



UNIVERSITY OF NAIROBI

CENTRE FOR INTERNATIONAL PROGRAMMES AND LINKS

DIRECTOR, CIPL

2ND FLOOR, GANDHI WING

ROOM NO. 213

Tel 318262 Extension 28113/28135

E-MAIL: international@uonbi.ac.ke

POLICY ON INTERNATIONAL PROGRAMMES AND LINKS AND INTERNATIONALIZATION

VISION

A World Class University Committed to Scholarly Excellence

OUR MISSION

To provide quality university education and training and to embody the aspiration of the Kenyan people and the global community through creation, preservation, integration, transmission and utilization of knowledge.

OUR CORE VALUES

- Freedom of thought and expression
- Innovativeness and creativity
- Good corporate governance
- Team spirit and teamwork
- Professionalism
- Quality customer service
- Responsible corporate citizenship and strong social responsibility
- Respect for and conservation of the environment

KEY TERMINALOGIES AND ABBREVIATIONS

UoN ó University of Nairobi.

DVC (RPE) - Deputy Vice Chancellor in charge of research production and extension

CIPL - Centre for International Programmes and Links.

MOU ó Memorandum of understanding signed between two or more agreeing parties.

MOA ó Memorandum of agreement between parties spelling out specific terms of cooperation.

SENATE - A university of Nairobi committee which oversees and approves the academic, research processes and any other related matters.

GANDHI WING - The building in the central campus, where the University of Nairobi main administration offices and the Centre for International Programmes and Links, are situated.

INTERNATIONALIZATION - the process of integrating international and intercultural dimensions into the teaching, research and service functions of an institution of higher learning.

INTERNATIONAL STUDENT ó A University of Nairobi (UoN) student, whose nationality is not Kenyan, one could be self sponsored or sponsored by an institution that has signed terms of collaboration with UoN.

POLICY - International programmes and links and internalization policy.

USA - United States of America

UK - United Kingdom

PREAMBLE

The policy of International Programmes and Links and Internationalization has been developed in order to run the Centre for International Programmes and Links efficiently and professionally in compliance with the University of Nairobi's vision as a world class university. This document therefore, is a result of wide and thorough consultations with all relevant stakeholders both internally and externally. The standard processes that have been prescribed by this document compare well with good practices in some of the top universities in the World. This document will therefore help the University of Nairobi maintain a level marching with the World's best known universities.

The University of Nairobi hosts international students from countries like United States of America, United Kingdom, Germany, Japan and South Africa, which are home to some of the best known universities on Earth. This demonstrates the confidence that the international community has, on the quality of research and teaching in the University of Nairobi.

1.0 INTRODUCTION

The University of Nairobi (UoN) is the largest university in Kenya and one of the largest in East Africa. It has a student population of over 68,000 and also has the largest number of senior academic members of staff in the region. The University is deeply committed to teaching and research, inspired by engagement and partnership with diverse stakeholders who support the university in various ways. The University offers a wide range of courses spread across the six colleges, several campuses in the major cities and towns in Kenya.

Our vision is to be a world class University; the University of Nairobi therefore has affiliations and networks with institutions globally. The University is recognized internationally for its academic excellence and has become one of the most attractive destinations for students and scholars from many countries and institutions seeking to study and undertake research in Africa.

The University has developed strong links with industry, government, universities and research institutions locally, regionally and internationally. Most of these links and collaborative activities are in form of institutional capacity building, research, book donations, joint publications, journals, international and local conferences, workshops, seminars, students and staff exchange and scholarships among others.

Housed in the second floor of Gandhi Wing at the University's Main Campus, the Centre for International Programmes and Links is mandated to facilitate all these collaborations between the University of Nairobi and other partnering Institutions in consultation with other relevant arms of the University. To date the university has over 300 active collaborations and a host to over 1000 international students from a diversity of over 50 countries in different regions of the World, among a total population of about 70,000 students.

1.1 Rationale

In order to better, operationize and sustain the university's vision as a world class institution, the University of Nairobi established the Centre for International Programmes and Links (CIPL) in year 2001 with the core functions of initiating, promoting, facilitating and coordinating international programmes and links, staff and student exchanges and mobility, collaborative research projects and worldwide networking. This too would enable the University to benchmark with the best in the market by reaching out to others through establishment of links and collaborations.

It is within this perspective that this policy is developed to ensure visibility and internationalization of the University of Nairobi. For the purposes of this policy, internationalization means: "the process of integrating international and intercultural dimensions into the teaching, research and service functions of an institution of higher learning".

1.2 Strengths

- (a) The University of Nairobi is ranked number one in East and Central Africa and occupies position seven in the entire African region according to the latest webometric listing.
- (b) Both academic staff and non-teaching staff are highly trained in their areas of specialization and therefore able to provide high quality service.
- (c) The university has well developed infra-structure for teaching and research in a varied spectrum of disciplines.
- (d) The University is strategically located in the capital city, Nairobi, which is the principal hub for the East African and Central African regions and the African continent at large.

2.0 POLICY CONTEXT

2.01 Policy Statement

This policy will form the guiding star to all our collaborations and hence the subjects/products of those links will be treated as postulated in the policy.

For the purpose of this policy the customers will be mainly the collaborating institutions, exchange students/staff and privately sponsored international students.

2.02 Relevance of Policy

This policy should be viewed as giving expression to the University mission statement, strategic objectives, national legislation and regional treaties on education and training. The policy is also aligned to the current University Strategic objective No. 5 of "Competiveness and image of the University", in the Strategic plan 2013-2018.

The policy will enable the University to foster more value adding networks, partnerships and linkages built on the national, regional and international levels in order to reposition itself in the global arena as a viable and vibrant institution of higher education.

2.03 Policy Scope

The scope of the policy will entail collaborations with both local and international institutions, industries, admission and governance of international students and related issues.

3.0 STATEMENT OF COMMITMENT

The University of Nairobi is committed to enter into collaborative partnerships that are conducive to meeting its strategic objectives and the fulfillment of its mission. This is particularly in the areas of providing quality university education and training to embody the aspirations of the Kenyan people and the global community through creation, preservation, integration, transition and utilization of knowledge. The University of Nairobi strongly supports internationalization as an essential element of quality higher education and research. Such collaborative arrangements allow for the provision of a higher education experience for a diversity of students.

Collaborative arrangements present opportunities for the University to serve as an intellectual and cultural focus for the region. This supports national and regional

economic efforts towards strengthening existing close ties in the realm of wider international community.. In keeping with this commitment, the University of Nairobi shall mandate the Centre for International Programmes & Links (CIPL) with the responsibility of initiating, promoting, facilitating and co-ordinating international programmes and links, staff/student exchange and mobility collaboration research projects and worldwide networking.

4.0 POLICY OBJECTIVES

To realize the objectives, the university shall commit the necessary resources, facilities and services.

In keeping with the above commitment, the University of Nairobi Policy on Internationalization shall seek the realization of the objectives specified below;

- 4.1 Promote internationalization and global visibility of the University
- 4.2 Source for fundraising initiatives and development grants nationally and internationally
- 4.3 Initiate and coordinate linkages through signed Memoranda of Understanding (MOUs) with institutions and industries.
- 4.4 Facilitate students and staff for study and research programmes in collaborating institutions.
- 4.5 Promote the welfare of international visiting staff and students while at the University of Nairobi.
- 4.6 Initiate and facilitate collaborations with similar international centres and institutions.
- 4.7 Advise other departments and units within the University on how to process collaborations with other entities.
- 4.8 Organize marketing events through foreign missions with offices in Kenya and the Kenyan offices abroad.

5.0 CRITERIA FOR COLLABORATION

For local collaborative provision, the criteria below should be met:

- 5.1 The institution / organization delivering the programme of study which will contribute to the University's mandate which is "A World Class University Committed to Scholarly Excellence."
- 5.2 The programme of study is in a subject area in which the University itself has mainstream activity;
- 5.3 The University has other links with the institution / organization delivering the programme of study and research that are relevant to the university.

For international collaborations, the proposal should demonstrate contribution to meeting the aims and objectives of the University as well as placing it in a competitive edge by improving the University's image.

6.0 GUIDING PRINCIPLE

For the University of Nairobi to enter into collaboration with an institution of higher learning, industry or organization, the following operating principles will guide the process:-

6.01 The Institution must be of strategic benefit and good standing to the University

6.02 The University will enter into collaboration with other organizations or bodies that possess:

- 6.02.1 The capacity to deliver programmes of study or elements thereof to appropriate academic standards.
- 6.02.2 The administrative capacity to implement quality assurance consistent with the requirements of the University's Code of Practice for Quality Assurance.
- 6.02.3 Sound financial standing to sustain the collaboration.
- 6.02.4 Adequate facilities, resources and infrastructure to support students and staff as required by the nature of the collaboration.
- 6.02.5 The university may also collaborate with universities/institutions of lower levels like universities in Southern Sudan, Somalia and similar

countries for the purpose of mentoring them to build capacities for the gain of mankind.

6.02.6 Legal standing to contract with the University.

- 6.3 The institution of higher learning will be comparable in academic staff research, student learning, support and experiences to those in the University of Nairobi.
- 6.4 The Institution / organization should have a properly constituted governance structure.
- 6.5 A collaborative agreement with the University of Nairobi should meet ethical standards.
- 6.6 The collaboration will be subject to a mutually endorsed formal agreement between the parties.
- 6.7 The collaboration will be subject to the terms of the University's regulatory framework and Code of Practice for Quality Assurance.
- 6.8 The collaboration/Agreement will be time bound, subject to specified periodic reviews and renewal on a regular basis.
- 6.9 The collaboration will aim to bring benefits in terms of potential for collaboration in research and scholarship
- 6.10 The collaborative provision will not be discriminatory, for example, should be compliant with internal, national and international legislative requirements, including the University's commitment to equality as set out in the University's Charter
- 6.11 The collaboration areas will be delivered and assessed in English, unless otherwise approved by the University.
- 6.12 Where we may have international students from non-English speaking origin, lecturers will be alerted of their presence in order for them to apply a mode of communication suitable for the students. Students will be encouraged to seek for English lessons in order to improve their proficiency in the language.

6.13 collaboration with Industry

Whenever the University enters into collaboration with an industry the collaboration will not be managed as a commercial company with focus on profit or be over-reliant on an individual member of staff either within the University of

Nairobi or the other institution or organization. Students may be attached in industry in order to expose them to relevant real life experiences in their respective fields of training free of charge.

7.0 MEMORANDA OF UNDERSTANDING/AGREEMENT (MOU/MOA)

For the purposes of this policy, Memoranda of Understanding/Agreement is a legal document outlining the terms and details of an agreement between parties, including requirements and responsibilities.

7.1 The MoUs are generally recognized as binding, even if no legal claim could be based on the rights and obligations therein.

To be legally operative, a memorandum of understanding must;

7.1.1 Identify the contracting parties.

7.1.2 Spell out the subject matter of the agreement, objectives terms and obligations.

7.1.3 Be signed by the contracting parties.

7.2 The following principles will be observed when undertaking MoU/MoA:-

7.2.1 Agreement on behalf of the University or any of its college/faculty/institute/department to enter into a collaborative arrangement may only be undertaken by the Vice Chancellor or his/her nominee.

7.2.3 Collaborative arrangements may not commence prior to the signing by all parties of an appropriate formal written agreement.

7.2.4 The signed agreement will be retained by the University of Nairobi Legal Office, a copy by initiating college/faculty/institute/ department and another copy by the Director of Center for International Programmes and Links.

8.0 ADMINISTRATION OF THIS POLICY

The Centre for International Programmes and Links (CIPL) shall have primary responsibility for initiating and operationalization of University wide initiatives leading to furthering internationalization. In addition CIPL is expected to advise, monitor and assist individual colleges, schools, faculties, institutes, and departments in their internationalization activities. All the units of the University shall keep the CIPL updated of the new initiatives and achievements of the existing international relationships and projects. The CIPL shall also be responsible for overall operationalization and management of this policy. The center will carry out the following functions as stated in the University of Nairobi statutes:

- 8.1 Act as the focal point for admission of international students and their activities while at the University of Nairobi.
- 8.2 Promotion of welfare of international visiting staff and researchers while at the University of Nairobi.
- 8.3 Facilitate registration, travel and accommodation arrangements for UoN academic members of staff as well as visiting scholars and students.
- 8.4 Reception and orientation of international students
- 8.5 Coordinating activities of university staff and students visiting universities abroad.
- 8.6 Keeping records and updating all links and agreements that the University has with International Universities/Organizations.
- 8.7 Negotiations agreements leading to the signing of MOU/MOA on links/or and with other institutions.
- 8.8 Liaising with the University's Legal Office in scrutinizing draft Memoranda of Understanding (MOU) and agreements before they are executed.
- 8.9 Receiving copies of progress reports periodically submitted to the funding agencies under the terms of the MOU/Agreement and recommending renewals or otherwise;
- 8.10 Ensuring that the departments involved and their international counterparts comply with the terms of the MOU.
- 8.11 Collecting and disseminating relevant information on international programmes and links; preparation of annual reports on the status, nature and scope of interaction with each of the MOUs/Memorandum of Agreements.

8.12 Fundraising for scholarships, staff mobility and any other activities for UoN staff or students.

8.13 Recognition of member countries prequalification criteria in non-degree seeking Programmes.

8.14 Admission of Post- Doctoral candidates will be processed the way that of Research Associates is done.

8.15 Receive applications for admission on behalf of international institutions and possible shortlist as need may be, subsequent dispatch to relevant destinations.

8.16 All visiting professors, lecturers and fellows shall be registered at the CIPL indicating in a statement form, the nature of their engagement.

8.17 In every MOU a technical progress report should be made on quarterly basis by executing units.

9.0 STAFF AND STUDENT CATEGORIES

In the context of this policy the following categories of staff and students have been identified.

9.1 Research Associates/Post-doctoral Fellows

A student or a scholar admitted for a specific period to conduct research. The student or scholar is attached to a particular teaching department and has access to university facilities. Students /scholars in this category will abide by the following requirements:-

- 9.1.1 Pay tuition fees or bench fee. A university fee of Ksh.500/= (Five Hundred Shillings Only) will be paid before the appointment becomes effective.
- 9.1.2 Research Associates will normally have full-time appointments in support of research and/or scholarship.
- 9.1.3 Research Associates should have at least a university degree.
- 9.1.4 Work under the supervision of a faculty/school member
- 9.1.5 Should undertake to deposit copies of their research findings with the Director, Library and Information Services and their respective department where they are appointed to carry out their work.

- 9.1.6 Be supported from funds awarded externally or allocated internally to perform duties designed to meet the goals for which the funding was established.
- 9.1.7 They are not expected to have regular teaching responsibilities.
- 9.1.8 They are responsible for their upkeep while at the University of Nairobi.

9.2 Exchange Students

An exchange student is a student who is officially registered at an institution for higher education which has entered into an agreement with the University of Nairobi on the nature, terms, objectives and goals of an exchange programme.

Admission requirements:-

- 9.2.1 Student must meet the admission criteria for UoN
- 9.2.2 The exchange period lasts for a minimum of one semester and a maximum of two semesters.
- 9.2.3 An exchange student does not pay tuition fees, but pays other prescribed fees.
- 9.2.4 The exchange student cannot be awarded the degree of the UoN but a credit transfer option for courses studied to his/her university abroad is available.

9.3 Occasional Students

A student who has been admitted to a recognized university which has no legal agreement with the University of Nairobi and wishes to spend six to twelve months attending selected courses at the University of Nairobi.

- 9.3.1 Student must meet the admission criteria of the University of Nairobi.
- 9.3.2 Credit transfers are available for such students.
- 9.3.3 Student receives his/her degree from home university.
- 9.3.4 Statement of registration for a period of time at the University provided by the University on request.
- 9.3.5 Students must pay fees for the units registered for at the University of Nairobi.

9.3.6 Legal agreement between UoN and his/her institution is not a requirement.

9.4 Regular / Foreign students

A student who is admitted into a regular degree programme at the UoN will pay fees and enroll for a particular degree of the University. Student in this category is awarded a degree upon meeting the necessary academic requirements by the University of Nairobi.

10.0 OBLIGATIONS OF THE UNIVERSITY OF NAIROBI DEPARTMENTS/UNITS

10.1 The University will promote the welfare of international students and other visiting staff from partner institutions by way of airport pick-ups and offering initial accommodation in a paid hotel and also facilitate social/cultural events.

10.2 In the partner institutions where there will be exchange of staff and students reciprocal treatment will be expected.

10.3 Self sponsored International students will be expected to look for their own accommodation but they should register themselves with CIPL

Every college/faculty/school/department admitting foreign students/Research Associates must ensure that they are registered with CIPL failure to which it will be considered as non-conforming with the University of Nairobi Internationalization Policy.

11.0 All students/research associates/post-doctoral fellows must adhere to University of Nairobi Code of Regulations governing organization, conduct and discipline of students (RGOCDs).

12.0 MONITORING AND EVALUATION

There should be a structured way of taking performance of the university's internalization effort included as part of this policy. This should include mechanism for receiving back from international scholars.

13.0 CHALLENGES

- The University of Nairobi does not have any accommodation reserved for international students or visiting staff which is a necessity to support the process of internationalization.
- The CIPL office at the moment is understaffed.
- The centre needs to be accommodated in modern and well equipped offices as it represents the face of the University.
- CIPL does not have a language centre where international students coming from non- English speaking institutions /countries can be taught elementary English and Kiswahili for them to socialize as well as follow instructions in their subject areas readily.
- Insecurity as observed of late is giving the whole country a poor image and may affect the number of foreign students who may want to come to study in the University of Nairobi.
- Emergence of emergency situations like the Ebola epidemic has affected our admission of students especially those from the affected areas.