

Support of Master Students going on an internship abroad

Terms and Conditions

July 6, 2018

v.1.0



FuseNet
The European Fusion Education Network
ASSOCIATION

Requirements for support of Master students going on an internship abroad

Master students can obtain financial support to do an external internship in a fusion relevant project if the following requirements are met:

1. The student is registered at a university in a EUROfusion member state states (see www.euro-fusion.org for a full list of these countries), and either this university or the host of the internship is a member of FuseNet.
2. The student is in the Master phase of his/her study.
3. The student is not employed by his/her university.
4. The study program of the Master student is in a field relevant to fusion research.
5. The internship takes place at a fusion research centre or university involved in fusion research. This place is not limited to Europe.
6. The topic of the internship project is fusion relevant.
7. The internship is executed in a different country than the university at which the student is registered (i.e. different from the home university).
8. The internship has a duration of at least 2 months. Support is for a maximum of 6 months.
9. Periods of holiday in between the internship are excluded from funding.
10. Excluding holiday periods of up to 14 days, the internship in principle should be uninterrupted; in case the internship is intermittent, this should be indicated in advance and is only allowed with prior written permission from the Executive Office of FuseNet.
11. The student did not obtain FuseNet funding from another application for an internship at FuseNet in the past 12 months, with the following exception:
12. A second internship within the period of 12 months can be eligible under the condition that (1) the travel support is not provided for the second internship, (2) the total amount of subsistence support will be maximized to a period of 6 months for the combined duration (i.e. taking the sum) of the two internships. This would allow a student to go on two short internships instead of one longer duration internship, depending on the requirements of their curriculum.
13. The student did not obtain other sources of funding for supporting the (same) external internship through EUROfusion (direct or indirect) or other support schemes that fall under the Horizon 2020 programme.
14. The student should indicate any other external sources of funding, compensation or salary from the host institute, or grants obtained in support of the same internship. Travel support can in no case be provided twice. The amount of subsistence support will be limited such that the combined level of all obtained support for an internship does not exceed 1000€ per month.

15. A valid contact address of the supervisor of the Master student should be provided. The supervisor(s) of the Master student will be informed on the outcome of their application.
16. The student should agree to make an acknowledgement to the EUROfusion consortium and the FuseNet Association in publication of any work that came forward in part or in full as a result of the internship for which he/she obtained funding. In particular, this holds for the thesis or report associated with the student's work.
17. The student agrees to send in a photograph and short article (A5-size) that summarizes the internship work and visit that was supported through this work package, for publication on the FuseNet website.
18. Students must hand in their declaration no longer than 3 months after the end of their internship, otherwise they lose the right to claim support.
19. Support will be granted on first-come, first-serve basis, as long as budget is available.

Application procedure for support of Master students going on an internship abroad

The application procedure is the following:

- Submission of the application form on the FuseNet website (www.fusenet.eu) by the Master student.
- The application has to be submitted at least two weeks before the actual start of the internship.
- The internship 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 student on the application form, by the FuseNet Executive Office.
- 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.
- When confirming a support application, the FuseNet Executive Office will always send a copy by email to the university supervisor of the applicant. After sending this email, the Executive Office registers a receipt confirmation of the supervisor.
- Automated response by email to the student within 2 working days on the completeness of the application. Decision to the student 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 has been committed to the students, the application will be closed. This will be indicated on the online application page.

Claim procedure for support of Master students going on an internship abroad

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

- The payment procedure is organized by FuseNet. The payment is made in two parts: an initial payment at the start of the internship, and a final payment after the internship has been completed.
- The claims and all required pieces of evidence for the support payments should be submitted through a designated form on the FuseNet website (available through <http://www.fusenet.eu/funds>).
- The student must declare not to have obtained other sources of funding for supporting the (same) external internship through EUROfusion (direct or indirect) or other support schemes that fall under the Horizon 2020 programme.
- The student must indicate any other external sources of funding, compensation or salary from the host institute, or grants obtained in support of the same internship.
- The initial payment, consisting of the travel support and half of the subsistence, is made upon presentation of the invoice and associated tickets for the travel and a defined element of proof for having arrived at the internship location. The proof can e.g. be a statement of the receiving institute, a copy of rental contract or personal campus/access card.
- The final/remaining payment is done at the end of the internship, after FuseNet has received the required elements of proof, which include a letter, signed by the supervisor from the institute of the internship, to confirm the attendance of the student in the specified period.
- The student agrees to send in a photo and a small article for use on the FuseNet website.
- It is the responsibility of the student / applicant to submit a claim for payment and provide the necessary documentation thereto, within three months after the end of the internship.
- Payments can only be made by bank transfer and the students 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.

Amount of financial support - students

Below we provide the criteria for calculating the exact amount of financial support.

Overall support limit

- The total amount of support per student (travel and subsistence support for attendance of an educational event and/or internship combined) cannot be more than 5000€ per year.

Travel support for students

Travel support for students: unit cost depending only on single-way distance between the place of origin and the location of the internship, according to the following table:

○ Travel distance between 100 and 499 km:	180€ / person
○ Travel distance between 500 and 1999 km:	275€ / person
○ Travel distance between 2000 and 2999 km:	360€ / person
○ Travel distance between 3000 and 3999 km:	530€ / person
○ Travel distance between 4000 and 7999 km:	820€ / person
○ Travel distance 8000 or more km:	1100€ / person

- The allocation is only based on the distance between the place of origin and the location of the internship.
- We consider the *place of origin* to be the home university of the student. However, if the student travels from another location that is closer to the destination, this will also be accepted. As *place of destination* we use the city/place of the internship.
The distance is determined by the Executive Office using the Distance Measurement Tool of Google Maps (measuring the great circle distance to the location on city-level). In case of disputes, the Executive Office of FuseNet has the right to determine the distance without further rights for appeal.
- *Example:* A trip from London to Paris and back counts as 346 km (i.e. this is the single-way distance), and for that a student receives the support amount of 180€.
- Note that to keep the processing simple and minimize handling costs, we compensate a fixed unit cost and not the actual cost (the actual travel cost might be cheaper or more expensive).
- In case the student indicates to get also travel support from other public sources or grants for traveling to the location of the internship/educational event, the travel support component becomes void and no support is provided.

Subsistence support for students for internships

- In case of internships, the students will receive a lump sum amount of 500€/month (based on the high range EU grant as on <https://ec.europa.eu/programmes/erasmus-plus/>) with an upper limit of 3000€ (i.e. for an internship that lasts six months or longer). When the internship period does not consist of a whole number of months (i.e. from 7 July to 7 September), the remaining part is calculated using the fraction in months, where one month is defined as 30 days. For example, in case the internship lasts 2 months and 9 days days, the amount of support is $€1000 + 9/30 * 500€ = €1150$.
- This support is limited to a duration of 6 months in case of students going on an internship abroad. The internship itself may last longer.
- In case the student going on an internship abroad also gets other public funds or grants, the amount of subsistence support provided is limited such that the total support does not exceed 1000€/month.