



T.E.I. OF CRETE
Department of Electronics Engineering
Centre for Plasma Physics & Lasers (CPPL)
Crete - GREECE
tel: 2821 0 23038, fax: 2821023011,
<http://www.chania.teicrete.gr>



ERASMUS INTENSIVE PROGRAMME

HIPOLIN 2014 / 30 June- 11 July 2014

“An Introduction to high power light-matter interactions”

Students' Mobility



Dear all,

Thank you for your interest in participating in HIPOLIN 2014 IP.

HIPOLIN is an intensive course. The objective of the course is to give last year undergraduate and post-graduate students (Master, PhD) a broad introduction in high power light-matter interactions.

This Intensive Programme (IP) is organized by the Electronics Department of Technological Educational Institute (TEI) of CRETE / Centre for Plasma Physics & Lasers. It will be held at the “House of Culture” in Rethymno, Crete, from 30th of June until 11th of July 2014.

The programme covers travel expenses, accommodation and subsistence cost for the participating students, provided they are registered students in the following partner institutions:

1. Czech Technical University in Prague (Czech Republic)
2. Ecole Polytechnique (France)
3. University of Bordeaux 1 (France)
4. University of York (United Kingdom)
5. Imperial College London (United Kingdom)
6. Queen's University of Belfast (United Kingdom)
7. University of Bern (Switzerland)
8. University of Milano - Bicocca (Italy)
9. Sapienza University of Rome (Italy)
10. Military University of Technology -Warsaw (Poland)
11. Technical University of Madrid (Spain)
12. Democritus University of Thrace (Greece)
13. University of Ioannina (Greece)

For institutions within Greece, student refund is possible only in the case were the distance of the partner institution from the venue is greater than 100Km.



Travel arrangements and expenses

Your destination is Greece / Crete Island / Rethymno.

Flight booking and travel arrangements is a responsibility of the participants.

You can travel to Rethymno by choosing one of the many flights, which are scheduled daily to Chania or Heraklion. The duration of the flight from Athens is 40 minutes. The distance from the airports of Chania or Heraklion to Rethymno is respectively 60km and 75km. For your transportation from Heraklion/Chania to Rethymno you may use the public transportation service. Buses (KTEL) run on a daily basis (<http://www.bus-service-crete-ktel.com>).

The Course begins on the 30th of June and it lasts until the 11th of July. Thus, the day of arrival should be the 29th of June (Sunday - arrival at Rethymno) and the day of departure the 12th of July (Saturday - from Rethymno).

The programme refunds 90% of students' total travel expenses up to the max amount of the travel cost limits mentioned below (travel expenses above this limit will not be refunded).

Regarding flight booking please consider that you must arrive on time and that the price of your tickets must be reasonable and realistic. **You are required to always use the cheapest means of travel. Special fares must be used as far as possible. Air travel costs higher than an economy class are not allowed. In particular, the total travel cost per student should not exceed the following financial ceilings:**

Institution	Ceilings
1. University of Ioannina (Greece) 2. Democritus University of Thrace (Greece)	Ceiling for Travel expenses 300€ (max refundable amount 270€)
1. Ecole Polytechnique (France) 2. University of Milano - Bicocca (Italy) 3. Sapienza University of Rome (Italy) 4. Imperial College London (United Kingdom) 5. Technical University of Madrid (Spain)	Ceiling for Travel expenses 400€ (max refundable amount 360€)
1. Queen's University of Belfast (United Kingdom) 2. Czech Technical University in Prague (Czech Republic) 3. Military University of Technology (Poland) 4. University of Bern (Switzerland) 5. University of Bordeaux 1 (France) 6. University of York (United Kingdom)	Ceiling for Travel expenses 500€ (max refundable amount 450€)

Thus, please keep the prices of your travel cost (roundtrip) in line with the above mentioned financial estimates (included KTEL - Bus cost from Heraklion/Chania to Rethymno, which is approximately 15€ roundtrip).



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Original receipts and relevant documentation of travel cost are required for reimbursement. In particular, it is strongly recommended to provide written evidence of your travel expenses. You should keep and give to our administration all the receipts or other documents showing your actual travel costs (any travel agencies receipts, e-tickets confirmation printouts, flight coupons, boarding cards and any other receipts of travel cost together with a copy of Passport or ID). Otherwise, it will be impossible for us to refund the amount you are entitled to. (It is an Erasmus Programme strict rule, to provide documentary evidence of any travel cost we charge to the project)

This procedure includes also your travel back home. Thus, all the participants should send back to us by the 25th July the latest, tickets coupons and boarding cards of return flights and any other travel receipts in the address mentioned in section "Refunding".

Accommodation and subsistence cost

Administration of HIPOLIN IP has the full responsibility for hotel reservations for all the students participating in the programme and covers full cost of accommodation expenses from the 29th of June (check in) until the 11th of July (check out on the 12th of July, in total 13 days with an overnight stay).

You will be accommodated in a hotel called "Brascos" situated in the centre of Rethymno, at Moatsou and Daskalaki 1 street (visit <http://www.brascos.com>). Breakfast and dinner will be provided for all the participants, in the restaurant of the hotel.

For 13 days with an overnight stay, the total accommodation and subsistence cost (breakfast and dinner) per student, in Brascos hotel is 260€. In particular, the cost for a double room per day is 40€ (breakfast and dinner cost included). You will be sharing double rooms, so the cost per day for each student is 20€. This is a special price that Brascos hotel offers only for the students of the IP.

Please take into consideration that each student will pay for the above mentioned amount directly to the hotel and will be reimbursed after the end of the project, along with the reimbursement of travel expenses.

Since we have the responsibility for your room reservations to Brascos Hotel, **you are kindly requested to inform us about the exact date and time of your arrival and departure, so that we can proceed with hotel arrangements (deadline for room reservations 25 of May).**

***Please keep in mind:** The accommodation and subsistence cost per student cannot exceed the amount of 20€ per day according to Erasmus IP rules. Thus, in case a student wishes to arrange his own accommodation, should consider that the refundable amount per day is 20€ regardless the cost of the hotel he/she will be staying in.*



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Refunding

Each one will be informed of the amount he/she is entitled to, which will be calculated on the basis of the above mentioned rules, during his/her staying in Crete. Payment vouchers with all the receipts attached will be signed.

These amounts will be reimbursed after the end of the course and after we receive the original travel receipts of each participant (including the receipts of the trip back home: return flights coupons, boarding passes, bus tickets and any other return travel receipts, hotel receipt e.t.c.)

You are kindly requested to send these receipts back to us by the 25th of July (the latest) to the address given bellow, in order to speed up the reimbursement procedure and avoid payment problems.

For sending the documents by post the address is:	For sending the documents, by a courier company the address is:
<i>T.E.I. OF CRETE P.O. Box 89, KDS Chania 10, Anapavseos St, 73135 Chania, Crete, Greece Attention to: Mrs Calliope Tsitou</i>	<i>T.E.I. OF CRETE 3 Romanou St, Chalepa - 73133 Chania, Crete -Greece tel: +30 2821023038 Attention to: Mrs Calliope Tsitou</i>

All the receipts must be retained in our financial services to satisfy Audit requirements. Copies will be returned to each participant upon request.

Payments will be done by wire transfer, and reimbursements will be deposited into each participant's bank account. So, additionally to the receipt requirement, we need your full **bank account details**: *Name of the bank, Name of the Bank account holder, Bank account Number, IBAN code, Swift code.*

Should you have any further questions, don't hesitate to contact us at:
dimvasi@chania.teicrete.gr for Dr Vasilios Dimitriou (tel: +302821019)
ptsitou@chania.teicrete.gr for Mrs Calliope Tsitou (tel: +30 2821023038)

PS - More details can be found in: <http://hipolin.chania.teicrete.gr>

Best Regards

Mrs Calliope Tsitou
IP Course Administrator