



**KILIMANJARO CHRSTIAN
MEDICAL UNIVERSITY
COLLEGE**

**(A constituent college of Tumaini
University, Makumira)**

**Collaboration and
Partnership Policy and
Guidelines**

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Table of Contents

Abbreviations	iv
1.0 INTRODUCTION	1
1.1 Background	1
1.2 Purpose of the Policy	1
1.3 Scope	2
1.4 Definitions	2
2.0 POLICY STATEMENTS	3
2.1 Need for Collaboration	3
2.2 Training	4
2.3 Adoption of Technologies	4
2.4 Development of Innovative Technologies	5
2.5 Partnerships with Industry to use developed innovations	6
2.6 Collaborative Research in relevant fields	6
2.7 Selecting partners	7
2.8 Responsibilities	8
2.9 Amendments and exceptions	8
3.0. POLICY GUIDELINES	9
3.1 Establishment of Collaboration and Partnerships	9
3.2 Training	10
3.3 Termination of Collaboration or Partnership ..	13

4.0.	IMPLEMENTATION OF THE PLOCY.....	14
4.1	Policy status	14
4.2	Related Policies.....	14
4.3	Key stakeholders.....	14
4.4	Approval Details	14
4.5	Effective date of the Policy	15
4.6	Next Review Date.....	15
4.7	Policy Owner	15
4.8	Policy custodian.....	15

Abbreviations

CAC:	College Academic Committee
CGB:	College Governing Board
CRCC:	College Research and Consultancy Committee
DPAA:	Deputy Provost for Academic Affairs
DRC:	Directorate of Research and Consultancy
MoU:	Memorandum of Understanding
OSP:	Office of Sponsored (Research)/Projects
SP:	Strategic Plan
TIRDO:	Tanzania Industrial Research and Development Organization
TUMA:	Tumaini University, Makumira

1.0 INTRODUCTION

1.1 Background

Kilimanjaro Christian Medical University College understands the importance of collaborative provision of learning, teaching, research and innovations that can contribute to the fulfilment of its vision, mission and objectives. This Collaboration and Partnership Policy and Procedures is intended to assist KCMUCo staff and other institutions that are involved in collaborative research and training or those considering establishing linkages, partnerships and collaborations. The University College has been establishing and implementing collaborations and partnerships with understanding that high quality research and effective dissemination of knowledge as well as innovations can only be achieved through linkages, partnerships and collaborations with like-minded institutions. Thus, this policy is an effort to enhance and support the University College in establishing and developing linkages, partnerships and collaborations with other institutions, local and international.

1.2 Purpose of the Policy

This policy is expected to promote partnership in academic training that leads to the award of certificates, diplomas, degrees and postgraduate qualifications, facilitate adoption of appropriate technologies, develop innovative technologies, promote collaborations and partnerships with industrial organizations to put into use newly

developed innovations, enhance collaborative research in all relevant fields, create a reasonable and workable environment that enables an efficient administration of collaborations and partnerships in achieving the KCMUCo's objectives.

1.3 Scope

This policy applies to the College staff, collaborating individuals and/or institutions and potential collaborators considering to establish linkages, collaborations and partnerships with KCMUCo.

1.4 Definitions

In this policy:

4.1. Collaboration means a formal joint venture between KCMUCo or its employee and an external (collaborator) individual or Institution established under a local or foreign law/statute, with the aim of producing something or achieve a pre-defined goal within the framework of the vision, mission and objectives of the KCMUCo.

4.2. Partnership means formal agreement between an individual or institution and KCMUCo on a merit-based understanding to work together in implementing a joint activity related to teaching/learning, research, services or innovations with mutual academic, financial or both benefits to both sides.

4.3. Memorandum of understanding means a formal and mutual accord which outlines the details of contractual agreement between two or more parties.

2.0 POLICY STATEMENTS

2.1 Need for Collaboration

KCMUCo shall welcome collaboration and partnerships provisions in learning, teaching, research and innovations that can contribute to the fulfilment of its vision, mission and objectives, without detriment to its reputation.

Procedures:

- a) KCMUCo staff, departments, faculties, directorates and institutes shall be allowed to seek and identify potential partners or collaborators and make initial contacts depending on the level of partnership/collaboration (for example for a project joint application).
- b) Once official partnership/ collaboration with potential partner is desired the individual or administrative unit shall inform the Provost and DPAA and shall spearhead arrangements for an official meeting with the heads of the two institutions or their representatives to discuss the partnership agreement.
- c) Memorandum of Understanding (MoU) which must be accepted by both partners shall be developed with close involvement of the KCMUCo legal officer and DRC office.
- d) Two copies of the MoU shall be signed by the Provost and the Head of the collaborating of which one copy remains for filing at KCMUCo.
- e) All projects where the KCMUCo plays a significant role such as receiving and managing funds or

where the College is involved in administering specific components shall involve partnership agreements.

- f) In each collaboration one named person shall be identified as the coordinator and shall work closely with the OSP.
- g) All collaborations and partnerships shall be registered by the OSP.
- h) Regular reports on collaborative and partnership activities shall be reported quarterly to the College Research and Consultancy Committee (CRCC).

2.2 Training

KCMUCo shall enter into agreement with any individual, institution, organization or community in order to enhance provision of teaching/ learning that may lead to award of certificates, diplomas, degrees and/or short attachments for gaining expertise.

2.3 Adoption of Technologies

- (i) The College shall enter into agreement with any individual, institution, organization or community in order to enhance the adoption of an appropriate technology that seeks to improve quality, production and service delivery.
- (ii) The College is not obliged to give any subsidy in advancing the adoption of any technology except under special project funding conditions.

- (iii) The College shall offer training aimed at advancing the adoption of any technology which is within its capacity.
- (iv) The College shall enter into agreement with any institution that offers to provide an appropriate technology in which the university does not have skilled manpower.

2.4 Development of Innovative Technologies

- (i) The College shall partner with any individual, institution or organization in order to develop new innovative technologies that seek solutions to challenges facing the community.
- (ii) Patenting of developed technologies shall be jointly offered by the partnering institutions and shall follow the regulations laid down by the Tanzania Industrial Research and Development Organization (TIRDO) and the KCMUCo Intellectual Property Rights policy and any other relevant regulations.
- (iii) KCMUCo shall offer space within its premises where appropriate to any partnering individuals, institutions and organizations to jointly develop new innovations.

2.5 Partnerships with Industry to use developed innovations

- (i) KCMUCo shall partner with any industrial organizations to explore ways of putting into use of any technologies or innovations that have been developed.
- (ii) Specialized staff from the College shall be allowed to work with any industries to develop new innovations.
- (iii) Sharing of the collaboration and partnerships shall be on a win-win situation.

2.6 Collaborative Research in relevant fields

- (i) KCMUCo shall enter into collaboration with research institutions and other collaborators to conduct research in various fields.
- (ii) KCMUCo staff shall be allowed to conduct research in collaborating institutions.
- (iii) Where appropriate equipment, facilities and personnel shall be shared in partnering institutions.
- (iv) Regular meetings between the collaborating partners shall be conducted to review progress.
- (v) Collaborative research involving capacity building shall give priority to KCMUCo's needs based on the College strategic plan (SP) or

where specific capacity may have not been identified by the SP, priority shall be assigned to needs identified in consultation with the relevant authority such as DPAA's office and/or Human resource office.

2.7 Selecting partners

- (i)** KCMUCo recognizes the benefits and risks associated with collaborations and partnerships. Success depends upon working within available resources, managing risks, and identifying synergies with the potential partners. Emphasis shall be laid on selection of like-minded partners.

- (ii)** For approval of any proposal for collaboration or partnership, the following principles shall be applied:
 - a) That the activities of the proposed collaboration/partnership provide a close fit with the vision, mission and strategic plan of KCMUCo.
 - b) That the discipline or subject area of the proposed collaborations and partnerships fall within KCMUCo's current or developing areas of expertise.
 - c) That the educational mission and aims of the partner organization or institution are in harmony with those of KCMUCo.
 - d) That the partner is of good academic standing and financially stable.
 - e) That the partner is in a position to enter into legal contract with the KCMUCo.

- f) Where applicable, that the partner institution has sufficient facilities to ensure appropriate arrangements for student/staff support, broadly equivalent or better than those provided at KCMUCo.
- g) That the expectations and requirements of both KCMUCo and the proposed partner are clearly demonstrated and appropriately costed where applicable.

2.8 Responsibilities

- (i) KCMUCo employees involved in collaborations and partnerships shall make sure:
 - a) They understand this policy before advancing any collaborative activities
 - b) All collaborations and partnerships are officially approved by the Provost and documented by the DRC office
 - c) Implementation of Collaborative or partnership activities is in line with this policy and guidelines.
- (ii) The DRC office shall:
 - a) Inform and sensitize potential collaborators/partners of this policy.
 - b) Keep an inventory of all collaborations and partnerships.
 - c) Enforce this policy.

2.9 Amendments and exceptions

This policy shall be reviewed and amended every three years. Exceptions to this policy must receive approval

from the DPAA, Provost or the College Academic Committee.

3.0. POLICY GUIDELINES

3.1 Establishment of Collaboration and Partnerships

- (i) KCMUCo shall establish collaborations and partnerships only if they contribute to the achievement of the College objectives.
- (ii) Proposals to establish collaborations and partnerships must meet one or more of the following criteria:
 - a) The programme is intended to contribute to widening participation in research, innovations and teaching.
 - b) The programme strengthens an existing successful collaboration or partnership.
 - c) The programme contributes to the development of academic links with partner organizations which will enhance the College's reputation.
- (iii) In seeking collaborations and partnerships, the College shall emphasize the importance of establishing and maintaining partnerships in which relationships are balanced, with collaborative partners encouraged to derive equal benefit from the partnership and to

contribute fully in joint decision-making processes.

3.2 Training

- (i) KCMUCo may engage in collaboration and partnerships with other bodies or any academic collaboration that may lead to or contribute to academic certificate, diploma or degree award of the KCMUCo, or an award of the collaborating/partnering institution without contravening TCU standards and guidelines.
- (ii) No binding collaborative links involving the provision of a programme or part of a programme, leading to or contributing to an award of KCMUCo certificate, diploma or degree may be established, without the full prior knowledge, agreement and approval by KCMUCo and any other appropriate authorities. Similarly no binding links involving the provision of a programme or part of a programme, leading to or contributing to an award of the collaborating/partner institution may be established, without the full prior knowledge and agreement with the KCMUCo.
- (iii) In selecting a partner institution for the provision of teaching/training, mentorship, supervision and research, KCMUCo shall therefore seek evidence in the partner institution of appropriate:
 - a) organizational, management and quality assurance arrangements;
 - b) staff qualifications and experience;

- c) regulations and procedures governing the relationship of students, including academic support and guidance and provision for meeting students' wider educational needs;
- a) provision of learning support and infrastructure at a level and quality to meet the requirements for programmes leading to an award of KCMUCo.
- b) ethical research standards (for research collaborations);
- c) provision for staff appointment, induction and development.
- d) With respect to the overseas partners, particular care shall be taken to understand fully;
 - the local law relating to higher education, including in relation to the licensing of overseas higher education operators.
 - the local law, and applicable laws within Tanzania, in respect of contracts and their enforceability.
 - the local higher education system and the place of the partner institution within it;
 - the legal and financial position of private institutions (where applicable);
 - requirements in respect of national and international recognition of awards and professional qualifications (i.e., whether or not an award of KCMUCo shall be recognized in the students' home country).

- (iv) Any curriculum jointly offered must be approved by the TUMA Senate.
- (v) Staff offering the courses must be of the same academic standing or better than those of KCMUCo and must have qualifications from nationally and internationally recognized institutions.
- (vi) The teaching/learning facilities at partnering institutions must be of the same standard or better than those of KCMUCo.
- (vii) Admission requirements for courses offered must be equivalent or above those prescribed under Tanzania Commission for Universities (TCU) and National Accreditation Council for Technical Education (NACTE) guidelines. KCMUCo shall also review information on student progress.
- (viii) The KCMUCo's approval and monitoring procedures for entry requirements shall ensure that:
 - a) the partner organization has details of the entry qualifications of all entrants to a programme;
 - b) KCMUCo monitors the entry qualifications of students against the agreed criteria;
 - c) the partner organization informs KCMUCo on regular basis of students' progress including cases of withdrawal or non-progression.
 - d) KCMUCo maintains up-to-date information on student progress and achievements.
 - e) the DPAA's office is responsible for the awards issued by KCMUCo under

partnerships with other Institutions or collaborative training except for short courses where Directorates and Institutes shall be allowed to issue such awards.

- f) where an award is issued by a Partner Institution, the award must be made available to the office of DPAA.
- g) any student admitted shall adhere to the rules and guidelines as spelt out in academic regulations appropriate to the programme of KCMUCo or Collaborating Institution where appropriate, and the partnership MoU.
- h) there shall be a memorandum of understanding for all partnerships and shall include conflict resolution.

3.3 Termination of Collaboration or Partnership

- (i) Arrangements for the termination of any collaboration or partnership by any party must take into account the need to provide for the interest of continuing students or where applicable, programmes.
- (ii) The university reserves the right to terminate any collaboration or partnership immediately if the partner is in serious breach of the terms of the Memorandum of Understanding i.e. that:
 - a) It fails to make any payment in accordance with the provisions of the Financial Memorandum;
 - b) It becomes insolvent or unable to pay its due debts or enters into any arrangement with its creditors or engages in any legal process

approximate or equivalent to the appointment of a receiver or liquidator or any other condition reasonably describable as insolvency under the Tanzanian law.

- c) Full detail of procedures for termination will be set out in the Memorandum of Agreement.
- d) Neither party will be permitted to admit further students to a collaborative programme once a termination notice has been served.

4.0. IMPLEMENTATION OF THE PLOCY

4.1 Policy status

This is a new policy

4.2 Related Policies

- (i) KCMUCo Research Policy
- (ii) Intellectual Property Rights Policy

4.3 Key stakeholders

The following are key stake holders: KCMUCo staff, collaborating institutions, Development partners, project collaborators and Funding Organizations.

4.4 Approval Details

The policy is approved by TUMA Senate through KCMUCo Academic Committee.

4.5 Effective date of the Policy

This policy shall be operational immediately after the approval by the Senate.

4.6 Next Review Date

The policy will be reviewed three years after the date of approval or as deemed necessary.

4.7 Policy Owner

KCMUCo Academic Committee

4.8 Policy custodian

The Directorate of Research and Consultancy of KCMUCo

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