following issues:

- a) **Inadequate Regulation:** The current lack of a formal Space Allocation and Housing Policy creates an operational gap in the management and assignment of space and housing. Although a Space Allocation Committee (SAC) exists, its effectiveness is hampered by the absence of a guiding framework.
- b) **Fragmented Management:** Space and housing allocation has been conducted inconsistently across different levels, with units, Central Administration, and the SAC operating in silos. This fragmentation has led to inefficiencies and confusion in the allocation process.
- c) **Revenue Management:** The policy introduces a structured approach to revenue generation from University facilities. Management of these income-generating spaces will be overseen in line with University policy and if delegated to by the University's Holding Company, ensuring professional and strategic handling of financial resources.
- d) **Underutilized Revenue Potential:** At present, revenue is generated sporadically from the use of university facilities, often without the involvement of the SAC. An existing policy on fees management applies only to international students, overlooking the potential for broader revenue generation from other sources. There is a need to harmonize and expand revenue collection strategies to ensure optimal utilization of the university's facilities.
- e) **Need for Clear Guidelines:** The absence of a comprehensive policy has resulted in a lack of clear guidelines on the management and control of university houses, lecture spaces, student hostels, open grounds, and other facilities. It is essential to establish a policy that outlines coherent procedures for space allocation, housing management, and the generation of revenue from these resources.

In response to these issues, this Space Allocation and Housing Policy is crafted to ensure efficient, transparent, and equitable management of the University's physical resources. It aims to optimize space utilization, streamline coordination among various units, enhance revenue generation, and provide comprehensive management guidelines, aligning with the University's operational goals and academic mission.

3.0. POLICY ENVIRONMENT AND LEGAL FRAMEWORK

3.1. Legal Framework

This policy is designed and will be implemented within the legal framework of Uganda, ensuring the policy's effectiveness, equitable approach, and compliance with the country's broader legal context. The formulation and operation of the Space Allocation and Housing Policy are underpinned by several National laws which directly influence and shape its parameters. As such, the policy is aligned with, and should be interpreted and applied with due regard to, the following National laws:

- a) Universities and Other Tertiary Institutions Act, 2001 and Amendment 2006
- b) The Public Finance Management Act
- c) The Land Act 1998, as amended,
- d) Occupational Safety and Health Act 2006,
- e) The Public Health Act Chapter 281,
- f) The Town and Country Planning Act Chapter 246,
- g) The Public Procurement and Disposal of Public Assets (PPDA) Act 2003, and PPDA Regulations,
- h) National Environmental Act , 2019
- i) Building Control Act and Regulations, Building by-laws, Physical Planning Act 2010

3.2 Related Policies and Documents

- a) Terms of Reference of the University Space Allocation committee.
- b) Any other relevant University Policies.

4.0 SCOPE

- a) This policy extends to all University-owned or leased spaces. It is designed to ensure that these spaces are not possessed or controlled exclusively by Faculties, Departments, or Individuals within the University but remain the shared responsibility and resource of the University community as guided by the University Council.
- b) The policy also applies to all University housing facilities located at the Mbarara, as well as any other campuses or any future institutions that belong to the University.

5.0. ADMINISTRATION

5.1 Roles and Responsibilities

- a) The **Space and Housing Allocation Committee** is charged with the duty of allocating space and other facilities. The mandate of the committee is to ensure that the process is rational, fair, and equitable, promoting optimal management and utilization of these resources.
- b) **The Office of the University Secretary** as the primary point of contact for all policy –related matters shall serve as the secretariat of the Committee as well as taking on the responsibility for the day-to-day implementation of the policy.

- c) **The Office of the University Internal Auditor** is tasked with conducting regular, independent audits to assess the implementation of this policy. Its role is to ensure policy compliance and to identify opportunities for policy enhancement and improvement.
- d) **Estates and Works Department** is tasked with the overall maintenance of space and facilities by ensuring the longevity and usability of university resources.
 - i) maintaining a database of space allocation in the University.
 - ii) conducting space audits;
 - iii) providing advice and guidance to faculties, units, faculties, or areas to assess their potential space needs and to estimate the costs associated with different options;
 - iv) managing works that arise from space allocation or reallocation.
- e) **Revenue Collection Authority:** The University shall retain responsibility for revenue collection from university spaces and housing, following the government's prescribed principles, unless otherwise directed by the University Council to utilize the services of the University Holding Company. This delegation is made in line with existing policy and legal guidelines of the University and the Government of Uganda. Upon allocation, the University Holding Company will assume responsibility for the efficient and strategic collection of revenue, operating within the framework of accountability and fiscal management as stipulated by the University and national standards.
- f) **Deans, Heads of Department** are responsible for
 - i) optimal use of allocated space,
 - ii) provide indicative forecasts of known future space requirements including students load, staffing.
 - iii) communicating to the SAC on all matters relating to space and
 - iv) ensuring compliance with the law and SAP.

5.2. SPACE ALLOCATION COMMITTEE ROLE, COMPOSITION AND APPOINTMENT

- a) The Space Allocation Committee will comprise of representatives from different faculties and units of the University nominated by the units themselves. The committee will be chaired by the Deputy Vice Chancellor Finance and Administration.
- b) The Vice Chancellor upon the recommendation, shall appoint the Committee members.
- c) The SAC will be responsible for overseeing the allocation of space within the University and for ensuring adherence to this policy.

6.0. APPLICATION PROCESS

All applications for housing and space shall be submitted to Space Allocation Committee using the prescribed form in Annexure D.

7.0 ALLOCATION

7.1 Housing Allocation

- a) The Space Allocation Committee shall be responsible for allocating the University housing, considering the availability of accommodation and eligibility criteria as stated in section 7.2.
- b) Applications seeking University housing shall be directed to the Chairperson of the Space Allocation Committee.
- c) Any changes in personal or professional circumstances that may affect an individual's eligibility for university housing should be promptly reported to the Committee. This will allow for the necessary adjustments and ensure efficient use of housing resources.
- d) All allocated residential houses should exclusively serve as living accommodation. They are not to be utilized for any alternative purposes, to maintain their condition and to uphold residential ambiance.

7.2 Eligibility for Housing

The following categories are eligible to apply for housing:

- a) **Expatriate Staff:** Those contracted with Mbarara University of Science and Technology (MUST) due to collaborations, with a specific clause for housing provision in their contracts.
- b) **Visiting Staff Members:** Staff temporarily attached to the University for professional reasons, who are recognized as qualifying for such housing.
- c) **Visiting International and occasional Students:** Students requiring accommodation during their short-term stay at the University.
- d) **MUST Staff at Mbarara Regional Referral Hospital:** Staff whose duties at the hospital necessitate housing provision.
- e) **Hospital Director:** Eligible due to MUST's strategic relationship with Mbarara Regional Referral Hospital.
- f) The University shall provide the Vice-Chancellor (VC) and Deputy Vice-Chancellors (DVCs) with accommodation or a housing allowance. This is in support of key leadership positions, acknowledging their significant role in guiding the University's mission and operations.

7.3. Renovation of Houses

Regular and timely renovation activities will be undertaken to maintain the housing facilities to avoid deterioration, and to preserve the comfort and safety of the residents, while also maintaining the integrity and value of the University's housing assets.

7.4. Allocation of Teaching and Research space

- a) The University is committed to providing ample and suitable space to support teaching, research, academic, and administrative activities. Our goal is to maintain a functional and conducive learning and working environment.
- b) The University promotes the consolidation and shared use of specialist facilities. This encourages interdepartmental collaboration and optimizes the use of specialized resources.
- c) Space allocation is flexible and responsive to the changing needs of the University. It does not constitute a permanent entitlement, but rather an assignment based on justified need and productive utilization of the space.
- d) Faculties, Departments, and units are urged to embrace flexibility and cooperation in the use of space. This includes considering relocation and sharing arrangements to improve space utilization. To optimize the use of teaching spaces, scheduling will be managed through a centralized timetable system. This approach promotes effective allocation and efficient utilization of the teaching and learning spaces.

7.5 Other Rentable space.

- a) All other rentable spaces shall fall under the purview of this policy. This includes spaces not allocated through the University's procurement process, which is guided by the PPDA (Public Procurement and Disposal of Public Assets) Act and Regulations.
- b) Interested parties seeking to rent these spaces must submit an application to the Chairperson Space Allocation Committee. Tenants shall abide to terms and conditions and the rental rates as determined by the University Council, ensuring adherence to the established financial and administrative guidelines.
- c) The Space Allocation Committee is dedicated to maintaining transparency and collaboration in its allocation process. Prior to finalizing rental agreements or granting permission for the use of space, the Committee will engage in thorough consultations with potential users. This process is designed to align with the users' requirements and expectations, while simultaneously ensuring the optimal utilization of the University's resources.

8.0 CHARGES AND PAYMENT

The rates chargeable for the use of facilities will be explicitly stated in a Costs of Space Allocation schedule marked as annexure E to this policy. These rates are calculated based on several factors including market trends, utility, and upkeep costs, and will be as determined by the University Council from time to time.

9.0 JOINT/SHARED USE

- a) The University promotes the joint/shared use of space to optimize resources. The SAC will manage these arrangements, and all parties involved must agree to the conditions of joint/shared use.
- b) Any changes to these arrangements must be communicated to the SAC in a timely manner.

10.0 EMERGENCY USE OF SPACE

- a) In case of an emergency or unforeseen circumstance, the University reserves the right to temporarily or permanently repurpose any allocated space.
- b) The Space Allocation Committee will notify the affected parties in advance, whenever possible, and work towards minimizing the disruption caused.

11.0 CHANGE OF PURPOSE OF ALLOCATED SPACE

- a) Any change in the original use of allocated space must be approved by the Space Allocation Committee.
- b) Requests for change of use should be submitted in writing to the Committee and include a justification for the proposed change as well as any functional requirements if required.

12.0 MISUSE OF ALLOCATED SPACE

- a) The University expects all occupants to use allocated space responsibly and in line with University regulations and this policy.
- b) Any suspected misuse should be reported to the SAC immediately.
- c) Any misuse of allocated space will be investigated by the Space Allocation Committee and may lead to disciplinary action.
- d) Misuse of allocated space will be taken seriously. Consequences will be determined by the severity of the misuse and may include sanctions and/or loss of allocated space.

13.0 SUB-LETTING ALLOCATED SPACE

Sub-letting of allocated space is strictly prohibited unless approved by the SAC. Any attempt to sub-let allocated space may result in disciplinary action and eviction or revocation of the space allocation.

14.0 DONATING SPACE

- a) Donation of space can only be done by the SAC.
- b) Donation of space must be approved by the University Council and comply with all applicable laws and regulations.
- c) Donated space must align with the strategic needs of the University.

15.0 HEALTH AND SAFETY

- a) The University is committed to ensuring a safe and healthy environment for all occupants of allocated space. All spaces must conform to health and safety standards, laws and regulations
- b) Occupants must report any health and safety concerns to the Space Allocation Committee (SAC) immediately. The SAC will take appropriate action to address these concerns.

16.0 OCCUPANTS' RIGHTS AND OBLIGATIONS

- a) Occupants have the right to use the allocated space for the approved purpose and to expect that the University will maintain the space in a safe and functional condition.
- b) Occupants are obliged to use the space responsibly, to comply with all University regulations and policies, respect the rights of others and to report any maintenance issues to the Estates and Works Department and SAC.

17.0 REVIEW AND APPEALS

Any aggrieved party by a decision of the SAC MAY submit application for review or appeal as prescribed in the guidelines (See Annexure A).

18.0 VACATING ALLOCATED SPACE

Occupants should vacate the allocated space immediately upon termination of their agreement with the University or when no longer satisfying the eligibility criteria as provided for in Section 7.2 and guidelines (See Annexure A).

19.0 CONFIDENTIALITY AND DATA PROTECTION

- a) All data related to space allocation, including applicants' information, will be handled in accordance with the University's privacy and data protection policies.
- b) Applicants' information will only be used for the purposes of space allocation and not shared with third parties without explicit consent, except as required by law.

20.0 POLICY INTERPRETATION

- a) The responsibility for endorsing and approving this policy rests with the University Council. They ensure that the policy aligns with the University's strategic vision, and legal and ethical standards.
- b) Any questions, clarifications, or disputes related to the interpretation or application of this policy shall be conclusively resolved by the University Council. Their decision on any policy matter shall be deemed final.
- c) The Vice Chancellor shall play a crucial role in overseeing the effective implementation of the policy, facilitated through the University Space Allocation Committee. This shall ensure compliance and facilitates adjustments in line with the changing needs of the University.

21.0 MONITORING AND REVIEW

- a) The Space Allocation Committee will be responsible for monitoring and evaluation of the effectiveness of this policy. The committee will conduct monthly meetings to assess submitted requests for space and housing allocation. However, urgent requests may be handled as need arises.
- b) In accordance with the University's Policy Framework provisions on reviews, the Office of the University Secretary will initiate regularly review by space allocation Committee, and if appropriate update, this Policy and supporting documents to ensure that it is relevant to Address University needs and support the attainment of the university goals.

22.0 POLICY REVIEW AND AMENDMENT

- a) This policy will be reviewed at least once every 2 years by the Space Allocation Committee to ensure it remains relevant and effective.
- b) Any amendments to the policy must be approved by the University Council.
- c) Amendments to the policy will be communicated to all relevant parties in a timely manner.

23.0 DISCIPLINARY CASES/SANCTIONS

- a) Any violations of this policy by anyone may lead to disciplinary action in accordance with the University's disciplinary procedures.
- b) Disciplinary actions may include, but are not limited to, written warnings, fines, probation, suspension, revocation of space allocation, and expulsion, depending on the severity of the violation.
- c) Serious violations may be reported to the relevant legal authorities,

24.0 DISCLAIMERS

- a) The University is not liable for personal items left in allocated spaces. Occupants are responsible for insuring and securing their own belongings.
- b) The University disclaims any liability for damages or losses due to causes beyond its reasonable control, such as natural disasters or power outages.

25.0 IMPLEMENTATION

- i) This policy is effective immediately upon approval by the University Council and applies to all current and future space allocations within the University premises.
- ii) All current occupants of University space will be required to comply with this policy. Non-compliance may result in penalties as outlined in this policy.

26.0 REFERENCES


This policy should be read in conjunction with other relevant University policies, including the University's Code of Conduct and Privacy Policy.

27.0 CONTACTS


For further information on this policy or for any queries related to space allocation, please contact the University Secretary or the Space Allocation Committee.

This policy has been approved on the 20th day of December the year 2023 and supersedes all previous Space Allocation Policies.

Signed



.....
Professor Celestino Obua
VICE CHANCELLOR



.....
Dr. Warren Naámara
CHAIRPERSON, MUST COUNCIL

ANNEXTURES

ANNEXTURE A: SPACE ALLOCATION PROCEDURAL GUIDELINES

1. PROCEDURE FOR ALLOCATING SPACE

- a) Requests for space allocation should be submitted to the Space Allocation Committee using the prescribed form.
- b) The Committee will evaluate requests based on the strategic needs of the University, the functionality of the space, and the appropriateness of the proposed use.
- c) Once the allocation is approved, a written agreement will be issued to the requester specifying the terms and conditions of the allocation.

2. REVIEW AND APPEALS

Any aggrieved party shall submit application for review or appeal as follows.

- a) **Initiating a Review or Appeal:** Any University employee, unit, or space occupant who wishes to challenge a space allocation decision is entitled to request a review or file an appeal. Such requests must be directed to the Vice Chancellor.
- b) **Submission Procedure:**
 - i) Appeals must be made in writing, clearly stating the grounds for the appeal.
 - ii) The written appeal should provide a detailed explanation of the reasons for contesting the space allocation decision, including any relevant evidence or supporting documentation.
 - iii) The appeal document should be submitted to the Office of the Vice Chancellor, either through official mail or as a formal hard copy.
- c) **Review Process by the Vice Chancellor:**
 - i) Upon receipt of the appeal, the Vice Chancellor will initiate a comprehensive review process. This may involve consulting relevant documentation, considering the Space Allocation Committee's rationale for the decision, and possibly seeking additional information from the appellant or other involved parties.
 - ii) The Vice Chancellor may also consult with relevant University bodies or committees for insights or recommendations.
- d) **Timeline and Communication:**
 - i) The Vice Chancellor will endeavor to provide a decision on the appeal within two weeks from the date of receiving the appeal.
 - ii) The decision process will aim to be thorough, fair, and considerate of all presented arguments and evidence.
 - iii) The final decision will be communicated to the appellant in writing. This communication will include the reasons for the decision, ensuring transparency and clarity in the appeal process.

e) Finality of Decision:

- i) The decision made by the Vice Chancellor on the appeal is final.
- ii) This conclusion represents the University's ultimate stance on the matter, and no further appeals within the University system will be entertained regarding the same space allocation decision.

3. VACATING ALLOCATED SPACE

- a) Occupants should vacate the allocated space immediately upon termination of their agreement with the University or when no longer satisfying the eligibility criteria as stated in Section 7.2 of the policy.
- b) The University reserves the right to revoke the allocation of space at any time due to a breach of this policy or other University regulations, or if it becomes necessary for the University to repurpose the space.
- c) The vacated space should be handed over in the same condition it was in at the time of allocation, normal wear and tear excepted. Any damages beyond normal wear and tear may result in the occupant being charged for repairs.
- d) Occupants must leave the space in a clean and acceptable condition, subject to any agreed-upon wear and tear.
- e) The SAC will outline any further procedures for vacating allocated space. These procedures must be adhered to by the occupant, including any required notices.

ANNEXURE B: LIST OF EXISTING UNIVERSITY PROPERTY

| Faculty / Institute/Centre | Location |
|--|-----------------|
| Faculty of Medicine | Town campus |
| Faculty of Science | Town campus |
| Faculty of Interdisciplinary Studies | Town campus |
| Faculty of Computing and Informatics | Town campus |
| Faculty of Business and Management Science | Town campus |
| Faculty of Applied Sciences and Technology | Kihumuro campus |
| Institute of Maternal Newborn and Child Health. | Town campus |
| Institute of Tropical Forest Conservation | Ruhija, Bwindi |
| Centre for Innovations and Technology Transfer | Kihumuro campus |
| Directorate of Research and Graduate Training (DRGT) | Town Campus |

ANNEXURE C: COSTS OF SPACE ALLOCATION

A. UNIVERSITY HOUSING UNITS, COMMON SPACES AND GROUNDS

LECTURE FACILITIES

| Facility | Rental Rate per Day |
|---|---------------------|
| Conference halls (Town Campus & Kihumuro) | UGX.150,000 |
| Pharmacology Lecture Theatre | UGX.100,000 |
| Other Lecture Rooms | UGX.50,000 |
| Graduation Square | UGX.150,000 |
| Lower Campus Grounds | UGX.300,000 |
| Computer Labs | UGX.300,000 |

B. ACCOMODATION IN HALLS OF RESIDENCIES

| Category | Service | Rate (UGX) per Person per Day |
|--------------------------------|------------|-------------------------------|
| MUST Students | Bed Only | 3,000 |
| Staff and Students (Outsiders) | Bed Only | 6,000 |
| MUST Students | Full Board | 12,000 |
| Staff and Students (Outsiders) | Full Board | 15,000 |

C. ACCOMMODATION IN THE EXPATRIATE QUARTERS

| Accommodation Type | Local Rates (UGX) | Foreigner Rates (USD) |
|--|-------------------|-----------------------|
| Suite | 200,000 | 100 per month |
| Flat | 300,000 | 120 per month |
| Bungalow | 350,000 | 150 per month |
| Semi-detached House | 350,000 | 150 per month |
| Massachusetts General Hospital, Research Project Offices | | 200 per month |
| Guest Houses (Foreign Students) | N/A | 3 per night |

D. OTHER FACILITIES

| Facility | Space (Sq Metres) | Rate (UGX) per Annum |
|------------------------------|-------------------|---------------------------|
| ATM space | 21.3 | 8.4 million |
| ATM space | 17.3 | 7 million |
| Students' Canteen and Dining | - | 1.2 million & 1.8 million |
| Students' Cafeteria | - | 1.4 million |

ANNEXTURE D: University Housing and Space Application Form



MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY HOUSING AND SPACE APPLICATION FORM

A. Personal Information:

Full Name: _____

Student ID Number (if applicable): _____

Program/Department: _____

Contact Information: _____

Email: _____

Phone Number: _____

B. Application for Housing:

Type of Housing Requested (e.g., Dormitory, Apartment, Single/Shared):

Preferred Location (if applicable):

Special Accommodation Requirements (if any):

C. Application for Space Allocation:

Purpose of Space Request (e.g., Club Meetings, Study Room, Laboratory Access, etc.):

Estimated Frequency of Use:

Additional Space Needs or Preferences:

Reasons for Application (Please provide detailed reasons for your application):

D. Duration of Housing and Space Allocation (if known):

Start Date: _____

End Date (if applicable): _____

Compliance Statement:

I acknowledge that my application for housing and space allocation is subject to the terms of the University's Space Allocation Policy and guidelines as outlined, I hereby commit to abiding by all terms and conditions specified in the policy, as well as adhering to all Laws of Uganda and policies of Mbarara University while utilizing the allocated space.

E. Committee's Decision (To be completed by the Space Allocation Committee):

a) Approved with reasons

b) Pending Additional Information

c) Denied

d) Other (Please specify):

e) Comments/Reasons (if applicable):

f) Space for the Space Allocation Committee's Response:

Date: _____ **Signature:** _____

****Application Submission: ****

Please submit this completed application form, along with all required documents and information

For inquiries, please contact the Space Allocation Committee through the University Secretary's office.

****Important Note: ****

Incomplete applications may result in delays or denial of housing and space allocation. Please ensure all required documentation is attached and the form is filled out accurately.

ANNEXTURE E: University Space Allocation Appeal Form



MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY

SPACE ALLOCATION APPEAL FORM

This form is for University employees, units, or space occupants who wish to file an appeal against space allocation decisions. Please complete this form and submit it to the Vice Chancellor for review.

Personal Information

| | |
|----------------------|--|
| Name: | |
| Department/Unit: | |
| Position/Title: | |
| Contact Information: | |

Appeal Details

Please describe the space allocation decision you are appealing, including any relevant dates and details:

Grounds for Appeal

Clearly state the grounds for the appeal, including a detailed explanation of the reasons for contesting the space allocation decision and any relevant evidence or supporting documentation:

Additional Information

Provide any other information that you believe is relevant to your appeal:

Submission Instructions

Submit this completed form to the Office of the Vice Chancellor, either through official mail or as a formal hard copy. The Vice Chancellor will review the appeal and provide a decision within two weeks of receipt.

Vice Chancellor's Decision

Decision (For office use only):

Reasons for Decision:

Date: _____ Signature: _____