



JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

AFRICA CENTRE OF EXCELLENCE IN SUSTAINABLE USE OF INSECTS AS FOOD AND FEEDS (INSEFOODS)

Guidelines and Procedures for Postgraduate Student Exchange Visits

I. General Information

a) Preamble

JOOUST is mindful of the trend toward ‘internationalization’ of education. Only through building bridges for our students will they further develop their professional and cultural potential, and be able to take advantage of the many opportunities that the world of higher education has to offer. Through this rich exposure, they will be able to become more competitive candidates for career opportunities around the world at large. Throughout the year, JOOUST hosts activities to encourage communication between exchange students and faculty. JOOUST has established exchange programs with various institutions in different countries to stimulate and strengthen teaching, research, and scientific co-operation. This collaboration enhance professional skills through training, joint research and technological development activities; encourage and stimulate professional and commercial interaction between the institutions and enrich professionalism by exchange of experience, information, publications and materials. This *Policy* serves as an attractive option for enhancing student exchange (mobility) between JOOUST and other universities around the world.

b) Definition of Terms

An exchange program is a unique feature of international universities wherein a student may apply for a site transfer in any of the universities with which JOOUST shares an academic collaboration or exchange agreement. The student exchange program is a program coordinated by the Office of Board of Postgraduate Studies.

c) Purpose

The purpose of the student exchange program is to promote international attentiveness and construct effective partnerships with established universities and educational institutions. A student exchange program will provide academic and intellectual benefit through the exchange of students between JOOUST and respective institutions that are party to a formal Exchange agreement or a Memorandum of Understanding/Cooperation.

II. General Considerations

- a) Institution to Institution Exchange Agreements and Memoranda of Understanding/Cooperation are normally authorized and approved by the Vice Chancellor of JOOUST, and such exchanges are available to all eligible JOOUST students who wish to participate in a student exchange program.
- b) A formal Exchange Agreement must be in place before a student may apply to participate in a student exchange program at a Host Institution.
- c) Approval for a student to undertake a student exchange program will be granted subject to the selection criteria detailed in the procedures below, and the availability of places.
- d) JOOUST will work in the direction of making the number of exchange students equal between JOOUST and the partner institution.
- e) JOOUST policies and procedures include grievance procedures if students have objections to the decisions arising from this policy.
- f) Students exchange visits are allowed a maximum of 14 days but is subject to extension depending on other factors
- g) Where there are more applicants than places available for a given institution, eligible students will be ranked according to academic merit and may be offered a student exchange program at their second or third preferred institution.
- h) Students who wish to participate in a student exchange program are required to complete and lodge an application form with JOOUST by the date specified on the application form and agree in writing to the terms and conditions set out in the student exchange program.

Funding Limit

The funding limit for supporting exchange visits is Kshs 250,000 for MSc and PhD student per academic year.

III. Application procedures

(1) Application eligibility

To be eligible for this program student must meet the following conditions:

- a) All MSc/PhD students enrolled in JOOUST program, either full-time or part-time, who are not taking leave of absence, are eligible to apply. The exchange visit shall take place during the study period of the student.
- b) For all students interested in participating in exchange visits, the sponsorships will only support students who have completed at least one full year of MSc/PhD study by the date

of the exchange visit. An application from a student applying at an earlier stage in his/her studies requires a strong statement demonstrating the link of the exchange visit with his/her study and the benefits expected from attending the visit

- c) Sponsorships will be granted on a competitive basis and the award of which is subject to availability of fund. Students should note that such funding is not an entitlement.
- d) The university applied to should have an existing working collaboration with JOOUST.
- e) No multiple applications per student is allowed/ An applicant may apply to only one program per year.
- f) Faculty and students with special needs are eligible to apply for JOOUST Faculty/Student Exchange Programs. A person's disability will not influence the selection process in JOOUST. However, cultures and governments around the world differ in their services for individuals with disabilities or special needs. The program would not match a person who has special needs with a host school that is unable to properly accommodate and support him or her. As such, it is critical that faculty or students disclose their disability or special needs on the application form.
- g) Abide by the rules and regulations of the Host Institution
- h) No outstanding financial record
- i) A proper conduct/no criminal record
- j) A proven record that he/she is socially, psychologically, and intellectually fit for an exchange program

There may also be other criteria for eligibility depending on other factors. Please contact the Dean of your School for details.

(2) Application method

When applying, in addition to completing all the required fields, it is also necessary to upload the below documents. Please prepare these beforehand. Only PDF, JPEG or PNG files can be uploaded.

- a) Photograph for identification
- b) Passport page containing your photograph
- c) JOOUST Certificate of Health
- d) Submit the following documents to your own university.
 - i. JOOUST Exchange Program application form
 - ii. JOOUST Exchange Program Research Plan

The application shall be directed to the Director INSEFOODS (it should be accompanied by budgetary implications)

Selection

An exchange student must meet the following criteria to be selected

- a) Choose the location/institution for the visit and the host structure(s) in consultation with the Director INSEFOODS. The organization selected should fully match the expectations of the exchange student and the resources available for the visit as stipulated in Partnership agreements.
- b) Provide the host organization(s) with information about the rationale of the visit. Consider what contribution you will make to the host group, so as to build a reciprocal relationship;

- c) Provide a rationale for the exchange visit and explains how JOOUST will benefit
- d) Identify an institution where the visit can take place in order to meet the objectives of the exchange visit
- e) Demonstrate a degree of interest in the objective of the visit, showing a willingness to play an active role in discussions and observations during the trip
- f) On return from the exchange visit, demonstrate a formal commitment to disseminate, to the JOOUST community, the information and knowledge acquired. Shall submit both soft and hard copies of the report including boarding passes, filled excel template provided by INSEFOODS (The report should contain pictorials with captions)

JOOUST will check that all the details on the application are sufficient and accurate. A committee will then be held to consider the application and make a final decision on it.

Approval of the Exchange

The Director INSEFOODS shall forwarded the application to Vice Chancellor for approval
Visa application

Please make an application for a visa after receiving the Letter of Acceptance. Documents necessary for the application vary depending on the country, so please check with the embassy.

A certain amount of time is required from application to the issuance, so allow plenty of time when making the application.

Mandatory Orientation Meetings

All students participating in the student exchange program are required to attend an orientation to provide students and faculty with information regarding the arrival of the incoming exchange students, and adjust to life in their host destination. Topics discussed will include cultural adjustment, travel tips, healthcare, insurance, and so on. JOOUST reserves the right to withdraw a student from the exchange program if he or she does not attend the scheduled orientations

General Responsibilities and Expectations

Students participating in the exchange program are required to complete final reports and submit them to the Director INSEFOOD. In these reports, students should reflect upon their research experience during the exchange program. JOOUST will issue certificates of completion to students who submit their final reports by the established deadlines.

Early Termination of an Exchange

There are two types of early termination of an exchange: voluntary, at the request of the student; or involuntary, upon a decision by JOOUST. If the JOOUST student chooses to withdraw from his or her exchange prematurely, any associated additional costs involved in returning home are the responsibility of the student. However, when voluntary returns involve a medical or family crisis, JOOUST will assist with the return to minimize travel costs incurred by the participating student. Involuntary termination may be due to nonattendance, poor performance and/or inappropriate behaviour, alcohol abuse, drug abuse and criminal charges. If a student exchange is terminated then the student will bear the cost of the return travel.

Travel Medical Insurance It is mandatory for students participating in student exchange program to have travel medical insurance. JOOUST does not provide sufficient insurance for students outside of Kenya.

Program Cancellation

JOOUST reserves the right to cancel a student exchange program prior to its commencement or at any time during its operation if the Department of Foreign Affairs issues a Travel Report for the exchange destination, or if JOOUST thinks that the situation in a country or region poses a significant risk to the safety and security of Alberta students. If JOOUST students are already in the exchange destination, they will be obliged to leave as directed.