Please direct any questions to Liberty Oberlander, Global Partnerships Manager: 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: |

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