

Faculty Mobility Scheme (FMS) Guideline

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

The relevance of the discipline to which the nomination is made should be taken into consideration by the sending institution to ensure that it could address the gaps or enhance institutional development. The qualifications of faculty nominated shall have the potential to contribute to and strengthen the academic programs of the sending or host institution through teaching, research, and other fields.

The sending institution shall be responsible for 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 eight (8) 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 are 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 to the following subsidies:

- 1) Living Expenses
- 2) Travel

The amount of living expenses subsidy which is USD 500.00 is uniform regardless of the country of origin the recipient comes from or is going.

Travel Subsidy is limited to a maximum amount of USD 750.00 or the actual airfare, whichever is lower.

Deadline of Subsidy Request

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

Selection Process

Upon receipt of the Nomination Form, Subsidy Application, and Letter of Acceptance, the Secretariat verifies 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 a *conditional application*.

The Secretariat shall email the application's result to the respective home institutions.

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 / proof of payment and itinerary of flight tickets
2. FMS Report
3. Close-up photo, preferably 2x2 inches
4. Selected photos during the program – during lectures, meeting with top executives, etc. These photos will be uploaded on the website along with the report.

The sending institution shall indicate the bank details to which HKBU shall send the total subsidy amount.