

## SU Academic/Support staff: International Exchange Opportunities

## **TERMS and CONDITIONS**

1. Only full-time Academic or Support staff members can apply.

2. An applicant will only be eligible for an exchange opportunity every two years.

3. If more than one applicant from the same Department applies, only one grant will be awarded to the Department at the discretion of the SUI selection committee.

4. The exchange opportunities cannot be used for the attendance of a conference/workshop/symposium or seminar only.

5. Deadlines should be strictly adhered to. Late applications will not be considered.

6. The applicant must ensure that the application form is complete, with all the required documents included/attached. Incomplete applications will not be considered.

7. No travel arrangements should be made before confirmation from the SUI and the international exchange partner that the visit can proceed. SUI will not reimburse any costs incurred should the visit not proceed, and travel arrangements were already made.

8. Successful applications must submit a short report within three months after the visit.

9. At the time of the call, information was correct, but may be subject to change.