

Support for Mobility of Teachers

Terms and Conditions

2024



FuseNet

The European Fusion Education Network

ASSOCIATION

Mobility of Teachers support

Institutions (below referred to as hosting institutions) that are FuseNet members can apply for support for mobility of teachers/lecturers in order to invite an expert to teach a Master course. The allocated budget for Support for Mobility of Teachers is 4k€. Once the total budget has been committed, the applications will be closed. This will be indicated on the online application page.

Requirements

1. The course given is fusion-relevant.
2. The course should be aimed at Master students with a fusion-relevant study.
3. A minimum of 8 students should attend the course.
4. Students attending the course should be acknowledged for completion of the course (e.g. awarded with study points (ECTS), a certificate, exam, etc.).
5. The teacher/lecturer is not employed by the hosting institution and should come from a different country as the hosting institution. There are no restrictions on the workplace of the invited teacher/lecturer.
6. The hosting institution should be a FuseNet Member.
7. The minimum duration of the visit is 3 days (at least 3 teaching days) and the maximum period is 2 months.
8. This support scheme is not intended to allow FuseNet members to invite a teacher/lecturer for a single lecture or a colloquium. Invited teachers/lecturers should therefore teach multiple days and give multiple lectures. The teacher/lecturer typically gives a complete course on a specific fusion topic. If the amount of teaching hours is lower than 8, a motivation needs to be provided which will be evaluated; the absolute *minimum* to be eligible for this scheme is 5 teaching hours.
9. A minimum period of 4 months between courses must pass until a hosting institution is eligible for another teacher mobility grant.
10. The hosting institution agrees to provide an evaluation report that summarizes the effectiveness of the action, including names and number of students that took part in the course and a survey to get feedback from the students and at least one lecturer from the hosting institution.
11. The hosting institution agrees to record the classroom lectures provided by the invited teacher. These recordings will be sent to FuseNet to be published on its website.

Application procedure Support for Mobility of Teachers

The application procedure is the following:

- Submission of the application form on the FuseNet website (www.fusenet.eu) by the hosting institution.
- The application has to be submitted at least 3 weeks before the actual start of the teaching course. If under exceptional circumstances the hosting institution wants to deviate from this rule, or make changes to an existing application after it was accepted, this can only be done when approved by the Executive Office.
- The teaching course has to start no later than within 6 months after application.
- Check of the eligibility, given by the requirements above, on the basis of the information provided by the hosting institution on the application form, by the FuseNet Executive Office.
- When confirming a support application, the FuseNet Executive Office will always send a copy by email to the FuseNet contact person of the institution. After sending this email, the Executive Office registers a receipt confirmation of the contact person.
- In case of doubt on any of the requirements, the FuseNet Executive Office consults the Academic Council of FuseNet (in written procedure). The decision of the Academic Council of FuseNet is final and binding and cannot be discussed or changed again.
- Decision to the hosting institution will be communicated by email, typically within 2-3 weeks after complete submission of the application.
- Applications are dealt with on a first-come, first-serve basis.

Claim procedure Support for Mobility of Teachers

The procedure for claiming expenses of approved applications is the following:

- The payment procedure is organized by FuseNet. Support for Mobility of Teachers is paid after the entire teaching course took place, when FuseNet has received the required documents and pieces of evidence for a support payment through a designated claim form on the FuseNet website.
- In case the receiving institution is a EUROfusion beneficiary, the actual costs associated with the mobility of a teachers for the educational activity should be claimed directly through the national coordinator in the EUROfusion consortium for the country of the receiving institute. EUROfusion cost categories determine the reimbursement amount.
- In case the receiving institution is not a EUROfusion beneficiary, the actual costs should be claimed through FuseNet.

- Payments will only be made to the hosting institution. The hosting institution is responsible for potential further payments to the invited teacher.
- The hosting institution should present (through the online claim form of FuseNet, and in addition in case the claim is taking place through EUROfusion, through internal records kept as part of the financial administration) pieces of evidence of the teacher having travelled to the destination, including all associated invoice(s). As evidence for traveling, a boarding pass and flight ticket could be used. As proof of having stayed at the destination, a hotel invoice or copy of rental agreement is required. It is the responsibility of the hosting institution to ask the teacher for these elements of proof and invoices.
- The hosting institution agrees to provide an evaluation report that summarizes the effectiveness of the action, including names and number of students that took part in the course and a survey to get feedback from the students and at least one lecturer from the hosting university.
- Together with the claim, the hosting institution will submit the recording of the classroom lectures provided by the invited teacher.
- The hosting institution must declare in the application and claim form, not to have obtained another grant or other funding scheme (e.g. at FuseNet, within Horizon Europe or otherwise publicly funded) for this teaching course.
- It is the responsibility of the hosting institution to submit a claim for payment in time and provide the necessary documentation thereto, ultimately within three months after the end of the teaching course.
- Payments from FuseNet (in case the institution is not a EUROfusion beneficiary) can only be made by bank transfer and the hosting institution should provide a valid International Bank Account Number (IBAN) to allow the payment. FuseNet is not responsible for any costs incurred by the bank for transfer of money, regardless the currency used.