

## Descriptif d'activité

<b>CUSO</b>
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### *Doctoral programme in English Language and Literature*

Année	2018
<b>Titre de l'activité</b>	<b>Model budget with explanations. Give at least a working title to your activity. This can still be changed later.</b>
Type d'activité	interne
Sous-groupe	Leave empty
Cofinancement	If an activity is co-financed, tick the option "Activité co-financée" above and indicate what other funding bodies there are.
Mode pédagogique de l'activité	Frontal (conférences, cours, avec ou sans exercices) Interactif (séminaires, exposés participants, workshops, posters, journal clubs, etc.)
Catégorie d'activité	Contenu scientifique Méthodologie Compétences transverses/transférables
<b>Responsable de l'activité</b>	
Indicate title, name and affiliation. The "responsable" must be an advanced researcher. For activities organised solely by doctoral students, the director of the CUSO English doctoral programme can act as "responsable".	
<b>Organisateur(s)</b>	
Indicate title, name and affiliation of the organisers. All of the organisers (including doctoral students) are considered as organisational staff ("encadrement") and can be reimbursed as such.	
<b>Enseignant(s)</b>	
Indicate title, name and affiliation of the invited speakers/teachers. All of the invited speakers (including doctoral students) are considered as teaching staff ("encadrement") and can be reimbursed as such.	
Nb enseignants CUSO	0
Nb enseignants externes	0
<b>Forme et structure des activités</b>	
Dates et horaire	Indicate the number of days and the number of hours per day that the activity lasts.
Lieu(x)	Indicate where the activity will take place. Note especially if the activity is an off campus residential seminar as this affects the amounts that can be budgeted for meals, accommodation, coffee breaks and room rent (see below).
<b>Participants</b>	
Nb de participants	Indicate the expected total number of participants including advanced researchers. Typically the number of doctoral student participants is around +/- 10 students; allow for some more spaces and calculate them into the budget, but note that funding for advanced researchers has been severely restricted.
dont doctorants	Indicate how many of the above are expected to be doctoral students.
<b>Présentation de l'activité</b>	
Copy the description of your activity into this box. According to what kind of activity is proposed, tick the	

Copy the description of your activity into this box. According to what kind of activity is proposed, tick the appropriate boxes under "Mode pédagogique de l'activité" and "Catégorie d'activité" (both above). It is possible to tick more than one box.

## Budget prévu pour l'activité

<b>Frais d'encadrement</b>		
RUBRIQUES	JUSTIFICATION / BASE DE CALCUL	MONTANT
<b>Rémunération</b>		
Enseignant-e-s CUSO	A remuneration for invited CUSO members who give an input is only possible if the CUSO member does not have a 100% post at one or several CUSO member institutions. Otherwise a lump sum of 300.- for one day and 500.- for two days is possible. Always give an explanation for the sum that is budgeted, indicating the number of invited guests and the number of hours they teach. Put the total sum of the honoraria in the box to the right. For example: 2 speakers (2 hours each) x 300.-	600
Enseignant-e-s externe-s	Invited speakers that are not CUSO members can receive a remuneration of 299.- for one day and 500.- for two days. Note that for invited speakers from abroad taxes will automatically be deducted from any honorarium above 299.- I.e. the total budgeted for two-day events should be 590.- Always give an explanation for the sum that is budgeted, indicating the number of invited guests and the number of hours. Put the total sum of the honoraria in the box to the right. For example: 2 speakers (4 hours each) x 590.-	1180
Collaboratrices/eurs scientifiques	Usually this remains empty.	0
Personnel administratif et technique	Usually this remains empty.	0
<b>Logistique</b>		
Déplacements	Invited speakers residing in Switzerland are entitled to a first class half-fare return train ticket. For invited speakers from abroad actual travel costs can be covered, that is, economy class airplane tickets, bus and train tickets. Taxi and parking costs incurred abroad are only reimbursed if necessary or economical. In Switzerland, no taxi and parking costs are reimbursed. For out of town residential seminars also include the travel costs of the organisers here. Always indicate how you arrive at the total sum that is budgeted. For example: 1x airfare from GB: 300.- 1x airfare from the US: 1500.- 2x train from airport to Berne: 2x194.- =388.-	2188
Séjours et repas	Indicate the number of meals and nights that are budgeted for invited speakers and organisers. Note that what you can budget depends on the length and location of the activity. For activities that last for less than four hours, no meals will be covered. For one-day activities, one meal can be covered. For activities over consecutive days two meals per day can be covered except on the last	1740

	<p>day. In both cases, up to 40.- per invited speaker/organiser can be budgeted.</p> <p>For each activity invited speakers can be invited once to a welcome/goodbye dinner. Up to 60.- per person can be budgeted for this meal for up to five participants including the invited guests.</p> <p>For overnight stays (including breakfast) up to 190.- per invited speaker/organiser can be budgeted. For invited speakers from abroad one night before and after the activity can be covered. For invited speakers from another continent an additional night can be claimed.</p> <p>If the activity is a residential out of town seminar, a maximum amount of 180.- per 24 hours per person can be budgeted. This amount must include meals, overnight stay, coffee breaks, seminar room rent.</p> <p>Always indicate how you arrive at the total sum that is budgeted. For example:          Goodbye dinner: 4x60.- =240.-          2 speakers x 3 meals over two days x 40.- =240.-          2 organisers x 3 meals over two days x 40.- =240.-          2 speakers x 3 nights x 170.- =1020.-</p>	
	<i>sous-total 1</i>	<b>5708</b>
<b>Frais de participation</b>		
Déplacements	<p>Participants are entitled to a second-class half-fare return train ticket between the institution to which they are affiliated and the location of the event (i.e. no reimbursement is possible if an event is held at one's own institution). As there should ideally be doctoral students from different universities that participate, calculate the total with an average sum that will cover the transport from most CUSO universities to the location of the event.</p> <p>Always indicate how you arrive at the total sum that is budgeted. For example:          15 participants x 30.- = 450.-</p>	450
Séjours et repas	<p>Indicate the number of meals and nights that are budgeted for participants. For the number of meals per activity, the same rules apply as for invited speakers/organisers (see above). Per participant a maximum of 20.- can be budgeted for a meal (one-day event). For events over consecutive days, the evening meal can be budgeted at 35.- per participant</p> <p>For overnight stays (including breakfast) necessary due to the schedule of the event up to 90.- per participant can be budgeted if the location of the event is over an hour's distance from home.</p> <p>If the activity is a residential out of town seminar, a maximum amount of 180.- per 24 hours per person can be budgeted. This amount must include meals, overnight stay, coffee breaks, seminar room rent.</p> <p>Always indicate how you arrive at the total sum budgeted. For example:          10 participants x 2 lunches x 20.- = 400.-          10 participants x 1 dinner x 35.- = 350.-          5 participants x 1 night x 90.- = 450.-</p>	1200
Participation financière des participants	<p>If participants are expected to contribute a certain amount towards the costs of the activity, this should be noted here. In general participants are not asked to contribute anything unless they are non-CUSO members, but they should be ready to pay for drinks or extra food that exceed CUSO limits. This might be especially relevant for out of town residential seminars.</p>	0
	<i>sous-total 2</i>	<b>1650</b>
<b>Frais de fonctionnement et autres</b>		
Matériel (non	Costs for office supplies, photocopies, programmes or badges for	10

durable)	example can be budgeted here, but only for the actual number of participants. Indicate what the budgeted sum is for. For example: Photocopies: 10.-	
Divers	Costs for room rent or coffee breaks can be budgeted here. Note that for out of town residential seminars, no extra costs for room rent or coffee breaks can be budgeted. Costs for room rent and coffee breaks should remain marginal. The maximum limit for coffee breaks is 6.- per person and coffee break and 15.- per person for a whole day. Always indicate what the budgeted sum is for. For example: Three coffee breaks x 15 people x 5.- = 225.-	225
	<i>sous-total 3</i>	235
	<b>Total dépenses</b>	<b>7593</b>
<b>Recettes</b>		
Participants externes, fees, ...	You can usually ignore this box unless there are non-CUSO participants that pay a fee to participate in the activity.	0
Sponsoring, etc.	You can usually ignore this box unless you receive money from sponsors that is not assigned to cover a particular expense.	0
	<b>Total recettes</b>	<b>0</b>
	<b>TOTAL BUDGET DEMANDÉ</b>	<b>7593</b>