New Partners – initial visit guidance

Objectives
The main objective is to establish contact with a prospective partner institution in order to establish a new inter-institutional agreement and/or student work placements.

Content
The preparatory (initial) visit provides the opportunity to build the personal relationships on which a successful agreement is built, as well as providing the opportunity to scope the institution in terms of its suitability as an exchange destination for our students.

The visit should enable you to the review key areas identified below in order to provide the information required for completion of the application to establish a new link. This includes:

- Location, considering the attractiveness to students of the proposed host destination
- Suitability of curriculum, considering the academic quality and compatibility of the proposed partner
- Administrative and pastoral support available at the proposed partner institution
- Language used for teaching and any linguistic support provided by the institution
- Security of the partner location
- Accessibility and transportation links
- Teaching facilities, including facilities for:
  - Mobility impairment
  - Visual impairment
  - Auditory impairment
- Other facilities – student services, catering, sports and social facilities
- Accommodation – is there suitable, affordable accommodation in the vicinity?
- Systems and culture of the partner

This also provides an opportunity to finalise the details of student and/or staff mobility:
- Student level of study, exchange numbers and semester(s) of mobility
- Staff level of teaching, number and teaching hours

Timeframe
Preparatory visits usually last 1-2 days.

Funding
**Europe** - Funding is available for preparatory visits to European partners through the Erasmus+ programme. Please contact the Erasmus Manager for further information about applying for funding.

**International** - Staff can apply for funding towards preparatory visits to partners outside Europe from Santander at [www.brookes.ac.uk/international/finance-and-fees/scholarships-and-bursaries/santander-scholarships-and-awards/staff-awards-and-grants/](http://www.brookes.ac.uk/international/finance-and-fees/scholarships-and-bursaries/santander-scholarships-and-awards/staff-awards-and-grants/)