International Administrator Exchange Programme

Programme Specification

BACKGROUND

This scheme aims to strengthen the university’s institutional partnerships through cooperation on professional services staff development, capacity building and support to research and teaching developments.

This scheme is funded from the University’s International Partnership Development Fund, with support from our partner universities.

A list of partner institutions for this scheme is available at www.sussex.ac.uk/studentrecruitment/internationaloffice/partnerships/iaep

Further information about current collaborations with these partners is available at www.sussex.ac.uk/studentrecruitment/internationaloffice/partnerships/strategicinitiatives

PURPOSE OF THE SCHEME

The International Administrator Exchange Programme is designed to support professional development and capacity building at Sussex and at participating partner universities.

The scheme supports the transfer of knowledge and principles of good practice through learning from shared experience, the acquisition of new skills, and the capacity to deliver support to research, teaching and mobility initiatives.

Applicants are expected to demonstrate how activities might benefit both the individuals and institutions involved.

Eligible activities could include for example outbound or inbound visits to:

- undertake job shadowing;
- develop joint institutional initiatives;
- sharing of best practice;
- work on research or teaching initiatives;
- work on student mobility programme development; or
- capacity building at either / both universities.

ELIGIBILITY

The University is committed to equality of opportunity. This scheme is open to all professional services posts. There is no minimum employment requirement.

However, applicants must be able to demonstrate the value of their participation in terms of the development of the institutional partnership (in line with the Review Criteria below).
Applicants should also be credible ambassadors for their home institution, being thoughtful, confident, articulate and knowledgeable.

**FUNDING**

The maximum amount that can be applied for varies according to the specific funding agreement with each partner institution. Funding will typically cover costs of economy class airfares, airport transfers, subsistence and accommodation, but applicants should check individual arrangements with International Partnerships.

Funding will normally be for a period of **up to 7 days**. Funds must be spent within the financial year that they have been allocated.

Funding is limited and we aim to maximize the number and range of activities that can be supported. As such, applicants are expected to strive for the greatest possible economies in achieving their objectives.

**APPLICATION PROCESS**

Applications should be prepared using the International Administrator Exchange Programme application form and sent to Hilmi Jaidin, International Partnerships Administrator, at M.Jaidin@sussex.ac.uk

For outbound visits, prior to application, the applicant should identify an appropriate host at the partner university, with whom to discuss the proposed activity and anticipated outcomes.

For inbound visits, the form should be completed by the applicant from the partner university, with the support of a Sussex host. **Applicants are required to discuss their proposal with the International Partnerships Officer prior to making a formal application, and to have the approval of their line manager.**

**REVIEW PROCEDURE**

Applications will be considered at Sussex on a rolling basis by the Assistant Head of International (Strategic Partnerships) in conjunction with the Head of School or Director of the appropriate professional services division.

Applications will also require approval from the designated review panel at the relevant partner university.

**REVIEW CRITERIA**

Applications will need to satisfy each of the following criteria:

- value in terms of professional development;
- opportunity to build capacity at either or at both institutions;
- opportunity to strengthen the institutional partnership;
- strategic benefits for both universities; and
• *if appropriate*, the impact on research, teaching or mobility initiatives.

**REPORTING REQUIREMENTS**

Successful applicants will be expected to submit a report following the visit, detailing progress towards anticipated outcomes and outcomes. Reports will be shared with both partner institutions.

The International Office may publicise the activities supported by this scheme for University marketing purposes and applicants are expected to engage in this process.

**FURTHER INFORMATION**

For further information on this scheme please contact:

- Hilmi Jaidin, International Partnerships Administrator, [M.Jaidin@sussex.ac.uk](mailto:M.Jaidin@sussex.ac.uk)
- Peter Boddy, International Partnerships Officer, [p.boddy@sussex.ac.uk](mailto:p.boddy@sussex.ac.uk)