



Lot 14: Latin America South

Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Paraguay, Peru, Uruguay, Venezuela

SUD-UE project

(Grants Academic Years 2014–2017)

Regulations and procedures concerning formalities attached to the mobility grant

Ref: 2013-2589

INSTRUCTIONS FOR SOUTH AMERICAN GRANTEES GOING TO EUROPE

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Dear Grantee,

WELCOME TO THE ERASMUS MUNDUS ACTION 2, LOT 14 SUD-UE PROJECT!

Congratulations on behalf of the European and South American Higher Education Institutions who are part of the Consortium of the Lot 14 SUD-UE project.

The aim of this document is to provide all grantees with the necessary guidelines concerning the regulations and the formalities attached to the mobility grant you have been awarded.

We have organized this handbook following a timeframe scheme: before the start of the mobility period, during the mobility period and after the mobility period, in order to provide differentiated information on what is required from the grantee at any time from the moment of the acceptance in the project to the end of the grant.



BEFORE YOU START YOUR MOBILITY:

1) Once the Selection process is over, the Consortium will send you a Confirmation email to the email address indicated in your application form, officially informing you that you have been awarded a grant within the Lot 14 SUD-UE project. **This email will include a link to your personal Scholarship Management Webpage. This link is personalized and only the grantee, the Host University and the Coordinator of the project have access to this information.**

2) You will be requested to upload the **Confirmation Statement** and a **copy of your passport** at the link sent to you on the Confirmation email.

3) Once the information is uploaded, you should expect an **ACCEPTANCE LETTER from your Host University in Europe**. This letter will be useful for processing your visa. If you have not been contacted already by your Host University, please email your contact person at your Host University, or contact the University of Deusto (Coordinator of Lot 14 SUD-UE project).

You will find the contact details for the Consortium Universities at: <http://www.sudue.eu>

4) You will define with your Host University aspects related to the mobility of your grant, such as precise starting dates of the mobility period or the duration of the project/course/activity awarded.

5) You will be informed by the Host University about contact persons related to your project/course/activity.

OBTAINING YOUR VISA:

Apply for visa as soon as you receive:

- The official acceptance letter or official invitation sent to you by your Host University
- A proof of insurance: it will be provided by the Coordinating University.

It will be your responsibility to obtain this visa and to update your Host University on the visa process. Each student/academic staff must contact Host Country Consulate/Embassy in her/his country of residence in order to request a visa. The cost of the visa is included in EMA2 grant and it will be reimbursed to you by the

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Host University upon your arrival at the Host University and presenting the original receipts for the payment of the visa (subject to travel budget remnant).

TRAVEL ARRANGEMENTS:

The Travel Agency working with the Coordinator will provide the plane tickets for individual mobility according to the fixed amounts published in the call. The cheapest fare should be applied. The Coordinator will directly pay the travel agency for these tickets.

There may be exceptions in some cases, e.g. **public transportation, trains, buses, etc.** In these cases, students will be reimbursed once they have submitted ALL the necessary documents such as invoices.

In the eventual case of **car travel**, the Host Institution will apply its own fares for these types of trips, and always subject to the fixed amounts for this heading. In any case, **ALL original boarding passes, travel tickets, tolls, etc. must be kept and sent directly to the Consortium Member paying this concept, upon completion of the travel.**

You need to contact your Host University in Europe to take care of all travel details such as arrival and departure dates, transfers from the airport, etc.

During your stay in the Host University, you need to settle the departure date to confirm the tickets for your journey home with **your Host University**.

The Consortium covers one (1) arrival and one (1) departure journey. Any additional travels (e.g. during regular holidays or taxi trips) you have to cover yourself.

For all students, VERY IMPORTANT: Once you have travelled, you will need to upload in your Scholarship Management page any travel ticket, receipt, boarding pass, etc.

Remember to keep ALL ORIGINALS safe as you will need to give them to your Host University once you have travelled!



INSURANCE:

The Coordinator, University of Deusto, will contract the insurance for all mobile individuals with its Insurance Assistance Company. The policy contracted must include, as a minimum, health insurance including hospitalization following accident or illness, medical, surgical and pharmaceutical expenses covering EURO 30.000,00.

Each person will receive his/her insurance and travel ticket from the Coordinator, University of Deusto.

You will need to upload your Insurance into the Management Webpage.

ACCOMODATION:

All grantees need to contact their Host University in Europe to arrange housing details.

ACADEMIC ISSUES:

All grantees will need to contact their Host University in Europe in order to arrange with them the academic issues.



UPON YOUR ARRIVAL AT YOUR HOST UNIVERSITY:

1. Enrol at the Host University.
2. Follow the instructions given to you at your Host University (academic, accommodation, meetings, etc...).
3. Sign the Grant Contract and the Learning Agreement (information below).
4. Open a bank account (information below).

LEARNING AGREEMENT:

Upon your arrival at your Host University and before the project starts:

The Host University, the Home University and the Student must complete and sign a LEARNING AGREEMENT (**Document D** in the Scholarship Management Database).

This document must be signed in three copies before the project starts. Please keep one copy for yourself for further reference.

The Host University will upload this document in the Scholarship Management webpage for further reference. This information will only be available to the Host University, the student and the project coordinator.

GRANT AGREEMENT:

You will be asked upon your arrival at your Host University to check and sign a GRANT AGREEMENT in which it is explained how the payments will be made and the coverage of the grant (living allowance, insurance and trip) and the student/academic staff's rights and obligations for participating in the project.

The GRANT AGREEMENT will be printed, signed and uploaded in the Scholarship Management Database.

This information will only be available to the Host University, the student and the project coordinator.



DURATION OF THE GRANT:

The period of mobility shall start from the date of your actual enrolment at the Host University or the commencement of any other courses (language, etc.) linked to your stay at the host if duly agreed in writing. It shall terminate with the agreed day of departure subject to verification by a corresponding ticket with the same or a later date of departure.

Upon completion of the mobility the Consortium will verify its real duration. Your grant cannot exceed the duration outlined in the Confirmation Statement. Please note that your mobility must last at least the minimum period indicated below, any shorter duration renders the full grant void and it must be reimbursed fully:

Type of individual mobility	Period of mobility
Undergraduate	From 1 academic semester to 10 months
Doctorate sandwich	From 6 to 10 months
Post-doctorate	From 6 to 10 months

Grant duration per mobility

PAYMENT OF THE GRANT:

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Type of individual mobility	Monthly allowance (in Euros)fixed max. amount rate to be paid only ONCE	Travel costs	Insurance	Tuition Fees
Undergraduate	1.000 €	Round trip Economy fair	Included	Grantees are exempted of payment
		(Maximum per millage applies)		
Master	1.000 €	Round trip Economy fair	Included	Grantees are exempted of payment
		(Maximum per millage applies)		
Doctorate	1.500 €	Round trip Economy fair	Included	Grantees are exempted of payment
		(Maximum per millage applies)		
Post-Doctorate	1.800 €	Round trip Economy fair	Included	Grantees are exempted of payment
		(Maximum per millage applies)		
Staff	2.500 €	Round trip Economy fair	Included	Grantees are exempted of payment
		(Maximum per millage applies)		

In addition to travel and insurance costs, your grant also includes a *monthly subsistence allowance*.

You will need to open a bank account in your host country. The account needs to be under your name, as it appears on your passport. This bank account will need to be your personal one (it cannot be a relative's, a friend's, a company's, etc...) and you will need to be the main beneficiary. All payments will be made into this account.

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In order to receive the payments, you will need to give your bank account information to the Coordinator or your Host University in Europe by completing the Bank Details document (Document C in the Scholarship Management webpage).

You will need to upload the Bank Details Form into the Scholarship Management webpage.

The first instalment of your grant will be paid to your bank account within days after the above mentioned form has been received by your University.

Please be prepared to finance the first weeks on your own until the first payment for your monthly subsistence allowance arrives into your bank account. The first payment you will receive will include two full instalments (unless your grant is for one month only). Note that due to banking practices, the grant can arrive on your bank account several days after the payment is made.

If you have questions concerning the compulsory costs at your Host University during the first weeks (e.g. housing deposit, first rent) please contact your Host University in order to sort them out in the best possible way.

PROGRESS REPORT:

You will be asked by your Host University to fill in with your academic tutor a Progress Report every 10 months of grant.

This Progress Report and attending to the Follow up meetings is necessary and mandatory. The Progress report is a mandatory document that you need to send the Coordinator at your Host University when requested to do so.

LEGAL REQUIREMENTS:

You will need to comply with the legal requirements of your Host country. Follow your Host university advice and procedures. They will be most able to guide you and help with any legal requirement from the country's Law.



WHEN THE END OF YOUR MOBILITY APPROACHES:

1. Follow your Host and Home Universities instructions.
2. Prepare the document that will be requested from you (information below) by your Host/Home University.
3. Close your departure travelling date (information below).
4. Close bank account (information below)

FINAL DOCUMENTATION:

You must report on your activities as agreed upon individually with the Home and Host University.

If your grant period is longer than 10 months, you must submit additional annual reports to your Host University.

A Final Report has to be submitted no later than 4 weeks after the completion of the grant period.

The Final Report shall include the following documents:

- Copy of Learning Agreements duly signed by the Home and Host Universities within the first month after arrival, and a copy of the Transcript of Records within the first month after the grant period is over.
- Boarding cards of both arrival and departure dates to be handed over or sent by registered mail to the Coordinator, University of Deusto (Boarding cards of arrival date are requested to be handed in earlier for your own convenience, see above -> Upon Arrival/travel costs).

DEPARTURE TRAVEL ARRANGEMENTS:

You will need to close your departure dates with your Host University and arrange your travel details with them.



BANK ACCOUNT:

After the payment of your last monthly allowance has been paid to you, you will need to close your bank account at the host university.

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WHOM TO CONTACT

You will find the contact details of all partners in the webpage for the project:
<http://www.sudue.eu>

Please contact your Home University

- Concerning credit transfer towards your home degree (enrolled students at all levels).
- If you need any help in sending documents to the Host University.

Please contact your Host University

- With all legal and practical arrangements concerning the official invitation, enrolment, studies and housing arrangements, and consulting on the arrival and departure dates.
- With any request to modify the Learning Agreement or Work Project.
- Concerning leave of absence during the grant period (students and staff alike).
- If you have problems in meeting the Grant requirements (e.g. break in the stay, changing enrolment dates, etc.).
- If you need any help in sending documents to the Home University.

Please contact the Lot Coordinator

- In case you wish to reject the awarded Grant. This has to be done immediately in writing. The reason for withdrawal has to be given.

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The page includes useful information and pictures about the European Universities of the Lot 14 SUD-UE project.

Keep tuned!

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