ANNEX I

APPLICATION FORM FOR HOST INSTITUTION FOR IUCEA STAFF MOBILITY PROGRAMME FOR 2018/19

<table>
<thead>
<tr>
<th>Please complete all sections</th>
<th>Return scanned copies of this form and academic documents to:</th>
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<tbody>
<tr>
<td>Supply all the document required together with attested/notarized academic documents, where applicable</td>
<td>Executive Secretary, Inter-University Council for East Africa P O Box 7110, Kampala, Kigobe Road, Plot No. M833, Kyambogo Area, Tel: +256414256251/2, Email: <a href="mailto:exsec@iucea.org">exsec@iucea.org</a> , Copy to: <a href="mailto:bmtasiwa@iucea.org">bmtasiwa@iucea.org</a>; <a href="mailto:pmurenzi@iucea.org">pmurenzi@iucea.org</a></td>
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FORM H

Form H is for institutions wishing to receive a Staff from another EAC Partner State based university (Host)

I. HOST INSTITUTIONAL INFORMATION

a) Name of Institution

b) Postal Address Country
II. SUBJECT(S) AND AREA(S) OF ENGAGEMENT

a) Subject(s) and course(s) to be taught/examined/researched

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

c) Other activities for the Visiting Staff

d) Total duration of engagement (Maximum 3 month in a semester)

e) Planned Period of engagement (when?)

f) Intended date of commencement

g) Required Academic Ranks for the visiting staff starting

h) Lowest Teaching Position or Professor, Associate Professor, Senior Lecturer or Lecturer

Have you identified a visiting staff? YES NO)
If YES, proceed to the next questions, If NO, SECTION II will be used by IUCEA in suggesting potential staff

## III. WHEN A VISITING STAFF HAS BEEN IDENTIFIED

a) Name(s) and address(s) of the Visiting Staff.

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<th>Name(s)/Address(s)</th>
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b) Educational background (starting by the highest qualification, institution that awarded the qualification and year the award was obtained)

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<tr>
<th>Qualification</th>
<th>Awarding University</th>
<th>Year of award</th>
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c) Academic Ranks attained (Professor, Associate Professor, Senior Lecturer and Lecturer) by the visiting staff starting with the Highest/Current (Dates and Years)

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<th>Academic Ranks</th>
<th>Date</th>
<th>Institution</th>
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d) Profile/ Experience of the visiting staff (Institution, Dates and Achievements) on the following:

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<tr>
<th>Institution</th>
<th>Date</th>
<th>Achievements and engagement in Teaching</th>
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### Institution | Date | Research (Research Areas engaged in)
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### Institution | Date | Community services engaged in
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**e) Area of specialization**

**f) Academic Qualifications**

**g) Language Provenience English/French**

**h) Any other relevant information**

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### V. TERMS OF ENGAGEMENT

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

**a) Host Institution:**

i. Meet the eligibility conditions for host universities

ii. Submit an **Endorsed Work Plan** to IUCEA after issue of an **Offer Letter** to the visiting staff

iii. Ensure the visiting staff meets the following:
   - Academic Qualifications of at least 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.
   
iv. Throughout the period of engagement, provide the local support to the visiting staff including:
b) Visiting Staff:

i. To fill an online application for ease of IUCEA Data collection and submit an endorsed hard copy as well
ii. 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
iii. To effectively engage in the activities indicated in the plan of engagement
iv. To administer an IUCEA data collection instrument for the Quality Assurance programme in universities
v. 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
vi. To procure for him/her self-travel insurance up to a maximum of USD150 for the entire visit and seek for refund after provision of proof of purchase and coverage.

c) IUCEA:

For Teaching, Research and Community Engagement

i. To provide an economy class return air ticket
ii. To pay the honorarium for the duration of the engagement in two instalments: 50% after issue of a Work Plan by the hosting institution and 50% after submission of an endorsed report. The monthly rates of honoraria for Teaching and Research are as follows;
   • USD 1000 for Lecturers; USD 1,500 for Senior Lecturers; USD 2000 for Associate Professors and; USD 2500 for Professors, while.
   • The rates for External Examination is USD 200 per man day, subject to a maximum of 2 weeks.
iii. A Transport allowance of USD 100 to cater for road travel to the Host University in case the visiting staff prefer road travel.
iv. To pay Travel Insurance refund of USD 150 for the entire visit. This will be refunded after proof of coverage is provided by the staff.
v. To issue a Certificate of Participation within a Financial Year of participation.

d) Home university

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

VI. ENDORSEMENT BY HOST UNIVERSITY
Name, signature and Stamp for the Deputy Vice-Chancellor (Academic Affairs)/Academic Registrar of the Host University

Name and title

Signature & Stamp

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