Please direct any questions to Liberty Oberlander, Global Partnerships Manager: [Liberty.Oberlander.2@city.ac.uk](mailto:Liberty.Oberlander.2@city.ac.uk)

An explanation of the process for these proposals can be found on the International Partnerships and Development page via the Staff Hub.

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| --- | --- | --- | --- |
| 1. **Proposed Host Institution Details** | | | |
| Name of proposed Host  Institution |  | | |
| Address of Host Institution |  | | |
| Academic Contact | Name: | Job title: | |
| School/Department: | | |
| Phone number: | Email: | |
| Host Institution Coordinator | Name: | Job title: | |
| School/Department: | | |
| Phone number: | Email: | |
| Who will approve the agreement on behalf of the Host Institution? | Name: | Job title: | |
| 1. **City University of London Staff Details** | | | |
| Academic Contact person | Name: | Job title: | |
| School/Department: | | |
| Phone number: | Email: | |
| School/Department: | | |
| Phone number: | Email: | |
| **3. Proposed Mobility Arrangements** | | | |
| Programme(s) proposed for mobility |  | | |
| Number of staff per year |  | | |
| Duration of staff mobility (eg. 1 week max) |  | | |
| Teaching and/or training? |  | | |
| Proposed start date |  | | |
| **4. Educational Objectives of the Proposal** | | | |
| What is the proposed aim of the collaboration for the department and also for the university as a whole? |  | | |
| Is future student exchange a possible outcome of this collaboration? |  | | |
| **5. Partner Profile** | | | |
| What is the standing of the proposed Host Institution? What are its particular strengths and  status in the academic community?  (e.g. Please indicate relevant research and/or evidence) |  | | |
| Do any current members of staff at City University London have any connection with the proposed Host? If yes, please provide details. |  | | |
| Is the country and area deemed to be safe by the Foreign and Commonwealth Office website (<http://www.fco.gov.uk/en/>) |  | | |
| **6. Signatures** | | | |
| **Dean**  (on behalf of the School Executive Committee) | I confirm that the above information is correct and that the School approves the proposal.  Name: | | |
| Signature: | | Date: |
| **Vice-President (Education)** | Name: | | |
| Signature: | | Date: |
| **Vice-President (International)** | Name: | | |
| Signature: | | Date: |

|  |  |
| --- | --- |
| **Date of approval** |  |
| **Date for renewal** |  |