

AMIDILA

Academic mobility for inclusive development in Latin America
Erasmus Mundus Action 2
www.unibo.it/amidila

ANNEX I

AMIDILA INFORMATION SHEET

*Award of a grant in the Erasmus Mundus Action 2 Lot 15 – strand 1
2013-2588/001-001-EM Action 2 Partnerships*

AMIDILA SCHOLARSHIP COVERAGE - The scholarship consists in:

- Subsistence allowance directly transferred to the grantee

The Grantee will receive a subsistence allowance to cover the costs incurred for staying abroad at the specific Host University: board and lodging, local transports, books, conferences, publications and any other costs connected to the academic and private life abroad. The subsistence allowance is calculated on the basis of a monthly amount and the number of monthly allowances assigned to your mobility. Find below the monthly amounts as established by the Erasmus Mundus Action 2 programme:

| Type of mobility | Monthly amount |
|--------------------------|----------------|
| Undergraduate and Master | 1.000€ |
| Doctorate | 1.500€ |
| Post doc | 1.800€ |
| Academic Staff | 2.500€ |

Example: you are an undergraduate grantee and you have been assigned a 5 months scholarship. Then you will receive a (5 x 1.000€) = 5.000€ subsistence allowance.

The total amount of the subsistence allowance assigned to your mobility is always specified in the Letter of Nomination and cannot be changed unless it is needed by the project.

The subsistence allowance will be transferred on a regular basis to the European bank account of the grantee according to the internal procedures of the University competent for the allowance transfer. Despite each university undertakes to transfer the funds as fast as possible, the first instalment of the scholarship might take longer than expected. Therefore we recommend the grantee to arrive at the Host University with a minimum availability of funds in order to face the initial expenses such as rent deposit and other settlement costs. The grant may be subjected to taxes according to the national regulations: Universities in charge of transferring the scholarship will inform the grantee of any tax policy / regulation that may be applied to the grant.

European grantees of Target group 1 will receive their allowance transfers from their Home University.

European grantees of Target group 2 will receive their allowance transfers from the AMIDILA coordinator.

Central America and Latin American grantees of Target group 1, 2 and 3 will receive their allowance transfers from their Host University.

- A flight ticket directly managed by the Coordinator

AMIDILA provides to the grantees only 1 round flight ticket:

- ✓ departure and return dates will coincide with the beginning and the end of the academic mobility
- ✓ the ticket will be booked and paid by the AMIDILA project coordinator through a specific travel agency
- ✓ the grantee does not have to book or buy the ticket
- ✓ the project will not reimburse any flight cost the grantee decided to incur without prior notification and approval

The grantee will be put in contact with the travel agency in order to book the ticket in accordance with the following rules:

1. Only for exchange mobility (undergraduate, master, doctorate, post doctorate and staff): can book a flight ticket in accordance with the starting and ending date of the mobility as specified in the Letter of Nomination. Leaving dates may be set with +/- 1 week flexibility from the Starting or Ending date. The flexibility can be used only once: or at the arrival or at the return. The project will not book any return or arrival too much delayed or too much anticipated from the starting/ending date regardless the reason of the grantee.
2. Only for Full degree mobility (full undergraduate, full master and full doctorate): the project will assure these grantees with an arrival flight (being it one way or round trip, this decision is at total disposal of the Coordinator) at the beginning of the mobility and a return flight to the Home Country, only one way ticket leaving before July 14th 2017. The project will not cover any ticket departing after July 14th 2017.

3. For all: the project will book only tickets in Economy class and at the most convenient fare.
4. For all: the project will not cover any cost connected to additional requests of the grantee such as additional luggage.
5. For all: the project will not cover any cost connected to changes of the ticket (e.g. changes of dates) if not due to the project and not previously approved by the Coordinator.
6. For all:
 - a. Target group 1 grantee will receive a round flight departing from the nearest airport to the Home University and landing to the nearest airport to the Host University.
 - b. Target group 2 and 3 grantees will receive a round flight departing from the nearest airport to the place of residence and landing to the nearest airport to the Host University.
7. For all:
 - a. no multiple destination is allowed unless this is not required for reservation needs. Example: departing from Bologna to Tegucigalpa at the beginning of the mobility, departing from Tegucigalpa but landing in Venice at the end of the mobility.
 - b. no stop-over is allowed unless this is not required for reservation needs. Example: departing on August 25 from Managua, transiting in London and stop here for 3 days then leave again to the final destination.
8. For all: any other specific request of the grantee not covered by the points above must be submitted to the Coordinator in due time. The Coordinator will decide on a case by case if approve or do not approve the request.

Maximum cost of the flight

Round flights cannot exceed a maximum cost according to the distance (km) between the Home University (TG1) or place of residence (TG2 and TG3) and the Host University as follow:

| Distance (km) | Maximum cost (€) |
|-----------------|------------------|
| < 500 | 250 |
| 500 – 1 000 | 500 |
| >1 000 – 1 500 | 750 |
| >1 500 – 2 500 | 1 000 |
| >2 500 – 5 000 | 1 500 |
| >5 000 – 10 000 | 2 000 |
| >10 000 | 2 500 |

The maximum cost of the flight is calculated by the Coordinator using the following tool: www.mapcrow.info

How to reserve your flight

As soon as the grantee has received the official invitation by the Host University he/she will have to apply for VISA. Once the grantee knows when she/he will receive the VISA (i.e. has received the appointment at the Consulate, and/or knows the exact date of departure in case VISA is not necessary) she/he must send to the Coordinator the scanned Travel and Insurance form (available at <http://www.unibo.it/amidila/en/grantees>), signed and dated.

Please send it to: diri.amidila@unibo.it

Please put in Cc also your Host University.

After that, the travel agency will contact the grantee and buy the ticket according to the rules above specified.

A temporary reservation will be provided to the Grantee for VISA purposes. Once the VISA is obtained this temporary reservation will be confirmed and the final ticket issued.

The grantee is required to keep all original proofs of travel (boarding passes of all the flights taken) and submit them to the Coordinator according to the instructions and information that will be available at: <http://www.unibo.it/amidila/en/grantees>

- **A travel insurance for health and accidents directly managed by the Coordinator**

The grantee will be provided with a travel insurance for health and accident for the duration of her/his scholarship by the Coordinator.

The insurance policy is provided by ACE European Group (<http://www.aceeuropeangroup.com/AceEuropeRoot/>) and has been arranged according to the minimum requirements set by the Erasmus Mundus programme 2009-2013.

Each grantee will be insured for the complete duration of the scholarship, according to the departure dates of the flight ticket booked and the Travel and Insurance form.

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The insurance offered it is not an health insurance, as specified above it is a travel insurance for health and accident the grantee may incur during her/his staying abroad. It works as a travel insurance used for stay abroad trips.

So the grantee must be aware that if she/he is willing to receive or need to receive for specific health problems a full Health support she/he will have to:

- ✓ Refer to the national health systems of the Host Country and cover on an independent way the costs incurred
- ✓ Buy on her/his own a specific health insurance. This cost is not reimbursed by the project.

In fact, as a reference, the insurance offered does/may not cover costs such as the following:

- ✓ The ones connected to previous illness or health problems due to previous accidents or injuries
- ✓ Examinations for ordinary check-ups
- ✓ Dental cares unless not due to accidents
- ✓ Costs for medicine to care simple colds or flus
- ✓ Any other cost not covered by the insurance policy

Moreover the insurance covers the grantee only in the Country/ies where she/he is for reasons connected to the AMIDILA project. If during your mobility you travel for tourism or any other personal or academic reason not connected to AMIDILA in countries different from the Host Country assigned to you, be aware that you may not be covered.

- Tuition fees directly managed by the Coordinator

If enrolment fees are required by the Host University, this amount will be covered directly by the project for the period corresponding to the duration of the scholarship:

- max 3 academic years for undergraduates
- max 2 academic years for masters;
- max 3 academic years for doctorates.

No tuition fee is covered by the project for Post doc and Staff. The Host University will however apply a waiver policy whenever possible.

- Local transports, VISA and Residence permit costs

These costs may be reimbursed to the grantee within the "maximum cost of the flight" reported at page 2 and only if there will be still budget available once the ticket has been issued.

These costs will be reimbursed as soon as possible according to the time and rules of the University responsible for the reimbursement. Be aware that not always a quick reimbursement can be guaranteed.

So, if possible they will be reimbursed as followed:

- ✓ Local transports costs: in the case the Grantee will need to take a train or a bus to reach the nearest airport to leave or to reach the Host University the project will reimburse her/him the costs incurred.

Reimbursement will be arranged:

- For European grantees TG1 by the Home University
- For European grantees TG2 by the Coordinator
- For Central and Latin American grantees TG1, TG2 and TG3 by the Host University

Reimbursement will be approved on the basis of the following rules:

- The use of personal cars are not allowed neither their cost will be reimbursed
- The use of taxi is not allowed neither their cost will be reimbursed
- The travelling dates are in line with the flight dates with 1/3 days flexibility
- The place of departure/arrival correspond to:
 - TG1 grantees: the Home/Host University town
 - TG2 and TG3 grantees: the place of residence of the grantee/ the Host University town

Reimbursement will be done only if the grantee will submit:

- Original tickets
- Original invoices/receipts
- Original ticket reservation

Short transfers to/from the airport from/to the city centres does not fall under the Local transport costs and therefore will not be reimbursed. These are costs to be covered by the grantee and to be considered under the Subsistence allowance.

- ✓ VISA and Residence permit costs: only the costs of the first issue of VISA and Residence permit will be reimbursed. Renewals will not be covered.

Reimbursement will be arranged:

- For European grantees TG1 by the Home University
- For European grantees TG2 by the Coordinator
- For Central and Latin American grantees TG1, TG2 and TG3 by the Host University

The following are the kind of costs that can be reimbursed under as VISA and Residence permit costs:

- Consular fees, if any
- Fees to apply for a Residence permit, if any
- A maximum of 1 round trip to reach the Consulate, only if necessary. Only public transports allowed (trains, bus, flights if necessary)

Reimbursement will be done only if the grantee will submit:

- Original tickets or boarding passes
- Original invoices/receipts

PRACTICAL INFORMATION

Immigration procedures

In order to enter the host country the grantee must generally apply for a VISA. Once arrived in the host country the grantee must carry out all the procedures to be regularly registered in the Country, such as apply for a residence permit. The grantee will be supported by the host university in order to carry out all the necessary procedures she/he must implement to enter and live in the host country according to the immigration rules of the host country.

The grantee is responsible to undertake all the steps and actions needed to enter and live in the Host Country according to the immigration rules and to the instructions received by the Host country and the relevant Embassies.

What is generally required to get a VISA?

The grantee must apply for her/his VISA at the Host Country's Consulates placed in her/his Home country. In order to apply for a VISA the following are the documents generally required:

- ✓ A valid passport → the Grantee is responsible to obtain or renew it the sooner the possible
- ✓ An Invitation letter issued by the Host University → the Host University is responsible to send it to the Grantee
- ✓ A document certifying the scholarship → you will use our Nomination Letter and the Invitation letter received by the Host University
- ✓ A travel insurance for health and accidents → the Coordinator is responsible to send it to the grantee
- ✓ A flight ticket → the Coordinator is responsible to send it to the grantee

Hosting facilities

The **host university** is in charge of providing and supporting the grantee with all practical information connected to her/his stay such as registration at the university, housing, city information, settlement costs, student services and facilities and all other practical information about her/his stay in the host country.

Registration at the Host University

The **host university** is in charge of providing and supporting the grantee with all the information regarding registration at the university, and all necessary administrative procedures. In order to implement them the grantee will be informed and followed by the AMIDILA contact person at the Host University.

General management of your AMIDILA mobility

You will find the instructions to manage step by step and phase by phase your AMIDILA mobility at the Grantees' webpage of the official AMIDILA website: <http://www.unibo.it/amidila/en/grantees>

Here you will find the most up to date information, instructions, deadlines and templates to be used during your AMIDILA experience. The instructions will be provided according to the following main phases:

- WHAT TO DO BEFORE DEPARTURE FROM YOUR HOME COUNTRY
- WHAT TO DO ONCE ARRIVED AT THE HOST COUNTRY
- WHAT TO DO BEFORE LEAVING YOUR HOST COUNTRY
- WHAT TO DO AFTER HAVING BEEN BACK TO YOUR HOME COUNTRY

Whenever the grantee has doubts or query she/he must always refer to the AMIDILA contact person at the Home University, at the Host University and to the Coordinator. Updates contacts' details will be always be available here:

<http://www.unibo.it/amidila/en/Our-destinations>

At the above link you also find already some information regarding your prospective Host University.