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This document provides guidance on the submission of a request to transfer an existing UNESCO Chair to a new host institution. For further information or technical support kindly contact the UNITWIN Programme team at [unitwin@unesco.org](mailto:unitwin@unesco.org).

While not common practice, exceptionally, a higher education institution may want to welcome and lead the work of an existing UNESCO Chair.

The request for the transfer of the UNESCO Chair must be completed at the time of requesting a renewal of the agreement. The thematic focus of the Chair must remain the same as such, its title and objectives must not be modified. Nevertheless, slight modifications can be brought to the objectives to align with the current UNESCO programmes and priorities.

Unless there are compelling justifications from the involved institutions, the transfer will not be accepted. In the case of cross-border transfers, the support from concerned National Commissions is also imperative.

In addition to the regular procedures for submitted a renewal request as outlined in the [programme guidelines](#), a request for the transfer of the UNESCO Chair to the new institution requires submitting the following additional documents to UNESCO:

- A letter from the head of the current host institution which confirms the agreement to transfer the Chair to a new institution.
- A letter from the head of the newly proposed host institution which confirms the willingness of the new higher education or research institution to host the chair, that details the supports that will be provided to the Chair by the university (e.g. facilities necessary to conduct and implement research, teaching and training, community engagement and communication activities such as webspace, as well as some funding for activities or other).
- Curriculum Vitae of the proposed Chairholder/co-chairholders.
- A letter of support from the National Commission for UNESCO of the country of the newly proposed host institution providing their support for the establishment of the UNESCO Chair in their country. The letter of support should provide justification for overall support, including added value for UNESCO, for the UNITWIN Programme, as well as for the countries/regions concerned.

To ensure continuity in the work of the UNESCO Chair, it is encouraged to have some overlap in the UNESCO Chair team composition.

If approved, the transfer to the new host institution will require the signature of a new agreement.

In the case of UNITWIN Network, the coordinator role can be rotated among its members institutions. UNESCO must be informed of changes to the Coordination role, including communication of the new Network Coordinator, to be approved by UNESCO.