

**SOKOINE UNIVERSITY OF AGRICULTURE**



**DIRECTORATE OF POSTGRADUATE STUDIES, RESEARCH, TECHNOLOGY  
TRANSFER AND CONSULTANCY**

**GUEST LECTURE GUIDELINE**

**MARCH 2025**

## **FOREWORD**

The Sokoine University of Agriculture is committed to offering high quality education and producing graduates who are well prepared for the labour market and who can establish their own enterprises. Hence, SUA as an academic institution believes that her students need to be exposed to changes that are occurring at the industry for them to realise their goals. Through her curriculum the university defines her path of engaging people from the industry in the process of preparing students at the university.

Therefore, SUA welcomes experts with substantial records in their field and industry to provide lectures to students and staff as one of the means of helping the university to provide quality education as stipulated in the curriculum. To guide this process, SUA has developed this guideline which is envisaged to enable the university to navigate through the process of working with guest lecturers.

To maintain her competence, the university provide this opportunity to experts from the industry to share their own expertise, skills and knowledge to our students. Guest Lecturers from the industry are expected to play key roles in helping students to gain knowledge and skills in unique areas, thus, putting them in a position of establishing their own firms and create employment for other youths in Tanzania and transform the economy of the country. Through this guideline, the engagement of Guest Lecturers is expected to be smooth and helpful to SUA community and Tanzania at large.

Prof R.T. Chibunda.

**Vice Chancellor**

Sokoine University of Agriculture, Morogoro

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**Definition of Terms**

**Guest Lecture** – Is a talk that provides students with alternative perspectives, opinions and personal experiences that can reinforce the teachings of the instructors, field workers etc

**Guest Lecturer** - refers to an individual who prepare and deliver a lecture because of his/her particular areas of expertise

**Honorarium** - An honorarium is a gift of an object or a small sum of money in thanks for a favour done for the University by an individual.

**Public Lecture** – is a way to educate the public on a variety of topics offered by SUA staff or invited experts

**Acronyms**

etc. – et cetera

HoD – Head of Department

SUA – Sokoine University of Agriculture

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## **1. Introduction**

The primary purpose of the guideline is to enhance the academic and intellectual life of the university community by immersing these distinguished guest lecturers in their field among the faculty and students at Sokoine University of Agriculture (SUA) in all relevant aspects of teaching, consultancy and research.

This guideline will serve as a roadmap, guiding SUA and its partnering industries toward a mutually beneficial journey of shared expertise, cross-pollinated insights, and transformative outcomes. It is our collective belief that through meaningful guest lecture sessions, the university will manage to bridge the gap between academic and real-world practices.

The objectives of this program are multifaceted and designed to enrich the skills and knowledge of students, staff and industry partners by facilitating the seamless flow of knowledge, ideas, and best practices between academia and industry, thereby enhancing the collective knowledge ecosystem. As the result it will act as a catalyst for innovation, enabling the development of novel solutions, technologies, and products that address real-world challenges.

## **2. Rationale**

This guideline will contribute in the implementation of the new curriculum which has been developed or reviewed at SUA. Further, will accelerate the interest of the University of providing high quality education that managed to forge the interest of the industry by engaging relevant experts from the industry to participate in training and provision of the important skills for their future.

In addition to the guideline will enable the SUA community to document the process and best practices of engaging guest lecturers for provoking of academic debate and fostering knowledge exchange with the industry.

### **3. Purpose**

The purpose of this guideline is to provide a consistent business process for colleges, campus, schools and departments to follow when bringing guest lecturer to their classes.

### **4. Objective**

- i. Skill development
- ii. Knowledge exchange and transfer
- iii. Innovation and product development
- iv. Collaborative research
- v. Strengthening ties between academia and industry
- vi. Facility sharing

### **5. Guest Lecture Engagement**

- i. Invited guest lecturer should be someone with practical experience on the topic that will present
- ii. When bringing the guest lecturer to work with department at SUA the form in appendix 1 should be filled by the instructor, head of department and approved by Dean/Principal
- iii. If there is a need to remunerate guest lecturer, SUA's finance guideline as approved by the University will be used
- iv. The use of the University forum shall not imply acceptance or endorsement by the University of the views expressed
- v. Each instructor is responsible for using guest lecturer in their courses
- vi. No instructor should have more than 20% of the class time being taught by guest lecturer unless there are exceptional circumstances
- vii. In such circumstances as indicated in vii above, the Dean/Principal may re-evaluate the workload assigned to a faculty member for the course
- viii. Requests to pay a stipend to guest lecturer must be submitted to the appropriate organ at least one month before the beginning of the semester in which these individuals will be present in the classroom

- ix. Requests for travel reimbursement for guest lecturer must be submitted to the appropriate the Dean/Principal at least one month before the beginning of the semester in which these individuals will be present in the classroom
- x. All guest lecture should be conducted during class session and working days.

## **6. Eligibility of a Guest Lecturer**

### **6.1. One must:**

- i. Have experience in the field of competence of more than five years
- ii. Have a good command of English because that is the language of teaching
- iii. Have a high level of expertise and industry experience
- iv. Be someone with good reputation to public
- v. Have a unique contribution in regard to the proposed topic of the lecture offered by a permanent teaching staff at SUA
- vi. Have a substantial record in the industry

## **7. Guest Lecturer Request Approval**

- i. Proposed names of guest lecturer from head of department should be submitted to the Dean/Principal at least two months before beginning of the semester
- ii. Proposed budget to pay honoraria to guest lecturer
- iii. must be submitted to the appropriate Dean/Principal at least two months before the beginning of the semester in which these individuals will deliver the lecture
- iv. If travel costs are approved, they will be for the lesser cost between two relevant options (e.g., mileage versus economy train; mileage versus taxi)
- v. College/School academic committee should review and approve suggested budget
- vi. Guest lecturer who is drawing a salary from the University or who provide the lecture within the scope of their paid duties (i.e., they are not taking unpaid

- leave to teach) will not be approved to receive a stipend. These individuals will be provided with a small token of appreciation for their contribution to the course (e.g. mug, scarf, etc.)
- vii. There will be no exceptions to the approval process. School staff will not process payment for guest lecturer without the appropriate approvals in place

**Appendix I: Guest Lecturer Application Form**

**A: Background Information**

1	Full Names	
2	Position /Tittle	
4	Organisation	
5	Contact (Mobile & Email)	
6	Social Network Page	

**B: Education Background**

1	Education Qualification	
2	Working Experience	
3	Research Interest (Optional)	
4	Relevant Professional Experience	
5	Area of Specialisation	
6	Membership to Professional Bodies	

**C: Mention two areas the presentations will focus on:**

- i. ....
- ii. ....

**D: Describe how University community will benefit from the guest lecture once you have attained? What will presenter do differently when will be invited at SUA? (Include purpose, objective and motivation but not more than 250 words)**

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**E: Please briefly explain how guest lecture will be financed?**

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Name of the Course Instructor .....

Signature..... Date .....

HoD Recommendation:

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Signature..... Date .....

Dean/Principal/Director Recommendation:

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Signature..... Date .....