

# Support for Mobility of Teachers

Terms and Conditions

April 10, 2019



**FuseNet**  
The European Fusion Education Network  
**ASSOCIATION**

## Requirements for Mobility of Teachers support

Universities (below referred to as hosting universities) that are FuseNet member can apply for support for mobility of teachers/lecturers in order to invite an expert to teach a Master course if the following requirements are met:

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 university and should come from a different country as the hosting university. There are no restrictions on the workplace of the invited teacher/lecturer.
6. The hosting university should be a FuseNet Member.
7. The minimum duration of the visit is 2 days (at least 2 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 with a *minimum* of about 10 teaching hours. The teacher/lecturer typically gives a complete course on a specific fusion topic.
9. A hosting university can be awarded one request for teacher/lecturer mobility support per 11 months, i.e. there must 11 months between the start of the lecturing activities.
10. The hosting university 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.
11. The hosting university agrees to send in a photo and short article as 'eye-witness report' for the FuseNet website, during one of the courses given by the lecturer.

## 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](http://www.fusenet.eu)) by the hosting university.
- The application has to be submitted at least two weeks before the actual start of the teaching course. If under exceptional circumstances the hosting university 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 university 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 University. 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.
- Automated response (receipt confirmation) by email to the hosting university within 2 working days on the completeness of the application. Decision to the hosting university will be communicated by email, typically within 2 weeks after complete submission of the application.
- Applications are dealt with on a first-come, first-serve basis.
- Once the total budget of Support for Mobility of Teachers has been committed, the application will be closed. This will be indicated on the online application page.

## 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 (available through <http://www.fusenet.eu/funds>).
- In case the receiving institute is a member of EUROfusion or a linked third party thereof, 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. FuseNet will provide instructions how to claim this part of the budget of FuseNet and up to which maximum amount.
- In case the receiving institute is not (linked third party to) EUROfusion, the actual costs should be claimed through FuseNet.
- Payments will only be made to the hosting university. The hosting university is responsible for potential further payments to the invited teacher.
- The hosting university 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 university to ask the teacher for these elements of proof and invoices.
- The hosting university 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 (or earlier, already during the course), the hosting university will send us a photo and a short article as 'eye-witness report' for the FuseNet website, made during one of the courses given by the teacher.
- The hosting university must declare in the application and claim form, not to have obtained another grant or other funding scheme (e.g. at FuseNet, within Horizon2020 or otherwise publically funded) for this teaching course.
- It is the responsibility of the hosting university 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 institute is not linked to EUROfusion) can only be made by bank transfer and the receiver 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.