



2018-2019 UNITED BOARD FELLOWS PROGRAM

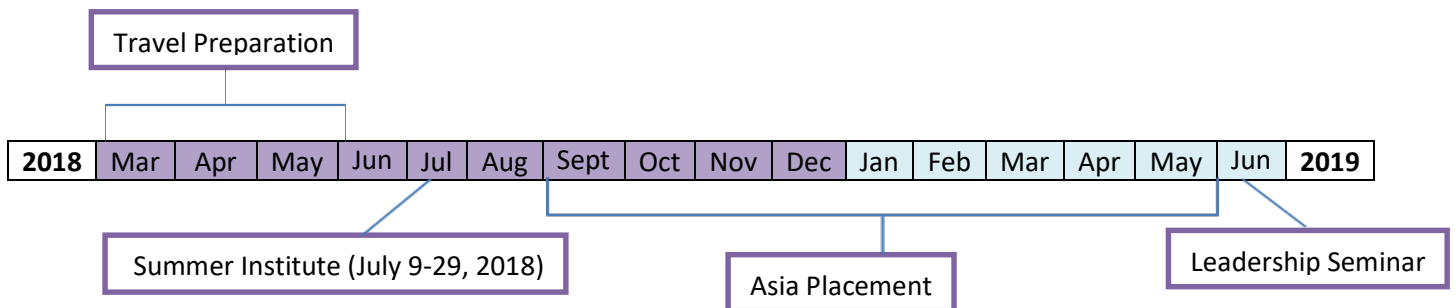
Frequently Asked Questions (FAQ's)

General Policy

1. What is the time frame and schedule of the Fellows Program?

The Fellows Program begins with a three-week Summer Institute in July 2018 at Harvard University in the United States. The Asia Placement may start at any time between September 2018 to May 2019 and is flexible in length, between two to four months. To complete the program, Fellows will attend a Leadership Seminar, held in Asia, which will take place over the course of one week in late June 2019.

Please note: Participation in the Fellows Program is only possible if the participant can commit to an Asia Placement of at least two months in length. Fellows are expected to participate in the U.S. Summer Institute at Harvard University and the Leadership Seminar in their entirety.



2. What should Fellows do if, due to unforeseen circumstances, they are unable to participate for the duration of the program?

Upon acceptance, Fellows should be prepared to commit to the United Board Fellows Program in its entirety. In very rare exceptions, should a Fellow be required to postpone any component of the program, he/she will be allowed to postpone for no longer than one year, and only with approval from the United Board.

If, during the Asia Placement or other components of the program, a personal emergency occurs which requires an earlier than expected departure, the Fellow should inform both the United Board and host institution as soon as possible.

3. Can Fellows bring their families?

No, the United Board Fellows Program is designed for Fellows to participate without accompaniment. Fellows who invite families for a short visit shall cover their own expenses. Neither the United Board, nor Harvard University and/or host institutions will make arrangements for family members.

4. What are the requirements for reports during the Fellows Program?

Each Fellow is required to submit three major reports: one each following the Summer Institute and Asia Placement and one at the completion of the Fellows Program. The United Board may share text or photos in the reports in future donor reports, publications, or United Board-related communication. Reports will also be, at times, shared among the cohort for discussion. Fellows are also expected to develop a case study over the course of the one-year fellowship. All reports shall be submitted to ubfellows@unitedboard.org within a month after completion of each component of the Fellows Program; further notice will be sent out regarding the submission of the case study.

5. What kind of housing is provided to Fellows?

During the Summer Institute and Leadership Seminar, Fellows will be housed in a single-occupancy postgraduate environment (bedding and linen will be provided), along with a shared kitchen and bathroom. During the Asia placement, Fellows may expect adequate housing, as close to campus as possible, although the distance from campus will vary according to housing availability and cost. Housing is provided one night before the Summer Institute/Leadership Seminar starts, through the night of the conclusion of the program.

6. What are the *Elisabeth Luce Moore Fellow* and other donated fellowships?

The United Board recognizes one outstanding Fellow from each class as the *Elisabeth Luce Moore Fellow* upon completion of the program. This selection is

based on the commitment to learning new approaches to leadership and teaching, willingness to make constructive changes at one's home institution, and potential for leadership within and beyond one's home institution. While this selection carries no financial benefit to the Fellow, it is an honor that the Fellow and his/her home institution can justly be proud of.

The position of *Anne E. Ofstedal Fellow* was created in memory of Anne E. Ofstedal, the late director of the United Board Fellows Program. In addition, we have several fellowship positions within the Fellows Program that are named in honor of particular donors. These donated fellowships are not selected on a competitive basis, but according to the guidelines specified by the donor. Such guidelines may include: country of origin, subject of studies, gender, etc. Named fellowships do not carry additional financial benefits.

Asia Placement

7. Do Fellows choose their host institution?

No. The United Board determines placements based on preferences and availability of the host institutions. However, every endeavor is made to place Fellows at host institutions that complement Fellows' interests, goals, and leadership aspirations. We ask Fellows to list out their areas of interest as specific as possible in the registration form, to assist us with placement matching.

8. How does one get basic information about a host institution?

The simplest thing to do is to search the Internet for information about the host institution. We also encourage Fellows to contact their coordinator and mentor or former Fellows who were placed at the same institution for further information. We usually connect Fellows with past Fellows who were placed at the same host institutions. Fellows can reach out to them and inquire about information regarding the host institution.

9. When are Fellows informed of who their mentor or coordinator will be?

Host institutions vary in terms of how soon they are able to identify coordinators and mentors for the Fellows. Typically, coordinators and mentors will be announced two months before the placement begins.

10. What kind of support will coordinator and mentor provide?

During the placement in Asia, each Fellow can expect to have a coordinator and a mentor. Mentors provide leadership guidance, and coordinators provide logistical support. More information can be found in the Fellows Program Introductory Information.

Hospitality is exhibited in different ways across Asia. In certain cases, coordinators may offer more assistance beyond what is requested by the United Board. However, please bear in mind that coordinators and mentors both have other responsibilities to attend to, and may not always meet every request of the Fellows. While we ask Fellows to be as flexible as possible, being proactive and curious is always helpful.

Travel

11. Any advice about the visa?

Please allow plenty of time for visa processing. Consult travel agents and colleagues who have been to the country to which you are going: ask them how long it will take for the visa, then add two to three weeks, just to be on the safe side. Please make sure you have a valid passport (six months before expiry) before each trip.

12. Who should make arrangements for travel? What if a Fellow needs to change travel dates after tickets have been purchased?

Fellows are responsible for their own travel arrangements and should seek the most economical prices for round-trip economy class tickets. Reimbursement will be given only for the flight(s) between the Fellows' home and the host institution, not for additional stops in between.¹ Fellows should send their proposed flight itinerary to the United Board for review and approval before buying their tickets. Seat upgrades, airport lounge use, overweight luggage, on-board purchases, and in-flight telephone calls are not valid for reimbursement.

If, after booking, a Fellow wishes to change the date of a flight, the Fellow will be responsible for any related fees charged by the airline. The Fellow should inform the United Board and the host university before changing the flight.

¹ 'Additional stops' refers to unnecessary stops along a flight route. Layovers that are included in a flight route are permitted.

13. Are airport pick-ups and send-offs provided?

Fellows are expected to arrange their own ground transportation. Some host universities may offer pick-up or send-off services during the Asia Placement, and you can check in with your coordinator prior to the travel. Please make sure you have enough cash in local currency on hand to cover the necessary expenses for airport transfers.

14. What kinds of clothing and other items should Fellows bring with them?

Fellows are advised to bring a mix of casual attire, along with several outfits of smart casual or business casual attire. Traditional clothing is encouraged too.

15. Can Fellows travel during the Asia Placement?

Yes. However, Fellows may travel only for tasks related to the goals of the program and may not leave the host institution in Asia for more than one week. For example, tasks related to the program can include: attendance at a conference, a visit to another university, etc. Time away for more than one week requires United Board approval.

Please note: Fellows are expected to be in residence during the entirety of the Summer Institute and the Leadership Seminar. Personal travel is permitted only during the weekends or best be arranged either beforehand or afterwards.

16. How do Fellows receive their living stipend after arrival?

Fellows can choose to receive their living stipend, along with reimbursement for their flight, directly into their home country bank account or a new bank account they may open in the host country in Asia. Funds for housing will be sent to the host university directly by the United Board.

17. Will Fellows require cash on arrival?

Yes. We encourage Fellows to bring some cash for personal emergencies as situations may arise when a credit or banking card may not work in a host country.

18. Can Fellows accept employment or earn wages while engaged in the Fellows Program?

No. However, Fellows may accept an honorarium, if provided as a token of thanks given for their work in co-teaching or lecturing at host universities in Asia.

19. What expenses are covered by the United Board Fellows Program?

The United Board covers program-related tuition cost, international airfare, room and board, living stipend, and an academic allowance (by request) for Fellows during their participation in the program. During the Asia Placement, the living stipend is provided based on the local cost of living standards of the host institutions:

Region 1 - Northeast Asia: US\$ 800 per month

Region 2 - Southeast Asia and South Asia: US\$ 700 per month

For regular arrangement, the United Board welcomes contributions from the fellow's home institution when available.

20. What can the academic allowance be used for?

Fellows can use the academic allowance for travel costs to meetings at other United Board network institutions or for attending conferences (during the Asia Placement, after the Leadership Seminar, or after the U.S. Summer Institute).

We also encourage Fellows to use the academic allowance to enroll in any online courses or MOOCs related to leadership or personal development from reputable providers such as edX or Coursera. Fellows must send a request to the United Board for approval, and reimbursement will be made upon receiving the invoice and conference or course completion certificate; if Fellows visit other institutions, a short report is required to process the reimbursement. Each Fellow can claim up to US\$500.

Finances

21. What are reimbursable items and what is the procedure for reimbursement?

Fellows can receive reimbursement for their airfare and academic allowance (by request). Airport ground transportation at home or abroad, visa and health insurance expenses shall be borne by Fellows and/or their respective institutions.

Please check in with the Program Officers on airfare and academic allowance plans before finalizing the booking. Upon the United Board's approval, please send scanned copies of the invoices and the reimbursement form for your expenses to the United Board, together with your bank information for transfers. Please note that the amount should be listed in local currency, with the suggested USD bank rate for reference. An electronic air ticket should also be forwarded to the United Board for record as well.

22. Will Fellows have medical insurance and access to medical care?

The United Board does not provide insurance during the fellowship. Fellows are strongly recommended to purchase appropriate insurance plans in their home country before traveling.

Medical expenses can be quite high in the United States, and in some Asian countries as well, as a result it is important to be covered with sufficient insurance. Should insurance not be available in your home country, or cause financial hardship, a Fellow may petition to the United Board for assistance, should other means of support be unavailable (such as home institution, etc.)

23. Are Fellows responsible for their visa expenses?

We encourage Fellows to cover all visa-related expenses for travel. Should visa expenses cause financial hardship or other means of support be unavailable (such as home institution financial support, etc.), Fellows may petition to the United Board for assistance.

24. Are Fellows responsible for their telephone bills?

Yes, Fellows are responsible for their own telephone bills, either local or long-distance.