

UNIVERSITY OF ILORIN

CENTRE FOR INTERNATIONAL EDUCATION



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CIE OPERATIONAL MANUAL

MANUAL: FUNCTIONS AND PROCEDURE

2022

UNIVERSITY OF ILORIN, ILORIN



CENTRE FOR INTERNATIONAL EDUCATION

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CENTRE FOR INTERNATIONAL EDUCATION FUNCTIONS AND PROCEDURE

The Centre for International Education was established to promote, support and coordinate all facets of international activities in the university. These activities include initiating, promoting and facilitating academic linkages and collaborations, staff and student exchanges, international students recruitment, assisting international students on arrival and at departure, international student general welfare on campus, provision of logistical support for visas and international travel and provision of advisory assistance on all international matters to academic and administrative units/departments/faculties. The CIE therefore facilitates and coordinates the internationalization activities of the University. However, the core functions of the CIE are categorized into the following areas: the university's academic linkages and collaborations, exchange of faculties, students, international staff engagement and international student enrollment.

FUNCTIONS OF THE CENTRE FOR INTERNATIONAL EDUCATION

1. Academic linkages and collaborations,
2. International student enrollment
3. International staff engagement
4. Staff/Students exchange programme
5. Immigration/travel support
6. Overseas Learned Conference

PROCEDURE FOR CARRYING OUT THE STATED FUNCTIONS

1. PROCEDURE FOR LINKAGES AND COLLABORATIONS

Upon establishing communication channel with any potential partner institution, the

- An acknowledgement of the letter of intent to collaborate along with a MoU draft received is acknowledged and checked for major terms of references in comparison with the template of the University's MoU draft;
- The draft MoU received, be forwarded to the legal unit to check its conformity with the University' standards,
- If the terms of reference is found to be acceptable and in tandem with the University standard, two copies of the MoU whould be produced for signatures of heads of both institutions and/or others. If not, the document is returned to the institution (initiator) highlighting the grey areas as advised by the legal unit.
- The Vice-Chancellor signs the document and then forward it to the other partnering institution for their endorsement.
- After signatures of both institutions, a copy is retained by each institution.
- The Initiator of the MoU becomes the Desk Officer for the MoU.
- The database for MoU is thereafter updated accordingly.

2. PROCEDURE FOR ADMISSION –INTO UNDERGRADUATE PROGRAMMES

The following procedure is adopted for the undergraduate admission at the CIE:

Step 1

- An applicant is requested to visit the CIE page on the website to download and fill the Undergraduate application form and attach photocopies of the following documents:
 - Birth certificate
 - International Passport/National Identity Card (Compulsory)
 - 'O' level and/or 'A' level results
 - BEPC and Baccalaureate Result for the French National (with translated copy)
 - Certificate of English Proficiency for non-English Speakers
 - Medical Certification
 - 2 Passport Photographs
- The completed form and accompanying documents are forwarded to CIE office or submitted via email through the Centre's email address.

Step 2

The collated application forms are processed by the schedule Officers as follows:

- Confirm documents submitted to ascertain that applicants meet the University' admission requirements
- Verify applicant's result(s) online
- Create a spreadsheet summary for all applications
- Enter all necessary candidate information on the spreadsheet.
- Cross check that all information is correctly entered
- Print out the spreadsheet
- Collate the application forms in with reference with the spreadsheet
- Prepare a memo through the Director to the Admissions Office and copy the Chairman, University Admissions Committee
- All documents are then forwarded to the admissions office with an appropriate covering memo and the spreadsheet attached in soft and hardcopies.
- Follow-up with the Admissions office to facilitate approval of the Vice-Chancellor. Following approval, the Admissions Office forwards the list of successful candidates to COMSIT for upload on the Portal.
- Follow-up with COMSIT to ensure prompt upload of all admitted candidate.
- The admissions office forwards the list of admitted students to the concerned departments.

Step 3

The Center sends email to successful candidates on offer of Provisional Admission including guideline for registration

- Candidates upon arrival report at the CIE presenting their original documents for clearance, after which details are forwarded to JAMB via the Admission Office.
- Candidates then proceeds to JAMB Office for Registration, after which the printout from JAMB office is taken to Vice-Chancellor's office for approval
- Students are advised to visit their Level Advisers at their respective Departments for registration.
- The Center liaises with Level Advisers/HODs/Admissions Office/COMSIT for any issue that may arise concerning the registration of the admitted students.
- The CIE Director also signs on the student's course form, and a copy is retained at CIE after completion.
- The records of students are then updated accordingly.

Note: International candidates are automatically cleared by the admissions office except otherwise indicated for peculiar reasons.

PROCEDURE FOR ADMISSION INTO POSTGRADUATE PROGRAMME

First, postgraduate applicants are directed to the postgraduate portal for admission. However, applicants submit copies of their documents to the CIE for the following actions:

- Processing of their application for onward transmission to the postgraduate School. Postgraduate school; and
- processing of applicant's waiver letter of prequalifying examinations for international applicants to concern departments or programmes.

3. GENERAL STUDENTS' WELFARE:

PROCEDURE FOR ACCOMMODATION

Allocations of bed spaces for international students are made in advance for the subsequent session following these steps:

- Collation of the list of returning international students, fresh students and immersion Students;
- Forwarding of the approved list to the Dean Students Affairs with a memo, requesting the reservation of the bed spaces;
- Follow-up with Student Affairs unit to facilitate allocation;
- Student Affairs allocates bed spaces to international students;
- Students are then advised to visit their portal for payment.

Note: interested postgraduate students are allocated bed space as applied.

4. PROCEDURE FOR STUDENT EXCHANGE PROGRAMMES

Where the University of Ilorin has a formal agreement with an institution abroad, the following steps are taken to facilitate the exchange:

- Establishment of communication channel with the institution to confirm availability of exchange programme for the year,
- "Call for nomination" is sent out to faculty/departments stating requirements. The attention of the Vice-Chancellor and, Vice-Chancellor (academic);
- Collation of nominations received within stipulated deadlines
- Creation of a spreadsheet containing all necessary data
- Selection of the nominees meeting the criteria
- Nominees are contacted to complete parental consent form for exchange
- Forwarding of shortlisted students to the Deputy Vice Chancellor (Academic) for approval
- Updating of the relevant faculty(ies)/department(s) on information on approval of nomination(s) whilst requesting for courses to be taken by students

- Sending the details of the approved students to the institution abroad for official invitation following the confirmation of space and the availability of courses to be taken by students
- The invitation letter is sent to the students for acceptance and further preparation
- Sending of the detail of the successful students for exchange and their itinerary to DVC, VC and Department
- Student(s) travel itinerary is sent to the host institution in advance of travelling.
- Confirmation of the arrival of the students at the host institution
- Follow-up with the students on the academic progress made and general welfare

RETURN OF THE UNILORIN EXCHANGE STUDENTS

The following procedure is applicable for exchange programme returnees:

- Student(s) contact CIE in advance of return and also on arrival
- Mail is sent to the host institution of student(s) upon arrival
- Student(s) complete an evaluation form on exchange experience and submit report within a stipulated time
- Report is forwarded to University administrations for proper documentation
- Request is made to host institution Transcripts of Academic records (TAR) of the students
- The TAR is forwarded to the concerned departments.

5. PROCEDURE FOR STAFF EXCHANGE:

- Academic and senior non-teaching staff writes the CIE through the HOD and Dean stating intent for exchange programme with a collaborating institution.
- The collaborating institution is mailed on the propose staff exchange
- The staff member is contacted based on the response received.
- Where such vacancy or opportunity exists, each case is treated based on the associated situation with the full update of the progress documented at the CIE office.

IMMIGRATION SUPPORT SERVICE

6. PROCEDURE FOR IMMIGRATION REGISTRATION

Upon arrival and clearance at the CIE, the following procedure is applicable

- The student visits the immigration office for e-Registration and submits a copy of the form to CIE.
- For residence permits, student requests for introductory letter to immigration from CIE, attaching copies of school receipts, admission letters and valid international passports.
- An introduction letter from the Director, CIE is offered and

- Students are ten advised to visit the immigration office for further action.

7. PROCEDURE FOR OVERSEA LEARNED CONFERENCES TO TETFUND

Applications of the overseas learned conference are considered for Teaching Staff and Senior Non-Teaching staff of the University. Once the CIE receives a notice of funds availability, the following procedure taken:

Step 1:

- Call for Conference sponsorship is made to all Academic/Senior Non-Teaching staff stating the guidelines for conference sponsorship;
- Applicant visits the CIE webpage to download the CIE form for **Sponsorship form 0001^A**;
- Applicant is requested to write an application letter to the Vice-Chancellor through the Director CIE, the Dean/Directors, the HOD/Head of Unit attaching the completed form 0001^A, Conference flyer indicating conference fee, date and venue, letter of invitation to Conference and a letter of Abstract acceptance (for Academic staff).

Step 2:

- Schedule Officer collates applications received for a call within the stipulated time.
- Application must be in conformity with the set guidelines for assessing the funds as stipulated below:
 1. For any conference to be qualified for the participation of any Nigerian Teaching Staff under the TETFund conference attendance intervention;
 - i. It must be an Academic conference organized by Academic institutions, learned society, and/or recognized and reputable professional bodies. Predatory conferences being organized by third party Predatory Conference Organizers (PCOs) must not be recommended to the Fund;
 - ii. The registration fee for the conference must not exceed N100,000.00 (One Hundred Thousand Naira) for conferences in Nigeria, and \$500 (Five hundred US dollars) for conferences abroad;
 - iii. The duration of the conference must not exceed five (5) days.
 2. Non-Teaching Staff on the other hand can attend Workshops/Conferences but for a period not exceeding 5 days.
 3. Teaching and Non-Teaching Staff of beneficiary Institutions could attend group conferences or workshops as the case may be subject to the following:
 - i. Only a maximum of 7 (Seven) Teaching Staff of a department could attend a group conference (and not workshop) within a given intervention year.
 - ii. Non-Teaching Staff could attend group workshops organized by recognized Public Institutions.
 4. Staff should note that there are conferences, scam conferences and predatory conferences organized by revenue-seeking companies and

individuals to exploit researchers, especially from the third world. These type of conferences will not be acceptable to TETFund.

B. The Process

1. All submissions from beneficiary institutions in respect of recommendations for the utilization of conference attendance intervention must be accompanied by the minutes of meeting of the relevant selection committee [TETFund Interventions Implementation Committee or Academic Board Committee or Committee of Deans & Directors].

2. Submissions of recommendation for conference attendance should be received at the Fund at least two (2) months before the conference date;

3. Submissions should not be made in piece-meal. A maximum of three submissions per allocation year should be made;

4. In addition to the hardcopy, all submissions must be accompanied with a soft copy in a memory stick (not CD-ROM) prepared in MS-Excel in accordance with the approved template. Advance soft copy could also be sent to es@tetfund.gov.ng and ast&ddept@tetfund.gov.ng ;

5. On completion of the vetting process, the Fund would communicate approval or otherwise to the beneficiary institution;

6. The beneficiary institutions should release approved funds to successful staff on time to attend the conferences;

7. The beneficiary institution should submit two(2) copies of financial returns with supporting documents to show evidence of release of funds to staff. Such documents include: payment vouchers, approved memos, copy of certificate of attendance(if any), cheque(s) issued or e- payment schedule and bank statement amongst others. These would also form the basis for clearance in order to qualify to access subsequent allocations from the Fund.

8. No expenditure should be incurred on behalf of the Fund without its approval.

C. Eligibility

To be eligible for sponsorship under the TETFund conference attendance intervention, a person;

1. Must be a Nigerian full-time Staff of a beneficiary Institution;

2. Must apply to attend and participate in an Academic international conference organized by Academic Institutions, learned society , and/or recognized professional bodies;

3. Must have a paper accepted for presentation at the conference to be attended;

4. Staff previously sponsored by the Fund to attend and present paper at any conference must present evidence of attendance and presentation [certificate of attendance, conference proceedings etc] before qualifying to be sponsored to attend another conference with TETFund support;

5. Any Staff that was previously sponsored by the Fund to attend and present a paper at an international conference must present evidence of publishing at least one

(i) article in any first quartile journal or two

(ii) articles in any second quartile journals before qualifying to be sponsored to attend another international conference;

6. Staff of beneficiary Institutions can only be sponsored to attend and present paper at an international conference once every two (2) years;

7. Principal Officers of beneficiary Institutions can be recommended to attend local or international conference once in three (3) years. All subsisting requirements under this guideline apply;

8. Submission for Conference attendance should indicate the present status and salary scale of attendees.

9. All conference applicant must sign an undertaking that if he/she fails to retire the conference fund allocated to him/her upon returned from the conference the University should deduct all the amount allocated to him/her instrumentally from his/her salary.

10. The approved subsistence allowances are:

- \$381 USD per day for senior lecturers/non-teaching staff from CONTISS 13 and below
- 425\$ USD per day for Professor & Readers/Non-teaching Staff CONTISS 14 upwards

11. A letter of grant awards is written and sent to all beneficiaries stating all conditions for the receipt of funds with a carbon copy to the Vice-Chancellor and the University Bursar.

12. Beneficiaries return a copy of the award letter after being endorsed over a ₦50.00 stamp.

13. Beneficiaries upon return download or obtain the CIE form 0001c complete and submit report to CIE with that attachment of copy of visa page, registration receipt, air ticket and Certificate of attendance.

- Create spreadsheets for all applications received
- Confirm the Conference and Conference organizers online
- Affirm that the conference is not a predatory or by non-recognized body
- Applications are forwarded to the Assistant Director, Centre for International Education to review in accordance with the required guidelines of TETFUND before further processing.
- Calculate subsistence allowance based on the approved guideline
- Present applications to the Director for approval
- Inform shortlisted applicants to complete the TETFund Attendance Nomination Form

- Documents of shortlisted applicants are forwarded to the Vice-Chancellor through DVC Academic/DAP for approval to TETFUND.

Step 3:

Approved Applications are forwarded to the Executive Secretary of TETFund following these steps:

- Preparation of a spreadsheet in TETFund format after the recommendation and approval of Vice-Chancellor through the Director CIE and Director Academic Planning, (check record for the spreadsheet)
- Forward recommended applicants to the Executive Secretary of TETFUND with a covering memo, minutes, or report stating the procedures made by the committee on selection
- Documents of shortlisted applicants are bonded and properly archived
- Soft copies of the TETFUND application are burned in a USB pen drive
- Submission to the TETFUND Head office Abuja by the Schedule Officer at the Centre.

8. PROCEDURE FOR NOTIFICATION OF GRANT TO AWARDEES AND SUBMISSION OF FINAL REPORT

Following the notification of grant for overseas conference from TETFUND for successful candidates, the following steps are taken to inform beneficiaries:

- CIE receives notification of TETFund approval in principle from the Vice-Chancellor,
- A letter of grant awards is written and sent to all beneficiaries (see record) stating all conditions for the receipt of funds with a carbon copy to the Vice-Chancellor and the University Bursar.
- Beneficiaries return a copy of the award letter after being endorsed over a ₦50.00 stamp.
- Grantees are then advised to embark on the trip to participate in the conference
- Beneficiaries upon return download or obtain the CIE form 0001^c complete and submit report to CIE with that attachment of copy of visa page, registration receipt, air ticket and Certificate of attendance.
- Beneficiaries' reports are forwarded to TETFund quarterly.

9. PROCEDURE FOR ENGAGEMENT OF INTERNATIONAL STAFF

In order to engage foreign academic and non-academic staff, the following procedure is adopted:

Step 1:

- Request mail is forward to Department/Faculty for confirmation of vacancies

- The concerned Department/Faculty responds to confirm such need
- Application with relevant document are forwarded to the Vice-Chancellor for approval

Step 2:

- Upon approval of such application, CIE receives letter of appointment
- Scan copy of the letter of appointment is mailed to the appointee(s)
- Appointee(s) responds to confirm initial acceptance and request for introduction Letter to Embassy/high commission.

Step 3:

- Letter of introduction to request for STR Visa to the Nigerian Embassy is issued to appointee
- Forward to the appointee scanned copies of the letters by email or courier services (where necessary)
- The itinerary of appointee is requested in order to prepare to receive him/her
- Upon assumption of duty, appointee writes the Vice-Chancellor/Dean/HOD concerned informing of his presence
- The staff is also assisted to get secure accommodation before their arrival and assisted to settle down with ease.

Note: For postdoctoral appointment, the following applies:

- Postdoctoral candidate sends letter of intent to the CIE
- The prospective candidate is advised to download and complete the mentoring form on the CIE webpage.
- Candidate communicate potential host supervisor or HOD as applicable
- Upon acceptance in the department and approval by the VC, the invitation of the successful candidates follows usual protocol as for the foreign staff.

10. PROCEDURE FOR RECEIVING INTERNATIONAL GUEST & STAFF

Upon the information of the CIE by the hosting HOD of the intended visit of a guest, the following logistic follows:

- An itinerary of the visitor is forwarded to the CIE for Vice-Chancellor's approval and for necessary arrangement of pick-up, accommodation and other logistic
- Concerned department/unit are notified
- DCIE directs the Assistant Director Operations/Admin for necessary action
- CIE writes Works Department for vehicle and driver
- DCIE is informed about the state of the vehicle (where applicable)
- Contact schedule officer at VC's office for fuel and inform the driver
- Contact Liaison Office for accommodation and airport protocol were applicable

- Ensure that the visitor's accommodation and feeding (where applicable) is arranged as suitable,
- Receiving guest via the Lagos/Ilorin Airports often requires the following:
 - Vehicle and Driver
 - Fuel
 - Drivers' allowances (per night)
 - Other miscellaneous as the case may require

11. PROCEDURE FOR ORGANISING EVENTS (ORIENTATION/INTERNATIONAL STUDENTS DAY/ PUBLIC LECTURES)

The Center adopts the following steps for the organization of orientation and international students' day and public lectures

- A propose is sent to Guest(s) speaker
- Upon acceptance, the Vice-Chancellor is notified
- Appropriate date and venue is secured
- Invitation is sent other to speaker(s) and invited guests
- The public invites is broadcast on all available media
- Where necessary, the Corporate Affairs unit and Education Technology are contacted where necessary
- Adequate logistic and other arrangement is put in place for the successful hoisting of the event