

European Partnership Development Fellowships

Programme Specification

BACKGROUND

Sussex 2025 reflects our values-based approach to partnerships and reaffirms our belief that meaningful international collaboration should be at the heart of all that we do. It supports our vision to build alliances to enhance the student experience, through supporting global literacy and internationalism on campus and beyond. It underpins the development of mutually beneficial teaching partnerships, and our ambition to increase the number and quality of international research collaborations, and co-authorships, by joining forces with researchers around the world to tackle the global challenges. In doing so we aim to continue to enhance our global reputation and impact as one of the world's leading research universities.

PURPOSE OF THE SCHEME

Sussex European Partnership Development Fellowships (EPDF) aim to encourage the development of active, high quality, mutually beneficial partnerships in support of university strategy, and where the partnership has strong potential for broader institutional partnership development activities, including through the growth of broader research connections.

The scheme offers a valuable opportunity for Sussex or partner staff to engage with likeminded researchers, teachers, and professional services staff, either on the partner university campus, or at Sussex, in a stimulating interdisciplinary environment. Participants will have the opportunity to enhance their personal and their institution's international networks, and to contribute to international development at both universities.

Within one year of an award visits are to lead to tangible outputs, such as:

- publications or grant applications,
- joint workshops,
- mobility or teaching opportunities.

Visiting Fellows should also deliver wider engagement opportunities as outlined below.

ELIGIBILITY

Eligible activities include but are not limited to:

- Visits to engage with research groups to explore opportunities for collaboration,
- Preparation of collaborative bids to attract research funding,
- Facilitating internationally co-authored publications,
- Taught programme development including collaborative online international learning (COIL); or student mobility opportunities,
- Professional services visits in support of research or teaching initiatives,
- Capacity building for research, teaching or professional services.

This scheme is open to academic and professional services staff based at Sussex or at selected European universities outside of the United Kingdom. Fellows must have an excellent track record commensurate with career stage. There is no minimum employment requirement. Applicants must be able to demonstrate the value of their participation in the scheme in terms of the development of the institutional partnership (in line with the Review Criteria below).

Students and graduates (including PhD students, and post-doctoral students) are not eligible to apply.

During their visit, visiting fellows should contribute to the wider activity of the University they visit, engaging with a cross-section of the university community. As such, applicants with the support of their Hosts are to identify activities that they will contribute to during their stay, which may include:

- a presentation of their home institution's strategy, strengths and aspirations with a focus on building bridges with Sussex,
- a presentation of their core research to a targeted audience or an interdisciplinary activity aimed at an audience beyond your immediate field of specialism,
- a research and/or training event targeted at PhD students and early career scholars,
- exploration of further collaborative opportunities for research, teaching or mobility with host institution representatives.

FUNDING

Applicants must demonstrate value for money, through the optimal use of resources to achieve their intended outcomes, and in line with the [University's Financial Regulations](#).

The University's managed travel provider [Key Travel](#) should be considered in the first instance for travel and accommodation.

Funding will normally be for a minimum of 3 days and a maximum of 10 days. Funds must be spent within the financial year that they have been allocated.

Eligible costs include, travel between Sussex and the partner university, UK transfers and accommodation for the period of the visit only.

The maximum funding per visit is £250 for travel, and participants are required to travel in the cheapest available class. To be in line with [university policy](#), accommodation should normally be three star or equivalent and costs should be within the guide price of £100 for standard locations and £200 for high-cost locations, such as major cities (depending on the typical cost of three star accommodation).

In line with our [Sustainability Strategy](#), and in order to reduce CO2 emissions, trains should be chosen instead of planes where the destination can be reached by train within 8 hours.

The fund does not cover the costs of subsistence, lab-based research costs, staff salaries, visas or vaccinations.

APPLICATION PROCESS

Applications are made by Sussex staff using the EPDF application form.

Inbound Visiting Fellows (coming to Sussex) should be nominated by a Sussex staff member, who will act as the visitor's Host and submit the application.

Outbound Visiting Fellows (Sussex staff visiting a partner) should have the support of the partner institution and a partner staff member who will act as their Host, and support their application.

In either case, the Sussex staff member is to take a lead role in planning and co-ordinating the visit (arranging for support from within the School/Partner as appropriate).

Visiting Fellows must demonstrate that they have the support of their home and host institutions.

Applications for the current academic year are accepted on a rolling basis.

SUSSEX STAFF RESPONSIBILITIES

Whether acting as a Host for a Visiting Fellow from a partner, or visiting a partner as a Visiting Fellow, the Sussex staff member is responsible for:

- Liaising directly with the partner (whether as Visiting Fellow or Host) towards submission of the application, during and following the visit
- Planning and co-ordinating the Fellow's or their own events
- Leading on travel and accommodation arrangements in accordance with University policy and through a department finance code
- Ensuring that expenditure adheres to the Scheme Funding Conditions and University Financial Regulations
- Promoting the schedule of activities across the university
- Reviewing the effectiveness of the fellowship and sustainability of outcomes
- Keeping Global Partnerships informed of progress throughout

REVIEW PROCEDURE

A panel comprising Global Partnerships staff in conjunction, as appropriate, with the Head of School or unit, will review applications. The panel will consider:

- value of activities in terms of partnership development,
- potential for the activity to deliver its specified goals (e.g. engage researchers or enhance research quality, deliver mobility opportunities),
- the likelihood of the visit achieving its specified goals,
- the potential for the visit / activity to engage the wider community and contribute to broader institutional partnership,
- the scope for further development of the institutional link once the initial funding period has ended.

REPORTING REQUIREMENTS

Successful applicants are to complete reports detailing progress towards anticipated outcomes at the end of the visit and again six months later. Reports will be shared with partner institutions. Global Partnerships and the partner institution may publicise the activities supported by this scheme and participants are asked to engage in this process. We reserve the right not to fund future applications where the outcomes of previous applications have not been evidenced.

FURTHER INFORMATION

If you would like to discuss your application, please contact Louise Duthie, Global Partnerships Manager, at l.a.duthie@sussex.ac.uk.