Individual Support of Master Students in attending Educational Events

Terms and Conditions

May 18, 2020

FuseNet
The European Fusion Education Network
ASSOCIATION

Requirements for support of Master students attending an educational event

Master students can obtain financial support to follow educational training activities (such as courses, summer schools and workshops with a dominant educational character) if the following requirements are met:

1. The student is registered at a university in a EUROfusion member state (see www.euro-fusion.org for a full list of these countries), and either this university or the host of the educational event is a member of FuseNet.
2. The student is not employed by his/her university.
3. The student is in the Master phase of his/her study, or graduated within the last six months. Regarding graduate courses that fall outside the Bachelor-Master structure (such as the UK Mphys, Croatian integrated master) the students are considered eligible for support from the summer before the start of their graduate year (Note: in Scotland the Mphys takes 5 years, in England 4 years; for both courses the eligibility starts after the third year).
4. The topic of the study is in a field relevant to fusion research.
5. The educational training activity takes place at a university group or research institute in one of the EUROfusion member states or at a FuseNet member institute, and the topic is relevant to the European Fusion programme.
6. The educational training activity should preferably be an open event (i.e. all European students should have a chance to subscribe to and participate in the event). The event should be accessible to students originating from at least three different universities to be eligible for support.
7. Support is given only to activities in which education is the main goal. All conferences are in principle excluded, except when all the following criteria are met:
   - The student has his/her own contribution at the conference, i.e. is selected to give a poster presentation and/or an oral presentation.
   - The conference is fusion-specific (in case of doubt, this is decided by FuseNet and cannot be further discussed).
   - The conference has to be held in Europe or at a FuseNet member institute.
   - The conference is internationally oriented, i.e. at least 50% of the participants in the conference should be from abroad.
8. Specific events that are already organized with support by FuseNet or EUROfusion may be excluded from individual student support, such as the FuseNet PhD event and mini-workshops organized with support of FuseNet.
9. The educational training activity has a duration of maximum 2 weeks. Support is for no longer than the duration of the activity.

10. The distance between the university where the student is subscribed (i.e. the home university) and the event should be at least 100 kilometers.
11. The student did not obtain FuseNet funding from another application for an educational activity in the past 4 months. The period between the start dates of the educational activities must be more than 4 months.
12. The student must declare not to have obtained another grant from the organizer of the event or other funding scheme (e.g. within Horizon 2020 or otherwise publically funded) for attending the educational event.
13. The student must agree that his/her supervisor(s) will be informed on the outcome of their application.
14. No more than 20 students will be supported per educational event (on first-come, first- serve basis).
15. The student agrees to send in a photograph and short article (A5-size, blog-style) for publication on the FuseNet website. This article summarizes the educational training activity in which the student participated and that was supported through this work package.
16. Students must hand in their declaration no longer than 3 months after the end of the event they attended, otherwise they lose the right to claim support.

Application procedure individual Master student support for participation in educational events

The application procedure is the following:

- Submission of the application form on the FuseNet website (www.fusenet.eu) by the student.
- The application has to be submitted at least two weeks before the actual start of the educational training activity. If under exceptional circumstances students want 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 educational training activity 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.
- When confirming a support application, the FuseNet Executive Office will always send a copy by email to the university supervisor of the applicant. When sending this email, we flag the email to obtain a receipt confirmation of the supervisor. This is an additional measure not only to inform the supervisor, but also to prevent fraud.

- 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 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 individual Master student support for participation in educational events

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

- The payment procedure is organized by FuseNet. The payment is made after the educational event has taken place, when FuseNet has received the required pieces of evidence for a support payment through a designated claim form on the FuseNet website (available through http://www.fusenet.eu/funds).
- The student should present (through the online claim form) a piece of evidence of having travelled to the destination and participation in the educational event, including all associated invoice(s). As evidence for traveling, a boarding pass and flight ticket could be used. As proof of having attended the educational event, a certificate of attendance or letter/email by the event organizer is required. It is the responsibility of the student to ask for such certificate or letter and to provide the elements of proof and invoices.
- The student must declare in the application and claim form, not to have obtained another grant from the organizer of the event or other funding scheme (e.g. within Horizon 2020 or otherwise publically funded) for attending the educational event.
- It is the responsibility of the student / applicant to submit a claim for payment in time and provide the necessary documentation thereto, ultimately within three months after the end of the educational event.
- 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€ during his/her study career.

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 educational event, 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 educational event.
- 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 educational event.
  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 attending educational events

- To enable the attendance of educational training activities, the students will receive a lump sum amount of 50€/day (based on the high range EU grant as on https://ec.europa.eu/programmes/erasmus-plus/) with an upper limit of 500€. Only the event days are counted (not separate travel days).

- This support is limited to a duration of 2 weeks.

- In case participation in an event includes accommodation (and possibly also meals) we call this event 'inclusive' and maximize the subsistence support to the level of the participation fee. For example, for an all-inclusive event that has a participation fee of 190€ (i.e. accommodation is included for the student), we still offer 50€ per day subsistence support but until a maximum of 190€. This means that when the event lasts 4 days or more, the subsistence support is limited to 190€.