



S.U.N.B.E.A.M.
**Structured University mobility between the Balkans and
Europe for the Adriatic-ian Macregion
Erasmus Mundus Action 2 – Strand 1**

SUNBEAM INFORMATION SHEET

Practical information

Mobility dates

Once the grantees have accepted the scholarship they have to agree the mobility dates with the Host University. All Undergraduate, Master, Doctorate and Post-doctorate candidates must start their mobilities **no later than 31st December 2015 for the First Call and no later than 31st December 2016 for the Second Call and no later than 31st December 2017 for the third Call** as per Erasmus Mundus programme rule.

Staff candidates are required to agree the starting date with the Host University as soon as possible by taking into consideration that it cannot be later than 1st June 2018. The staff mobility must last at least 30 days as required by the Education, Audiovisual and Culture Executive Agency (EACEA) of the European Union. All mobilities must end by 14th July 2018.

All grantees must go back to their home country once the SUNBEAM mobility ends.

Grantees must inform the official SUNBEAM contact person at the Host University and the SUNBEAM Coordinator “Università Politecnica delle Marche” **if they decide to terminate the SUNBEAM mobility before the foreseen scholarship end date**. As soon as the SUNBEAM Coordinator is informed, the scholarship will be interrupted.

If the actual mobility dates are different from the ones included in the scholarship contract, grantees are required to sign an **addendum to the Scholarship Contract** including the actual mobility dates.

Admission and Academic arrangements

Grantees must be aware that the scholarship does not imply automatic admission to the Host University and that they will need to follow the Host University’s admission procedures. The Host University will contact the grantees by e-mail to provide all the relevant information and documents necessary for completing formal admission and enrolment. In case no information is sent by the Host University, grantees are required to get in touch with the SUNBEAM contact person at the Host University by using contact information supplied with the nomination email.

Full degree mobilities (PhD and Master): grantees must follow the Host University’s admission procedures.

Undergraduate and Master exchange mobilities: grantees must complete the **Learning Agreement**.

This must be **approved by the Home and Host Universities before the mobility starts**. For this purpose grantees have to:

- 1) get in touch with the SUNBEAM contact person at the Host University to require assistance in choosing the relevant courses to attend, in line with the academic programme they are attending at the Home University;
- 2) choose the courses and complete the Learning Agreement form;
- 3) submit the Learning Agreement to the relevant persons at the Home and Host Universities for their approval;
- 4) have the Learning Agreement signed by the Home University;
- 5) deliver the original Learning Agreement upon arrival at the Host University for their signature.

Doctoral exchange mobilities, Post-doc and Staff: grantees must make sure that the **Work Plan** is updated, **approved by the Home and Host Universities before the mobility starts**. For this purpose grantees have to:

- 1) contact academic supervisors at the Home and Host Universities to agree the activities to carry out during the mobility;
- 2) submit the Work Plan to the SUNBEAM contact persons at the Home and Host Universities for their approval.
- 3) have the Work Plan signed by the Home University;
- 4) deliver the original Work Plan upon arrival at the Host University for their signature.



Visa and residence permit

In order to travel to the country of the Host University, grantees **must apply for a visa at that country's Embassy/Consulate in the country of residence**. It may take some time to obtain the visa, depending on the country of origin and destination.

Just as a reference, the following are the documents generally required to apply for a visa,

1. Valid passport
2. Invitation Letter issued by the Host University
3. Insurance certificate (issued by the SUNBEAM Coordinator)
4. Travel ticket (book and purchased by the SUNBEAM Coordinator)
5. Any other document that may be required by the Embassy/Consulate

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 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 that 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.

Grantees will have to anticipate the costs for visa and/or residence permit and submit a request for reimbursement no later than four weeks after the end of the mobility period. The reimbursement will be done by SUNBEAM EU partner Universities:

- for TG1 (EU) the respective Home University is responsible for reimbursing visa and/or residence permit costs;
- for TG1 (WB), TG2 (WB) and TG3 the respective EU Host University is responsible for reimbursing visa and/or residence permit costs;
- for TG2 (EU) the Coordinator is responsible for reimbursing visa and/or residence permit costs.

The request for reimbursement must be sent to the relevant EU partner University by filling in the **Claim Form** available on SUNBEAM, website "download" page.

All costs anticipated by the grantee and requested through the Claim Form will be reimbursed in one solution at the end of the mobility.

Travel

The Erasmus Mundus programme provides for coverage of the costs of one round trip from the Home to the Host country and back. The ticket will be booked and paid by the SUNBEAM Coordinator through a specific travel agency.

Grantees are not allowed to buy a travel ticket on their own, unless they have been previously authorized by the SUNBEAM Coordinator. If they purchase it without any authorization, they must be aware that they will not be reimbursed for the related expense.

As soon as the grantee has received the official invitation by the Host University she/he 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 SUNBEAM Coordinator the scanned **Travel and Insurance form** signed and dated with a scanned copy of a valid passport to the email address of SUNBEAM Coordinator sunbeam@univpm.it and in Cc to the Host University.

After that, **SUNBEAM Coordinator will book the ticket in** accordance with the following rules:

- a. Target group 1 grantees will receive a return ticket from the location of the Home University to the location of the Host University.
- b. Target group 2 and 3 grantees will receive a return ticket from the nearest airport to the place of origin to the location of the Host University.

Departure and return dates will coincide with the beginning and the end of the academic mobility.

For full degree mobilities (full master and full doctorate) the project will assure these grantees with an arrival ticket at the beginning of the mobility and a return ticket to the Home country at the end of the mobility. The grantee must inform SUNBEAM Coordinator about the actual end date of the mobility (if different from the end date of the Scholarship Contract) in due time and in any case not later than one month before the end of the mobility.



The project will book only tickets in Economy class and at the most convenient fare. The project will not cover any cost connected to additional requests of the grantee such as additional luggage. Costs for extra baggage will not be reimbursed.

Grantees are responsible for respecting the travel terms and conditions and for checking that the travel itinerary is compatible with the visa/residence permit. Ticket changes (e.g. changes of dates) are allowed for specific cases only and must be previously authorized by SUNBEAM Coordinator; grantees are requested to follow the instructions given on this by SUNBEAM Coordinator or by the travel agency in charge of booking the travel tickets.

Any other specific request of the grantee not covered by the points above must be submitted to SUNBEAM Coordinator in due time. The Coordinator will decide on a case by case if the request can be approved or not.

The grantee is required to keep all original proofs of travel (boarding passes) and submit them to the Host University upon arrival.

Original proofs of the travel back to the Home country must be delivered at the Home University (for TG1 grantees only) or sent to the Host University no longer than four weeks after the end of the mobility.

In case of loss of the original boarding passes, grantees are requested to fill in and sign a **Declaration of boarding passes loss** (available on SUNBEAM website "download" page) and to provide it together with:

- a copy of the boarding passes (if available);
- or a copy of the visa and passport pages with the personal information and with the stamp of the border officers as a travel proof of the trip related to the mobility.

These documents must be delivered at the Home University (for TG1 grantees only) or sent to the Host University.

Local Transport

Additional travel costs incurred by grantees during their mobility round trip (transfers in home country to reach the airport/ train station/bus station/port and transfers in Host country from airport/ train station/bus station/port to reach the city of the Host University) can be reimbursed by the project, after grantees have submitted original receipts/tickets. These expenses are only eligible when done on public transportation with the least expensive solution (bus, train, tram). The travelling dates must be in line with the tickets dates with one to three days flexibility.

The use of personal cars is not allowed neither such cost will be reimbursed.

In case of costs in other currency, the calculation will be done using the EU currency exchange of the European Commission of the month when the payment is executed.

The request for reimbursement must be sent to the relevant EU partner University by filling in the **Claim Form**, available on SUNBEAM, website "download" page.

All costs anticipated by the grantee and requested through the Claim Form will be reimbursed in one solution at the end of the mobility.

Insurance

Grantees will be provided with a full insurance coverage (health, travel, accident) valid during the whole mobility period. The insurance cost will be paid directly by SUNBEAM Coordinator to the insurance company.

As soon as the scholarship start date is confirmed by the Host University, the project Coordinator will send the grantees a personal insurance certificate (scanned) that is needed for the visa application. The scanned certificate will serve as an original, **grantees are required to print it out and keep a copy in the wallet.**

The insurance policy is provided by ACE European Group 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 **Travel and Insurance form** that the grantee must send to SUNBEAM coordinator once she/he has arranged the mobility period.

The insurance offered is not a health insurance, as specified above it is a travel insurance for health and accidents 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 full health support for specific problems 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 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 SUNBEAM project. If during the mobility grantees travel for tourism or any other personal or academic reason not connected to SUNBEAM in countries different from the Host country assigned to them, they may not be covered.

Accommodation

The Host University will provide assistance in finding an accommodation inside or outside the campus.

Upon arrival at the Host University and during the mobility

Required documents

As soon as grantees arrive at their destination, they must check-in at the Host University in order to formally start the mobility. To do so, they must meet the SUNBEAM contact person at the Host University and sign the **Certificate of Arrival**.

In order to receive the scholarship, upon the arrival at the Host University grantees will be required to deliver one original paper version of the **Scholarship Contract** signed upon acceptance of the scholarship.

Travel documents

Upon arrival at the Host University grantees will be required to deliver the following documents:

- boarding passes in original;
- **Claim Form** for additional travel expenses directly incurred by them, as described above (local transport, visa and resident permit costs) together with original receipts.

Residence permit

As specified above, the immigration law normally requires foreign citizens to apply for a residence permit within a few days of arrival in the country. This is a different document from the visa that grantees will already have received in the home country. The Host University will assist grantees in requesting the residence permit after they have arrived.

Academic Arrangements

Upon arrival at the Host University the grantee must deliver the **Learning Agreement or Work Plan signed** by her/him and by the Home University in original at the Host University. In case she/he later needs to modify the Learning Agreement or Work Plan the grantees must be aware that any change must be agreed with the Home and Host University and she/he will need their signatures for approval. The document **Changes to The Learning Agreement** or the **Changes to the Work Plan**, available on SUNBEAM website "download" page, must be used for this purpose.



Bank account and monthly subsistence allowance

The EU Home/Host University will pay the subsistence allowance by money transfer to an EU bank account, usually on a monthly basis. Grantees who don't have a bank account in an EU country will need to open one soon after their arrival. The EU Host University will assist grantees with this.

All grant holders will be asked to provide the EU partner institution with their bank account details upon arrival at the Host institution.

In case of any change to the bank account details, grantees must immediately inform the EU Home/Host University about this change.

Subsistence allowances will not be paid in advance before the mobility starts. The first instalment is to be made after the completion of the arrival procedures and the submission of all required documents.

The subsistence allowance will be transferred on a regular basis to the EU 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, in any case not earlier than 15 days after the arrival. 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.

The scholarship duration is rounded to the higher number of months for portions of mobility that are more than 15 days and to the lower number of months for portions of mobility up to 15 days. Staff mobilities must last at least 30 days.

This means that for instance if grantees stay 6 months and 14 days, they will only receive subsistence allowances for 6 months.

The monthly subsistence allowances established by the Erasmus Mundus Action 2 programme are the following:

Mobility type	Minimum – Maximum Duration	Allowance
Undergraduate	1 ACADEMIC SEMESTER (NOT LESS THAN 4 MONTHS) - 10 MONTHS	1000 € /month
Master	1 ACADEMIC SEMESTER (NOT LESS THAN 4 MONTHS) - 24 MONTHS	1000 € /month
Doctorate	6 -36 MONTHS	1500 € /month
Post-doctorate	6 - 10 MONTHS	1800 € /month
Staff	1 MONTH (at least 30 days)	2500 € /month

Progress Report

Undergraduate/ Master students and Doctorates will be requested to submit a **Progress Report** once a semester regarding their performance at the Host University. This document will be available on SUNBEAM website ("download" page).

Scholarship termination/ Interruption of the mobility

The scholarship may be earlier terminated if:

- grantees decide to withdraw from the project;
- or if grantees do not comply with the regulations set in the scholarship contract, with particular reference to the presence at the Host University, the academic performance and the rules and regulations of the Host University.

In case of earlier scholarship termination, the Partnership will suspend the payment of the monthly allowance and may require the reimbursement of the scholarship, in part or in full.



Before leaving the Host University

Before leaving the Host University at the end of the mobility grantees will need to check-out from the University. To do so, they must contact SUNBEAM contact person at the Host University and follow her/his instructions to:

- Check-out and sign the **Certificate of Departure** and the **Acknowledgement of scholarship payment**
- Sign the **Final Report**.

Exchange grantees (Undergraduate, Master and Doctorate) must ask the Host University for the original of the **Transcript of Records**. This document must be delivered to the Home University for recognition of the studies abroad. Full degree students may also request the Transcript of Records for their own use.

Upon return to the Home Country

As soon as grantees return home, they must submit the following documents to SUNBEAM contact person at the Home University (for TG1 grantees only) or send them to the Host University:

- Original return boarding passes of the return trip.
- Reimbursement request for additional travel expenses grantees incurred in during the return trip, together with original receipts. The **Claim Form** must be used for this purpose, available on SUNBEAM website "download" page.

Mobility survey: at the end of the mobility, the SUNBEAM Coordinator will send grantees an email with a request to fill in an online survey concerning their satisfaction with the mobility and their evaluation of the project and of their experience. Replying to the survey is compulsory and very important in order for the partnership to evaluate the project results and to take actions for improvement.



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MOBILITY DOCUMENTS

Documents	Description	Deadline for submission
Scholarship contract	The scholarship contract is an agreement signed by the candidate and the Coordinator and regulates any academic, financial and administrative modalities related to the mobility.	The SUNBEAM Coordinator will send you the Scholarship Contract by email. You will have to sign it, scan it and send it back to the project Coordinator by email (sunbeam@univpm.it). You will also have to deliver the original paper version of the scholarship Contract signed by you upon arrival at the Host University.
Addendum to the Scholarship contract	The Addendum of the Scholarship Contract is compulsory in case changes in the mobility dates occur compared to the contract signed upon acceptance of the scholarship.	Inform the SUNBEAM Coordinator as soon as possible. The SUNBEAM Coordinator will send you the Addendum for your signature.
Invitation letter	The Invitation Letter issued by your Host University is necessary for your Visa purpose.	Check with your local Embassy or Consulate, It may take a long time to obtain the visa, get in touch with the SUNBEAM contact person at your Host University for the Invitation letter.
Travel & Insurance form	This form must be filled in. It is necessary to arrange the travel and the insurance.	It must be sent to the SUNBEAM Coordinator scanned signed and dated together with a scanned copy of your valid passport to sunbeam@univpm.it and in Cc to your Host University.
Learning Agreement	Only for Undergraduate exchange and Master exchange: before your mobility can start, you must complete the Learning Agreement. This must be signed by your Home University and approved by your Host University before the mobility start.	Deliver the Learning Agreement upon arrival at the Host University and have it signed by them.
Work Plan	Phd exchange and Post-doc: the document that you have already provided with your application or any updates of it before the mobility start.	This must be signed by your Home University and approved by your Host University before the mobility start. Deliver the Work Plan upon arrival at the Host University for the signature.
Work Plan Staff	Administrative and Academic Staff: the document that you have already provided with your application or any updates of it before the mobility start. This must be signed by your Home University and approved by your Host University before the mobility start.	Deliver the Work Plan upon arrival at the Host University for the signature.
Changes to the Learning Agreement	Any change to the Learning Agreement which might be necessary during the mobility must be communicated as soon as possible to the SUNBEAM contact person at your Home and Host Universities and approved by them.	Any change to the Learning Agreement must be approved by the Home and Host University by signing this document.



Changes to the Work Plan	Any change to the Work Plan which might be necessary during the mobility must be communicated as soon as possible to the SUNBEAM contact person at your Home and Host Universities and approved by them.	Any change to the Work Plan must be approved by the Home and Host University by signing this document.
Certificate of arrival/departure	The document provided by the Host University at the mobility start and end.	As soon as you arrive at your Host University you must sign the Certificate of Arrival. Before leaving your Host University at the end of your mobility you must sign the Certificate of Departure.
Claim form	This form is necessary for reimbursement request for additional travel expenses directly incurred by you, such as local transport, visa and resident permit costs, together with original receipts.	This document must be delivered to the relevant EU partner University. All costs anticipated by the grantee and requested through the Claim Form will be reimbursed in one solution at the end of the mobility.
Boarding passes (Arrival journey)	Boarding passes related to the trip for reaching the Host University at the beginning of your mobility.	This document must be delivered to the Host University upon arrival.
Boarding passes (Return journey)	Boarding passes of the return trip from your mobility .	This document must be sent to the Home University for TG1 grantees and to the Host University for TG2 and TG3 grantees.
Declaration of boarding passes loss	In case of loss of the original boarding passes, grantees are requested to fill in and sign a Declaration of loss of boarding passes and to provide it together with: - a copy of the boarding passes (if available); - or a copy of the visa and passport pages with the personal information and with the stamp of the border officers as a travel proof of the return trip.	This document must be sent to the Home University for TG1 grantees and to the Host University for TG2 and TG3 grantees.
Travel tickets (Arrival ticket)	Tickets related to the trip for reaching the Host University at the beginning of your mobility.	The ticket will be booked and paid by the SUNBEAM Coordinator through a specific travel agency.
Travel tickets (Return ticket)	Tickets of the return trip from your mobility.	The ticket will be booked and paid by the SUNBEAM Coordinator through a specific travel agency.
Progress Report	Only Undergraduate/ Master students and Doctorates will be requested to submit a Progress Report once a semester regarding their performance at the Host University.	Once a semester.
Final Report	All the scholarship holders must submit a Final Report including the description of the activities carried out during the mobility. The final report must be signed by the Host University.	This document must be delivered to the SUNBEAM Contact Person in original upon arrival at the Home University for TG1 grantees; for TG2 and TG3 the Final Report must be kept in original by the Host University.
Mobility survey	Survey aimed at the evaluation of your mobility experience.	At the end of your mobility period the project Coordinator will send you an email with a request to fill in an online survey concerning your satisfaction with the mobility and your evaluation of the project and of your experience. Replying to the survey is compulsory and very important in order for the Consortium to evaluate the project results and to take action for improvement.



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Acknowledgement of scholarship payment	It is a document in which you declare to have received all the payments of SUNBEAM scholarship for the awarded months.	This document must be signed and submitted to the Host University before the end of the mobility.
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