

## **STAFF EXCHANGE PROCEDURES: GUIDELINES FOR STAFF**

The following guidelines will help staff who wish to participate in the formal exchange arrangement which Royal Holloway has established with institutions overseas. All queries should be addressed to the Personnel Department.

1. Opportunities for Staff Exchanges to institutions where the College has exchange agreements will be advertised annually by the Personnel Department alongside instructions for sabbatical leave. (Forms will be available to download via the web).
2. Members of staff will need themselves to make the initial enquiries with the host institution and to ascertain the degree of likelihood of acceptance. Moira Macbeth in Registry can provide basic contact information (Extension 3003; e-mail m.macbeth@rhul).
3. Members of staff who wish to participate in the exchange schemes are required to submit a formal application (Form EX1). The application must contain:
  - a) A statement of purpose (kinds of teaching, research to be undertaken, nature of academic "match")
  - b) Indication of length of time to be spent away from College (ie term and vacation period absence)
  - c) A CV
  - d) A statement of support from their Head of Department approving the purpose of the exchange and guaranteeing coverage during absence and/or adequate arrangements, where appropriate, for any incoming staff from the exchange institution
  - e) A statement of support from the relevant section in the host institution confirming acceptability of the proposed exchange
4. Applications should be sent to the relevant Dean of Faculty. The Deans of Faculty are jointly responsible for receiving, vetting and approving applications and nominating to the host institution. The Deans of Faculty will take account of:
  - a. Cover arrangements during absence of the member of staff
  - b. How the proposal matches with the individual's known research and teaching experience and plans
  - c. The context of career development for the individual member of staff
  - d. The department/faculty/College sabbatical leave framework and/or absence without pay arrangement
  - e. The relative merits of individual applications especially where selection for limited places is involved
  - f. The strategic context of the individual proposal within the department's development plan and research profile, and with regard to the particular exchange programme and the College's overall internationalisation, research and teaching objectives
4. The Deans of Faculty will inform applicants of decisions and forward nominations to the host institution
5. The Deans of Faculty will inform the applicant of the host institution's decision.
6. Successful applicants must themselves make all necessary arrangements with the host institution regarding visa, timetabling of duties, equipment/research resources, accommodation, travel, health insurance, tax liability, etc. Limited insurance will be provided by RHUL, but it is the responsibility of accepted applicants to confirm their requirements with Jane Read in Finance.
7. After the exchange, the member of staff must submit a written report to their Dean of Faculty outlining the success and usefulness of the exchange experience within 3 months of returning. The Deans of Faculty consider the report within the context of the College's regular review of the exchange programme and its usefulness in meeting the College's internationalisation goals. As appropriate the Dean of Faculty reports to the Vice-Principal (Research and Enterprise) on the value of the individual exchange experience.
8. The Deans of Faculty also receive and approve nominations for incoming faculty members from partner institutions.