**International Partnership Proposal Form 2.0**

This form is for academic or administrative staff wishing to propose international partnerships in the sphere of education and represents an important part of our International Quality Assurance framework. It should be submitted to the International Office (internationaloffice@hse.ru) for consideration at the International Steering Group. No partnerships can be established without the approval of the International Steering Group.

The form should be used for proposals regarding the following activities:

* Setting up framework cooperation and student / staff exchange agreements (low risk)
* Dual/double degrees (medium risk)
* Participation in international funding application in the sphere of higher education (medium risk)
* Joint degrees (high risk)
* Validation and accreditation by perspective partners (high risk)

This form consists of 2 integral parts:

* Part 1 to be completed by the initiator at HSE side
* Part 2 to be completed by the prospective partner institution

**Part 1: Initiator’s**

**1.1 Details of HSE initiator**

**Contact details of the initiator at HSE:**

Name:

Role:

Department:

School/Faculty:

Email:

**1.2 Profile of the proposed partner**

**Full Name of the proposed partner institution and its faculty/school/department (if cooperation is suggested on divisional level and will not embrace the whole university):**

**Country:**

**City:**

**International Rankings of the proposed partner (indicate here or provide a weblink):**

**Webpage in English:**

**Contact person at the proposed partner:**

Name:

Role:

Email:

**1.3 Summary of proposed activity**

**Types of proposed partnership\* - please check one option!**

[ ] Strategic [ ] Fundamental [ ] Network [ ] Research

[ ] Mobility: campus level

[ ] Mobility: faculty/school level – indicate faculty/school (-s) involved:

[ ] Mobility: programme level – indicate programme(-s) involved:

*\* please refer to the i.7.1 of the Internationalisation Strategy to check out the type of partnership that you are proposing*

**Proposed areas/subject fields of cooperation** (shall be preliminary discussed with prospective partner!)**:**

**Proposed forms of cooperation** (shall be preliminary discussed with prospective partner!)**:**

[ ] Student exchange – please specify [ ] undergraduate [ ] graduate [ ] both

[ ] Faculty exchange

[ ] Joint organization of events (e.g. summer schools, conferences, webinars etc.)

[ ] Joint research activities / external grant applications

[ ] Development of double degrees *(subject to submission of a specific DD form to ISG!)*

[ ] Other – please describe here:

**Has a site visit taken place to the proposed partner?**

Please provide a short report (max. 800 characters, please)

**Summary of proposed partnership:**

Briefly describe the proposal and explain ***the rationale*** for the arrangement with ***this*** proposed institution (max. 1000 characters, please)

**For student exchange proposals, please answer following additional questions:**

1) what language will be utilized for incoming and outgoing mobility?

2) are there already any students interested in this exchange either at HSE or at partner’s side at the time of this partnership proposal?

3) how many students the initiating side wants to send to proposed partner?

**For faculty exchange proposals,** **please answer following additional questions:**

1) what funds will be used to finance the faculty exchange with proposed partner?

**Part 2: Partner’s**

Dear Initiator!

Please send this part of the PPF to the proposed partner in advance and attach the completed part to PPF when sending to the ISG.

Dear future Partner!

Please help us to facilitate establishing of cooperation between our institutions by filling out and returning this simple form that will be attached to the Partnership Proposal Form and reviewed by HSE – Saint Petersburg Internationalisation Steering Group (ISG).

Please complete this form electronically and return it to the HSE initiator via email.

**2.1 Details of prospective Partner**

**Brief informational profile of your institution**

Please attach a profile or fact-sheet or provide a web link in English

**Courses / programmes delivered in English language:**

Please write here or provide a link to the course/programme catalogue

**Is there any tuition of Russian language or in Russian language at your institution?**

**Participating units**

Please indicate what faculty/school/department/programme at your institution are involved into proposed cooperation OR please indicate if the whole institution is involved

**2.2 Student Exchange details**

**How many students your institution wants to send to HSE – Saint Petersburg annually?**

For 1 semester:

For 1 academic year:

**Are there already any students interested in this exchange at your side at the time of this partnership proposal?**

**What courses will be available to HSE students coming to your institution on exchange?**

**What fees and expenses will apply to** **HSE students coming to your institution on exchange?**

**What are the admission requirements for incoming exchange students?**

**Does your institution offer accommodation (student dormitory or other type) for incoming exchange students?** If yes, please provide description, location and costs.

**Academic calendar and application deadlines for incoming exchange students:**

**Incoming / Outgoing Mobility Coordinator:**

Name: Position:

Phone and Email: