**EXETER-FUDAN FELLOWSHIP GUIDELINES 2023-24**

1. **Overview**

The Exeter-Fudan Fellowship programme has been established to promote research collaboration in areas in which the two institutions share common objectives. Each university will support up to three academics to take up a research placement at the partner university over the course of the 2024 calendar year, with placements expected to last up to two weeks each.

Each partner university commits to supporting outbound academic staff with domestic and international travel costs, and also to supporting the visiting scholar with accommodation, subsistence and local travel costs, with details to follow in these guidelines.

1. **Selection Criteria**

The following selection criteria have been established:

* **Contribution to ‘global strategies’**: Applicants should outline the collaboration’s contribution to their respective Faculty and home university’s Global Strategy.
* **Purpose of award**: It is essential that the application specifies the Fellowship’s award objectives, which can include:
  1. Development of joint publications
  2. External grant applications
  3. Education collaboration
  4. Potential for new knowledge acquisition
  5. Potential for impact in addressing global challenges and SDGs
* **Quality and likelihood of proposed outcomes**: Applicants are required to set a strong case with tangible outcomes of the proposed activity. This should be accompanied with indicators of how the achievement of the objectives will be measured and expected follow-up activity.
* **Evidence of previous exploratory work**: It is expected that applicants have had previous contact with their colleagues at the partner institution. Evidence of previous work relating to the project referred to in the application, as well as previous collaboration activities will be considered.
* **Invitation letter from the host institute or department at the host university.** At Exeter, this should be issued by the Head of Department or Director of Global Engagement. At Fudan, this should be issued by the Head of host Department or School and be presented to Office of Global Partnerships.
* **Endorsement letter from the home institution.** At Exeter, this should be the Head of Department of Director of Global Engagement. At Fudan, this should be issued by the Head of home Department or School and be presented to Office of Global Partnerships.

1. **Funding and Administrative Structure**

Funding structure of the Exeter-Fudan Fellowship has been defined as follows (refer to details in the *Budget and Payment Plan*):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **International flight** | **Local**  **Travel** | **Subsistence** | **Accommodation** | **Access to**  **facilities** |
| **Exeter faculty (Outward)** | **Exeter** | **Fudan** | **Fudan** | **Fudan** | **Fudan** |
| **Fudan faculty (Inward)** | **Fudan** | **Exeter** | **Exeter** | **Exeter** | **Exeter** |

* The scheme supports up to three fellowships per year in each direction (three from Fudan to Exeter and three from Exeter to Fudan). Fellowships are not necessarily synchronous and are not required to be considered as direct exchanges – each Fellow may take up their placement at the Partner when best suits their schedule, and in accordance with the availability and the agreement of both the Host and the Home Faculty or Department.
* Fellowship awards are subject to agreement (including the proposed timing of the placement) by both the Host and the Home Department or Faculty.
* It is expected that each of the three Faculties at Exeter will host one of the incoming Fudan Fellows, and will each send one Fellow to Fudan over the course of the 2024 calendar year.

1. **Application process and notes**
2. This funding call will be run according to the following timeline:

|  |  |
| --- | --- |
| **Call Opens** | October 16th 2023 |
| **Application deadline** | November 26th 2023 |
| **Announcement of result** | December 8th 2023 |
| **Academic travelling time** | January– December 2024  Please note, Exeter academics should please try to complete their placements either before 31 July 2024 or after 1 August 2024, in order to match all expenditure incurred in a single financial year |

1. Applicants must complete the Application Form which will be made available at Exeter via <https://www.exeter.ac.uk/departments/globalpartnerships/> and at Fudan via <https://ogp.fudan.edu.cn/>
2. Exeter applicants will be informed of the outcome of their application by Global Partnerships and Fudan applicants will be informed by Office of Global Partnerships.
3. The visit should be **NO MORE THAN two weeks.**
4. An after-visit report by the Exeter academic is required to be submitted to Exeter’s Global Partnerships and an after-visit report by the Fudan academic is required to be submitted to Fudan Office of Global Partnerships within four weeks of the end of the visit.
5. Application guidelines can be found from the website of Office of Global Partnerships at Fudan University (<https://ogp.fudan.edu.cn/> ); at Exeter, the guidelines will be available on the Global Partnerships website alongside the application form.
6. PhD candidates and Postdoc researchers are not eligible to apply for this scheme.
7. **For enquiries, please contact:**

For Exeter applicants:

Liam Roberts, Regional Head (China), Global Partnerships

Email: [L.P.J.Roberts@exeter.ac.uk](mailto:L.P.J.Roberts@exeter.ac.uk), Tel: +44 (0)7866 139 578

For Fudan applicants:

Ms Ying Wang, Head of Division for Exchange Programmes, Office of Global Partnership

Email: [wang\_ying@fudan.edu.cn](mailto:wang_ying@fudan.edu.cn), Tel: +86 (21) 5566 4383

Updated in September 2023

Global Partnerships at University of Exeter & Office of Global Partnership at Fudan University

**Budget and payment plan** of Exeter-Fudan Fellowship Programme

For Exeter academics travelling to Fudan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Content** | **Party to cover** | **Amount** | **How and when will be payment be done** |
| **International Flight** | round-trip international economy-class flights to/from Shanghai | Exeter | up to £1,000 | Outbound Exeter academics need to make their own bookings and cost it to the project code, instead of being booked centrally. Exeter academics please talk to Global Partnerships if have questions. |
| **Domestic travel** | domestic UK travel between London airports and Exeter (by rail, coach or connecting flight) | Exeter |
| **Local Travel** | travel between Shanghai Airports and Fudan University (or the hotel in Shanghai) | Fudan | Actual cost of taxi or public transportation | Fudan will reimburse the inbound local travel cost and will inform the academic about how the outbound local travel will be covered during the academic's visit at Fudan. A receipt (*Fa Piao*) will be required for the reimbursement. |
| **Accommodation** | Accommodation in Shanghai for up to 14 days | Fudan | Actual cost of accommodation | Fudan will book and directly pay for the accommodation strictly according to the visit dates listed on the application form once the winners accept the offer. If Exeter academics would like to change the dates, they should check with Fudan’s Office of Global Partnerships about the availability of accommodation. |
| **Subsistence** | Daily subsistence for up to 14 days | Fudan | RMB 300 per day before tax | Fudan will wire the money to the bank account of the host academic at Fudan. The host academic will give the money to the Exeter visitor in an agreed way, e.g. in cash, via wechat, etc. Necessary personal information of the visitor might be required. |
| **Access to facilities** | Fudan will sort out. | | | |

Note: Wechat and Alipay are much more commonly used payment methods than credit card and cash in China. Academics travelling to China are advised to install one of the apps into their mobile phone and associate a bank account to enable the mobile payment in China.

For Fudan academics travelling to Exeter

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Content** | **Party to cover** | **Amount** | **How and when will be payment be done** |
| **International Flight** | round-trip international flights | Fudan | Fudan academics please talk to Office of Global Partnerships. | |
| **Domestic travel** | travel between Shanghai Airports and Fudan University (or home) | Fudan | Fudan academics please talk to Office of Global Partnerships. | |
| **Local Travel** | domestic UK travel between London airports and Exeter (by rail, coach or connecting flight) | Exeter | up to £1,500 | Fellows will be able to claim compensation through their host academic at Exeter. |
| **Accommodation** | Accommodation in Exeter for up to 14 days | Exeter | Accommodation will be arranged by the host academic at Exeter in advance of Fudan academic travel. |
| **Subsistence** | Subsistence for up to 14 days | Exeter | Incidental costs can be claimed for through their host academic at Exeter. |
| **Access to facilities** | Exeter will sort out. | | | |