

## 1. Prerequisites

- Host teacher and guest teacher need to be active school teachers.
- Host teacher and guest teacher have attended a Science on Stage festival as delegates, paying delegates or paying guests. Open Day guests do not have the possibility to apply for a travel scholarship.

## 2. Application process

- Travel scholarship applications can be handed in four times a year:
  - Deadline 1: 15<sup>th</sup> March
  - Deadline 2: 15<sup>th</sup> June
  - Deadline 3: 15<sup>th</sup> September
  - Deadline 4: 15<sup>th</sup> December
- The Executive Board will decide about travel scholarships within one month after the deadline
- If host teacher and guest teacher plan a second visit they have to hand in a second application form after the first visit took place.
- If a travel scholarship application has been rejected, a teacher team has the chance to reapply.

## 3. Criteria for evaluation of application

- The project is innovative and relevant for the students' understanding of science concepts.
- General project structure: the application gives a good overview of what the participating teachers want to achieve with the teacher exchange.
- Preparation: the preparation for the teacher exchange is adequate and realistic.
- Activities during the exchange: it is clear what the applicants want to realize during the exchange.
- Outlook of the project: further steps for the time after the exchange are intended (e.g. sharing the results with other teachers, joint project, etc.).

## 4. Reimbursement of travel costs

- Science on Stage Europe can refund up to 300€ per exchange (travel costs for one person). We only accept tickets (only second class) and receipts for the journey to the host country and back (neither entrance fees nor any other fees).  
Reimbursement of taxi receipts only in exceptional cases.
- To refund the travel costs it is necessary to send the original tickets and receipts and personal bank details to the Science on Stage Europe office. In case of e-tickets

please save the boarding passes in PDF form or, if you use a smartphone app, take a screenshot of your boarding pass/ticket.

- In order to be reimbursed for the travel costs, host teacher and guest teacher are asked to write a short report (including photos) about the teacher exchange, which will be published on Science on Stage Europe's online channels.