ANNOUNCEMENT

To: All IUCEA Member University Institutions

Date: 21/01/2014

Subject: Exchange of Visiting Professors/Lecturers & External Examiners

Background

Section 6(i) of the Inter-University Council for East Africa (IUCEA) Act (2009) stipulates that the Council shall “encourage the exchange of students and staff between member universities”. Facilitation of such staff exchange has continued to be one of the main activities of IUCEA since the institution was established in 1970. The Staff Exchange Programme is a strategic intervention for enhancing sharing of human resources among universities in the region, and for the promotion of regional integration. The Programme aims at strengthening inter-university cooperation through academic mobility and enhancing quality of teaching and research in university institutions in East Africa. It provides university institutions with experts in those fields that may be lacking the institutions’ own experts. It also avails opportunity to visiting lecturers to gain experience from the hosting institutions, and hence enrich their CVs accordingly.

Call for Applications for the Academic Year 2013-2014

The IUCEA Executive Secretary is pleased to send to Vice Chancellors/ Rectors/ Directors /Principals of IUCEA member university institutions this call for applications for eligible academic staff members to participate as visiting lecturers/external examiners to other member university institutions in the region. Institutions that need support from other member institutions from another Partner State are invited to make a request to the Executive Secretary for suitable staff to act as visiting lecturers/external examiners in their institutions. The request should indicate the following particulars:

(i) Name of the IUCEA member university institution making the request
(ii) Unit where the visiting lecturer is to be deployed
(iii) Activity that the visiting lecturer or external examiner will undertake
(iv) Duration of the engagement
The application should indicate the following information:

(i) Personal information including the name and address of the candidate
(ii) Educational background of the candidate indicating the highest qualification held, the university and the year the qualification was granted
(iii) The IUCEA member university institution(s) where the applicant has carried out teaching or research activities and the unit(s) to which the applicant has been attached
(iv) Positions held by the applicant, which are relevant to the application, as well as the dates and institution(s) where the positions were held.

In addition, the application should be accompanied with:

(i) Curriculum Vitae of the applicant, not exceeding two pages
(ii) Work plan for the engagement, indicating the number of hours to be dedicated to each activity or service, which shall prior to submission to the IUCEA Executive Secretary, be approved by the hosting university institution
(iii) Recommendation letter from the head of the unit of the applicant
(iv) Letter of approval of the unit of the hosting university institution with confirmation of the availability of the vacancy applied for and of facilities for the tasks for the duration of the engagement.

Eligibility to Participate

Participants in the Staff Exchange Programme shall be academic staff members from IUCEA member university institutions holding either a Master's or a PhD degree in the relevant field, and who have carried out teaching or research activities at a member university institution for at least five years.

Selection Process

The IUCEA Secretariat shall recommend to the hosting university institution three candidates selected from applications from other Partner States. The hosting university institution shall nominate one person and communicate to the IUCEA Secretariat his/her name for facilitation.

Terms and Condition Applicable to IUCEA, Sending Institution, Hosting Institution, and the Applicant

(a) The IUCEA Secretariat shall provide for a nominated visiting lecturer/external examiner:
   (i) An economy class return air ticket
   (ii) Honorarium for the duration of the engagement as may be determined by the Executive Committee that shall be paid in two installments: 50% after approval by the hosting institution and 50% after submission of a report.

(b) The hosting university institution shall provide full board accommodation, local transport and medical care to the visiting lecturer/external examiner for the duration of the engagement.

(c) The sending university institution shall pay the salary and allowances due to the staff member during the engagement.
(d) The visiting lecturer/external examiner shall within one month after the end of the engagement submit a report approved by the hosting university to IUCEA, and to the sending university.

(e) The duration of the engagement shall be a maximum of one semester in an academic year.

**Application forms can be downloaded from the IUCEA website: [www.iueca.org](http://www.iueca.org)**

Eligible candidates for the Staff Exchange Programme should submit their applications to the IUCEA Executive Secretary by 28th February 2014. All the application documents should be submitted to the Executive Secretary, Inter-University Council for East Africa, P.O. Box 7110 Kampala, Uganda, Tel: +256-414-256251/2, Fax: +256-414-342007, E-mail: exsec@iueca.org