

BGP+ INSTRUCTIONS

Please read carefully!

The Brain Gain Program+ (BGP+) is aiming at bringing professors, assistants or experts in relevant fields from former Yugoslavia back to the region by inviting them to teach as guest lecturers, participate in research and development, and mentor student theses at universities/faculties in Serbia. There are two different possibilities within this program:

- (1) BGP+ Classic**
- (2) BGP+ with extended period of stay**
 - (2a) Teaching and Mentoring**
 - (2b) Teaching, Mentoring and Research**

Ad 1) BGP+ Classic:

WUS Austria is providing funding to enable Serbian universities to invite qualified academics originating from the region, to lecture courses which are not available at the faculties. Additionally, courses by Austrian guest lecturers can be funded. The supported period of stay should be between 1 and 3 weeks, with at least 15 teaching hours per week.

The grant supports the following:

- **Travel costs** (including train, bus or plane tickets) up to EUR 800 (max.). The kilometer allowance of EUR 0.376 per km will only be granted, if the costs of traveling by car are reasonable. If the guest lecturer travels by commercial travel agency, travel costs will only be granted for economic class. Expenses for taxi are not included!!
- **Weekly allowance** of EUR 500 per week (max. three weeks). Guest lecturers with duration of stay less than a week need to be separately calculated.

The applying university/faculty is obliged to finance the accommodation during the stay of the guest lecturer.

Reimbursement: WUS Austria reimburses the costs **after the lecturer's visit!** After the completion of a course, the **receipts for the travel cost, reports** written by the visiting lecturer and the granted institution (department/faculty), as well as **list of students** and their **evaluation** have to be submitted. The submission of the final calculation and the reports are a precondition for the reimbursement of the project costs.

Comprehensive information about the reimbursement and the respective forms will be sent both to the applicant and guest lecturer, together with the notification on the grant. No advance payments will be made!

We ask the applying faculty/department to enter the information about their demand for courses in the BGP+ database (www.braingainprogram.org).

Please submit your application together with the CV of the lecturer to the WUS office in Belgrade.

Ad 2) BGP + with extended period of stay:

Where there is a need by the university, teachers will have the possibility to stay for the whole semester, but in that case they are obliged to take over mentoring. Within this BGP+ type, there are two different possibilities.

(a) Teaching and Mentoring: Guest lecturers would take over "full teaching workload" (at least 10 teaching hours per week), as well as mentoring i.e. supervising final theses (bachelor's, master's or PhD's). The foreseen number of theses he/she will mentor and thesis topics, if already known, have to be stated in the application form.

(b) Teaching, Mentoring and Research: This component is aimed at supporting research work at the universities. Guest researchers can be invited to take over half of the teaching workload (at least 5 teaching hours per week), conduct research and supervise final theses (bachelor's, master's or PhD's). The foreseen number of theses he/she will mentor and thesis topics, if already known, have to be stated in the application form. By doing this, they will not only transfer their knowledge, but also state-of-the-art research techniques.

Apart from a CV, the guest lecturer has to provide a list of publications and research projects in which he/she participated from the last five years. Additionally, the guest researcher has to provide an exposé and justification of the research projects and topics he/she will cover, on a maximum of 3 pages. This exposé should cover the following topics: state of the art; statement of the problem/research question; objectives; milestones and methods; timetable; expected results. Also, if applying for research, the guest researcher has to state two reference persons (with position and contact details). If there is already a defined partner in this project (investor, co-investor, collaborator), that needs to be stated in the application form.

The grant supports the following:

- **Travel costs** (including train, bus or plane tickets) up to EUR 800 (max.). The kilometer allowance of EUR 0.376 per km will only be granted, if the costs of traveling by car are reasonable. If the guest lecturer travels by commercial travel agency, travel costs will only be granted for economic class. Expenses for taxi are not included!!
- **Monthly allowance** of EUR 1000 per month (i.e. EUR 4000 per semester).

The applying university/faculty is obliged to finance the accommodation during the stay of the guest lecturer.

Payments: Precondition for the first monthly allowance is an inception report, written by the guest lecturer and certified with official stamp of the host faculty. Second and third allowance will be paid at the end of respective months. Precondition for the last payment is a final report written by the guest lecturer, with all the activities and concrete outcomes stated. Moreover, report written by the granted institution (department/faculty), list of participating students and their evaluations have to be submitted.

Reimbursement of travel costs: WUS Austria reimburses **the travel costs after the lecturer's visit!** After the completion of a course, the receipts for the travel cost, and reports have to be submitted. The submission of the final calculation and the reports are a precondition for the reimbursement of the travel costs.

Comprehensive information about the reimbursement and the respective forms will be sent to the faculty together with the notification on the grant. No advance payments will be made!

We ask the applying faculty/department to enter the information about their demand for courses in the BGP+ database (www.braingainprogram.org).

Please submit your application together with the CV of the lecturer, list of publications and research projects, and exposé to the WUS office in Belgrade.

Applications for the BGP+ have to be sent to the WUS Office in Belgrade **at least six weeks prior to the proposed lecture.**

In the decision making process priority will be given to academics that come back to their country of origin, followed by academics that come from countries where WUS Austria operates, and the third group are all academics that emigrated from former Yugoslavia. Emigrated means, that they left the countries of former Yugoslavia. Therefore academics that moved from one part of former Yugoslavia to another are not eligible, with the one exception that they emigrated to Slovenia.

As an equal opportunity organization, WUS Austria strongly supports female candidates to apply.

Applications for retroactive support and incomplete application forms cannot be considered!

APPLICATION FORM

Please fill in on the computer!

I Host Institution

University	Faculty
Department	Contact person
Address	Phone
	Mobile
	Fax
	E-mail

II Guest lecturer/ researcher

Name	Surname
University/ Institution	Faculty
Department	Position at university/ institution
Present citizenship	Country / place of birth
Address	Phone
	Mobile
	Fax
	E-mail

III The guest lecturer is applying for:

A) BGP+ Classic	B) BGP+ with extended period of stay
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IV Description of the courses FOR BGP+ CLASSIC (please fill in only if applying for this type)

<i>Title of the existing course at the applying institution.</i>		
<i>Subject of the guest lecture(s) and target group. (Use extra sheet of paper, if space is not sufficient!)</i>		
<i>Time frame for the course(s): date and duration of guest lecture, number of lecture hours per day (1 lecture = 45 min.; minimum = 15 lecture hours), etc.</i>		
<i>Total number of teaching hours (lecture + exercise hours)</i>	<i>Number of lecture hours</i>	<i>Number of exercise hours</i>
<i>Expected number of students in course</i>	<i>Assessment modalities</i>	<i>Teaching language</i>
<i>Explain why it is important for your faculty to invite the proposed guest lecturer.</i>		
<i>Was the lecturer engaged at your faculty before? If yes, in which period?</i>		

V Description of the courses FOR BGP+ WITH EXTENDED PERIOD OF STAY (please fill in only if applying for this type)

V-1 Teaching

<i>Title(s) of the course(s)</i>
<i>Visit of the guest lecturer is planned for which semester of which school year? Expected weekly workload (full teaching assignment, or half of it)? Please specify target group.</i>
<i>Explain why it is important for your faculty to invite the proposed guest lecturer. (Use extra sheet of paper, if space is not sufficient!)</i>
<i>Was the lecturer engaged at your faculty before? If yes, in which period?</i>

PLEASE FILL IN THE FOLLOWING SECTION FOR EVERY OFFERED COURSE – USE EXTRA SHEET OF PAPER AS NECESSARY

<i>COURSE (Title): Outline course syllabus. (Use extra sheet of paper, if space is not sufficient!)</i>		
<i>Expected number of students in course</i>	<i>Assessment modalities</i>	<i>Teaching language</i>

V-2 Mentoring

Specify the number of final theses the lecturer will mentor and topics that will be offered for mentoring (if already fixed).

V-3 Research

If applying for research, please shortly outline the research project/topic you want to cover. Add research exposé (3 pages max., see description in the guideline above) as attachment to this application form.

Please state partners, if any, and their role.

Budget of the research project, if already fixed.

Name, position, contact details of two reference persons:

VI Preliminary Calculation**Costs Specifications**

Costs of visit in detail	Cost specification
Travel costs	€
Allowance (please specify weekly or monthly – in accordance with proposed period of stay)	€
Accommodation	€
Other costs	€
TOTAL COSTS	€

Co-financing Specifications

Co-financing in detail	Name of organization or institution – Specification of costs in detail
Accommodation	€
Other costs	€
TOTAL CO-FINANCING	€

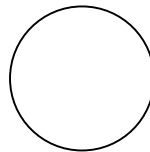
Requested from WUS**Specifications (see instructions!)**

Travel costs (specify means of transportation)	€
Allowance (please specify weekly or monthly – in accordance with proposed period of stay)	€
TOTAL AMOUNT REQUESTED	€

We _____ that the data about the faculty and the course will be made available in the database of the Brain Gain + Program. (Please select one option)

Signature – Head of Department

Signature - Dean



Official Stamp – Applying Faculty

Place, Date: _____