

TAMALE TECHNICAL UNIVERSITY



**INTERNATIONAL PROGRAMMES AND INSTITUTIONAL LINKAGE  
POLICY  
2020**

## **LIST OF ABBREVIATIONS**

AB: Academic Board

C.E.O: Chief executive officer

CCIS: Consortium of College International Studies

ICT: information and communication technology

IPIL: International programme and institutional linkage

IPILD: International Programme and Institutional Linkage Directorate

ISEP: International Student Exchange Programs

NAB: national accreditation board

NCTE: national council for tertiary education

TaTU: tamale technical university

## **1.0 Background**

Collaboration among institutions has become a very important ingredient in the growth of individual institutions in the global world of the 21<sup>st</sup> century. This International Programmes and Institutional Linkage (IPIL) policy is designed to assist Tamale Technical University in establishing linkages, partnerships and collaborations with institutions that intend to collaborate in research and training, and those considering engaging in other activities of mutual benefit. It is hoped that this will spell out the levels of involvement of identified stakeholders in constructing partnership between the Tamale Technical University (TaTU) and other institutions/organization. The globalized world sets standards for all the people in it by breaking the boundary of distance and exclusiveness of knowledge and skills in the 21<sup>st</sup> century, therefore in order that Tamale Technical University is not left out, stand up to its mandate of equipping students with necessary knowledge and skills and to freely and effectively compete in the global market. TaTU needs to collaborate globally with more endowed institutions and organizations in order to harness from their pool of endowments.

This IPIL policy is a deliberate effort to enhance the strength and support of TaTU by establishing and developing linkages, partnerships and collaborations with other institutions.

## **1.0 Introduction**

Tamale Technical University (TaTU), hereafter called ‘TaTU’ actively develop global links with local and international organisation and institutions in various fields. The ILIP policy is designed both to focus and facilitate the development of relevant and appropriate collaborations and partnership locally and internationally. TaTU endeavours to collaborate and partner with interested institutions, organisations and community in the advancement of academic excellence, research and social welfare. Also, the collaborations will be in our niche area which Agricultural engineering.

### **1.1 Rationale for the IPIL Policy**

The IPIL policy is necessary to:

- I. promote partnership in academic training and education that leads to the award of certificates, diplomas, degrees and postgraduate qualifications.
- II. progress the adoption of appropriate technologies.

- III. advance innovative technologies.
- IV. encourage partnership with technically oriented organizations to develop and put into use innovations.
- V. improve collaborative research in all fields.
- VI. develop a reasonable and workable policy that empowers an efficient administration of collaborations and partnerships in the advancement of the TaTU's objectives.
- VII. advance stronger links and joint educational programmes with other institutions in pursuit of its mission of enhancing access to higher education.
- VIII. Developed, strengthen and diversify educational programmes through the mutual collaboration and partnerships.

## **1.2 Values**

TaTU shall establish collaborations and partnerships only if they add to the achievement of the university objectives. 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 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 TaTU's reputation.
- iii. In seeking collaborations and partnerships, the university emphasizes 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.
- iv. TaTU may engage in collaboration with other bodies, any academic collaboration may lead to an award of the University.
- v. No binding collaborative links involving the provision of a programme or part of a programme, leading to an award of TaTU may be established, without prior knowledge and agreement with the University.
- vi. In selecting a partner institution, TaTU will 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;
  - d) Provision of learning support and infrastructure at a level and quality to meet the requirements for programmes leading to an award of TaTU;
  - e) Ethical research standards; and
  - f) Staff appointment, induction and development must be provided.
- vii. With respect to foreign partners, care will be taken to understand fully;
- a) the existing regulations concerning higher education, including in relation to the licensing of foreign higher education operators;
  - b) the education existing law, and applicable regulations within Ghana, in respect of contracts and their enforcement;
  - c) the Ghana's higher education system and the place of the partner institution within it;
  - d) the legal and financial position of private institutions (where applicable);
  - e) requirements in respect of national and international recognition of awards and professional.

It is the responsibility of the University to inform any professional statutory or regulatory body that has approved a programme which is the subject of a possible or actual collaborative agreement of its proposals.

### **1.3 Vision**

The IPIL aspires to be the penultimate organ of TaTU for a productive partnership with other institutions and organisation

### **1.4 Mission**

The IPIL ensure that collaborations are strategic in time and content such that they augment the resources of TaTU towards the fulfilment of its mandate to provide quality and accessible tertiary Technical Education.

### **1.5 Policy Statement**

TaTU welcomes collaborative provision in learning, teaching and research that can contribute to the fulfilment of its vision, mission and objectives, without detriment to its reputation.

### **1.6 Core Values**

Discipline, Efficiency, Effectiveness, Excellence – TaTU shall aim at attaining professionalism, creativity and continual improvement in every endeavour.

### **1.8 Policy Objectives**

- i. Partnership in academic training that leads to the award of certificates, diplomas, degrees and postgraduate qualifications.
- ii. Advancement of adoption of appropriate technologies.
- iii. Development of innovation technologies.
- iv. Partnership with industrial organizations to put into use newly developed innovations.
- v. Collaborative research in all fields.

### **2.0 Scope: Partnership, Training and Education**

This policy is intended for all members of Tamale Technical University and all persons and organizations under the jurisdiction of Tamale Technical University.

#### **2.1. Training/Education**

- I. Any curriculum jointly offered must be approved by the Tamale Technical University Council.
  - ii. Staff offering the courses must be of the same academic standing or better than those of Tamale Technical University and must have qualifications from National and Internationally recognized institutions.
  - iii. The tuition facilities at partnering institutions must be of the same standard or better than those of Tamale Technical University.
    - iii. Admission requirements for courses offered must be the same as those of Academic Board (AB) and registration procedure must be the same as that of Tamale Technical University. Tamale Technical University will also review information on student progression.
  - v. The University's approval and monitoring procedures for entry requirements will ensure that:

- a) The partner organization has details of the entry qualifications of all entrants to a programme;
- b) Tamale Technical University monitors the entry qualifications of students against the agreed criteria;
- c) The partner organization informs Tamale Technical University of all cases of withdrawal or non-progression arising within each cohort of students;
- d) Tamale Technical University maintains up to date information on student progression and achievement.
- e) The Registrar Academic Tamale Technical University will have sole access to, and be the only individual empowered to issue award certificates.
- f) Any student admitted should adhere to the rules and operations as spelt out in the Tamale Technical University student's handbook.
- g) There should be a memorandum of agreement for conflict resolution.

### **2.1.2 Advancement of adoption of appropriate technologies**

- i. TaTU will enter into agreement with any individual, institution, organization or community in order to advance the adoption of an appropriate technology that seeks to improve quality, production and service delivery.
- ii. TaTU is not obliged to give any subsidy in advancing the adoption of any technology except under special project funding conditions.
- iii. TaTU shall offer training aimed at advancing the adoption of any technology which is within its capacity.
- iv. TaTU will enter into agreement with any institution that agrees to provide an appropriate technology in which TaTU does not have skilled manpower. The sharing of the proceeds from such partnerships should be shared on a 50% basis.

### **2.1.3 Development of Innovative Technologies**

- i. TaTU will partner with any individual, institution or organization in order to develop new innovative technologies that seek solutions to challenges facing the country.
- ii. Patenting of developed technologies will be jointly offered by the partnering institutions and shall follow the regulations laid down by TaTU.

iii. TaTU will offer space within its premises to any partnering individuals, institutions and organizations to jointly develop new innovations.

#### **2.1.4 Partnerships with industrial organization to put into use newly developed innovations**

- i. TaTU will 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 TaTU will be allowed to work with any industry to develop new innovations.
- iii. Sharing of the partnerships will be on a 50% basis.

#### **2.1.5 Collaborative Research in all Fields**

- i. TaTU will enter into collaboration with research institutes and other institutions to conduct research in various fields.
- ii. TaTU staff will be allowed to conduct research in collaborating institutions.
- iii. Equipment and facilities in partnering institutions should be shared in conducting research
- iv. Regular meetings within the research institution and TaTU should be carried to review progress

#### **2.1.6 Upgrading of Skills**

- i. TaTU will offer short courses for upgrading of skills in the technological fields such as Agriculture, Food processing, Catering, ICT, Marketing, Statistics, Entrepreneurship, and Management. Participants in such training will be required to pay commitment fee (a small tuition fee).
- ii. TaTU will partner with any institution to offer any upgrading skills courses in which it does not have competence and the proceeds shall be shared equally amongst the partners.
- iii. Participants participating in the upgrading skills courses will be given a joint award signed by the VC and C.E.Os of the partnering institutions.
- iv. TaTU will conduct extension services in fields of its competency to the community.

### 3.0 Selection of Partnerships

Tamale Technical University recognizes the benefits and risks associated with international programmes and institutional linkage, 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.

For approval of any proposal for collaboration or partnership, the following principles must be met;

- i. That the activities of the proposed collaboration/partnership provide a close fit with the vision, mission, niche and strategic plan of TaTU.
- ii. That the discipline or subject area of the proposed collaboration/partnership falls within TaTU's current or developing areas of expertise.
- iii. That the educational mission and aims of the partner organization or institution are in harmony with those of TaTU.
- iv. That the partner is of good academic standing and financially stable.
- v. That the partner is in a position to contract legally with the university.
- vi. That the partner institution has sufficient facilities to ensure that appropriate arrangements for student support are in place, broadly equivalent to those provided at TaTU.

### 4.0 Types of international linkages and definitions

Agreements with international institutions may involve a variety of shared and exchange programs. The most common types of linkages include the following:

1. **General agreement.** General agreements are used to formally express institutional intent to pursue opportunities for collaboration. Typically, these agreements require no financial commitment for either institution. On the

surface, they may seem to entail minimal risks. However, the agreement represents substantive, broad commitment, and should reflect institutional intent.

2. **Co-curricular program.** These are agreements covering a specific academic program or programs in which both institutions provide part of the requirements for the degree. The institutions must agree in advance which institution will grant the degree, courses that will be accepted in transfer, whether the second institution will grant a certificate of completion or other recognition of the joint nature of the studies, and many other details of the program. Such an agreement requires a great deal of work and the involvement of several offices at TaTU to evaluate lists of courses that not only match TaTU degree courses but also meet all TaTU degree requirements and those established by the National Accreditation Board (NAB) and the national council for tertiary education (NCTE).
3. **Student exchange.** These are commonly referred to as “reciprocal exchange” agreements. Student exchange agreements allow students to pay tuition to the home institution and study tuition-free at the host institution. The students, in fact, trade places reciprocally, so it is important to exchange an equal number of students each year. An imbalance in the number of students exchanged may result in a financial loss to either the home or host institution.
4. **Faculty collaboration.** These agreements usually include faculty exchange in areas of teaching, research or co-hosting seminars or conferences. Collaborations may be one-time or on-going, and may involve work done at one institution or both.
5. **Non-degree or non-academic program.** These programs are designed and delivered by TaTU specifically for an academic institution and/or organization abroad. Such programs include courses and/or activities designed specifically to meet the requests of the international institution. Typically, the agreement facilitates payment for services rendered. Non-academic programs may be delivered on the TaTU campus or abroad. TaTU units involved may issue certificates of completion to program participants. This type of program may also be offered by an academic institution and/or organization abroad for TaTU students.

6. **Credit transfer.** The university enter into comprehensive articulation agreements on credit transfer with counterpart's universities abroad and within Ghana. The institution enters into such agreements with multiple counterparts so as to give its students more options to choose. This type of agreement requires course review, evaluation and matching from department advisers and/or faculty and the Office of the Registrar.
7. **Consortium/membership.** These consist of formal or informal agreements or contracts between TaTU and an educational association or consortium here or abroad to provide opportunities for individual students to study abroad. Examples include: International Student Exchange Programs (ISEP), Consortium of College International Studies (CCIS), etc. TaTU both sends students abroad and Receives Foreign Students through Such Consortia.

## **5.0 Management and Advisory Board**

There is a Six-member Advisory Board (AB) that supervises the activities and operations of the international programme and institutional linkage. The Members are:

1. The Vice Chancellor
2. Pro Vice Chancellor
3. Registrar
4. Director of Finance
5. Dean of International Programme and Institutional linkage
6. Representative of convocation

### **6.1 Functions of the Advisory Board**

The Advisory Board (AB) must ensure that:

- i. The expectations and requirements of both TaTU and the proposed partner are clearly demonstrated and appropriately costed.
- ii. The collaborative programme can be delivered on the basis of an income stream that supports full-economic costs.
- iii. Where these principles do not apply in totality, the collaboration may still be approved. However, the basis of that approval must be minute by the AB.

## **5.2 International Programme and Institutional Linkage Directorate (IPILD)**

There is a directorate in charge of international programmes and institutional linkage which collaborate linkages between Tamale Technical University and other Organizations/institutions.

5.3 Staff of the directorate are:

1. The Dean
2. The Vice Dean
3. Assistant Registrar/Administrator
4. Secretary
5. Account's clerk

## **5.3 Functions of the Dean**

The Dean of International Programmes and Institutional Linkages shall, under the Pro-Vice Chancellor (Academic), be responsible for:

- (a) The management of all agreements establishing links between the University and foreign institutions of learning,
- (b) The promotion and advertisement of the programmes of the University to international students and researchers;
- (c) The organization of summer schools and orientation programmes for foreign students.
- (d) The provision of guidance and counseling services for international students;
- (e) The coordination of staff and student exchange and external staff training programmes;
- (f) Creating and maintaining a comprehensive database of students and external assistance programmes; and
- (g) Performing such other functions as shall be determined by the University Council.

## **6.0 Procedures for Developing Collaborations and Partnerships**

- a) The Dean or a member of AB identifies a possible collaborator
- b) The Dean writes a letter to them seeking collaboration
- c) After they reply, the Dean holds a meeting with the AB to inform them on the way forward.

- d) An initial date is established for the Dean to meet and discuss on possible collaboration with the identified institution
- e) A meeting is held at an identified venue.
- f) Establish a draft Memorandum of Understanding which must be accepted by both institutions
- g) Once the draft Memorandum of Understanding is accepted a final MOU is made.
- h) The signatures of both CEOs are appended on two copies of the same and a copy is sent to the collaborator and one remains for filing.

### **7.0 Exemptions and Amendments**

Any interested party may initiate exemptions and amendments to this policy through the Dean of IPIL and AB. The Dean shall thereafter notify the AB about the proposed amendments or exemptions for deliberation and consideration. The Vice Chancellor upon advice from the AB may sanction the approval of such amendments or exemptions considering that such amendments or exemptions are not inconsistent with the university's objectives. This policy will be reviewed from time to time.

### **8.0 Termination of Collaboration or Partnership**

- a. Arrangements for the termination of any collaboration or partnership by any party must take account the need to provide for the interest of continuing students or programs.
- b. 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 Agreement i.e. that:
  - It fails to make any payment in accordance with the provisions of the Financial Memorandum;
  - 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 Ghanaian Constitution.
- c. Full detail of procedures for termination will be set out in the Memorandum of Understanding. Neither party will be permitted to admit further students to a collaborative programme once a termination notice has been served.

## **9.0 Implementation Strategies**

### **9.1 Terms of reference**

- i. Periodically review the collaboration and partnership policy.
- ii. Establish collaboration and partnership priorities for the university.
- iii. To identify collaboration and partnership opportunities for the university.
- iv. Make recommendations to the senate on matters related to joint programmes that result from collaborations and partnerships.
- v. Monitor and evaluate the effectiveness and impact of all university collaborations and partnerships.

### **10.0 Arrangement for communication**

For day-to-day management issues it is crucial that there is a named contact person at the partner institution.

### **11.0 Record keeping for collaborative and partnership arrangements**

An up-to-date register of all approved collaboration and partnership arrangements will be maintained by the Dean of ILIP office.

### **12.0 Conclusion**

TaTU international programme and institutional linkage policy is a deliberate effort to guide the university in establishing strategic linkages with other like-minded institutions, organizations and individuals in research, and training. This is in line with the university's objective of engaging with other institutions so as to enhance the university's reputation and enhance research and training in various fields. TaTU IPIL policy maps out the procedures and rules of engagement with other institutions/organizations in carrying out research and teaching activities. The policy is intended to stimulate the establishment of more collaborations and partnerships.