

## Information Sheet for TuCAHEA Pilot Student Mobility

### 1. Academic Aspects

Before the mobility started, you (and the responsible persons at your home and host universities) signed a Learning Agreement that states what you are expected to do during the mobility period (Table A) and how your work will be recognised when you return home (Table B).

Please keep a copy of the Learning Agreement with you: it is a legal contract and is very important.

If you see that some aspect needs to be changed, please consult with the TuCAHEA Coordinators of your home and host universities and agree on the necessary modifications (which again should be signed by all three).

You are responsible for studying full-time, and for doing your best to carry out the agreed work satisfactorily.

We ask you to keep a diary or notebook in which you write down what you have done each day. At the end of the first month, please take the notebook with you and show what you are doing to the Coordinator of the host University. If he/she is satisfied that you are doing your best to carry out the planned work, he/she will advise us to send you the second part of the grant.

When you return to your home University you will be asked to tell about your experience to the staff and students, and we will ask you to share with us your impressions.

### 2. Financial Aspects

You have received the first part of the TuCAHEA mobility grant. This is two thirds of the entire sum. For mobilities of two months the total grant is **2000 euros**. For shorter mobilities it is proportionately less. (For mobilities to and from Turkmenistan, because of the greater expense of travel, the grant for two months is slightly more.)

You will receive the other third after about 1 month of mobility, if the TuCAHEA Coordinator reports that you are actively studying and doing your best in the classes you attend.

With the grant money, you are responsible for paying for all the following costs: travel costs, insurance, visa (if you had to pay for one), housing, books, food and drink, etc.

You are also responsible for keeping and giving to your TuCAHEA home Coordinators the documentation that we need to make our financial report:

**Please note:**

- 1) **we need receipts/cheques of ALL the costs related to travel:** the receipts that show the cost of the **travel tickets** (plane, train, bus, whatever means of transportation was used from your home to the host institution and return) , the costs of **insurance** and of **visa** (if applicable). We also need the travel tickets themselves , the insurance policy and a copy of the visa. We need all these as scanned copies (to be sent to us by e-mail) and we also need the original paper versions.
- 2) **we do NOT need receipts/cheques for the costs of housing, food and your other personal and miscellaneous expenses.**

**3. Individual Grant Report:**

At the end of the mobility we will send you an Individual Grant report (IMR) form that you must sign. It states the total amount of the grant, divided into your travel costs to and from the host university (including the insurance costs and visa costs), and remaining amount which you have used for your other expenses.

To this form the original tickets, insurance policy, receipts/cheques etc. must be attached. These are necessary for our accounting to the European Commission. You must give those originals to the TuCAHEA Coordinator of your home University, who will give them to us.

If you have left-over money at the end of the completed mobility you can keep it.