



UNIVERSITY OF LAY ADVENTISTS OF KIGALI (UNILAK)

UNIVERSITY POLICY ON VISITING PROFESSOR/VISITING RESEARCHER

February 2024

Purposes and Definitions

1. This policy is implemented in order to promote the internationalization of the University's academic and research structures. It defines provisions and procedures related to the appointment as well as stay of foreign scholars, experts, professors, employed or appointed at another research or higher education institution or organization abroad, who are invited to collaborate (compatibly with the financial resources made available for this aim) in teaching or research activities at our University, for a period which should normally be no less than 5 days, as Visiting Professor /Visiting Researcher.

Purpose

To ensure consistency across faculties the following principles will apply when appointing Visiting Professors.

Scope

These principles apply to all Visiting Professors across all areas of the University.

Audience

UNILAK's faculty, staff, and students

Reason for Policy

The University recognizes the benefit of having individuals from other institutions and organizations visit to learn, exchange ideas, and share expertise. These opportunities foster intellectual development and research collaborations. The University has established guidelines governing the appointment of visiting faculty and visiting scholars.

General Principles and Conditions

Visiting Professors will be eminent academic leaders of distinction and high achievement. They may also possess industry, business, science or other professional expertise that adds appreciably to the profile of UNILAK.

Appointment Criteria

- a. A scholar who in his/her own University or research institution holds a position of full Professor, or Associate Professor or who, in the opinion of the Vice-Chancellor, would meet the requirements for a Professor in this institution, and is visiting a Faculty of the University to carry out teaching and research work is eligible for appointment normally for a period not exceeding 2 years.
- b. The Visiting Professor will report to the Dean of the faculty in which the appointment is made and will remain in that Faculty for the duration of the appointment.
- c. Visiting Professors will be subject to the policies of the University and the Faculty in which they are serving and will work under the general direction of the Deputy Vice Chancellor: Academic and Research for the term of their appointment.
- d. Visiting Professors will be expected to contribute to the academic development of the Faculty to which they are appointed by way of their involvement in teaching, research, or other scholarly activity.
- e. Before recommending the appointment of a Visiting Professor to the Deputy Vice-Chancellor, Dean and the Head of Department will be satisfied that the Visiting Professor's proposed activities are consistent with the objectives of the Faculty and that facilities are available to support the Visiting Professor's activities.

Appointing Procedures

1. The University, also on the basis of agreements with international institutions and Individual Professors, shall appoint candidates through the following procedures:
 - a. Direct appointment of highly qualified international scholars, wherever in the so-called "declared nominations" it is explicitly indicated the name of the person to be invited;
 - b. Issuing of an open recruitment call, indicating specific scientific and curricular profile of the person to be invited.
2. Proposals for appointment as per point a), should be submitted, by one or more academics of the University, to the VC and DVCAR for approval. In the request form shall be indicated:
 - Personal details of the academic whom the teaching task should be conferred on;
 - Candidate's home institution;
 - International agreement/convention between institutions, if any;
 - Description of scientific and academic profile of the candidate, by presenting his/her *curriculum vitae*, pointing out his/her academic area and field, listing his/her publications, his/her competences and any other information detailing his/her profile;
 - Description of specific activities the academic should carry out;
 - Candidate's work period at the University;
 - Name of referent academic staff in the University;
 - Any foreseen Stipend or reimbursement of incurred expenses and evidence of available funds.

Once approval of request has been finalized, the VC by his own deliberation shall afterwards confer relevant appointment.

3. **Concerning the recruitment as per point b)**, the academic proponent shall ask the Department Board to start a selection procedure, enclosing a form with the following information:

- Description of scientific and academic profile of the candidate, pointing out required academic area and field, competences and any other useful information for selection purposes;
- International agreement/convention between institutions, if any;
- Description of specific activities the academic should carry out;

- Candidate's work period at the University;;
- Name of referent academic staff in the University;
- Any foreseen salary or reimbursement of incurred expenses and evidence of available funds.

Upon call's deadline, the VC shall appoint a specific Committee to evaluate received applications and to determine a ranking list. Selection's results are then sent to the DVCAR and DVCFA, which shall then forward them to the VC. The VC, by his own deliberation, shall afterwards confer relevant appointment.

4. Necessary condition for starting any Visiting position is that the following services are guaranteed by the University:

- Appropriate workstation and access to internet;
- A personal ID to connect to the University network/server;
- Access to University's areas, facilities and library;
- Access to the University's canteen.
- Accommodating

5. Communication about visiting status is made to both the person concerned and to UNILAK Community.

- Candidate's work period at the University;;
- Name of referent academic staff in the University;

Upon call's deadline, the VC shall appoint a specific Committee to evaluate received applications and to determine a ranking list. Selection's results are then sent to the DVCAR and DVCFA, which shall then forward them to the VC. The VC, by his own deliberation, shall afterwards confer relevant appointment.

6. Necessary condition for starting any Visiting position is that the following services are guaranteed by the University:

- Appropriate workstation and access to internet;
- A personal ID to connect to the University network/server;
- A personal institutional email account;
- Insurance coverage for third party liability and against accident;
- Access to University's areas, facilities and library;
- Access to the University's canteen

Rights and Obligations of Visiting Professor/Researcher

1. Once the Visiting Professor/Researcher receives the invitation letter, he/she will organize his/her activity according to the plan agreed with the referent academic person in the hosting institution. The Visiting Professor/Researcher shall keep a register on the activities carried out and respect internal (general safety) security rules.

2. The Institution, during the whole work period, shall guarantee the Visiting Professor/Researcher all services as per point 2.4.

Stipend

1. The Visiting Professor is entitled to receive either reimbursement of expenses or compensation subject to applicable deductions and contributions to be paid by the University and by the recipient, to be determined on the basis of available funds in the University.
2. The University can determine, annually, the resources allocated to the Visiting Professors/Researchers, by deliberation of the Board of Directors, and inform the Department, who will then start relevant selection procedures.

Term of Appointment

Each appointment or reappointment with a Visiting prefix shall not exceed 2 years.