



**Kilimanjaro Christian Medical University College
(A Constituent College of Tumaini University Makumira)
Students' Exchange Policy**

INTRODUCTION:

International Exchange Programs provide broad based benefits to students where they get the opportunity to seek international exposure and acquaint themselves with new cultures and global educational standards. It is important part of overall development of a students' giving them awareness and helps adopt alternative, multi-faceted approaches to learning. With changing global economical conditions and mobility, international exchange programs are becoming viable and effective prospects of learning and gaining international exposure to meet multicultural demand of health care services.

Kilimanjaro Christian Medical University College (KCMUCo) like any other universities is mindful of the trend toward the 'Internationalization' of education. KCMUCo believes that, It is only through building bridges for our students that they will be able to further develop their professional and cultural potential and benefit from the many opportunities the world of higher education has to offer. With this rich exposure, students will be able to become more competitive candidates for career opportunities.

This policy therefore serves as an attractive option for enhancing student exchange (mobility) between KCMUCo and other universities around the world.

The Main Deliverables of the Exchange Programme

Exchange Programme must aim to:

- a) Promote international attentiveness and construct effective partnerships with established universities and educational institutions;
- a) Promote interaction with a different social and cultural environment with a view to gaining intercultural competencies;
- b) Develop theoretical and practical leadership skills;
- c) Enable students to apply personal and professional skills, knowledge, attitudes and values to work for the organisation as well as the host communities;
- d) Develop awareness and knowledge of social issues and different practices;
- e) Contribute to the personal and professional life goals.

Exchange Programme Must NOT aim to provide the students:

- a) Solely an opportunity for the students to earn money;
- b) A holiday;
- c) Acting as a permanent career placement or recruitment opportunity;
- d) Permanent residence.

A Student Exchange Program will provide academic and intellectual benefit through the exchange of students between KCMUCo and respective institutions.

Glossary

1. *Exchange Student*
An exchange student is a student who participates in a Student Exchange Program that has been formally agreed between KCMUCo and another higher educational institution or without formal agreement but respective student granted permission to be attached in KCMUCo.
2. *Home Institution*
The home institution is the institution at which a student has been formally admitted to, that is, the institution at which the student is normally enrolled.
3. *Host Institution*
The host institution is the institution at which a student participates in a Student Exchange Program that is, the institution which the student visits for the exchange program.
4. *Exchange Agreement*
The Exchange Agreement is a mutual bilateral agreement that has been formalized between KCMUCo and another University/College from within Tanzania or abroad. The agreement is normally based on principles of equity and reciprocal benefit. The

Exchange Agreement articulates the specific details of the Student Exchange Program.

5. *Partner Institution*

A university that has a formal exchange agreement with KCMUCo.

Eligibility Requirements

In order for the applicant to be eligible for the Student Exchange Program, the following criteria have to be met:

a) The applicant has:

- i. A current enrolment at KCMUCo or in the sending Institutions;
- ii. Provided an academic recommendation from an appropriate faculty member;
- iii. A proven record that he/she is socially, psychologically, and intellectually fit for an exchange program;
- iv. A proper conduct.

b) The student is expected to be in good health.

c) The applicant agrees to:

- i. Be responsible for meeting all costs of the Student Exchange Program such as travel, accommodation, and insurance, pay fee payable to the KCMUCo amounting 200USD for registration and supervision, and other related costs;
- ii. Enroll at KCMUCo for no more than two semesters unless the agreement between KCMUCo and sending institutions requires otherwise;
- iii. Abide with the KCMUCo rules and regulations;
- iv. The student must submit a letter ensuring consent of his/her home University/College to study at KCMUCo;
- v. The student must be a regular student of his/her home College/University.

d) Where there are more applicants than places available at KCMUCo, the eligible students will be ranked according to academic merit and preferred institutions.

5- *Application Process*

Students who wish to participate in a Student Exchange Program at KCMUCo are required to:

- a) Complete and lodge an application form provided under the first schedule.
- b) Agree in writing to the terms and conditions set out in this policy and other College policies;

6- *Incoming Exchange Students*

Eligibility Requirements

Student Exchange programs at KCMUCo are short-term programs that enable international students to study for up to not more than two academic semesters. Incoming exchange students can combine formal education with traveling experience before, during, and after the study periods.

Who can be an incoming student?

Someone who wishes to study part of his/her at KCMUCo and take all credits achieved to his/her Home Institution.

Establishment of the Office of Exchange Programs (OEP).

The Office of Exchange Programs (OEP) is hereby established for the purpose of coordinating exchange programs. The OEP to be established under this policy shall work in liaison with that of KCMC Hospital.

Services Provided by the OEP:

- Provide the student with general advice about travel and health insurance, and visa requirements;
- Provide the student with the required Student Exchange Program documentation including a copy of the Student Exchange Policy;
- Confirm with all parties whether the KCMUCo has approved the application;
- To liaise with immigration office for the residence permit
- Submit the approved Student Exchange Program documentation to the respected Host Institution.

Services Provided by the Office of the Dean of Students.

- KCMUCo through the Office of the Dean of students shall provides the incoming exchange students with an introduction and an orientation, counseling services, allocation of course offering, and registration procedures;
- The office of the Dean of Students in liaison with Directorate of ICT shall assist provision of student ID cards, access to e-mail and other online facilities, and brief incoming students on the services available;
- Students are invited to participate in all orientation sessions as shall be required;
- The care and well-being of students on exchange programs will be monitored by the Office of the Dean of Students in consultation with other relevant directorates, departments, units and division;
- The Office of Dean of Students will provide incoming exchange students with special assistance in residence permits, lodging, and food facilities.

Outbound exchange program

- a) KCMUCo supports outbound exchange program for their students in order to add an international perspective

- to their education.
- b) Under this activity, students are allowed to spend one or more semesters in international educational institute/university.
 - c) The student must seek permission from the University prior going for any outbound exchange program.
 - d) The requests should be forwarded through the Dean of the respective faculty.

FIRST SCHEDULE: INCOMING STUDENT APPLICATION FORM



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FIELD OF STUDY:

NAME OF THE HOME INSTITUTION:

STUDENT'S PERSONAL DATA

Title		First Name(s)		Surname	
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Sex		Date of Birth		Nationality	
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Passport Number		Date of Issue		Place of Issue	
Expiry Date		Country of Birth		Country of Residence	

Marital Status		If you have a disability please tick here	
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Correspondence Address (with date you leave if applicable)	Home Address (if different)
Tel No :	Tel No :
E-mail:	E-mail :

Academic Details

Sending Institution (Name and full address)	Name of Departmental Coordinator
	Name of Institutional Coordinator

Duration of stay	Start Date	No of Expected ECTS Credits

Reason(s) to study at KCMUCo	

Language Competence: (Indicate your language)

1)

Other Languages (please detail as applicable)	I am currently studying this language	I have sufficient knowledge to follow lectures	I would have sufficient knowledge to follow lectures if I had some extra preparation

Commented [d1]:

Commented [d2]:

Work Experience Related to Current Study (if relevant)

Type of Work Experience	Name of Firm / Organisation	Dates	Country

Previous and Current Study

Diploma / degree for which you are currently studying	
Number of higher education study years prior to departure abroad	
Have you already been studying abroad	
If yes, when and at which institution?	

Details of the Proposed Study Programme Abroad / Learning Agreement

Programme Unit/Course Code	Programme Unit/Course Title	Number of ECTS Credits

Student's Signature : _____ **Date :** _____

Sending Institution - we confirm the proposed programme of study/learning agreement is approved.	
Program Coordinator's Signature	OEP in charge signature.
.....
Date:	Date:
Receiving Institution - we confirm the proposed programme of study/learning agreement is approved.	
Program Coordinator's Signature	OEP Signature
.....
Date:	Date:



**SECOND SCHEDULE: STUDENT EXCHANGE AGREEMENT
BETWEEN
KILIMANJARO CHRISTIAN MEDICAL UNIVERSITY COLLEGE
AND**

Background

KCMUCo and ("partner college/university ") desire to enrich their respective teaching and research programs and to strengthen and expand the mutual contacts between both Universities. In order to achieve these goals the parties wish to implement the exchange of students between both Universities. This Agreement establishes the terms and conditions for the exchange of students within the following academic fields or disciplines:

In this policy, unless the context requires otherwise

"Host University" the university accepting the exchanged students;

"Home University" the university providing the exchanged students.

"Period of agreement" This Agreement becomes effective on the date of the last signature and will continue in effect until terminated by the parties.

"Initiation of Exchange" The respective departments, schools or disciplines of the parties will initiate each exchange.

"Period of exchange" Each exchange is for not more than two semesters.

1. Exchange Ratio

- a) The parties will exchange students on a one-to-one equal exchange basis (one year exchange being equal to two semesters). The parties will agree on the number of exchanges though equal exchange is preferable.
- b) Responsibilities of the Home University are as follows:
- i. to maintain its own students registered at the Home University during the program;
 - ii. to recruit, select, and administer pre-program orientation of student participants;
 - iii. to forward the applications of selected participants to the KCMU-College for final approval;
 - iv. to provide the KCMU-College with details of essential courses within its students' curricular plan;
 - v. to advise the KCMU-College of any circumstances that may affect the student's year abroad (e.g. known medical problems); and
 - vi. To advise its students about academic and cultural expectations at the Host University.
- c) Responsibilities of the KCMUCo are as follows:
- i. to accept students recommended by the Home University;
 - ii. to provide orientation for the incoming students;
 - iii. to endeavor to ensure that students are admitted to courses regarded as essential;
 - iv. to provide academic and other advisory services for incoming students;
 - v. to assist the incoming student participants in securing housing;
 - vi. to inform the incoming student of health insurance requirements and availability;
 - vii. to provide the Home University a final transcript describing the student's academic performance; and
 - viii. to inform the Home University immediately as to any change in the enrollment status of the student(s)
- a. Responsibilities of the student are as follows:
- i. After 1 semester or 1 academic year of study, to return to the Home University unless both universities approve an extended stay;
 - ii. to pay the tuition and fees of his/her Home University prior to participating in the program;
 - iii. to pay for the registration and supervision costs charged by the Host University
 - iv. to pay accommodation at the Host University or any other accommodation off campus;
 - v. to secure necessary health insurance and to pay medical costs;
 - vi. to pay for books, living expenses and any other costs; and

- vii. to pay the cost of transportation to and from the Host University.
- viii. To do all acts as shall required by the Host University/Country
- ix. Students are subject to the academic rules and discipline of the Host University.

d) **Designated Administrative Officials.** The administrative officials authorized to endorse exchanges are,

For KCMUCo: Prof Egbert Kessi
 Provost
 KCMU-College

Director
 Office of Exchange Programs
 KCMU-College

For partner institution:

- e) **Termination.** Either party may terminate this Agreement upon providing written notice of its intent to terminate to the other party. The terminating party will give notice at least 1 year prior to the effective date of the termination. Termination will not affect exchanges in effect prior to the effective date of the termination.
- f) **Non discrimination.** Both institutions subscribe to a policy of equal opportunity and will not discriminate on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, disability.
- g) **Modification.** The parties may change or modify the terms of this Agreement only by written amendment signed by the parties.
- h) **Prevailing Language.** This agreement is written in English.

SIGNED BY HOSTING INSTITUTION

SIGNED BY THE HOME INSTITUTION

(SIGNATURE)----- (SIGNATURE) -----
 (NAME)----- (NAME) -----
 (OCCUPATION)----- (OCCUPATION) -----
 (ADDRESS)----- (ADDRESS) -----

COUNTER SIGNED BY

COUNTER SIGNED BY

(SIGNATURE)----- (SIGNATURE) -----
 (NAME)----- (NAME) -----
 (OCCUPATION)----- (OCCUPATION) -----
 (ADDRESS)----- (ADDRESS) -----