

**MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES
(MUHAS)**



PROPOSED STUDENTS' WELFARE POLICY

Muhimbili University of Health and Allied Science
P.O. Box 65001, Dar es Salaam, Tanzania
Telephone: + 255 (0) 22 2150302 - 6
E-mail: vc@muhas.ac.tz

August, 2018

FOREWORD

Students excel in their study programmes when teaching and learning occur in a context of student welfare. As such, one of the targets in 2017/18 Action Plan for the Dean of Students' Office (DOSO) is to prepare the Policy to ensure that students' welfare services are improved. Situational analysis in the past three years showed that so far MUHAS does not have its own Students' Welfare Policy (SWP). In this regard, DOSO has developed such an important and useful document for the benefit of the MUHAS community at large.

The aim of SWP at the University is to guide provision of personal, social and learning needs of students, thereby enhancing their well-being and creating a safe, caring University environment in which students are nurtured as they learn. So the policy creates a better place where students can learn and grow with confidence and eventually brings them to better success. The SWP encompasses everything that the University shall strive to do in order to meet the personal and social needs of the students and to enhance their well-being. It involves recognizing, valuing and developing each student as a total and unique person in the context of society. The SWP is therefore a framework that supports the institution to create learning environments that enable students to be healthy, happy, engaged and successful. In this context, the University has the responsibility for the welfare of all students enrolled and maintains the duty of care during the time the student is at the University for study. It is therefore my sincere hope that this policy will be very useful in guiding the University's response to social welfare of students for the whole period of their study.

Prof. Andrea Barnaba Pembe
Vice Chancellor

Dar es Salaam,

August, 2018.

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ABBREVIATIONS AND ACRONYMS:

DOS	Dean of Students
DOSO	Dean of Students' Office
DVC-ARC	Deputy Vice Chancellor – Academic, Research and Consultancy
DVC-PFA	Deputy Vice Chancellor – Planning, Finance and Administration
MNH	Muhimbili National Hospital
MUCHS	Muhimbili University of Health Sciences and Allied Sciences
MUHAS	Muhimbili University of Health and Allied Sciences
MUHASSO	Muhimbili University of Health and Allied Sciences Students Organization
SWP	Students' Welfare Policy
SSB	Students Services Bureau
UDSM	University of Dar es Salaam

PRELIMINARY PROVISIONS:

- 1.0 This policy may be cited as “Students’ Welfare Policy” of the Muhimbili University of Health and Allied Sciences (MUHAS).
- 2.0 This policy shall come into operation on such date the Council approves.
- 3.0 This policy shall apply to all students of MUHAS.
- 4.0 In this policy, unless the context otherwise requires:
 - 4.1 “Policy” means ‘Students’ Welfare Policy’
 - 4.2 “Student” means a registered, elective or vocational student of MUHAS and any other individual receiving training or education within MUHAS as the case may be.
 - 4.3 “The University” means Muhimbili University of Health and Allied Sciences.

CHAPTER ONE: INTRODUCTION:

1.1 Background:

Muhimbili University of Health and Allied Sciences (MUHAS) is committed to enabling students to succeed in their academic and career ambitions. The University thus considers that welfare and support services are important sources of strength for students to adjust to the intensive academic environment and, as a result, be able to excel in their respective training disciplines. Thus, this policy has been developed to provide a clear statement on the welfare and support services of students at MUHAS.

The Dean of Students office (DOSO) is responsible for the administration of students' social welfare through the Students Services Bureau (SSB). The aim for establishment of SSB was to improve students' welfare through managing provision of welfare services, namely: health care, accommodation, catering, guidance and counseling, students' governance, games and sport.

Therefore, this policy has been developed to provide a clear statement on the welfare and support services at MUHAS. It is intended to guide the University administration and its community members on how to handle students' welfare services.

1.2 Rationale for MUHAS Students' Welfare Policy and Procedures:

During University-wide Strategic Planning Workshop held between 31st October and 2nd November, 2012 it was advised that the Proposed Students' Welfare Policy should be made part of the broader Students' Welfare Policy. Thus, there was a need to formulate the Students' Welfare Policy which will guide MUHAS community on how to handle student's social welfare-related matters. Following the upgrading of the University into a fully fledged University in 2017, the need for students' affairs policy is necessary.

The need for this policy is further justified from the point of view of the University Strategic Objective No. 11 which states that, the University will strive “..... **to improve students welfare** ...”. Therefore, the policy is expected to assist the University Management in ensuring a pragmatic and responsive way of handling of student's social affairs.

1.3 Goals

The goal of the Student Welfare Policy is to contribute to the realization of the University's vision and mission.

1.4 Definitions of Key Terms:

In this Policy, unless a contrary intention is expressed in the text, the following terms shall have the meaning:

1.4.1 Student affairs

Student affairs refers to issues related to students' personal life and all matters of personal concern as the student pursues studies.

1.4.2 Students welfare

Students' welfare encompasses all that an institution does to meet the personal, social and learning needs of students. Effective student welfare practices create safe, caring environments and provide opportunities for students to enjoy life in their academic endeavours.

1.4.3 Welfare

Welfare refers to the general health, happiness, well-being or prosperity and safety of a person. It is the availability of resources and presence of conditions required for reasonably comfortable, healthy, and secure living.

CHAPTER TWO: SITUATIONAL ANALYSIS AND OBJECTIVES

2.1 SITUATIONAL ANALYSIS - STRENGTHS, WEAKNESSES, OPPORTUNITIES, & CHALLENGES (SWOC):

In an attempt to develop this welfare policy, it was imperative to firstly conduct SWOC analysis regarding delivery of welfare and support services at MUHAS. As such - strengths, weaknesses, opportunities and challenges presented below:

2.1.1 Strengths

- i) MUHAS is a well-established institution with more than 10 years in operation as a fully fledged University.
- ii) Existence of a well staffed Students Services Bureau.
- iii) Existence of a well staffed Students Services Bureau Committee.
- iv) Existence of the Council's Students' Affairs Committee.
- v) Existence of the Students' Organization (MUHASSO).
- vi) Existence of the Students' By-Laws.
- vii) Availability of counselling and guidance services at the campus.
- viii) Availability of catering services at the campus.
- ix) Existence of electronic students' database.

2.1.2 Weaknesses

- i) Inadequate staffing of Dean of Students' Office
- ii) Insufficient financial resources to cater for various student affairs services.
- iii) Inadequate staffing of guidance and counselling unit
- iv) Inadequate resources for supporting needy and physically challenged students
- v) Some of the infrastructures are not friendly to physically challenged students
- vi) Inadequate accommodation facilities.
- vii) Some students fail to access quality health care.
- viii) Inadequate sports and recreation facilities.
- ix) Less engagement in sports and games by female students
- x) Limited leadership skills among leaders of the students' government
- xi) Inadequate representation of female students in the University Students' Organization leadership
- xii) Limited leadership skills among leaders of the students' Associations and Clubs
- xiii) Lack of guidance on how to handle international students
- xiv) Lack of guidance on how to handle students' funeral services

2.1.3 Opportunities

- i) The high priority accorded to student affairs and services by the Government and the University Management.
- ii) The existence of National Higher Education Policy of 1999.
- iii) The existence of Higher Education Students' Loans Board (HESLB).
- iv) Existence of National Public-Private Partnership (PPP) policy.

2.1.4 Challenges

- i) The growing threat of HIV and AIDS pandemic.
- ii) Inability of students to pay market rates for University accommodation facilities and services. This affects availability of funds to the University to provide adequate accommodation facilities and services

2.2 OBJECTIVES:

Based on situational analysis, this policy seeks to achieve the following objectives:

- i) Strengthen Dean of Students Office
- ii) Strengthen guidance and counseling services at the University Improve services for students with special needs
- iii) Facilitate increased access to support services for needy and physically challenged students.
- iv) Facilitate availability of accommodation services
- v) Improve students' participation in sports and games
- vi) Strengthen students' government, judicatory and control services
- vii) Strengthen management of students' engagement in extra-curricular activities
- viii) Improve provision of welfare services to international students
- ix) Strengthen management of students' funeral services

CHAPTER THREE: MAJOR AREAS, ISSUES, POLICY STATEMENTS, STRATEGIES AND OPERATIONAL PROCEDURES:

Toward improving students' welfare, this policy seeks to strengthen the following key areas: administrative set up and functioning of the Office of the Dean of Students; guidance and counseling; health services; accommodation; games and sports; and student governance.

3.1 Strengthening the Dean of Students' Office

3.1.1 Situational Analysis

Student affairs and services are coordinated by the Dean of Students' Office in collaboration with the Students' Organization (MUHASSO). The Dean of Students' Office is not adequately staffed and equipped with respect to some of the students' needs namely: games and sports and guidance and counselling. There is a need to recruit staff for those deficient areas. Some of the sections or units that are vital for the smooth delivery of student affairs and services are listed hereunder:

- a) Counselling and guidance unit.
- b) Health care.
- c) Cafeteria services.
- d) Games and Sports.
- e) Accommodation services.
- f) Students' Governance and Judicatory Services.

3.1.2 Policy Issue

- i) A need to strengthen the Dean of Students' Office to enable it handle students' affairs and services in a manner that is comprehensive and sustainable.

3.1.3 Policy Statement

- i) MUHAS shall endeavour to provide quality support services to its diverse and growing student population in a manner that is comprehensive and sustainable.

3.1.4 Strategies

- i) Strengthen staff accountability.
- ii) Strengthen the Dean of Students' Office to cater for the diverse student affairs and services.

3.1.5 Operational Procedures

- i) Staff accountability will be enhanced through supportive supervision.
- ii) Recruit additional staff to undertake the service oriented duties in the Dean of Students' Office.
- iii) The responsibilities of additional staff will be in accordance with the job descriptions determined by the University Management from time to time.
- iv) Solicit and allocate financial resources to support students' welfare services.

3.2 Counseling and Guidance:

3.2.1 Situational Analysis:

3.2.1.1 General Counseling and Guidance

Counseling and guidance to students is currently vested in the Dean of Students' Office. The Counseling and Guidance Unit is coordinated by a Qualified Counselor who is trained in this area. A major constraint that faces this unit is shortage of counselors. The unit has a deficit of at least three counselors who would be serving in Psychological and Health Counseling, Academic and Career Counseling and Social issues counseling. Additionally, there is inadequate continuing education training for Wardens and Janitors, and lack of gender friendly counseling and counseling related facilities.

3.2.1.2 Spiritual Counseling:

The Counseling Unit works with religious leaders for spiritual counseling to needy students. This is done as a referral when the counselor finds that the client needs this service. Communication with religious leaders is done through students' religious associations whose existence is governed by the office of the Dean of Students.

3.2.1.3 Career Counseling and Guidance:

Guidance on student employment or potential deployment is an important area falling under the responsibilities of the Office of the Dean of Students at the counseling Unit. Career guidance is increasingly becoming important in the wake of diminishing paid employment opportunities, changing labour market and increasing need for job creators. The counseling unit plays a coordination role by referring students to appropriate contact persons in their respective schools. The recently approved MUHAS Career Fair will serve as an additional platform for career guidance. The MUHAS Career Fair will be an annual event during which renown professionals from both private and public sectors will visit the University and interact with students. Such events will help students to explore career opportunities while opening the campus to the corporate world.

3.2.2 Policy Issue

Inadequate counselling staff

3.2.3 Policy Statement

MUHAS shall endeavour to ensure availability of qualified counsellors.

3.2.4 Strategies

- i) Increase number of counsellors
- ii) Train Wardens and Janitors on counselling and guidance

3.2.5 Operational Procedures

- i) Recruit one counsellor, preferably a male
- ii) Encourage and support Wardens and Janitors to attend short courses on counselling and guidance

3.3 Services for Students with Special Needs:

3.3.1 Situational Analysis

Recently, MUHAS has been enrolling students with special needs. The University has been giving priority to students with special needs for room allocation and other related support services. The counselling and guidance unit is responsible for handling students with special needs. However, it has been established that some of the infrastructure, for instance toilets in most premises at the University are not supportive to students who are physically challenged.

3.3.2 Policy Issues

i) There is limited friendly infrastructure to assist students with special needs at the University.

3.3.3 Policy Statement

MUHAS shall endeavour to have structures and services that are supportive to the needs of students who are physically challenged.

3.3.5 Strategies

- i) Strengthen the Dean of Students' Office in order to provide appropriate needs, guidance and counseling to students with special needs.
- ii) Solicit funds for infrastructure improvements and other facilities to cater for students with special needs.
- iii) Inculcate a sense of mutual respect between students with special needs and the rest of MUHAS community.

3.3.6 Operational Procedures

- i) Identify and establish requirements for students with special needs and inform respective organs for appropriate assistance.
- ii) Inform training units and other service areas to integrate concerns of students with special needs into account.
- iii) Provide necessary support gears to students with special needs.
- iv) Solicit funds for supporting students with special needs by submitting proposals to the funding institutions and organizations including the Ministry of Education, Science and Technology.

3.4 Accommodation Services:

3.4.1 Situational Analysis:

Currently, the Office of the Dean of Students is responsible for overseeing operations of the four Halls of residence at Muhimbili campus and six halls at CholeRoad hostel. These blocks for Muhimbili are: Lukuledi, Ruvu, Pangani and Kagera with a combined capacity to accommodate 394 students and six block namely A to F located at CholeRoad in Masaki with a capacity of 568 students.

The halls of residence are managed by the Students Services Bureau (SSB) through Qualified Wardens and Janitors who also take care of the day-to-day routine activities and custodial duties. Currently the cleaning services in the hostels are outsourced to cleaning company under contractual basis.

Due to limited on-campus accommodation in the face of expanding student enrolment, there is a growing number of students both undergraduate and post graduates who are staying off-campus. This category of students is faced with a variety of problems such as, poor housing, lack of privacy, inconsiderate neighbors, high rents for undeserving houses, legal difficulties with landlords, and shortage or failure of opportunities to meet important people and fail to attend some classes in time. Decent houses are seldom available and if they were, the rents are normally too expensive for students. One of the most peculiar negative features of the current service is that off-campus or on-campus nursing mothers have no place on campus where they would keep their babies at affordable cost while attending classes. The University enables off-campus students to identify reasonable housing facilities in the neighborhoods and post the information on the notice board for students to access. However, the contract agreement is between the students and the landlords.

3.4.2 Policy Issue

- i) Inadequate accommodation in the University campuses

3.4.3 Policy Statement

In collaboration with other stakeholders, MUHAS shall endeavour to facilitate availability of safe and well-maintained accommodation facilities for students.

3.4.4 Strategies

- i) To assist students Organization to secure off-campus accommodation facilities.
- ii) Plan and solicit for funding for increasing accommodation facilities on campus.
- iii) Solicit funds for establishing user friendly accommodation facilities for students with special needs.
- iv) Set adequate funds in the budget to facilitate putting in place safety measures, accident prevention equipment, such as fire drills, fire extinguishers, and emergency doors exit.

3.4.5 Operational Procedures

- i) To assist students secure reasonably priced accommodation in privately housing facilities.
- ii) To plan and set funds for establishing user friendly accommodation facilities for students with special needs
- iii) To solicit for funding for increasing accommodation facilities on campus.

3.5 Students Health Services:

3.5.1 Situational Analysis:

Possession of health insurance card is mandatory for all students. All students are required to join or show evidence that they are members of NHIF or other similar insurance schemes at the time of registration.

Students are encouraged to inform the Students' Services Bureau (SSB) when they fall sick, which then informs their respective schools. The SSB closely follows up the sick students and pays a special attention on those who get hospitalized to ensure that they get appropriate care. The University sets aside some funds for emergency transport to the health facility, food support, or other expenses not covered by health insurance for the needy students. However, sometimes sick students face a challenge of not getting prompt medical attention. That is, they experience some delays. Besides, there are no first aid facilities in the Hostels.

3.5.2 Policy Issues:

The need for access to health care services by students

3.5.3 Policy Statements:

- MUHAS shall enforce regulations to ensure all students have health care insurance
- The MUHAS through Dean of Students' Offices shall ensure that student admitted in the hospital access medical treatment and care appropriately.

3.5.4 Strategies:

- i) Advocate for establishment of system for preferential handling of sick students attending health facilities.
- ii) Advocate for health insurance coverage for all students.

3.5.5 Operational procedure:

- i) Allocate special health care workers and other facilities for attending to sick students.
- ii) Enforce measures for all students to have health care insurance coverage.

3.6 Games and Sports:

3.6.1 Situational Analysis:

Currently the University owns a football and a volleyball pitch. Generally the University does not have adequate sporting facilities, and those available need major rehabilitation. Other problems in this area include lack of adequate sports gear, inadequate sports enthusiasm among students especially girls and the absence of a games coach.

3.6.2 Policy issue:

1. Lack of sports Tutor
2. Inadequate sporting facilities

3.6.3 Policy statement:

MUHAS shall strive to recruit sports Tutor(s) and solicit funding and other support to acquire adequate sporting facilities

3.6.4 Strategies

1. Advocate for employment of sports Tutors
2. Advocate for soliciting funds for sporting facilities

3.6.5 Operational procedures:

1. Submit a request for employment of the sports Tutor(s)
2. Budget and solicit financial resources for sporting facilities annually.

3.7 Students' Government, Judicatory and Control Services:

3.7.1 Situational Analysis

One of the obligations of the University is to maintain peace and harmony among students and the entire MUHAS community. From diverse backgrounds, some students behave inappropriately and their actions constitute disciplinary offences. The Students' By-Laws of 2013 prescribes the disciplinary procedures and penalties for students who commit offences. However, students are advised to resolve minor disputes among themselves as articulated in the MUHASSO constitution of 2013.

MUHASSO promotes and protects the interests and rights of students and carries out its activities as part of the Dean of Students' Office as stipulated in the MUHAS Charter (2007) "There *shall be Dean of Students, who shall be responsible for the administration of students affairs and welfare at the University*". This has made the Dean of Students both as the Chief Counselor of the student leadership and as the link between the student leadership and the top University Management. Through MUHASSO, students participate in decision making processes in various organs at the University. Students are also engaged in a variety of activities especially through their professional organizations and clubs. They also participate in various Community Social Responsibilities. Students' Government Judicatory and control services include the processes and disciplinary procedures provided for under the University Student By-laws and students organizations matters.

3.7.2 Policy Issues

- i) Lack of accountability and transparency in some of the MUHASSO operations.
- ii) A need to strengthen mediation system in resolving disputes among students.
- iii) Limited participation of female students in MUHASSO leadership and governance.
- iv) Poor leadership skills among MUHASSO leaders.

- v) Lack of long term plans and programs by the student body that show what the student body aspires to achieve in the medium and long term perspective

- vi) Weak communication and feedback between student leadership and students in general

- vii) Financial constraints.
- viii) The need for legal advice for students committing offences of non-criminal nature.

3.7.3 Policy Statements

- i) MUHAS shall ensure that the Students' Government operations are accountable and transparent as prescribed in its constitution.
- ii) MUHAS shall strive to ensure that there is reasonable participation of female students in MUHASSO leadership and governance.
- iii) MUHAS shall ensure that MUHASSO leaders are equipped with requisite knowledge and skills in managing students affairs in collaboration with the University Management by conducting induction seminars to newly elected leaders.
- iv) MUHAS shall facilitate and promote peace and harmony among students and other members of the University community by putting in place workable Students' By-Laws and other rules governing students' conduct.
- v) MUHAS shall establish clear modalities that would involve students' participatory organs for resolving conflicts/disputes before resorting to formal disciplinary procedures to some of the issues.

3.7.4 Strategies

- i. To ensure that there is accountability and transparency in the operations of MUHASSO activities as stipulated in its constitution.
- ii. To amend the MUHASSO constitution and make sure it clearly articulates reasonable participation of female students in MUHASSO leadership and governance.
- iii. Ensure that students' leaders and other students comply with Students' By-Laws and other rules and regulations governing their conduct at the University.
- iv. Conduct induction seminars for students' government leaders.
- v. Establish a section in the Dean of Students Office that shall deal with students disciplinary matters.
- vi. Educate students and the community-at-large on the University rules and regulations.
- vii. Establish clear modalities that would involve students' participatory organs for resolving conflicts/disputes before resorting to formal disciplinary procedures.
- viii. Ensure that there is reasonable participation of female students in MUHASSO leadership and governance.

3.7.5 Operational Procedures

- i. The Dean of Students to render effective leadership guidance and counselling to MUHASSO leaders.
- ii. Ensure that the MUHASSO funds are audited in line with University financial rules and regulations.

- iii. Encourage female students to contest for various MUHASSO leadership posts in all campuses.
- iv. Ensure that students' leaders are groomed into responsible managers and decision makers.
- v. Facilitate representation of students in important decision making organs at the University.
- vi. To make sure that the students' organisation abides to the functions for which it was established and adhere to its constitution.
- vii. Facilitate and promote discipline, peace and harmony among students and between students and other members of the University community.
- viii. Administer the disciplinary process in a manner that respects the rights of students while maintaining the integrity of the institution.
- ix. Conduct educational programmes for students about the University Rules and Regulations.
- x. Establish mediation mechanism for resolving disputes among students.
- xi. Ensure that students do comply with the Students By-Laws and other Rules and Regulations governing their conduct at the University.

3.8 Student Extra-curricular Activities:

3.8.1 Situational Analysis:

Apart from academics and sports, students also engage in a variety of activities especially through their professional associations and clubs.

The associations and clubs are important for professional growth as they prepare students to be able to network with their colleagues in their respective disciplines both within and outside the country. However, these organizations suffer limited leadership and financial capacity.

3.8.3 Policy issues:

- i. Limited leadership capacity among leaders of students' professional associations/clubs
- ii. Limited resources for students' professional associations/clubs to run their activities

3.8.4 Policy statements:

MUHAS shall strive to support students' professional associations/clubs

3.8.5 Strategies:

- i. Conduct a leadership seminar to the leaders of students' professional associations/clubs at the beginning of the academic year.
- ii. Support students' professional associations/ clubs' efforts to solicit resources for planned activities.

3.8.6 Operational procedures:

- i. Train leaders of students' professional associations/clubs at the beginning of the academic year
- ii. Support the associations/clubs to write fundable proposals that they may submit to interested agencies/ individuals.

3.9 International Students Services

3.9.1 Situational Analysis

MUHAS has in several years enrolled few international students notably from South Sudan, Uganda, Rwanda, Burundi, Kenya, and from countries which are members of Southern African Development Corporation (SADC). While the University strives to create conducive learning environment for international students, much need to be done to provide quality student affairs and services to this special group. Currently, handling of foreign students is fragmented. There is no guidelines that provide guidance on how to handle foreign students with respect to social welfare services.

3.9.2 Policy Issue

Lack of guidelines to cater for the needs of international students.

3.9.3 Policy Statement

MUHAS shall endeavour to provide social welfare services that address challenges experienced by foreign students.

3.9.4 Strategies

- i) Establish clear guidelines to cater for the needs of international students.
- ii) Collaborate with other institutions to attract international students to study at the University.

3.9.5 Operational Procedures

- i) Involve stakeholders and prepare guidelines to cater for the needs of international students.
- ii) Provide timely and accurate information/instructions regarding immigration and related services for international students.
- iii) Assist and support international students in dealing with government officials concerning passports, visas and permits.
- iv) Develop social, cultural and educational support services for international students

3.10 Students Funeral Services:

3.10.1 Situation Analysis:

MUHAS has experienced several incidents of deaths involving students. The experience shows that once a student passes away, the University Management as well as the Office of the Dean of Students are responsible to ensure that all bereavement arrangements and transportation of the body remains are effected. In addition, students and staff do contribute condolence which is given to the family of the deceased for supporting final funeral activities. However, there is no well established policy regarding the way students' funeral should be handled. This situation needs to be addressed to ensure that students get the necessary social welfare treatment even when one dies.

3.10.2 Policy Issue:

Lack of documented guidance on how to handle students' bereavement and related matters.

3.10.3 Policy Statements:

- In case a student passes away, her/his body remains shall be transported to his/her domicile or elsewhere within Tanzania as may be proposed by the family members. MUHAS shall take responsibility of transporting the body of the deceased to the place of domicile.
- MUHAS shall pay for transport and meals for two representatives of the University Community – a driver and one staff.
- One or two students from among MUHASO leaders will represent the students' community and their expenses will be met through the Emergency Fund.
- Given the diversity of the students' backgrounds, MUHAS community shall respect the family's decision on how to handle one's funeral services.
- If the family decides to conduct burial ceremony in Dar es Salaam, the University shall buy a coffin and its accessories or shall pay an equivalent amount to the bereaved family.

3.10.4 Operational Procedures:

3.10.4.1 Financing:

- Establishment of Students' welfare emergency fund. Every first year student will contribute to this fund by paying a non-refundable **TZS 10,000/=** (ten thousand only) at the time of registration. That is, a student will pay once throughout his/her period of study at MUHAS.
- MUHAS shall set aside some funds in the annual budget for supporting staff who will represent the University at the student's funerals
- Contributions from students and staff may also be used to support funeral arrangements
- In case of the death of a foreign student, the Dean of Students' Office shall take all measures to ensure that the body of deceased is well embalmed. However, the transport of the deceased from Tanzania to his/her home country shall be handled by the Embassy.
- The University may initiate other sources for financing students' funerals as it may deem fit

3.10.4.2 Funeral Costs:

Funeral costs shall include preserving the body at mortuary, buying coffin and flowers, transporting the deceased and the traveling allowance (Per-diem) for two staff and two students.

3.10.4.3 Participation in burial ceremony:

- The MUHAS through Dean of Students' Office shall attend burial ceremony at all stages provided that it will not prolong the permission granted to the representatives
- The representative shall read the historical background of the deceased including his/her contribution to the University community.

- The MUHAS representative shall address the mourners by briefly explaining the efforts made by MUHAS management to save the late students' life. The contribution of the MUHAS community to the burial services shall also be pointed out in the speech.

3.10.4.3 Eligibility:

Continuing Students

CHAPTER FOUR: GOVERNANCE OF THE POLICY:

4.1 Organization and Mandate

Successful realization of the Student Affairs and Services Policy will require consistent and active participation by all stakeholders. Responsibilities and actions will require collaboration and effective linkages at all levels. The implementation of this policy will involve different stakeholders ranging from the Office of the Dean of Students to other organs in the University. In addition, the implementation of the policy will also require allocation of adequate financial resources to achieve all the desired objectives.

4.2 The Role of the Office of the Dean of Students:

The Office of the Dean of Students is the major actor in the implementation of the Students Welfare Policy. The Dean of Students is the overall in-charge of student affairs and services at the University and reports to the Deputy Vice Chancellor – Planning, Finance, and Administration (PFA).

Student affairs and welfare are quarterly reported to the Students' Affairs Committee, and finally recommended to the University Council for noting, deliberations, and/or approval.

Strengthening the Dean of Students' Office is one of the strategies to achieve the desired objectives of this policy. With increasing number of students, it is hereby proposed that the Dean of Students' Office be transformed to the Directorate of Students' Welfare. Establishment of the Directorate will entail establishment of the Units under the Students Services Bureau. The Units will reflect service areas detailed in chapter 3 of this Policy.

4.3 Key Stakeholders:

Success of this Students Welfare Policy depends on resolute commitment of every member of the MUHAS community. Some key stakeholders to spearhead the implementation of Students' Welfare Policy include Dean of Students, MUHAS management, MUHASSO and the Ministry of Education, Science and Technology.

4.4 Monitoring and Evaluation:

MUHAS shall establish mechanism for monitoring and evaluating the implementation of the policy. In consultation with other organs, the Dean of Students' Office will develop guidelines and indicators to be used for monitoring and evaluation of the policy in the realization of desired policy objectives.

4.5 Policy Advocacy:

The DVC-PFA shall take the lead to promote the policy to all schools and directorates by providing clear statement of the policy in the written form as well as via website, in the Management meetings and other communication channels. MUHAS Community shall share the policy with all its partners, stakeholders and donors and it shall be a showcase of good practice by different MUHAS stakeholders to the large society.

4.6 Policy Status:

This is the first Students' Welfare Policy for MUHAS.

4.7 Approval Details:

The policy will be approved by the University Council

4.8 Related Legislation

- i. MUHAS Charter
- ii. MUHAS By-Laws
- iii. MUHASSO Constitution

4.9 Effective Date for the Policy:

This policy will be effective from the date of its approval by the University Council.

4.10 Review of the Policy:

MUHAS Students' Welfare Policy shall be reviewed after three years of its implementation or any other time before the duration of three years or whenever the need may arise in order to match with the prevailing situations at that time. The review shall target at evaluating the effectiveness of the policy and take cognizance of fresh initiatives as well as inculcating all appropriate amendments as the case may be.

4.11 Policy Owner

The University Council shall own the policy.

4.12 Contact Person

The contact person for issues related to the students' welfare policy shall be The Dean of Students through the Office of the Deputy Vice Chancellor-Planning, Finance and Administration, Muhimbili University of Health and Allied Sciences, Administrative block, United Nations Road, Dar es Salaam.

