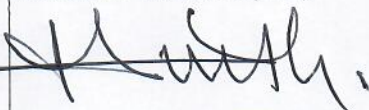
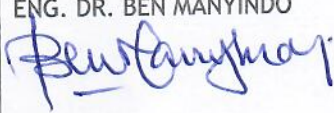
	MOUNTAINS OF THE MOON UNIVERSITY	MIN. 191/12th /MMU UC /Mar/25
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MOUNTAINS OF THE MOON UNIVERSITY



GUIDELINES FOR ENGAGING GRADUATE FELLOWS IN ACADEMIC ACTIVITIES AT MMU

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APPROVAL

Approved by the Mountains of the Moon University Council

Signature Ben Manyindo

Name ENG. DR. BEN MANYINDO
CHAIRPERSON, UNIVERSITY COUNCIL

Date 27.03.2025

PHILOSOPHY, VISION, MISSION AND CORE VALUES

Philosophy

Transforming minds to enhance community engagement

Vision

To be a center of excellence in teaching, research and community engagement for sustainable development

Mission

To provide Innovative and transformative education, Research and Community engagement for socio-economic transformation

Core Values

Professionalism, Innovativeness, Integrity, Teamwork, and Social Responsibility

PREAMBLE

Mountains of the Moon University is committed to delivering on her core mandate of teaching, research and community engagement by fostering a paradigm shift to frugal and innovative approaches that can ensure a competitive university standing amidst the limited resources.

World-over, Graduate Fellowship programs have proved to be complementary to the efforts of staff in delivering quality teaching, research and community engagement pillars of universities. MMU aims at introducing the Graduate Fellows into academic functions under close supervision, with the fellows benefiting from the expertise of senior staff and also prepare them for the world job market in academia while at the same time the University leveraging on their engagement in academic activities. This approach enhances the filling of the human resource gap to conduct teaching, research and community engagement but at the same time building the human capital for the University and beyond on a sustainable pathway.

These guidelines will strengthen the current policies, and regulations for the engagement of graduate Fellows in academic functions of the university.

1.0. INTRODUCTION

1.1. Background

The university currently has associate and full professors. Nevertheless, with the wage bill constraints coupled with limited funding to universities, MMU is constrained in filling the needed academic staff slots..

In order to build a portfolio of academic staff, graduate fellowship programmes enhance the capacity of middle career staff to engage in mentoring, supervising and co-innovation with both junior and senior graduate fellows. The graduate fellows also assist the supervisors in conducting tutorials and supervised teaching of undergraduate students hence benefiting the academic ecosystem of the university. The graduate fellows also support the professors as beneficiary students and research assistants on grants implementation. The cost of part-timers the university is grappling with can be largely off-set by engaging graduate fellows with triple positive effects on teaching, outreach and research as opposed to only teaching delivery by part-timers.

The program shall serve to prepare early career researchers for post graduate training and subsequently a research career through support to university units. After the tenure of the graduate fellowship programme, the fellow can be absorbed into the mainstream university service or leave to join the world of work elsewhere. Continuous engagement of new graduate fellows after the exit of others will be the norm under this scheme.

This guideline document is anchored on the Graduate Studies Policy, the Research and Publication Policy and the strategic Plan under intervention of focusing on research-based teaching.

1.2. Objectives

The purpose of these guidelines is to attract early career graduates into academic and administrative functions at MMU under close supervision.

Specifically, the program aims at:

- i. Enhancing the capacity of staff to develop competences in mentorship, and graduate supervision
- ii. Attraction and retention of the best early career academics to suitably fill the future academic gaps.

- iii. Exchange the part-time staff engagement with an expanded delivery scope of engaging graduate fellows.

1.3. Scope

The programme shall focus on research, outreach, instructional techniques and administrative posting. The participants in this programme shall be called "Graduate Fellows". There shall be Junior Graduate Fellows and Senior Graduate Fellows.

2.0 GRADUATE FELLOW

2.1. Definition

A Graduate Fellow is a person admitted into an academic unit, with a qualification of a relevant first degree or master's degree.

The Graduate Fellow with the qualification of a bachelor's degree is referred to as a Junior Graduate Fellow while the one with a master's degree will be referred to as a Senior Graduate Fellow.

2.2. Duration

The duration of engagement for Graduate Fellows shall not exceed three (3) years for a two (2) year master's programme and five (5) years for a three (3) year programme or PhD programme. A maximum of one (1) year preparatory period shall be allowable to Junior Graduate Fellows before registration for a master degree programme; while Senior Graduate Fellows will have a maximum of two (2) years preparation before registering for a PhD programme.

2.3. First Appointment and Re-appointment

- i. A junior graduate fellow shall be a holder of a first-class degree or second-class upper division and qualified to join a master program.
- ii. A senior graduate fellow shall be a holder of a first-class degree or second-class upper division or equivalent with at least a Second Lower Class Masters degree and qualified to join PhD training.
- iii. Potential fellows shall apply through an advert to the Faculties and shall be recommended by Faculty Boards to the Vice Chancellor through the DGSRI for appointment.

- iv. A graduate fellow can also apply through the PI of a research grant project which will meet his/her emoluments at the prescribed stipend and/or scholarship rates.
- v. Graduate fellows may be appointed initially for a period of one (1) year before registration to the degree programme and on registration the fellowship shall run for the duration of the programme. The programme shall be renewed annually subject to satisfactory progress and appraisal.
- vi. The position of Graduate Fellow is a training position which requires full-time engagement of the Graduate Fellow with the Supervisor and the Students. Therefore, persons who have full-time employment are not eligible to apply for this position.
- vii. All interested applicants MUST have qualifications from recognized Universities and Institutions of Higher Learning.

3.0 STIPENDS AND FEE WAIVERS

- i. Graduate Fellows shall be entitled to a monthly stipend according to MMU allowance policy (2024) and Human Resource Manual (2024).
- ii. A Graduate Fellow shall not receive double stipend from grant projects and subvention unless otherwise stated in the MMU allowance policy (2024) and HR manual (2024)..
- iii. Graduate fellows may be be entitled to a waiver of tuition fees according to the MMU fees policy (2024).
- iv. A Fellow who opts to pursue training at another institution or get employed within or outside the university shall exit the fellowship programme at MMU but he/she is free to pay for tuition required to complete their studies.
- v. A Graduate Fellow will sign a commitment form before receiving the offer/award.

4.0 DUTIES AND RESPONSIBILITIES

- i. Graduate Fellows shall be deemed to be trainees at the university.
- ii. Graduate Fellows shall take on a teaching, instructional load, research support and administrative duties at any department/faculty/unit in the university.
- iii. Graduate fellows shall not take on another job during the duration of the fellowship.
- iv. Every Graduate Fellow shall be assigned a departmental/ faculty/admin-unit mentor at the beginning of the engagement programme.

- v. The mentor shall assist the fellow to develop a work program that will be approved by the head of department and a copy sent to the Dean and Directorate of Graduate Studies, Research and Innovations.
- vi. Graduate Fellows shall be appraised based on the approved training programme.
- vii. Graduate Fellows should serve as role models and actively participate in instruction and mentorship of undergraduate students.

5.0 OBLIGATIONS AND PRIVILEGES

Graduate Fellows shall be bound by all University regulations to the extent to which they shall apply to them.

6.0 GOVERNANCE AND ADMINISTRATION

The graduate fellowship programme shall be managed by the faculties and heads of units in consultation with the Directorate of Graduate Studies, Research and Innovations and will be supervised by the head of department or assigned senior staff.

7.0 FINANCIAL IMPLICATION

Each faculty or university unit has a budget for teaching, research, community engagement and administrative tasks that shall be utilized for engaging graduate fellows. The budget for graduated fellows must be appropriated prior to issuing a recruitment advert. Graduation Fellows will be recruited through an open advert. The funding for Graduate Fellows is deemed to benefit from the reduced budget for part-timers.

8.0 REVIEW

These guidelines for Graduate Fellows will be reviewed after five (5) years or as and when the University Senate and Council may require.

