



INTER-UNIVERSITY COUNCIL FOR EAST AFRICA

P. O. BOX 7110 KAMPALA, UGANDA

Call for Applications for Sponsorship to Participate as Visiting Professors/Lecturers and Researchers, Community Service Engagement, and as External Examiners under the IUCEA Academic Staff Exchange Programme

1. Background

The Inter-University Council for East Africa (IUCEA) is an institution of the East African Community (EAC) responsible for promoting the strategic and sustainable development of higher education systems and research for supporting East Africa's socio-economic development and regional integration. IUCEA operates under an Act enacted in 2009 by the East African Legislative Assembly. Among others, the IUCEA Act 2009 stipulates that the Council shall encourage the exchange of students and staff between member universities. As such, facilitation of such staff exchange has continued to be one of the main activities of IUCEA. The Staff Exchange Programme is a strategic intervention for enhancing the sharing of human resources capacity among universities in the EAC Partner States, and for promoting regional integration.

The Programme aims at strengthening inter-university cooperation and promoting academic mobility that would lead to enhancement of the quality of teaching, research and community service through sharing of expertise among university institutions in the EAC Partner States. Through the programme, university institutions in one Partner State could draw experts from other institutions in another Partner State for academic fields that an institution would not have its own experts. It also avails opportunities to the visiting staff to draw and share experiences from/with the hosting institutions on matters of mutual interest in higher education development, and research and community engagement.

2.0 Call for Applications for the Academic Year 2014/2015

(a) By Individual Academic Staff

Applications are invited from eligible academic staff members in need of IUCEA support to enable them to participate as visiting professors/lecturers researchers, and for community engagement, and as external examiners in university institutions and EAC Partner States outside their own. Eligible academic staff members interested to participate in the exchange programme should fill in the application form available on the IUCEA website and then submit it accompanied with:

- (i) An abridged 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 applicant's unit at the home institution
- (iv) Letter of approval by the head of unit of the hosting institution with confirmation of the availability of the vacancy applied for and of facilities for the tasks to be undertaken for the duration of the engagement

(b) University institutions in need of academic staff from other institutions

Applications are also invited from university institutions in need of academic staff from other institutions and other EAC Partner States outside their own, to participate in teaching, research or community engagement in areas lacking internal experts, or as external examiners. The institutions should fill in application forms available on IUCEA website.

3.0 Eligibility to Participate

(a) Staff Exchange Programme

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/ and or research activities and/or service to the community at a member university institution for at least five years.

(b) External Examiners

Academic staff members applying for IUCEA facilitation to participate as external examiners should possess an invitation by the receiving institution

4.0 Selection Process

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

5.0 Terms and Conditions Applicable to IUCEA, Sending Institution, Hosting Institution, and the Applicant

- (a) For the nominated academic staff the IUCEA Secretariat shall provide:
 - (i) An economy class return air ticket
 - (ii) Honorarium for the duration of the engagement as may be determined by the Executive Committee from time to time, that shall be paid in two installments: 50% after acceptance 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 staff for the duration of the engagement.
- (c) The sending university institution shall continue to pay the salary and allowances due to the staff member during the engagement.
- (d) The visiting staff shall within one month after the end of the engagement submit to IUCEA and to the sending university a report approved by the hosting 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.iucea.org

Candidates and institutions eligible for the Staff Exchange Programme should submit their applications so as to reach the Executive Secretary by 15th December 2015, at the following address:
**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@iucea.org**