

## **Faculty Mobility Scheme (FMS)**

### **Overview**

Loosely modeled after the existing ACUCA Student Mobility Scheme (SMS) program, the ACUCA FMS is intended to promote and facilitate the exchange/placement of faculty among ACUCA member institutions. It aims to foster a better understanding of Asian communities and cultures among ACUCA faculty, and to increase academic and professional interactions among ACUCA institutions for the benefit of both the faculty and students.

### **Participating Institution**

Member institutions would organize visits of faculty from their home schools to other schools (or vice versa) for periods from at least one week up to one month during which time the visiting faculty member would have opportunities to share their academic expertise through lectures and/or workshops and/or research cooperation.

They would also be assisted to interact with administrators, faculty, and students from the host institution to enhance their understanding of Christian identity and mission as well as academic strengths.

### **Application Process**

There are three steps in nominating the qualified faculty or staff to the program:

- 1) Eligibility
- 2) Nomination to FMS participating institution
- 3) Application for subsidies

Relevance of the discipline to which the nomination is made should be taken into consideration by the sending institution to ensure that it could possibly address the gaps or enhance institutional development. The qualification of faculty nominated shall have the potential in contributing and strengthening the academic programs of the sending or host institution through teaching, research and other field.

The sending institution shall be responsible in making the arrangements to the would-be host institution relative to accommodation and other details upon arrival of the faculty grantee. *Letter of Acceptance* from the host institution is necessary. This shall serve as an agreement between the two participating institutions. The same shall be attached to the application form and subsidy request, which will be submitted to the Secretariat.

## Subsidy

The scheme would include financial assistance for travel and a living expense subsidy from ACUCA. The host institutions would provide housing accommodation at no cost for the guest faculty or staff member.

Funding is available to nine (9) institutions, i.e., one for each country where ACUCA institutions are present. Exceptions can be made based on demand and/or funding availability.

Those institutions that have previously availed of the exchange program is no longer qualified to nominate their faculty or staff until all the member institutions have availed of the same.

The financial responsibility of the Association is limited only on the following subsidies:

- 1) Living Expenses
- 2) Travel

The amount ranges from USD 300 to USD 500, depending on which category a faculty or staff comes from and proposed to visit.

Countries	Category
Japan	A
Hong Kong, Korea, and Taiwan	B
India, Indonesia, Thailand, Philippines, Myanmar	C

The base amount to be given is USD 300 if the country falls within the same category or with a lower cost of living. However, an adjustment of USD 100 shall be added if the faculty or staff goes to a country with higher cost of living than the country of origin, plus another USD 100 if the country of origin crosses 2 categories.

Illustration:

Hong Kong to Korea: USD 300

Japan to Korea: USD 300

Japan to Thailand: USD 300

Hong Kong to Japan: USD 300 + USD 100 (difference of 1 category)

Philippines to Japan : USD 300 + USD 200 (difference of 2 categories)

Travel Subsidy is limited to a maximum amount of USD 750 or the actual airfare, whichever is lower.

## **Deadline of Subsidy Request**

Unlike SMS, FMS application shall be done at once. The deadline of which will be every March 15 of the current year where the exchange is supposed to be done.

## **Selection Process**

Upon receipt of the Nomination Form, Subsidy Application, and Letter of Acceptance, the Secretariat verify all documents. The same shall be collated for ExCo approval. In any case where an applicant lacks any of the 3 documents, the same shall be deemed to be classified as *conditional application*.

The Secretariat shall notify the result of the application to the respective home institutions by email.

## **Method of Payment**

To expedite the subsidy reimbursement, which shall be requested from the Hong Kong Baptist University (HKBU) through the Secretariat, the participating / sending institution through its FMS coordinator shall send a digital copy with English translation of the following documents:

1. Receipt and itinerary of flight tickets
2. FMS Report

The sending institution shall indicate the bank details to which the total subsidy amount shall be sent by HKBU.