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Exeter – Université Paris-Saclay Strategic Partnership

Professional Staff Exchange Programme

Programme Guidelines

The University of Exeter and Université Paris-Saclay partner for a range of collaborative activities, built upon a foundation of research and education links plus shared strategic priorities. We have established research cooperation in Climate Science, Sports Science, and Computer Sciences; along with emerging cooperation in areas including Antimicrobial Resistance from a One Health perspective and broader Global Health research in areas such as public health, healthy ageing, and health inequalities. We have established a five-year 'Cotutelle agreement', enabling delivery of a series of double PhD degree projects with match-funding and co-supervision from both institutions in which successful students will obtain PhD awards from both Exeter and Université Paris-Saclay. We have established a student exchange, offering clinical electives for outbound and inbound medical students each year, allowing our students to explore different medical specialties and healthcare environments by observing clinical practice.

Through the **Professional Staff Exchange Programme**, we aim to support one Université Paris-Saclay staff member per year to spend a short period at Exeter; and one Exeter staff member per year to spend a short period at Université Paris-Saclay. A short period is considered 2 weeks or less.

The **2025/26 Professional Staff Exchange Programme** is now open for applications, with a closing date of **10th November 2025**.

Objectives

The Professional Staff Exchange Programme will provide professional development opportunities; and help share best practice and experience between colleagues at the Université Paris-Saclay & University of Exeter. The key aim of the Professional Staff Exchange Programme is to develop and expand relationships. In this round, we welcome applications from any professional staff at Exeter and Paris-Saclay to undertake a staff fellowship at the partner institution in one of the following areas:

- International research programme development
- Development of sustainable research facilities
- International student recruitment
- Interdisciplinary education and curriculum development

Funding details

Applications up to a maximum **€1500 / GBP £1250** are invited.

Funding will be provided to the lead applicant who will be work with the Programme Manager and the Finance team to spend the budget according to the programme requirements.

If successful, the applicant will remain an employee of the home institution across the full duration of the exchange at the host partner, and the salary rate will continue unchanged across the full



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duration of the exchange. The successful applicant will not be considered a member or employee of the host partner at any point during the Fellowship, though they may be granted access to resources such as IT facilities, office premises and staff services, including wellbeing and accommodation support.

Awardees must utilize the funds and complete their exchange by the end of July 2026. Funds that are not utilized within the specified period will be returned to their source. All funded exchanges may be promoted via the websites of each University.

Eligibility Criteria

The Professional Staff Exchange Programme is open to the whole staff community at Exeter and Université Paris-Saclay.

Eligible costs include:

- travel and subsistence costs (meals and accommodation) for the faculty
- train travel, which must be claimed at the most economical rate available
- travel cancellation insurance and seat reservation charges accommodations
- travel health insurance for the staff if they do not receive any such benefits from their institution and/or other source
- safety-related expenses for field work, such as protective gear, immunizations, etc.
- (not eligible for Saclay staff members) childcare expenses while a chairholder who is a nursing mother or single parent is travelling:
 - o the eligible cost for a single parent is limited to overnight childcare costs incurred while the chairholder is travelling.
 - o the eligible cost for a nursing mother who is travelling with a child is limited to the customary cost of childcare and train fare if applicable

The following items are not eligible for funding under this scheme:

- salaries and benefits
- third-party travel costs
- publication costs
- student fees / tuition
- student stipends for activities directly related to the exchange
- meeting, venue and catering costs at host institution
- indirect costs, estates/capital costs and overheads associated with internal research facilities
- commuting costs of the faculty or research team between their residence and place of employment, or between two places of employment (eligible for Saclay staff members)
- passport and immigration fees (eligible for Saclay staff members)



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Application Process

Applicants will need to complete the Professional Staff Exchange Programmes application. The call for applications open on **29th of September 2025** and must be submitted by **10th of November 2025**.

Identical copies of the application should be submitted to both institutions at the below email addresses by the application deadline.

- Exeter: GP-Funding@exeter.ac.uk
- Université Paris-Saclay: strategic.partnerships@universite-paris-saclay.fr

Applications will be jointly assessed by a panel of senior administrator and key academic leads for the partnership. Lead applicants will be notified within the specified period (see Key Dates).

Key Dates

Date	Activity
30 September 2025	Calls for applications issued
10 November 2025	Full application deadline
mid-December 2025	Anticipated notice of funding decision
January 2026	Anticipated Start of funding
31 st July 2026	Latest Project end date (complete fellowship and expenditure)
1 month after exchange	Final report submission deadline

Assessment Criteria

You will be asked to provide details in your application how your proposed Fellowship will:

- Facilitate sharing of best practice and experience in your field between the two institutions
- Provide professional development opportunities
- Align with the How We Will Work pillars of the University of Exeter Strategy, including Collaboratively, Sustainably and Digitally

Applications will be assessed via a competitive selection process based on the following criteria:

Strategic Fit - Aims and Objectives:

- o Potential to share best practice and experience in the field between the two institutions
- o Potential for professional development
- o Alignment with the strategic plan of the Home Institution



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• **Quality of the plan – Purpose of the Visit; Timetable of meetings, activities, and events:**

- o Strength of the case made / scope of work, Timeliness of the visit
- o Suitability of the applicant to undertake the activities described

• **Perceived value from the investment – Outcomes:**

- o Enhanced capacity to expand upon existing or newly identified areas for collaboration relating to programmes and strategic partnerships
- o Contribution towards developing a personalized and world-class international student experience.

Applicants may apply to join a specific unit or team at the Host Institution for the full duration of the planned Fellowship, or to be hosted across multiple units or teams. Applicants should ensure that they have the support of their manager at their Home Institution as well as those who will be responsible for supervising their Fellowship at the Host Institution, as they will be asked to provide evidence of this support in their application.

Grant acquittal and reporting

Awardees must agree to adhere to all requirements related to the receipt of funding including deadlines and procedures for acquittal of funds and reporting on outcomes.

Awardees will have to utilise the funds for the project by the end of July 2026. Funds that are not utilized within the specified period will be withdrawn.

Within 2 months upon completion of the exchange, awardees will be required to submit a brief report outlining the successes and outcomes of the project. Report forms will be provided.

This report will be utilised for the follow up of potential opportunities, reporting on outcomes and to highlight successes of the initiative.

Awardees who embark on international travel are required to abide by official reporting, insurance and registration requirements as outlined in:

Exeter policies:

https://www.exeter.ac.uk/v8media/universityofexeter/governanceandcompliance/University_Travel_Policy.pdf

- Funding is only provided for the activities detailed in the application, unless by prior agreement.
- Expenditure must not exceed the value of the award.
- Details of the award will be listed on the University of Exeter Global Partnerships, or the Université Paris-Saclay website as appropriate.
- The home institution may, from time to time, contact award holders to monitor progress and expenditure.
- A final project report and financial acquittal will need to be completed and submitted within **two months** of the visit.



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How to spend the award

- **For University of Exeter staff:** Following your acceptance of the award, an internal budget code will be provided by the Global Partnerships team for spending against. Staff will be responsible for the booking/administration of their own travel, with all reservations booked via Key Travel, as the University's sole contracted provider of travel services. All travel arrangements must be in line with the University's travel policy.
- **For Université Paris-Saclay staff:** Following your acceptance of the award, the Programme Executive Manager will proceed to reservations via a centralised institutional service provider. All

travel arrangements must be in line with the University's travel policy. Please reach out to strategic.partnerships@universite-paris-saclay.fr should you have any questions.

Contact with the Host Institution

If you are interested in making an application for a PS Fellowship, but you require support in contacting potential host units or directorates at the Host Institution, Exeter staff should please contact GP-Funding@exeter.ac.uk and Université Paris-Saclay staff should please contact strategic.partnerships@universite-paris-saclay.fr for advice, and we will be happy to assist.

Support with setting up

You can seek advice from the Host Partner on matters of accommodation, but please note that the Host Institutions cannot secure your accommodation for you and do not have visiting staff housing available on campus.

You may consider short-let apartments or hotels, and the Host Institution can advise on locations and travel time to and from campus.

In drafting your budget, please provide examples of actual costs - whether for accommodation, local transport and international travel.

Please contact the Host Institution if you have any questions on IT resources that might be available to you, access to physical office space and staff support while you are on your Fellowship. Please note that the expectation would be that you are physically engaged at the Host Institution campus for the duration of your Fellowship and embedded with staff members at the Host Institution, and you are not expected to work remotely for the Host Institution while on your Fellowship.

In your application, you will be asked to confirm that you have the support of your Line Manager and Head of your Professional Services Unit or Division to undertake this Fellowship. While you are on your Fellowship, you will not be expected to maintain your working responsibilities at your home institution concurrently, and your Line Manager will be expected to manage and temporarily reallocate any responsibilities while you are on your Fellowship.

Upon completing your Fellowship, you will be asked to complete a brief Narrative and Expenditure Report outlining your activities and costs incurred throughout your Fellowship. You will also be asked to be available during future rounds of the PS Fellowship to share your experiences and advice with prospective applicants.



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Contacts

Please consult your home institution contacts if you would like any additional information.

Exeter: Stuart Westhead (Global Partnerships Regional Head – North America & Europe)
S.westhead@exeter.ac.uk;

Université Paris-Saclay: strategic.partnerships@universite-paris-saclay.fr