EASTERN AFRICA LAND ADMINISTRATION NETWORK (EALAN)

STAFF/STUDENT EXCHANGE GUIDELINES

May 2018

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1. Background

The Eastern Africa Land Administration Network (EALAN) is a regional network that brings together Universities and practitioners with an interest in land administration and governance education, training, research and practice in the Eastern Africa region. The Network provides these institutions with a platform through which they are able to exchange ideas, plans and share country experiences for the betterment of the profession.

EALAN was established in 2010 with a view to create a platform for academic and knowledge exchange. The network's ambition is to create harmonized or similar land administration programs that embrace among others the above international and regional documents related to land administration.

The Network aims at providing a platform to its members for exchange of knowledge and experience for provision of quality services to achieve sound land policies and governance. Ultimately, EALAN envisions a society where people-centered land reforms are implemented. The Members strive to improve and strengthen their capacity to provide their products and services to clients in the Great Lakes Region of Africa.

The current membership of EALAN includes from Kenya (University of Nairobi, Technical University of Kenya and Regional Centre for Mapping of Resources for Development (RCMRD)), Uganda (Makerere University), Tanzania (Ardhi University), Ethiopia (Bahir Dar University and Woldia University), Rwanda (University of Rwanda and Ines-Ruhengeri), Burundi (University of Burundi), Democratic Republic of Congo (Evangelical University in Africa-UAE) and South Sudan (University of Juba).

To implement the above objectives, EALAN with the support of development partner-NUFFIC through the University of Twente in Netherlands designed the project "Strengthening Eastern African Land Administration Network (SEALAN)". SEALAN aims to strengthen the East African Land Administration Network through four work package programs of activities focused on strategic development, network cohesions, educational development, training and capacity development, and research enablement.

Work package four (4) which is inter-university collaboration has a component of staff/student exchange among member institutions. Furthermore, it is expected that at least 36 student-staff exchanges would have been realized by quarter one of 2020.

Pursuant to the above several questions were posed including; whether this module should be among education work package of students, what should be the focus of this exchange? Should it be on student internship or attachments or student credit transfers in EALAN member institutions with the courses on Land Administration? How can this be done? Should we have common terms of reference (ToR) among EALAN institutions to guide staff and student exchange? What level of details should be included in the EALAN Staff and Student ToRs?

It is from this short background that in February 2018 while in Kigali, representatives of all EALAN members agreed to establish guidelines that will direct the staff-student exchange in EALAN network. A team of five members was established and tasked to meet not later than the end of April 2018 to draft these guidelines. The draft will be presented for adoption in the coming AGM of the Network in July 2018.

2. Expected Outcomes

It was proposed that the team meets in Nairobi Kenya at the premises of RCMRD, and work for a period of two days. They will come out with a proposed draft of staff-student exchange model/guidelines to be adopted by 2018 AGM. The EU will be the guideline model. At the end 36 EALAN staff and students will have participated in inter-university teaching, learning and research activities through staff and student exchange.

3. Program Development Team

The team involved in the program development included:
- Prof. John Kiema, SEALAN Project Director from RCMRD, Kenya
- Ir. Jossam POTEL, SEALAN Project Coordinator from INES-Ruhengeri, Rwanda
- Dr. Lilian Mono WABINENO, Lecturer from Makerere University, Uganda
- Mr. WUBETU Anley, Lecturer from Woldia University, Ethiopia
- Prof. Galcano Mulaku, Chairman EALAN University of Nairobi, Kenya

4. Benefits of the Program

- Improved quality of education for the institutions

- Easy access to better qualified staff to all EALAN institutions

- Knowledge and experience exchange
- Professional development
- Collaborative research opportunities
- Exposure to best practices
- Sets a platform for harmonization of curricula
- Increased professional collaboration across the region

5. **Objectives of the program**

- To enhance cooperation between EALAN member institutions
- To share knowledge, experience and resources among EALAN institutions
- To enhance the quality of education in EALAN member institutions

6. **Structure of the Program**

Definitions:

Home institution: Is an institution where staff/students on the exchange program are originally based

Recipient Institution: Is an institution where the staff/students are doing the exchange program

Staff: Academic/professional/technical staff engaged by an EALAN member institution on permanent/contract basis

Student: is a person currently registered for a relevant undergraduate or post graduate program in EALAN member institution

Responsibilities and Obligations of Home Institutions:

- Release the staff/students
- Maintain staff salary and other benefits
- Make available any useful resources that will enable the staff/student perform their work in recipient institution
- Commit to receive the staff/student back once the exchange period is over

Responsibilities and Obligations of Recipient Institutions:

- Approve the request of applying staff/student
- Justify the need for the staff/student
- Define the workload of the staff/student
- Receive and deploy the staff/student
- Facilitate the staff/student to settle down and to work in a conducive environment
- Avail all necessary facilities and materials to facilitate work of the staff/student

- Submit a report - EALAN Secretariat and related institution

7. Eligibility

Staff:

Basically, the EALAN wants to build the capacity of member institutions to do that, staff in academic and professional background will be shared among EALAN networks. Thus, eligible staffs to this program are staffs/professionals on Lecturer level or equivalent and above. Further
- Academic staff should be permanent staff or on permanent contractual basis
- Technical knowledge for technical staff

Students:
- The bonafide students should be currently registered students in EALAN member institutions
- Successfully completed first two years for undergraduate students
- To have successfully one year of study for post graduate students

8. Application Procedure

    a. Staff/student to make formal application to EALAN Secretariat through the home Institution attaching the letter of invitation from the recipient institution

    b. The Application to be formally approved by the recipient institution

    c. The EALAN secretariat approves the application and certifies itself as to the availability of funds

    d. EALAN Communicates the results to the applicant

9. Duration of Exchange

- The maximum length of stay on exchange for a staff is 12 months
- The maximum length of stay on exchange for a student is one semester (About 3 months)

10. Kind and Volume of Work

- For staff, 8 hours of teaching/equivalent per week
- For students, the kind and volume of work will be defined by supervisor in the recipient institution

11. Reporting

The applicant should submit a formal report acceptable to the EALAN secretariat through the recipient institution - summarizing activities successfully accomplished, challenges and possible recommendations.

12. Source of Funds

- Self-funding by EALAN member Institutions or any donor funds that may be accessible to EALAN as a network.
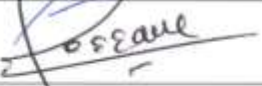
Done at RCMRD, Nairobi on 6th -9th May 2018 by the following Team:

1. Prof. Prof. Galcano Mulaku, EALAN Chairman, University of Nairobi, Kenya
2. Prof. John Kiema SEALAN Project Director, RCMRD, Kenya
3. Ir. Jossam POTEL SEALAN Project Coordinator, INES-Ruhengeri, Rwanda
4. Dr. Lilian Mono WABINENO, Lecturer, Makerere University, Uganda
5. Mr. WUBETU Anley, Lecturer, Woldia University, Ethiopia

Annex

Signatures of Members

Drafted at RCMRD. Nairobi on 6th –9th May 2018 by the following Team

N0	Names	Role	Home Institution	Signature
1	Prof. Galcano MULAKU	EALAN Network Chairman	University of Nairobi	
2	Prof. John Bosco Kyalo KIEMA	SEALAN Project Director	RCMRD	
3	Ir. Jossam POTEL	SEALAN Project Coordinator	INES-Ruhengeri	
4	Dr. Lilian Mono WABINENO	Member	Makerere University	
5	Mr. Anley Belay WUBETU	Member	Woldia University	