




# The Catholic University of Eastern Africa

TITLE	AUTHOR
<b>PROCEDURE FOR COLLABORATION (CUEA/DVC ACD/ACL/02)</b>	<b>DIRECTOR OF ACADEMIC LINKAGES</b>
	NO. OF APPENDICES:
	<b>2 (TWO) (A-B)</b>
<b>AUTHORIZATION</b> This Standard Operating Procedure is issued under the authority of:	
TITLE	<b>DVC ACADEMIC</b>
SIGNATURE	
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<p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. Write amendments on the page provided (Clause 0.2)</li> <li>2. Controlled copies of this document will be in the DVC Academic and the Director of Academic Linkages offices</li> </ol>	

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## 0. CONTENTS AND RECORD OF CHANGES

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### 0.2 RECORD OF CHANGES

<b>No.</b>	<b>Date</b>	<b>Details of Changes</b>		<b>Authorization</b>
	<i>(dd-mm-yy)</i>	<i>Page</i>	<i>Clause/ subclause</i>	<i>Title</i>
1	13 <sup>th</sup> January 2012	1,3 and 4	Title page,3.0,5.0,6.0,6.1.1) Replace the Term CAL with DAL(Director Academic Linkages) and include clause 6.1.1)	DAL
2	08 <sup>th</sup> February,2013	3,4	3.0 Incorporation of the term DDAL in the terms and definition section. Replacement of the term DAL with DAL/DDAL throughout the procedure.	DAL


### 0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant function for authorized users

#### 1.0 PURPOSE

This procedure intends to provide clear and effective academic collaborations.

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## 2.0 SCOPE

This procedure covers collaboration and partnership between CUEA and any other institution of higher learning.

## 3.0 TERMS AND DEFINITIONS

3.1 Academic Linkages – All the academic contacts and rapport that CUEA has with a college with the aim of getting into collaboration and academic exchange.

3.2 Collaboration - All kinds of academic rapport made formally between CUEA and other institutions of higher learning.

3.3 CUEA - The Catholic University of Eastern Africa

3.4 HOD - Head of Department

3.5 AC - Academic Collaboration

3.6 ACL - Academic Linkages

3.6 QA - Quality Assurance

3.8 VC - Vice Chancellor

3.9 QAO - Quality Assurance Officer

3.10 DAL - Director of Academic Linkages

3.11 DDAL-Deputy Director of Academic Linkages

3.12 IHE - Institution for Higher Education

## 4.0 REFERENCES

Policies and Procedures Manual on Academic Linkages

CUEA Quality Management Manual

## 5.0 PRINCIPAL RESPONSIBILITIES


The DAL shall be responsible for the implementation and maintenance of this procedure.

## 6.0 METHOD

6.1 The DAL/DDAL shall receive from the VC/Dean/HoD a formal application from the institution seeking collaboration with CUEA and acknowledge receipt. He/she shall evaluate the application based on the Policies and Procedures Manual on Academic Linkages.

6.1.1 In the event CUEA Faculty or Department initiates collaboration with other institutes of Higher learning, the DAL/DDAL shall receive from the particular faculty or department an application letter and shall evaluate it based on the Policies and Procedures Manual on Academic Linkages.

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6.2 The DAL shall then consult the VC and the DVC Academic, DVC Administration, DVC Finance, Dean and HoD and review the application by defining the possible advantages and disadvantages of such collaboration, and identifying the area of collaboration to be developed by both universities. This shall take 28 working days.

6.2.1 If the consultation and review is positive, the DAL/DDAL shall express CUEA's interest formally to the particular IHE.

6.2.2 If the consultation and review is not positive, the DAL shall communicate the same to the IHE, making the end of the process.

6.3 The DAL/DDAL shall liaise with the relevant Dean/HoD to formulate modalities for collaboration within the given semester/trimester. The DAL/DDAL shall write a letter to the IHE outlining the modalities for collaboration.


6.4 The DAL/DDAL shall initiate, coordinate and conclude the process of formalization of collaboration (refer to Work Instruction) and organize for the signing of the MoU (See Appendix A).

## **7.0 APPENDICES**

7.1 APPENDIX A: Memorandum of Understanding

7.2 APPENDIX B: Process Map

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**APPENDIX A: MEMORANDUM OF UNDERSTANDING**

*Model Memorandum of Agreement*

**MEMORANDUM OF AGREEMENT**

**between**

**[INSTITUTION'S NAME]**

[Address]

**and**

**(Institution Name)**

This Memorandum of Agreement is entered into between the ....., hereafter referred to as ....., represented by ....., Rector, and *[Name of Institution]*, hereafter referred to as \_\_\_\_\_ represented by *[Name and title of representative of Institution]*, hereinafter referred to as the "Parties".

THE PARTIES,

CONSIDERING that *[statement of aim of Partner Institution]*,

CONSIDERING that the overarching mission of the *[Name of Institution]* is to .....

RECOGNIZING that an agreement of cooperation would be of mutual benefit and serve to establish enduring ties between the institutions,

HAVE AGREED as follows:


Article 1

The parties conclude this Memorandum of Agreement with a view to contributing to the more effective attainment of their common objectives.

Article 2

The Parties will work cooperatively to create academic programmes of mutual interest. Furthermore, both institutions will promote the exchange of qualified

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students, promote the exchange of faculty for joint research and teaching and promote academic areas of mutual interest.

#### Article 3

Projects which are considered appropriate to be conducted under this Memorandum of Agreement will be the subject of Supplements to this Memorandum of Agreement, which will define the modalities and the costs of the participation of each Party, provided that the appropriate internal approvals for such activities are obtained.

#### Article 4

1. Any expenses incurred by either Party under this Memorandum of Agreement will be the sole responsibility of that Party, except as agreed to in writing by the Parties.

2. Any obligations or expenses incurred prior to the date of this Memorandum of Agreement will not be governed by this Memorandum of Agreement, except as agreed to in writing by the Parties. In particular, neither Party shall be obligated to the other with respect to such prior obligations nor expenses except as they have agreed in writing.

#### Article 5

Each Party's respective employees, faculty, agents and students will be obligated to abide by the host institution's regulations and rules while participating in any programme or activity under the host institution's responsibility under this Memorandum of Agreement.

#### Article 6


It is to the Parties' mutual benefit to resolve their differences or disputes under this Memorandum of Agreement amicably; accordingly, each agrees to contact the other's designated representative to discuss and work toward the resolution of disputes which may arise. Any dispute concerning the interpretation or application of this Memorandum of Agreement or any Supplements to it which is not resolved by negotiation shall be settled by arbitration in accordance with the **established** Rules.

#### Article 7

The *[Name of Institution]* logo which is a part of it, may only be used with the specific agreement of *[Name of Institution]*. This applies to any form of usage, including but not limited to flags, banners, symbols, printed materials, souvenir items and items of apparel.

#### Article 8

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1. This Memorandum of Agreement enters into force on the date of its signature and will be renewable every three years upon written consent of both Parties.

2. The Memorandum of Agreement may be amended upon written consent of both Parties.

3. The Memorandum of Agreement may be terminated by either Party upon giving six months' prior notice in writing. The Parties shall make the necessary arrangements to ensure the appropriate termination of joint activities that may be in development.

#### Article 9

Any notice, request, order, statement or other communication required hereunder, shall be in writing and may be delivered either by mail or e-mail, addressed to the other Party at the following addresses:

In the case of *[Name of institution]*:

Notices

\_\_\_\_\_  
\_\_\_\_\_

Tel no: \_\_\_\_\_

Fax no: \_\_\_\_\_

E-mail: \_\_\_\_\_

In the case of \_\_\_\_\_ University / College:


Notices:

In witness whereof, the Parties have signed this Memorandum of Agreement, in the English language, in two originals.

FOR *[Name of Institution]*

FOR THE UNIVERSITY

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\_\_\_\_\_

*[Name of representative]*  
*[Title]*

\_\_\_\_\_

Rector

Place: \_\_\_\_\_


Place: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

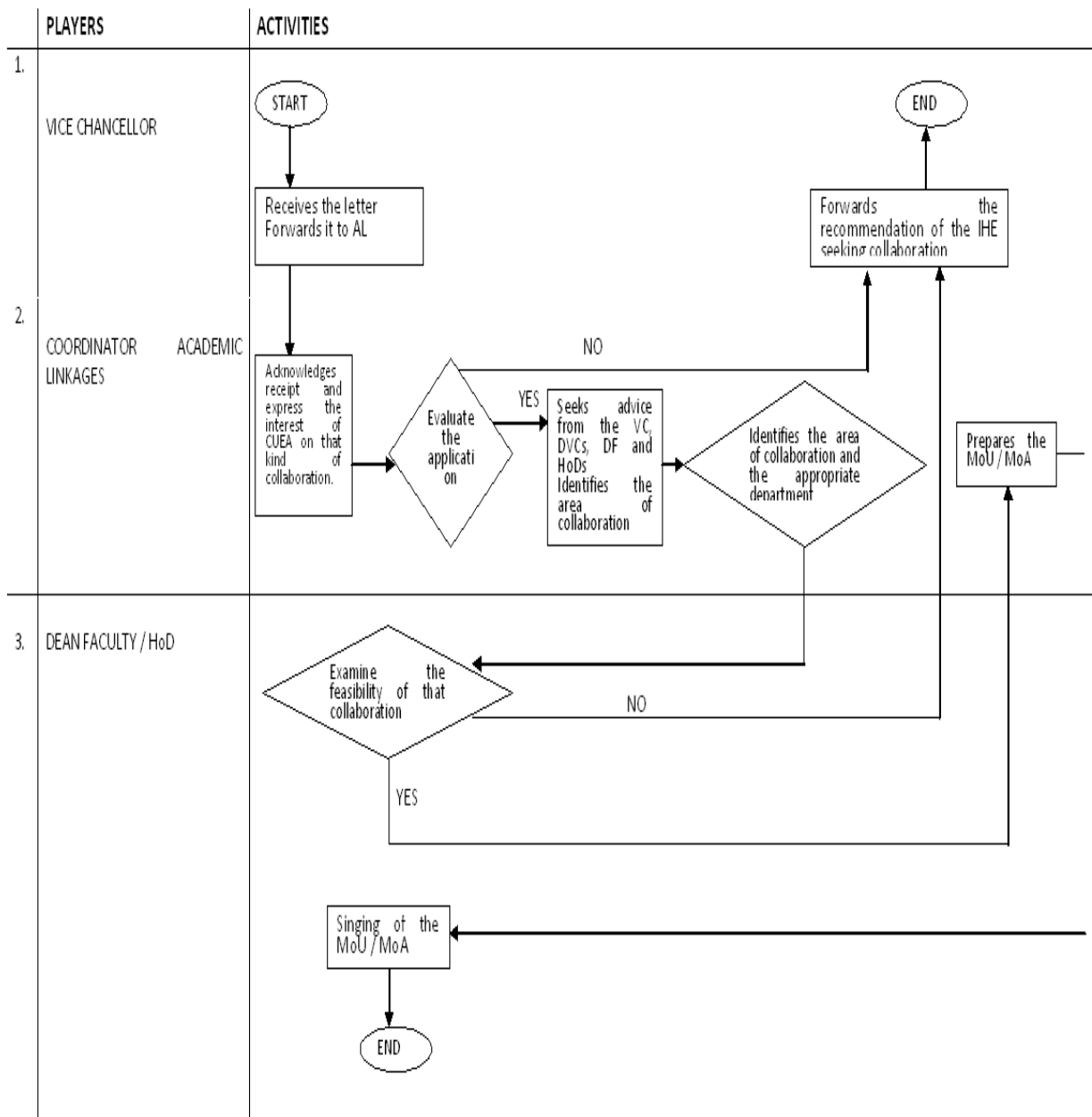
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### APPENDIX B: PROCESS MAP

#### PROCESS MAP OF COLLABORATION



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