

AAU Staff Exchange Programme

Promoting Staff Mobility in Africa

Application Guidelines

1. GENERAL OBJECTIVE

To promote a programme of visiting academic staff between and among AAU Member universities for the purpose of teaching, research, graduate supervision and external examination.

2. ELIGIBILITY

AAU member universities of any category of membership (full and Associate) who are in good standing with regards to payment of their annual subscriptions.

3. MINIMUM REQUIREMENT

- Participation of lecturer in teaching or giving guest lectures with a minimum of 4 teaching hours.
- Participation of administrator in learning and/or teaching a procedure or technique.

4. FINANCIAL SUPPORT

The AAU supports about ten exchange missions a year. Financial support for Exchange Fellows includes the following:

- Up to US\$2000 to cover economy class air ticket or the equivalent; **(where airfare exceeds US\$2000 the Host Institution would be expected to top up the amount)**
- US\$5,000 honorarium for a teaching or research mission
- US\$2,500 honorarium for an external examiner
- US\$150 per week - up to a maximum of US\$1000 - to cover incidental expenses (paid once the dates of the mission are agreed between the visiting lecturer and the Host Institution)

5. HOME/HOST INSTITUTION OBLIGATIONS

The Home Institution of the visiting professor/lecturer shall maintain the payment of his/her salary and benefits for the duration of his/her absence from the institution for the purpose of the exchange mission.

The Host Institution shall cater for the local expenses of the visiting professor/lecturer including lodging, board, local transportation, and medical care during his/her stay at the institution.

6. APPLICATION PROCEDURE

Prospective Exchange Fellows must be nominated by an AAU member institution that needs their services. Each university may nominate not more than 3 candidates.

The Head of the *Host Institution* or a Head of Department¹ shall ask for the services of a visiting professor/lecturer in writing, noting the **nature and the duration of the work proposed to be carried out** (maximum two pages) at the host university. The nomination letter should be finally submitted to the AAU Secretariat together with a duly **completed and endorsed application form, curriculum vitae of the prospective Exchange Fellow** and **a release letter from the home university**. It is important that the application letter mentions the added value of the visit for the host (beneficiary) institution.

Deadline for nominations

The deadline for nominations is as announced in the announcement. Applications received after the stated deadlines would be considered for the next academic year.

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¹ Applications from Heads of Department should be endorsed by the Vice Chancellor, the Deputy Vice Chancellor or other designated person.