

**Managers Guide to
University of Nottingham
Short-term International Assignments**

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Scope

This document is designed to assist in understanding what a short-term international assignment is and help with any specific questions when considering this type of assignment.

What is a Short-term International Assignment (STIA)?

This is when an employee of the University of Nottingham undertakes an overseas assignment, at a different campus from their home campus, for between 3 to 12 months duration in order to complete specific activities.

Why has the University of Nottingham introduced STIAs?

The University encourages staff mobility between campuses to meet specific academic and professional services objectives and to forge greater integration between faculties, schools and departments to help enable a truly integrated approach to research, teaching and the delivery of professional services.

Expanding staff mobility has been a strategic aim of the University, however, previous patterns of staff mobility have been characterised by either a business trip, or a longer term secondment. The introduction of STIAs therefore supports the University in its aim for greater staff mobility across all three campuses by offering a package of support that is tailored to the location and duration of assignment.

What should STIAs be used for?

Typically STIAs should be used in order to complete a specific assignment at the host campus, therefore there would be specific outputs expected from the individual completing the STIA. Examples could include;

- Deliver a specific module
- Set up a project
- Collaborate on a research project
- Introduce new processes or procedures
- Complete a review

What is the difference between STIAs and secondments or business trips?

Trips less than 3 months in duration are classed as business trips and will be covered by the staff member's home campus business travel and expenses policy.

A secondment is classed as a minimum duration of 12 months in a temporary position in the host country, with a specific agreement amending the employee's current terms and conditions. Secondments are usually accompanied assignments and the University will support with relocation and repatriation of the individual, their immediate family and their personal effects. By contrast, an STIA will normally be unaccompanied, on account of the shorter duration of assignment.

See Appendix 1 for a detailed comparison of business trip, STIA and secondment.

How are STIAs Identified?

An opportunity for an STIA can be identified through a number of sources including:

- Proposals raised by an individual who has identified an opportunity
- Specific needs identified at individual campuses
- Opportunities for knowledge exchange and collaboration identified by Senior Academics or Managers

The [UK International HR team](#) will ensure that depending on how and where the opportunity has been identified the relevant stakeholders are engaged in further discussions. Relevant stakeholders can include; FPVCs, Provosts, Heads of School/Department, Finance.

Who is eligible for STIAs?

STIAs are open to all University of Nottingham staff, located in Nottingham, China or Malaysia, including academics, researchers, administrative and professional services employees (subject to an identified business case, management approval as well as meeting any relevant immigration requirements).

All staff are encouraged to consider mobility opportunities as a way to share best practice, understand processes and procedures and share ideas with colleagues and counterparts at other campuses, therefore all staff are eligible. However, the STIA must be undertaken in order to respond to a specific need within the University and the outcome of the assignment must benefit the University as an organisation, and are not to be considered purely as development opportunities for an individual.

What are the benefits for the staff member to undertake a STIA?

Individual's completing STIAs will retain their home campus terms and conditions, but will receive an STIA agreement which will be a fixed term amendment to contract to cover the duration of the assignment.

The assignment will normally be unaccompanied and the individual will retain their current salary, plus the following:

- Monthly mobility allowance of 10% of basic salary
- One-off disturbance allowance to cover costs associated with short term relocation
- Short term international allowance to cover daily living costs and incidental expenses
- Accommodation will be provided by the host campus
- Excess baggage allowance on the initial inbound and final outbound flight (economy flights)
- One economy home leave flight per 90 days of assignment
- Medical coverage and travel insurance
- As the individual will not normally break tax residency in their home country, a policy of tax equalisation will be applied resulting in a tax neutral position for the individual.

The exact value of the above allowances will be calculated and confirmed on an individual basis, as they are dependent on a number of factors.

The individual's continuous employment with the home campus will be unaffected by the international assignment.

Who covers the costs?

All of the costs associated with the STIA (including the individual's base salary) will be borne by the host campus for the duration of the STIA, as per the current approach for secondments. There may be an opportunity to obtain financial support via the Inter-campus staff mobility fund (refer to the International Office workspace for further information).

How can I get more information?

The [UK International HR team](#) will oversee all short-term international assignments, from initial enquiry to repatriation to home campus upon completion of the assignment, ensuring liaison with locally based HR teams across the three campuses.

Therefore, please refer directly to the UK International HR team to discuss potential STIA arrangements.

Glossary

STIA – a current employee of the University of Nottingham undertaking an overseas assignment, at a different campus to their home campus, for between three to twelve months duration in order to complete specific activities

Home Campus – The University of Nottingham campus at which the individual is originally employed

Host Campus – The University of Nottingham campus at which the individual will undertake the STIA