**Staff Knowledge Exchange**

**Letter of acceptance – Host institution**

Name of contact at Host institution

Position / Department

Name of Host institution

I am writing to confirm acceptance of **<Insert name of applicant**>, member of staff at **<Insert name of sending institution**> to undertake the INU’s Staff Knowledge Exchange program in my department at **<Insert name of host institution**> as per the guidelines outlined on the [INU Staff Knowledge Exchange website.](https://www.inunis.net/staff/inu-staff-shadowing/)

As **host institution,** we will be responsible for arranging and funding accommodation (hotel or homestay) for the visiting member of staff, as well as covering the cost of ad hoc meals (i.e. when hosting a lunch/dinner for the visiting staff member for example.)

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Signature of department manager / budget holder

Name

Position /Department

Name of University

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Signature of INU Council member at host institution

Name

Position / Department

Name of University