



# **FACULTY AND STUDENT EXCHANGE POLICY**

---

**2018**



**TABLE OF CONTENTS**

- 1. FOREWORD .....2
- 2. APPROVAL AND COMMENCEMENT .....3
- 3. UNIVERSITY VISION AND MISSION .....4
- 4. CORE VALUES .....4
- 5. QUALITY STATEMENT... .....5
- 6. PREAMBLE .....6
- 7. LIST OF ABBREVIATIONS .....7
- 8. DEFINITION OF TERMS .....8
- 9. SITUATION ANALYSIS .....9
- 10. SCOPE .....9
- 11. OBJECTIVES .....9
- 12. GUIDING PRINCIPLES .....10
- 13. POLICY IMPLEMENTATIONS FRAMEWORK .....10
- 14. STRATEGIC FOCUS .....13
- 15. MONITORING AND EVALUATION .....13
- 16. REVIEW OF THE POLICY ..... 14
- 17. RELATED LEGISLATION AND DOCUMENTS .....14

## 1. FOREWORD

Faculty and Student Exchange are complementary in offering university education. They enhance worldviews of both faculty and students thereby improving service delivery and augmenting knowledge acquisition. Higher education is dynamic given the changes that occur in our society.

Through faculty exchanges, the University gains expertise in teaching, research and community outreach activities as well as graduate supervision on one hand and the faculty gains experience, international exposure and professional development on the other hand. Student exchanges on the other hand, enable students to gain international exposure, learn new cultures and experiences and collaborate in learning activities. These exchanges enhance global citizenship for both faculty and students.

The University is committed to faculty and student exchanges to keep pace with the changing trends in global market and technological development. Exchanges are preceded by a memorandum of understanding between Maseno University and other institutions. The Policy highlights how faculty and student exchange programmes shall be undertaken at Maseno University from initiation through to execution and related outputs, outcomes and requirements. Above all it envisages a well-coordinated and robust interaction between Maseno University and the Global academic community for mutual benefit of faculty and students.



Prof. Julius Omondi Nyabundi PhD, OGW

**VICE-CHANCELLOR**

## 2. APPROVAL AND COMMENCEMENT

This policy shall be known as Maseno University Faculty and Student Exchange Policy herein after also referred to as Policy No. MSU/ACA/PO/005 and shall take effect on approval by Council.

In exercise of the powers conferred by Section 23(1) and Section 35(1)(a)(iii) of the Universities Act, Section 19(2)(q) of the Charter for Maseno University 2013 and Schedule I (1.2)(q) of the Maseno University Statutes, Maseno University Council certifies that this policy has been made in accordance with all relevant legislations.

Dated the .....<sup>12<sup>th</sup></sup>.....day of .....<sup>October</sup>.....2018

Signed Abdullah Said Date 12/10/2018

Prof. Abdullah Naji Said, PhD.

**CHAIRMAN, MASENO UNIVERSITY COUNCIL**

© copyright Maseno University 2018

This policy was written and produced by Maseno University

Private Bag 40105 Maseno, Kenya

Telephone: +254- 3516201/722203411

Email: vc@maseno.ac.ke

www.maseno.ac.ke



### 3. UNIVERSITY VISION AND MISSION

#### VISION

The University of Excellence in Discovery and Dissemination of Knowledge

#### MISSION

To discover, harness, apply, disseminate and preserve knowledge for good of humanity

### 4. CORE VALUES

The Faculty and Student Exchange Policy seek to uphold the following values:

**Equity:** The University will ensure that there is equity in the opportunities to those seeking outbound faculty and student exchange

**Transparency:** The selection process for the outbound faculty and student exchange will be carried out in a transparent and objective manner

**Relevance:** The University will ensure that the outbound exchange students pursue relevant programs in the other institutions

**Quality:** The University will ensure that outbound exchange students are admitted in university that offer quality programs, teaching and learning.

## **5. QUALITY STATEMENT**

Maseno University is committed to quality teaching, research and development, and providing timely services to foster and develop academic excellence in basic and applied research at all levels of study by training practice oriented manpower, who can contribute effectively to social, intellectual and academic development.

In addition, the University will internally engage with its employees, to continually improve its services, products, processes, methods, and work environment to ensure each customer is receiving the highest quality service or product promptly at the committed cost. Equally, the University is committed to communicating exhaustively with its customers for continual improvement.

In order to realize this commitment, the University Management will monitor and review its quality performance from time to time by implementing an effective quality management system based on ISO 9001:2008 standard.



## 6. PREAMBLE

Faculty and Student Exchange Policy is meant to provide guidance on effecting exchange of staff and students internationally. The Policy gives a professional way of ensuring that the Maseno University's vision as a university of excellence in discovery and dissemination of knowledge is met. Faculty exchange aims at achieving two goals: enabling faculty members to gain and share experiences outside the University and providing guidelines for departments to gain or source specific expertise for teaching, research and student supervision. Additionally, the policy provides procedures for Maseno University students to visit other institutions or external students to visit Maseno University and share knowledge.

The Policy document is a product of wide consultations and interactive participation by relevant stakeholders both internally and externally. The policy compares well with other universities' best practices in faculty and student exchanges. Therefore, it will help Maseno University maintain a level marching other international universities. Broadly, the policy shall enable Maseno University Faculty and students to interact globally, share experiences and enrich their skills and knowledge, boost learning, teaching and research opportunities and competencies and broaden perspectives on curriculum and programmes development.

The policy shall be implemented through clearly articulated procedures of applications and approvals by relevant offices of the University, stating the objectives of the exchange, persons involved, obligations of the University and those of the collaborating institution, the attendant mutual gains to both institutions and timelines. In order to keep pace with changing national and global situations and requirements of Maseno University, the policy shall be reviewed after every three years.

As a University, the coming into force of the Policy on Faculty and Student Exchange is a milestone in streamlining and articulating fundamental details expected in any collaboration between the University and other institutions. It equally provides a roadmap for faculty and students to engage in healthy mutual academic exchange globally without restrictions and /or discrimination. In the long run the policy shall go a long way in helping Maseno University achieve her vision of being a University of Excellence in Discovery and Dissemination of Knowledge.



## **7. ABBREVIATIONS**

<b>ASA</b>	Academic and Student Affairs
<b>CUE</b>	Commission for University Education
<b>DVC</b>	Deputy Vice-Chancellor
<b>LOC</b>	Linkages, Outreach and Consultancies
<b>MoA</b>	Memorandum of Agreement
<b>MoU</b>	Memorandum of Understanding
<b>MSU</b>	Maseno University
<b>PRI</b>	Partnerships, Research and Innovations
<b>VC</b>	Vice-Chancellor

## 8. DEFINITION OF TERMS

**Academic staff/Faculty member:** Any person who has been appointed to teach train or conduct research at the University

**Academic year:** A period of teaching & examination organized in a full year in either two, three or four segments

**Chairman of Department:** This is the academic and administrative head and chief examiner of the department in the University.

**Credit transfer:** This is transfer of credits from other institutions at the same level of study.

**Dean of School/Director of Institute:** This is the academic and administrative head and Chief examiner of the school/institute at the University.

**Department:** Is an academic division into which a faculty/ school is divided for purposes of teaching, administration and examination.

**Faculty exchange:** This is exchange of academic staff/faculty members between institutions/universities that have entered into memoranda of understanding/agreement.

**Host Institution/University:** This is the institution/university receiving faculty and or students of exchange programme.

**Inbound Exchange Programme Students:** These are exchange students from other institutions/universities

**International Office:** The office dealing with international affairs under the Directorate of Linkages, Outreach and Consultancies

**Outbound Exchange Programme Students:** These are exchange programme students from Maseno to other institutions/universities

**School/Faculty:** An academic division so designed or established under the instruments constituting the University

**Student exchange:** This is exchange of students between institutions/universities that have entered into memoranda of understanding/agreement

**Visiting Faculty Member:** This is an academic staff/faculty member on exchange from another institution /university and is being hosted by the University.

## **9. SITUATIONAL ANALYSIS**

Maseno University is unique in three ways which explain the rationale for the faculty and student exchange policy. First, geographically it straddles the Equator hence operates on both hemispheres; secondly, it is one of the oldest University in Kenya and thirdly, it is the only University that offers academic programmes with information technology. A combination of those factors makes the University an attractive destination for faculty and students nationally and internationally. Collaboration or linkages between a university and other universities/institutions results in immense benefits between the collaborating institution in terms of knowledge sharing through teaching and research. Maseno University has continued to sign Memorandum of Understanding/Agreement (MOU/MOA) with other universities/institutions locally and internationally. Faculty and student exchange is one of the key areas of collaboration.

In recognizing the dynamism of global higher education, the university underscores the need for institutional cross-interaction through faculty and student exchange. It is therefore paramount to have a Policy in place that will guide and operationalize the process of faculty and student exchange out and into Maseno University.

## **10. SCOPE**

This policy is intended for faculty and students involved in academic exchange programs and studies locally and abroad.

## **11. OBJECTIVES**

The Faculty and Student Exchange Policy seek to provide the following objectives:

1. Provide guidelines on how to apply for leave of absence and duration of stay for out bound exchange Faculty
2. Provide guidelines on how to request for permission and duration of stay for out bound exchange students
3. Spell out duties and responsibilities of inbound Faculty
4. Determine credit transfer for outbound exchange students
5. Determine suitable/credible university/institution for the faculty/student exchange



## 12. GUIDING PRINCIPLES

The Faculty and Student Exchange Policy seek to uphold the following values:

**Equity:** The University will ensure that there is equity in the opportunities to those seeking outbound faculty and student exchange

**Transparency:** The selection process for the outbound faculty and student exchange will be carried out in a transparent and objective manner

**Relevance:** The University will ensure that the outbound exchange students pursue relevant programs in the other institutions

**Quality:** The University will ensure that outbound exchange students are admitted in university that offer quality programs, teaching and learning.

## 13. POLICY IMPLEMENTATION FRAMEWORK

Deputy Vice- Chancellor in charge of Partnerships, Research and Innovations (PRI) shall ensure that faculty and schools/Institutes/departments adhere to the provisions of this policy in their exchange programmes. Faculty and students intending to go for academic exchange programmes shall complete relevant forms for necessary approvals by relevant institutions. For Maseno University community all applicants for exchange programmes shall submit their completed forms to the Director, Linkages, Outreach and Consultancies (LOC) for recommendation and forwarding to the VC for approval through the DVC, PRI. Duly approved cases shall be communicated to successful persons. In case academic exchange opportunities arise at the University, the Director, LOC through the DVC PRI, shall communicate accordingly to the students and faculty. Similarly, in bound exchange cases shall be received and processed accordingly through the relevant offices of the University.



## **OBLIGATIONS OF THE EXCHANGE**

### **FACULTY EXCHANGE**

Any faculty taking an Exchange obligates himself/herself to:

- i. Carry out the responsibilities of the assignment in a professional manner;
- ii. Submit to the Director, LOC, with copies to the Chairman of Department and Dean of School/Director of Institute, a special report covering his/her activities during the assignment period.

#### **Out bound exchange staff**

- i. Arrangements for Faculty Exchange shall be initiated, negotiated, and agreed upon between schools, departments, or disciplines of the two institutions involved prior to making application for approval
- ii. A faculty member interested in the possibility of an exchange shall apply through the Director, LOC who may discuss the matter with the department and with his/her counterparts at the other institution.
- iii. The MSU faculty member interested in an exchange shall apply in writing for a leave of absence with pay to the Dean of his/her School/institution through Director, LOC and Chair of Department.
- iv. The request for leave of absence and the appointment will normally be processed concurrently and concluded by the Director LOC, the Chair of Department, and respective Dean and approved by the Vice-Chancellor.
- v. Exchanges may be for a maximum duration of two semesters in length and will usually be for the same period for both parties. Appointments should be concluded four months in advance of the commencement of the exchange.
- vi. An appropriate level of supervision of graduate students must be maintained during the period of the exchange.
- vii. During the exchange period, the MSU faculty member will continue to receive full salary, pension contributions and benefits from MSU (including other statutory benefits), and will be eligible to apply for limited travel allowances for assistance towards temporary relocation expenses.
- viii. For purposes of renewal, tenure and promotion, salary review and study leave legibility, the MSU faculty member will be considered as being in active service to MSU but assessments of performance will be sought from the other institutions when appropriate.

#### **In Bound Exchange Staff**

- i. The incoming faculty member must be recommended by the Directorate of Linkages, Outreach and Consultancies and the receiving Department and be appointed as a visiting faculty by the VC. Any benefits accruing from such

exchange, financial or otherwise, shall be as per the approved University policies.

- ii. Faculty members visiting MSU will continue to receive salary and benefits from their own institutions and will not be eligible for any relocation expenses and reimbursement from MSU.
- iii. The Hosting Department will be responsible for assigning the teaching and departmental duties to the visiting faculty member.
- iv. Although no special budgetary provision will be made, there may be circumstances in which funds from individual research grants or from Departmental or Faculty discretionary accounts may be allocated to make it possible for a foreign academic to participate in a faculty exchange.
- v. Particularly in cases involving visiting faculty members from MSU the hosting University may seek support from Foundations and Development partners in order to facilitate an exchange and in order to ensure reciprocity.

### **STUDENT EXCHANGE**

Any student undertaking/ involved in Student Exchange programme obligates himself/herself to:

- i. Carry out the responsibilities of the assignment as a student in a professional manner;
- ii. Submit to the Director, LOC, with copies to the Chair of Department head and Dean of School/Director of Institute, a special report covering his/her activities during the assignment period.

### **Outbound Exchange Students**

These are Maseno University students who visit other institutions for academic exchange. They have the following obligations:

- i. The student must seek permission from the University prior to going for any outbound exchange program. Such requests should be forwarded through the Head of Department and Campus Director to the Director LOC. The International Office will forward it for approval through the Registrar Academic Affairs, the Deputy Vice-Chancellor, ASA and finally the VC.
- ii. The student must request for deferral to freeze their semester at MSU prior to going for the outbound exchange program.
- iii. There will be no tuition fee charged for freezing the semester for Universities with whom MSU has signed agreement for students' exchange.
- iv. The duration and number of semesters to freeze cannot exceed 30% of the degree program in conformity with MSU policy on credit transfer. The student must adhere to departure and return dates as specified by the MoU between the institutions.



- v. Transfer of credits will only be allowed from institutions and/or universities recognized by the Commission for University Education (CUE), Kenya.
- vi. Credits for those courses will be transferred for which a course with similar standard, duration, credit hours and matching description is available in the relevant academic program of MSU. An Ad-Hoc Committee on credit transfer will be established. The report will be tabled in Deans Committee for discussion and recommended to senate for approval.

**A. In Bound Exchange Students**

- i. Inbound exchange program students will only be allowed for those from international educational institutes and/or universities recognized by CUE.
- ii. The student must be a regular student of his/her home institution and/or university.
- iii. All expenditures (accommodation, subsistence, medical insurance cover ticket) of both inbound and outbound exchange students will be negotiated between the institutions and the students.

**14. STRATEGIC FOCUS**

- i. Interpretation and adherence shall be vested in Senate.
- ii. The Deputy Vice-Chancellor Partnership, Research and Innovations shall ensure that provisions of the Policy are not violated by any party in the implementation of the Policy
- iii. The DVC (PRI) and the Director LOC will ensure strict adherence to the guidelines in identifying potential beneficiaries of Faculty/Student exchange Programme.
- iv. There will be continues monitoring of the exchange programmes by both parties to ensure benefits to the stake holders.

**15. MONITORING AND EVALUATION**

Monitoring and Evaluation of this policy shall be done on a continuous basis by the office of the Deputy Vice-Chancellor, (PRI), Maseno University through the Directorate of Linkages, Outreach and Consultancy as a mechanism for receiving feedback. The feedback obtained would be useful for enriching subsequent exchange programmes in terms of range of benefits to faculty, students and the entire University.

## **16. REVIEW OF THE POLICY**

The policy shall be reviewed after every three years or from time to time as circumstances dictate.

## **17. RELATED LEGISLATION AND DOCUMENTS**

The policy on Faculty and Student Exchange shall be read alongside the under listed documents:

- i. CUE Standards and Guidelines (2014)
- ii. Teaching and Learning Policy (2018)
- iii. Human Resource Policy and Procedure Manual
- iv. Global and Local Level Sustainable Education for Development Policy
- v. Mentorship Policy
- vi. Any other relevant laws as may apply to faculty and student exchange from time to time.