



INTER-UNIVERSITY COUNCIL FOR EAST AFRICA
P.O. Box 7110, KAMPALA, UGANDA

**Call for Participation in the Staff Mobility Programme in EAC universities
for the Financial Year 2017-18 (ending June 2018)**

ISSUING DATE OF THE CALL 14th December 2017.

REVISED ISSUING DATE: 8th February 2018

Introduction

- 1.** The Inter-University Council for East Africa (IUCEA) is an institution of the East African Community (EAC) whose mission is to promote the strategic and sustainable development of Higher Education systems and research for supporting East Africa's Socio-economic development and regional integration
- 2.** Section 6 (i) of the IUCEA Act, 2009, stipulates that the council shall "encourage the exchange of students and staff between member universities", marking a continuation of one of the main functions of the IUCEA and its predecessors.
- 3.** The Staff Mobility is essentially a modality for the sharing of academic human resource, serving the purpose of filling capacity gaps, exchange of knowledge and skills and experiences, consequently contributing to the EAC regional integration
- 4.** The Staff Mobility Programme involves teaching and external examination, research and community engagement.
- 5.** IUCEA secretariat now invites applications from the IUCEA member universities which wish to receive visiting Staff from universities in the other EAC Partner States and Academic Staff who would like to offer some or all of the 3 services under the Staff Mobility Programme to universities in the other EAC Partner States.

Duration

6. The Staff Mobility programme under this call is for a maximum of 3 months in one semester, starting at the earliest, February 2018 and latest 30th June 2018. A batch starting 30th June 2018 can participate up to September 2018.

Eligibility

7. The Host Institutions should be active (paying subscription fees) members of IUCEA, while a staff member applying for the Staff Mobility Programme should be an academic staff affiliated to an IUCEA Member institution at either lecturer, senior lecturer, associate professor or professor level as elaborated in the Application Forms for guests: **G**, and for hosts: **H**

Submission

8. Potential host institutions and visiting staff have to write to the Executive Secretary IUCEA, an application letter and filled application form. These can be accessed and downloaded at/ from the IUCEA website: www.iucea.org., titled “Call for Application for Staff Mobility” and the reporting format document presented as annex III of the call. The applications should be submitted in Hard Copy or Electronic formats, to the contact address in **section 9**.

9. Deadlines

Applicants are advised to submit their applications by 2nd March 2018 when processing and awarding of successful applicants will commence. Applications received after this date will be considered if funds will still be available.

Selection Criteria and Process

9. The selection criteria and process constitute consideration of the applicant’s eligibility in regards to nationality, academic qualifications and ranks, existence and compliance of the host and guest universities with IUCEA membership subscription requirements, followed by a sequential assessment of eligible applicants in terms of factors related to the trade-off between priority areas of study/subjects and participation equity on the basis of EAC Partner States, universities and geographical mobility patterns.

Contacts

10. The contacts of IUCEA are as presented below

**Executive Secretary,
INTER-UNIVERSITY COUNCIL FOR EAST AFRICA
PO BOX 7110, KAMPALA,
KIGOBE ROAD, PLOT NO. M833, KYAMBOGO AREA,
Tel: +256414256251/2,
Email:exsec@iucea.org**

ANNEX I



INTER-UNIVERSITY COUNCIL FOR EAST AFRICA
P.O. Box 7110, KAMPALA, UGANDA

ACADEMIC STAFF MOBILITY PROGRAMME FOR THE EAST AFRICAN COMMUNITY

FORM H

APPLICATION FORM FOR HOST INSTITUTION

For institutions wishing to receive a Staff from another EAC Partner State based university (**Host**)

I. INSTITUTIONAL INFORMATION

a. Name of Institution

.....
.....
.....

b. Postal Address

.....
.....
.....

c. Country

d. Tel......

e. Email.....

f. Title of the Head of Institution (e.g. Vice Chancellor, Rector, Principal, etc.)

.....
g. Name of the Head of Institution

h. Title of the Head of the hosting unit (Principal/Dean/Director of the College/Faculty/School/Directorate) of the institution intending to host a visiting Staff for either and or: Teaching, External Examination, Research, Community Engagement) from another university in the East African Community

.....

i. Name of the Head of the College/Faculty/School/Directorate of the hosting unit of the institution

.....

j. School/Faculty/Directorate and Department where Visiting Staff will teach/ provide external examination services/ Carry out research/ will be involved in community engagement

.....
.....
.....
.....

II. SUBJECT(S) AND AREA(S) OF ENGAGEMENT

a. Subject(s) and course(s) to be taught/examined, research and or community engagement areas the visiting staff will be engaged in.

.....
.....
.....
b. Total number of hours to be covered in each of the engagements.

.....
.....
c. Other activities for the Visiting Staff

.....
.....
d. Total duration & period of engagement and intended date for commencement

.....
.....
e. Has the Visiting Staff(s) been identified? (YES/NO)

If YES, fill the sections i. to v. below. If NO, GO to Section III for guidelines for identification.

Provide:

i. name(s) and address(s) of the Visiting Staff

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.....
.....
ii. Educational background (starting by the highest qualification, institution that awarded the qualification and year the award was obtained)

.....
.....
.....
iii. Academic Ranks attained (Professor, Associate Professor, Senior Lecturer and Lecturer) by the visiting staff starting with the Highest/Current (Dates and Years)

.....
.....
.....
iv. Profile/ Experience of the visiting staff (Dates and Years) on the following:

➤ Teaching (courses taught at home university and others)

.....
.....
.....
➤ Research (Research Areas engaged in)

-
...
➤ Community Engagement (Areas and mode of community engagement)
.....

.....
v. Any other relevant information
.....

.....
III. GUIDELINES FOR IDENTIFICATION OF A VISITING STAFF

- ❖ This is in case a staff is not identified as noted in (II. e)
- ❖ This section implies that IUCEA will source/ link a Visiting Staff for approval by the Host University before entering into an agreement guided by terms in **Section V**. IUCEA will through its selection process, provide to your institution the potential candidates for approval and acknowledgment for further procedures, guided by the information in section IV below.

IV. CREDENTIALS AND RELEVANT INFORMATION ON THE CANDIDATE

a. Name of the Candidate.....

.....
b. Name of the Home Institution (Current Employer)
.....

.....
c. Area of specialization
.....

d. Academic Qualifications
.....

.....
e. The lowest Teaching Position(Professor, Associate Professor, Senior Lecturer, Lecturer)
.....

f. Experience
.....

g. Language Provenience English/French
.....

.....
V. TERMS OF ENGAGEMENT

The host institution, visiting staff, IUCEA and Home University shall each commit to the following:

a. Host Institution:

➤ To be acquainted with the Staff Mobility policy posted in the IUCEA website www.iucea.org, and the following eligibility conditions for teaching staff to participate in the Staff Mobility programme:

- Academic Qualifications at Master's Degree level
- For Medicine and Dentistry, Master's Degree level and/or a recognized post-graduate fellowship in medicine or dentistry, super-specialization or Ph.D.
- To meet the local expenses of the visiting staff: Accommodation, meals and local transportation on arrival and departure.
- To provide accommodation befitting the task and rank of the visiting staff as can be available at the location of the host institution throughout the period of engagement
- To provide office space befitting the task and rank of the visiting staff as can be available at the host institution throughout the period of engagement
- To provide transportation for work related activities in accordance with host institution's procedures, security safeguards and consideration of dignity to the Visiting Staff
- Acquaint with the status of Insurance Coverages and Policies owned by the visiting staff and agree on any improvements for assured services

b. Visiting Staff:

- To be acquainted with the usability of Insurance Coverages and Policies owned by a visiting staff at the host's location, consider any improvement and express consent with an agreed set-up for assured services
- To effectively engage in the activities indicated in the plan of engagement
- To administer an IUCEA data collection instrument for the Quality Assurance programme in universities
- Within one month after the end of the engagement, to submit a report approved by the host-university to IUCEA, and to the sending university in line with the reporting formats

c. IUCEA:

C1: Teaching, Research and External Examination

- To provide an economy class return air ticket
- To pay for Travel Insurance
- To pay the honorarium for the duration of the engagement in two instalments: 50% after approval by the hosting institution and 50% after submission of a report
- To pay honoraria on monthly basis, at the rate of **USD 1000** for Lecturers, **USD 1,500** for Senior Lecturers, **USD 2000** for Associate Professors and **2500** for Professors.
- To issue a Certificate of Participation within a Financial Year of participation.

C2: Research, Curriculum Development and Service to Community

To pay honoraria on monthly basis, at the rate of **US 1000** for Lecturers, **USD 1,500** for Senior Lecturers, **USD 2000** for Associate Professors and **2500** for Professors

C3: External Examination

To pay honoraria on Man Days basis, using the current IUCEA procedures for technical teams, set at USD 200 per man day.

d. Home university

- To continue to pay the salary and allowances due to the staff member during the engagement.
- To acknowledge to IUCEA, receipt of the copy of the report approved by the host university

VI. ACKNOWLEDGEMENT

The signing by the Head of Institution in the below section will imply the following:

- a. Where the visiting staff has been identified:**
 - The institution is applying for hosting an identified Visiting Staff(s) introduced in section II (e) under the rules binding the hosting presented in section V.
 - The complete/final agreement for the engagement will be entered into, upon a Selection Process to be carried out by IUCEA secretariat and communicated to applicants: Potential Host Institutions and potential guest
- b. Where the visiting staff has not been identified:**
 - IUCEA to carry out the Selection Process for candidates applying for roles of visiting staffs through this call, map and share their credentials with potential host institutions for consent.

Name, signature and Stamp for the Deputy Vice-Chancellor (Academic Affairs)/Academic Registrar

.....

Date.....

VII. SUBMISSION OF THE APPLICATION

The applications should be sent to the address in **section VIII**, through official communication formats in either electronic or Hardcopy

VIII. IUCEA CONTACTS

**EXECUTIVE SECRETARY,
INTER-UNIVERSITY COUNCIL FOR EAST AFRICA
PO BOX 7110,
KAMPALA,**

KIGOBE ROAD, PLOT NO. M833, KYAMBOGO AREA, Tel: +256414256251/2,
Email:exsec@iucea.org, bmtasiwa@iucea.org, pmurenzi@iucea.org

ANNEX II



**INTER-UNIVERSITY COUNCIL FOR EAST AFRICA
P.O. Box 7110, KAMPALA, UGANDA**

**ACADEMIC STAFF MOBILITY PROGRAMME FOR THE
EAST AFRICAN COMMUNITY**

FORM G

APPLICATION FORM FOR CANDIDATE TO STAFF MOBILITY

For Staff who wish to participate in the academic mobility programme coordinated by IUCEA
(Guest).

I. PERSONAL INFORMATION

- a. Name of Applicant:
- b. Date of Birth:
- c. Gender:
- d. Nationality:
- e. Country of Residence:
- f. Telephone:
- g. E-Mail:
- h. Physical address:
- i. Address of Next of Kin:
.....
.....

II. QUALIFICATIONS OF THE VISITING STAFF

a. Educational background

Degrees attained (e.g. BA, MA, PhD) and details of the institution and the year when attained

Degree	University	Year

b. Academic progression and ranks (Professor, Associate Professor, Lecturer)

Academic Ranks	Date	Institution

c. Key professional achievements and engagements

Achievements and engagement	Date	Entity

III. APPLICANT’S INSTITUTIONAL INFORMATION

a. Name of Current Institution

b. Address of Current Institution

c. Faculty / School:

d. Department

e. Academic areas for teaching, serving as External Examiner, or areas of research or community service

f. Present an Expression of Interest or an abstract of engagement, citing motivation, objectives, expected outputs and outcomes of your visit. Make a presentation in less than 1000 words.

g. Have you identified a host university? (YES/NO), If YES, proceed to the next questions, If NO, SECTION II will be used by IUCEA to proceed with the process:

YES

NO

- i. Name of Institution**
.....
- ii. Postal Address**
.....
.....
- iii. Country**
- iv. Tel.**.....
- v. Email**.....
- vi. Name of the Head of Institution**.....
- vii.**
- viii. Title of the Head of Institution (e.g. Vice Chancellor, Rector, Principal, etc.)**
.....
- ix. Name of a Head of the Unit**
.....
- x. Title of the Head of the unit (Principal/Dean/Director) of the unit (College/Faculty/School/Directorate) of the hosting unit of the institution.**
- xi. Name of the Head (Principal/Dean/Director) of the College/Faculty/School/Directorate of the hosting unit of the institution**
.....
- xii. School/Faculty/Directorate and Department where Visiting Staff will teach/ provide external examination services/ carry out research/ be involved in community engagement**
.....
.....

.....
.....

IV. TERMS OF ENGAGEMENT

The host institution, visiting staff, IUCEA and Home University shall each commit to the following:

a. Host Institution:

- To be acquainted with the Staff Mobility policy posted in the IUCEA website www.iucea.org, and the following eligibility conditions for teaching staff to participate in the Staff Mobility programme:
 - Academic Qualifications at Master’s Degree level
 - For Medicine and Dentistry, either a Master’s Degree within areas of specialization in medicine or dentistry, a recognized post-graduate fellowship in medicine or dentistry, super-specialization or Ph.D.
- To meet the local expenses of the visiting staff: Accommodation, meals, local transportation on arrival and departure.
- To provide accommodation befitting the task and rank of the visiting staff as can be available at the location of the host institution throughout the period of engagement
- To provide office space befitting the task and rank of the visiting staff as can be available at the host institution throughout the period of engagement
- To provide transportation for work related activities in accordance with host institution’s procedures, security safeguards and consideration of dignity to the Visiting Staff
- Acquaint with the status of Insurance Coverages and Policies owned by the visiting staff and agree on any improvements for assured services

b. Visiting Staff:

- To be acquainted with the usability of Insurance Coverages and Policies owned by a visiting staff at the host’s location, consider any improvement and express consent with an agreed set-up for assured services
- To effectively engage in the activities indicated in the plan of engagement
- To administer an IUCEA data collection instrument for the Quality Assurance programme in universities
- Within one month after the end of the engagement, to submit a report approved by the host university to IUCEA, and to the sending university in line with the reporting formats

c. IUCEA

C1: Teaching, Research and External Examination

- To provide an economy class return air ticket
- To pay for Travel Insurance
- To pay the honorarium for the duration of the engagement in two instalments: 50% after approval by the hosting institution and 50% after submission of a report

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C3: External Examination

To pay honoraria on Man Days basis, using the current IUCEA procedures for technical teams, set at USD 200 per man day.

d. Home university

- To continue to pay the salary and allowances due to the staff member during the engagement.
- To acknowledge to IUCEA receipt of the copy of the report approved by the host university

V. ACKNOWLEDGEMENT

The signing by the Head of Institution in the below section will imply the following:

a. Where the host university is identified:

- **The institution is endorsing the application for the Visiting Staff to be hosted at an identified university introduced in section III,p under the rules binding the hosting presented in section IV.**
- **The complete/final agreement for the engagement will be entered into, upon a *Selection Process* to be carried out by IUCEA secretariat and communicated back**

Signature of the Visiting Staff

.....

Signature and approval of the Dean of Faculty of home university

.....

Name, signature and Stamp for the Deputy Vice-Chancellor (Academic Affairs)/Academic Registrar

.....

Date.....

VI. SUBMISSION OF THE APPLICATION

The applications should be sent to the address in **section VII**, through official communication formats in either electronic or Hardcopy means.

VII. IUCEA CONTACTS

**EXECUTIVE SECRETARY,
INTER-UNIVERSITY COUNCIL FOR EAST AFRICA
PO BOX 7110,
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ANNEX III



INTER-UNIVERSITY COUNCIL FOR EAST AFRICA P.O. Box 7110, KAMPALA, UGANDA

Reporting Formats for the Staff Mobility Programme

This is the typical format of the Staff Mobility programme report to be submitted to relevant entities as in the terms of engagement. The report at font 12: Times New Roman and single spaced, not exceeding 15Pgs. should follow the below format.

1. Staff Mobility Activity involved (Teaching, Research, Community Engagement)

- ❖ The description of the activities you were engaged in, among the 3 functions of universities should be presented here, directly making reference to the request to participate in the programme

2. Abstract of the activities of the programme (Objectives, observations, challenges and any mitigation strategies)

- ❖ Presentation of the summary of your activities and results should be made in this section, highlighting objectives, status of attainment of the results of the objectives, any observations including challenges.

3. Recommendations for the Staff Mobility programme

- ❖ Informed by the abstract of the activities engaged in, to present recommendations

4. Status of Quality Assurance systems and recommendations.

- ❖ Guided by an instrument to be provided by IUCEA, to assess the status of Quality Assurance mechanisms in the Host Institution.
- ❖ *Detailed information and separate reports can be appended and indicated as such in the text*