



In this presentation you will find guidance and tips provided by the Fulbright Finland Foundation on host responsibilities. The guidance is based on feedback that we have collected both from the U.S. Fulbright grantees and their hosts in Finland. Please note that these instructions are more focused on hosting scholars, teachers and specialists, even though many aspects would likely be appreciated by student grantees as well.



What kind of things need to be considered and arranged before the scholars arrive:

While scholars need to have one main host and point of contact, more than one individual needs to be involved and aware of the scholar's project and arrangements that are required to make the visit a success. Ideally, there will be a hosting team with an academic host, administrative hosts and back-up hosts, who know about the upcoming visit. Individual circumstances may change with short notice, so someone needs to be able to jump in and take over the hosting duties if needed.

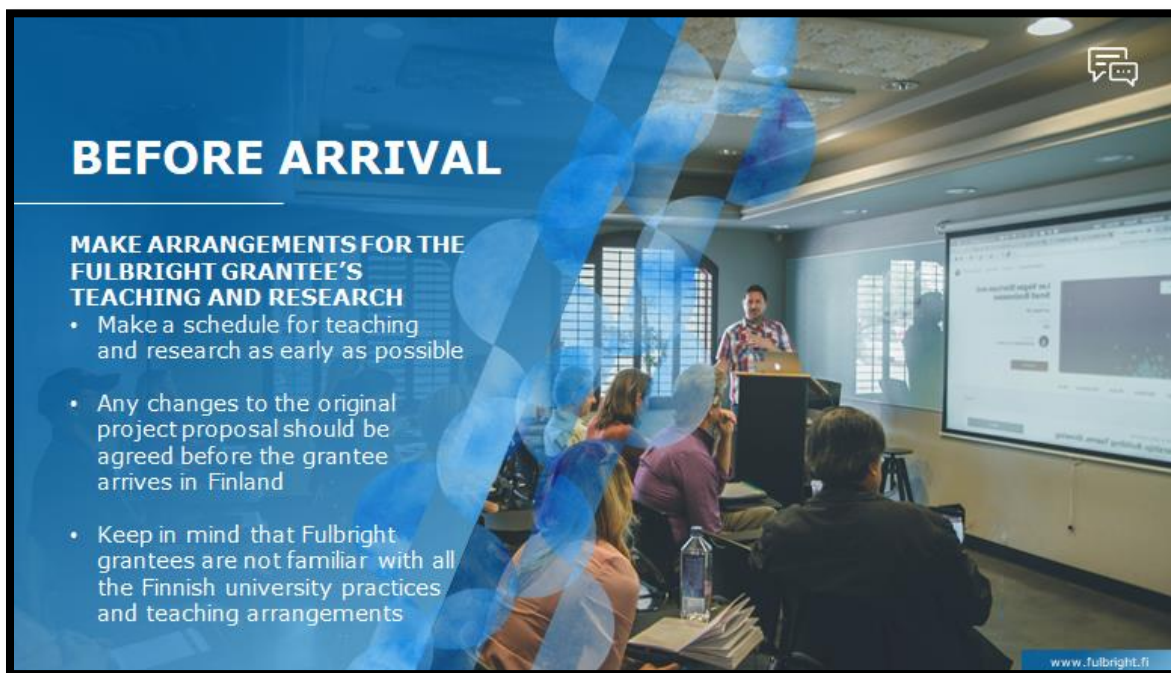
After the main and back-up hosts have been appointed, there needs to be a clear division of labor.

Hosts are responsible for:

- Planning the visit and taking care of practicalities. For example, host institutions are required to provide the grantees a hosting agreement in support of their residence permit application. As the residence permit application process takes months, it is important to provide the hosting agreement as early as possible when the dates of the visit have been confirmed.
- Helping to organize the scholar's everyday life, including accommodation, potential daycare and school for the children, banking, introduction to Finnish grocery stores, public transportation, etc.
- Please note that visiting scholars with young children may need to make arrangements for daycare or school as early as February, and may need confirmed information on their housing in Finland to apply for placement.
- It is also important to make the scholar aware of upcoming absences that the hosts may have. Visiting scholars often approach the hosts with questions during the summer and Christmas vacations, before they arrive to Finland. Provide an academic calendar to the scholar, so that they

are aware of the national holiday schedule.

- Many Universities have published a separate guidebook that contains valuable information on organizing the scholar's visit, so make sure that all the hosts have access to it.



BEFORE ARRIVAL

MAKE ARRANGEMENTS FOR THE FULBRIGHT GRANTEE'S TEACHING AND RESEARCH

- Make a schedule for teaching and research as early as possible
- Any changes to the original project proposal should be agreed before the grantee arrives in Finland
- Keep in mind that Fulbright grantees are not familiar with all the Finnish university practices and teaching arrangements

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It may sound self-evident that teaching and research arrangements need to be handled before arrival, but unfortunately, sometimes planning seems to have started only upon the grantee's arrival.

- It is best to make a schedule for the Fulbright scholar's teaching and research as early as possible, so that they will be well prepared for their visit, and can, for example, submit their teaching materials to the university well in advance.
- Also, Fulbright scholars (or Specialist's hosts) have made a proposal for their teaching and research plan when they have filled in their Fulbright application. In case the host university wishes to make changes to the Fulbright scholar's project proposal, it is best to discuss any adjustments before the scholar arrives to Finland.
- It is important to keep in mind that U.S. scholars may not be familiar with the Finnish university practices. As the Fulbright scholars plan their teaching, they need to be aware of all practical details such as: when do the terms begin and end in Finnish Universities, how much information their courses should cover, what is their students' level of knowledge, what is the grading system in Finland, etc.
- Arrange a pre-arrival conference call to discuss mutual expectations for the visit and items on this checklist.

- "Pre-assess" the project for feasibility from the local context, and discuss ethical (IRB and GDPR) implications if relevant.



Hosts are responsible for arranging an apartment for the U.S. scholars and specialists:

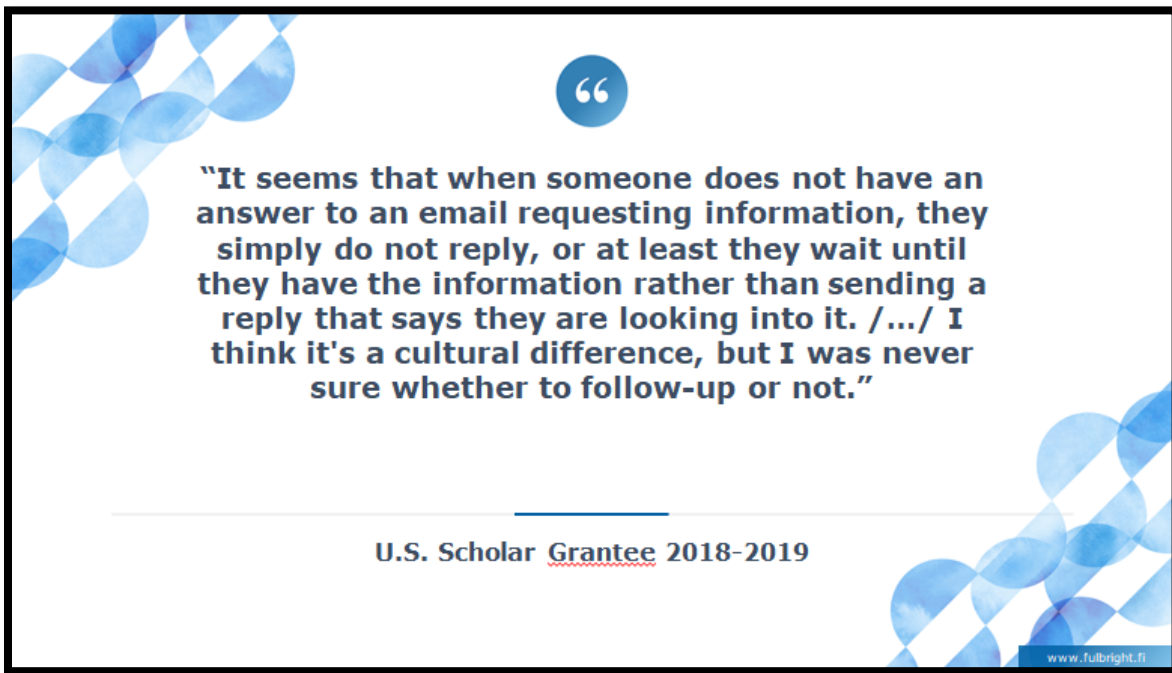
- Who takes care of this, and how do they know what to reserve? Is the university's central administration or the host department in charge of arranging an apartment for the visiting scholar?
- It is best to discuss available apartments (size, location, amenities, etc.) well in advance with the scholar, as well as to find out what the scholar's wishes and needs are regarding their accommodation, so that misunderstandings can be avoided.
- Also, find out in advance who the scholar should contact in case they have problems concerning the apartment.

Hosts are also responsible for arranging a workspace for the U.S. Fulbrighters:

- Make sure that a workspace and equipment are available by the time the Fulbright grantee arrives to Finland

Additional income?

- Sometimes the host university may wish to complement the visitors' grant by offering extra compensation. Please note that if the Fulbright scholars receive extra payments and benefits from the host university, there will likely be tax implications and the fellows will likely need help with the tax forms, and other tax-related issues.
- All extra compensation should always be reported to the Fulbright Finland Foundation.
- Also, the main focus of the visit should always be the Fulbright project and the residence permit has been granted for that purpose.



This quote is related to managing and understanding expectations.

Many U.S. visitors are accustomed to getting answers to emails quickly. We Finns tend to answer when we have a comprehensive explanation to share, or when we are back from our long summer vacations. This is something for us to think about. We should let the scholars know about upcoming leaves when we are not available, and it is also okay to reply that you need time to look into something and get back later when there is no quick answer.

BEFORE ARRIVAL

SEND AN ANNOUNCEMENT ABOUT THE FULBRIGHT GRANTEE'S VISIT

- Inform faculty at the university and the department of the Fulbright grantee's upcoming visit
- Inform other relevant contacts in the scholar's field of study

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- Hosts should already inform staff at the university, faculty and the department about the upcoming project before the grantee arrives in Finland. Consider also informing contacts in the scholar's field of study beyond your university.
- When the scholar's CV and project details are shared beyond the department early on, there might be others interested in his/her expertise.

The following quote explains why it is very important to connect the grantee with as wide network of faculty, students and other professionals in the field early on. This will help the grantee to hit the ground running when they arrive.

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“My only criticism of the project was the lack of collegial experience at the University. I really believe that I was under utilized at the University.”

U.S. Grantee 2018-2019

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BEFORE ARRIVAL

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INFORM THE FULBRIGHT GRANTEES ABOUT THE SERVICES THE HOST UNIVERSITY PROVIDES

- Find out:
 - What kind of resources are available to the Fulbright grantees at the host university's International Office/HR/International Staff Services?
 - Has the university published a guide book for visiting teachers/researchers/students?
- Does the university arrange or provide:
 - Orientation for visiting scholars, international students and their family members?
 - Courses on the Finnish language, culture and history?
 - Other resources or services for international visitors?

Find out, and inform your guests about the following details:

- What kind of guidance is available to the Fulbright scholars and students from the university's International or HR Services, or department's international coordinator?
- Has the university published a guide book for visiting teachers/researchers? If not, check the guide book available for international students for useful information.
- Does the university arrange an orientation for visiting scholars?
- Does the university provide courses on the Finnish language/culture/history for visitors?



How to ensure that the scholar feels welcome?

Picking up the scholar from the airport or train station, is a warm welcoming gesture.

In addition, by taking them to their apartment, hosts can ensure that everything is in order at the apartment.

There may also be immediate questions about where to get groceries for breakfast, how does the dishwasher or Wi-Fi work, etc.



AFTER ARRIVAL

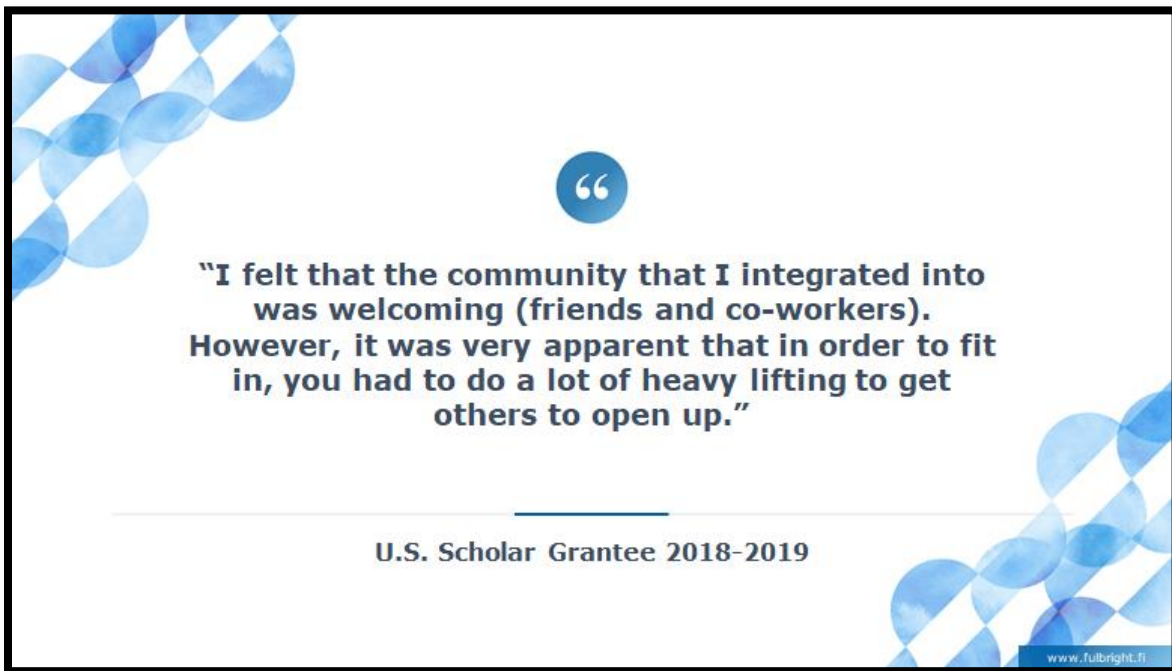
ORIENTATION AT THE UNIVERSITY

- Introduction to the faculty and staff
- Campus tour:
 - Around the department and the university
 - Library, language center, gym...
- Practicalities of the university and the department
- Information about events at the university and the department throughout the visit
- Information on local medical care and recommended clinics or doctors
- Find out if visiting scholars have access to university's occupational health care

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What kind of things should be part of the orientation at the university?

- Introduce the scholar to the faculty and staff, and show them around the department and the university.
- Give them a campus tour. Show them around the library, language center, and gym, etc.
- Advice on the practicalities of the university and the department: Are there standard departmental meetings? Where are the printers located? How can photocopies be made? How to go about bills or travel claims if applicable, etc.
- Inform the scholar also about events at the university and the department throughout their visit.
- Provide the scholar information on local medical care and recommended clinics or doctors for international visitors. Find out whether the Fulbright scholar has access to university health care.
- Consider organizing a tour of the new home community and pointing out places that the grantee will need during her stay. Explain how the public transportation works, point out grocery stores, bank, dry cleaning place, libraries, your favorite restaurants etc.
- Think what you would like to know when getting settled in a new country or city.



It is not unusual that some scholars feel a bit like outsiders in their department and university, so it is really important that they are connected with the wider university community as early as possible.

Remembering that these scholars have arrived in a foreign country without pre-existing social and professional connections is very important. Inviting the scholar to coffee or lunch breaks, happy hour or cultural events can go a long way in making the scholar feel welcome.



AFTER ARRIVAL

INTEGRATING FULBRIGHT GRANTEES' INTO THEIR NEW ACADEMIC COMMUNITY

- Connecting Fulbright grantees' with the important local academic and professional contacts
- Setting up a presentation and a welcome coffee as an opportunity for the visitor to introduce his/her project and specialization to colleagues, e.g. Fulbright Dialogues

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- Per the earlier quote, it is important to connect Fulbright grantees with the relevant local academic and professional contacts.
- As a standard practice, it is a good idea to set up a presentation and a welcome coffee as an opportunity for the visitor to introduce his/her project and specialization to colleagues
- The aim is to engage the grantee with wider community beyond the research team or department to make them feel connected.
- It is important to remember that the host is the key for unlocking many doors for the U.S. grantees, so think about various workshops and seminars that could be interesting or useful networking opportunities for the scholars or students.
- Consider hosting a Fulbright Dialogue on your campus. These round-table discussions work well for both introducing current themes to multi-disciplinary audience groups, and for introducing people working on the topic in different capacity to each other.

Find out more at:

www.fulbright.fi/internationalizing-your-institution/fulbright-dialogues

AFTER ARRIVAL

PRACTICALITIES AT THE UNIVERSITY

- Make sure the Fulbright grantees have:
 - Staff/Student ID
 - Keys
 - Username and password for the university systems
 - Email address
 - Library card
 - Photocopy card etc.
- Find out if the practicalities can be taken care of before arrival

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The things listed here may be self-evident but it is helpful to remind any new hosts about them:

- Make sure the Fulbright grantee has: keys, staff or student ID, library card, photocopy card, username and password for the university systems, email address, telephone, etc.
- Find out if the practicalities can be taken care of already before the scholar's arrival (for example, filling out the necessary forms)
- Also, scholars appreciate the extra help with opening a bank account, buying a travel card, telephone subscription, etc.



AFTER ARRIVAL

SUPPORTING A SUCCESSFUL VISIT

- First and most important link to the Finnish society is the host university - YOU
- Remember that the visiting scholars and students arrive to a foreign country often with no local connections
- What happens after work, or during the weekends and holidays?
- What can you do to make sure the visitors enjoy their stay?

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Ensuring a successful visit

- Everyone involved wants these visits to be successful but the hosting team can really make it happen.
- The first and most important link to the Finnish society is the host university – meaning YOU and the hosting team.
- Keep in mind that the visiting scholars and students arrive to a foreign country often with no local connections.
- Plan to meet with the grantees regularly to check in how the grantee is doing.
- One of the objectives of the Host workshop was to brainstorm how host universities and visiting U.S. scholars and students can make the most of these visits and maximize the long-term benefits. You can find the results of the brainstorming session on the Host workshop website at: www.fulbright.fi/workshop-best-practices-hosting-us-students-and-visiting-scholars

