



BLANTYRE INTERNATIONAL UNIVERSITY

BIU INTER-UNIVERSITY STAFF MOBILITY POLICY

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INTRODUCTION

Staff exchange is a strategic intervention for enhancing sharing of human resources with other universities. The policy aims at strengthening cooperation with other universities through academic mobility and enhancing quality of teaching and research in the university. It provides the university with experts in fields of study that may be lacking in the university as well as availing opportunity to visiting lecturers to gain experience from the university, and hence enhancing their career development.

DEFINITIONS

In this policy, the following definitions apply:

- 1) “Outgoing participant” means a faculty, staff or administrator leaving his or her present assignment for a temporary exchange outside the university.
- 2) “Incoming participant” means a faculty, staff or administrator from an outside institution who, by reason of exchange, will be temporarily assigned to a university position.

POLICY

Staff exchanges with other universities and other institutions are viewed favourably by BIU and will normally be approved, provided the Chancellor can be assured that the best interests of the university are protected and there is normally no additional financial burden placed upon the university.

In support of its commitments to provide development opportunities for faculty, staff and administrators, the Board of Directors of the university made the following rules and regulations:

REGULATIONS

Eligibility Requirements

- 1) An eligible outgoing participant must be a full-time staff member who will normally have been employed with the university for a period of at least three years.
- 2) Outgoing participants must notify their Dean before applying for an exchange. All leaves must be approved by the Chancellor.
- 3) Incoming participants must be approved by the respective department and Dean as being qualified to work in that area before the Chancellor can give his or her approval.

Number of Exchanges

The number of exchanges which occur at the university will be approved by the Board of directors based upon the availability of resources and the effect of the exchange upon the institutional and service functions of the university.



Length of Exchange

The length of any exchange will not exceed one year. Any exception to this policy must be approved by the Board of Directors.

Compensation

- 1) The university will continue to pay outgoing participants their regular salary and benefits, subject to the normal deductions where possible.
- 2) Incoming participants will be paid by the sending university or institution.

Vested Rights

Participants in an exchange will not affect an employee's position on the salary schedule, subject to the collective agreement.

Exchange Assignment and Obligations

The assignments, obligations, and other understandings for any exchange participant for the period of exchange will be detailed in a Memorandum of Agreement which must be signed by the Finance Officer.

Facilities and Resources

The university will provide to incoming participants the same access to opportunities and resources as it does for its own employees, including but not limited to travel pay, office space, etc. Any exceptions or prohibitions will be stated in the Memorandum of Agreement.

Housing and Relocation

The university will provide neither housing nor relocation costs for incoming or outgoing participants.

Exchange Commitments

Unless there are extremely unusual or extenuating circumstances, the university will honour commitments in the exchange programme for both outgoing and incoming participants.

Amendment

These rules and regulations may be amended by the Board of Directors at any time.