ACUCA FACULTY MOBILITY SCHEME (FMS)

**1. Amount of subsidies**  
- Living Expenses Subsidy: Up to 500 USD per month depending on the country where the student's home institution is located and the destination.  
- Travel Subsidy: Up to 750 USD

* 1. Living Expenses Subsidy  
     100 USD or 200 USD as an adjustment will be added to the base amount of 300 USD if a faculty member goes to a country with higher cost of living than the country where his/her home institution is located. Only the base amount will be paid if a faculty member goes to a country within the same category or a country with lower cost of living. ***The living cost will be provided 75% for the maximum period of 1 month.***

[Adjustment]

|  |  |
| --- | --- |
| Difference of 1 category (B to A , C to B) | 100 USD |
| Difference of 2 categories (C to A) | 200 USD |

[Category of countries]

|  |  |
| --- | --- |
| Country | Category |
| Japan | A |
| Hong Kong, Korea, Taiwan | B |
| India, Indonesia, Philippines, Thailand | C |

|  |  |
| --- | --- |
| e.g. 1. | A faculty member from Indonesia to Japan: 500 USD |
|  | (base amount and adjustment of 200 USD) |
| e.g. 2. | A faculty member from Korea to Taiwan: 300 USD (base amount only) |

**2. Required documents**

* Nomination form. This will include faculty member information and approval by the home institution’s President or designated representative.
* The faculty exchange Letter of Acceptance from the host institution’s President or designated representative.

The faculty member's home institution should submit those forms to the ACUCA Secretariat by the application deadline as specified below:

|  |  |  |
| --- | --- | --- |
| Beginning period their visit | Application deadline | Notification date |
| Spring Semester | August 15 | Early October |
| Fall Semester | February 15 | Early May |

Once accepted, send a copy of the receipt for the candidate’s flight tickets to the Secretariat.

**3. Selection process and announcement**

After receiving their applications, the ACUCA General Secretary and/or Executive Committee will decide the amount of airfare and living expenses subsidies for the faculty member(s) within the limits of the budget. The Secretariat should immediately announce the decision to their home institution by email.

**4. Method of the payment**  
The Secretariat will request in writing the auditing institution to send a bank check of the total amount of subsidy to the participant's home institution. Upon receipt of the bank check, the stipend should be wired to the faculty member(s) by the home institution.