

LOTUS+ Grant Holder Guide

Congratulations to your LOTUS+ Scholarship!

Below you will find all the necessary information to prepare your trip to Europe/Asia. We ask you to carefully read all this information. If you have any questions, please send an email to lotus@uadm.uu.se. We will gladly answer your e-mail!

A. Steps to follow once you have been selected

Once you have submitted the Statement of Scholarship Acceptance within the given deadline, you are formally considered a LOTUS+ grant holder. Uppsala University, as the Project Coordinator, will upload your Scholarship Award Letter in the database, www.lotusplus.eu.

➤ **Please note that all important information can be found in the database, www.lotusplus.eu, when you log in to your application account.**

The host universities have already been informed on which grant holders will come to them. These are the steps to follow:

1. Arrival date

The first thing you need to do is to decide on an arrival date together with the contact person at your host university. You can find the contact person's e-mail at the end of this document.

Even if you already have had contact with a professor or a department, it is very important to first e-mail the contact person, as she/he is responsible for the scholarship at the host university.

The estimated arrival dates are:

- Bachelor/Master: August/September 2015
- PhD/Post-doctorate: July – December 2015
- Staff: At least three months before July 14, 2018 (LOTUS+ end date)

When decided, your host university will upload your arrival and return dates at www.lotusplus.eu.

2. Travel arrangements

Uppsala University, as Project Coordinator, books and pays the flight tickets for all the LOTUS+ grant holders. It is not allowed, in any case, that you book or buy your own flight tickets.

You need to decide, along with the host institution, on the exact dates of the mobility. After deciding on the dates, Uppsala University can book the flight tickets. The most affordable tickets will be booked.

The goal of the LOTUS+ Coordinator is that the grant holders arrive in Europe/Asia in the morning in order to have enough time to arrange different practical matters.

The grant holder will be asked about flight preferences, food allergies or if they wish to travel along with another grant holder. However, the project cannot guarantee that these preferences will be taken into account.

The flight costs will cover:

- Candidates from one of the 20 partner universities in LOTUS+: From the city where the home university is located to the host university and vice versa.
- Candidates from other universities: from the grant holder's place of residency to the host university and vice versa.

Once the flight tickets have been booked and paid, you will assume the responsibility of any changes to your travel itinerary.

Boarding Passes: You need to scan and upload the boarding passes from your flight to the host university in the database, www.lotusplus.eu. When your scholarship period has ended, you also have to scan and upload the boarding passes for the return to your home country in the database.

LOTUS+ will cover the visa/residence permit costs up to the amount stipulated by the European Commission. In order to get a reimbursement for the visa/residence permit costs, you will need to upload the original receipt along with a copy of the visa/residence permit into the database, www.lotusplus.eu.

The project will not pay or reimburse excess luggage.

3. Visa or residence permit

The host university will guide you with information about the visa/residence permit process.

We recommend that you also contact the closest European/Asian embassy or consulate in order to know which documents are needed for the visa/residence permit application.

Please take into account that the requirements can be different from embassy to consulate even though they are in the same country. Please also note that the visa/residence permit process takes time and it is important to start it as soon as possible.

For the visa/residence permit application, the grant holder, among other documentation, needs:

- Scholarship Award Letter, in which it is stated that the European Commission has granted you a scholarship. The Coordinator (Uppsala University) has uploaded the Scholarship Award Letter in the database, www.lotusplus.eu
- A formal Letter of Invitation/Certificate of Acceptance from the host university. It is recommended that you ask your contact person at the host institution for this document.

As this letter needs to have the arrival and departure dates, the dates should have already been set.

- Insurance Certificate: The Coordinator (Uppsala University) has uploaded the Insurance Certificate in the database, www.lotusplus.eu

4. Accommodation

The host university will assist you with information on the university, destination and accommodation. Nonetheless, you need to take into account that finding accommodation is your responsibility. For finding accommodation, you need to e-mail the contact person at the host university.

B. Scholarship benefits

1. Comprehensive health insurance

Uppsala University, as Coordinator of the LOTUS+ project is responsible for buying a global insurance policy for all the grant holders. All grant holders will have full coverage (travel insurance, medical insurance and accident insurance) for the duration of the mobility.

The Swedish Agency “Kammarkollegiet” provides the insurance. It is your responsibility to read and understand the terms and conditions of the insurance:

http://www.kammarkollegiet.se/sites/default/files/villkor_engelska_erasmus-mundus_2012.pdf

2. Reimbursements

Medical

In order to get reimbursement for your medical expenses, you need to fill out a Claim Form.

The form can be found here:

<http://www.kammarkollegiet.se/sites/default/files/Claim%20Form%20Erasmus%20Mundus.pdf>

The form should be filled in by the grantee and then sent to Uppsala University for signing, together with the original receipts. The form and the receipts should also be scanned and uploaded to the database.

Address:
LOTUS+
International Office
Uppsala University, PO Box 256, SE-751 05 Uppsala, Sweden

Uppsala University will then send the form to Kammarkollegiet. Kammarkollegiet will then transfer the reimbursement to the grantee's bank account.

Visa/residence permit and transportation

If you have paid for your visa/ residence permit, and/or the travel to and from the visa issuing place, or if there are any other additional costs in your travel to Europe/Asia (such as train, metro or bus), these costs will be reimbursed up to the amount stipulated by the European Commission.

In order to get reimbursements for your visa/residence permit application and your travel expenses, you need to fill out a Reimbursement Request. The Reimbursement Request can be found in the database, in Mobility Documents. The request should be filled in and then uploaded to the database. You will need to upload the scanned receipts and tickets in the database. Also, you need to hand in the Reimbursement request, ticket and receipts to the contact person at the host university. The contact person will then send the original receipts and tickets to Uppsala University. Please take into account that taxi costs cannot be reimbursed.

You need to request the reimbursement at the latest two (2) months before your return home. A European bank account will be used for this payment. These extra costs (reimbursement) will be paid by the Coordinator (Uppsala University) to your European bank account.

3. Travel expenses

Travel expenses are to be covered as previously mentioned in **Travel arrangements**.

4. Monthly allowance for accommodation and living expenses

All LOTUS+ grant holders have the right to a monthly allowance to cover accommodation costs and living expenses. The allowance varies according to the type of mobility:

Mobility type	Monthly Allowance
Bachelor/Master	1.000 EUR
PhD	1.500 EUR
Post-doc	1.800 EUR
Staff	2.500 EUR

The host university in Europe will pay the allowances directly. The Coordinator (Uppsala University) will pay the allowances to all European Grant Holders.

The payments will be done to your European bank account as follows:

- When you arrive at your host institution, you will receive two (2) months of allowances in advance from the host university.
- The next payment will be the 3rd one. The grant holders will receive this 3rd payment at the end of the 3rd month. All the following payments will be done on a monthly basis at the end of every month.
- The monthly allowance covers a full month of mobility, according to the academic criteria. The grant holder takes note that the last month's allowance will be paid out according to the following rule in accordance with the *Administrative and Financial Handbook for EM Action 2* of the EACEA (version 2013, page 16):

“If a portion of a month is of a minimum 16 days a full month is to be considered. For example, for academic reasons the mobility duration is 9 months and 16 days then the number of months to be applied for the calculation is 10 months. If the duration of the mobility is 9 months and 15 days, the number of months is 9.”

Less than 16 days = no allowance;

16 days or more = full month's allowance

C. Terms and conditions of the scholarship

The scholarship is awarded to carry out studies, research or academic activities (depending on the type of scholarship) at the host university and for the number of months indicated in the Grant Holder Contract.

The LOTUS+ scholarships are valid for full-time studies. BA and MA students must register and study 30 credits (ECTS) per semester. If the student ends up completing less than 15 credits (ECTS) per semester, the LOTUS+ Coordination will ask the student for a report explaining the reasons for this. If the student cannot justify the low number of credits, the LOTUS+ project can ask the student for a full refund of the scholarship.

You need to inform the Coordinator (Uppsala University), the home university and the host university if there are any issues that may affect the scholarship. The Coordinator, the home university and the host university must agree in writing on any changes or interruption of the agreed program of studies, change of place where the curriculum is executed, changing academic supervisors, as well as changes in the travel dates.

The scholarship benefits at the host university cannot be reduced or split. The period of the scholarship must be uninterrupted and have the duration for each type of mobility that the project establishes.

The grant holders, whose mobility has a duration exceeding 12 months, are entitled to a maximum 30 vacation days per academic year. The vacation period cannot interfere with academic activities and it should be taken during the months when there are no scheduled academic activities at the host university.

No grant holder is allowed to leave the host university, under any circumstances, without receiving a written permission by the Coordinator (Uppsala University). In order to get this authorization, you need to write an e-mail, in good time to lotus@uadm.uu.se. If you are allowed to travel, you will receive detailed information on the reorganization of the scholarship.

The partnership of the LOTUS+ project may terminate the scholarship and stop paying the monthly allowances if the progress report of a grant holder gives no evidence that the academic performance of the grant holder is satisfactory. The partnership can as well terminate the scholarship if the grant holder fails to comply with the agreements made in the contract, has provided false or misleading information in the scholarship application, or carries out any action that affects the reputation of the European Union or the universities in the partnership. In case the scholarship is terminated, this does not relieve the grant holder of his/her obligation of handing in the required documentation (see below "Documents to be submitted by the grant holders")

While benefiting from the LOTUS+ Scholarship, grant holders cannot accept any other scholarship without permission from the Coordinator (Uppsala University). If you find yourself in this situation, you will need to write to the Coordinator and request permission to lotus@uadm.uu.se. If you do not inform the Coordinator, the partnership may terminate the scholarship and request its reimbursement.

D. Documents to be uploaded by the grant holders

Before the mobility starts:

- All the grant holders:
 - Statement of Scholarship Acceptance
 - Mobility dates
 - Decision for visa/residence permit
- Bachelor and Master Exchange:
 - Learning Agreement. Bachelor and Master grant holders need to fill out this document. Once both home university, host university and grant holder duly signed the document, it shall be uploaded in the database, www.lotusplus.eu by the grant holder.
- PhD/Post-doc/Staff
 - PhD/Post-doc/Staff grant holders need to upload a Research/Work Plan with information on the planned research/work, its objectives and expected results.

The host university may require documents for enrollment, registration, etc.

On arrival at the host university:

- Original receipts (boarding passes, eligible costs of visa/residence permit and other travel costs such as bus or train) to the database, www.lotusplus.eu.
- Signed Grant Holder Contract, where your rights and responsibilities are stated, to the database, www.lotusplus.eu. Sign the Grant Holder Contract, arrange for the contact person at the host university to sign it, and then scan it and send it via e-mail to lotus@uadm.uu.se for signing. Uppsala University will sign it and send it back to you, and then you upload it to the database.

During the scholarship period:

In the database you will find different documents for reporting. You are responsible for submitting all required reports in time:

- To upload a progress report every six months or, in the case of bachelor and master students, a copy of the transcript of records in the database, www.lotusplus.eu.

At the end of the scholarship:

- To upload a final report or the transcript of records in the case of bachelor and master students, a copy of the transcript of records in the database, www.lotusplus.eu.
- To upload scanned copies of the boarding passes from the return flight in the database, www.lotusplus.eu.

The Coordinator may require other documents from the grant holder.

E. List of procedures/formalities to do before, during and after the scholarship period

Please check that you have followed all these steps

During the preparation of the mobility

- 1) Write to the contact person of the host university to:
 - a) Set the start date.
 - b) Arrange accommodation.
 - c) Provide any documentation that the host university may require.
- 2) Upload in the database on the start and end dates for the Coordinator to:
 - a) Arrange health insurance.
 - b) Buy flight tickets.
- 3) Apply for visa/residence permit and upload it into the database when you get a decision.
- 4) Upload Learning Agreement or Research/Work Plan.

On arrival at the host university

1. Introduce yourself to the contact person of the host university where you will receive information about:
 - a. Steps to take at the university, e.g. maps, what to do if you fall ill, course registration, Internet access.
 - b. Legal steps: opening a bank account; residence permit; etc.
 - c. Accommodation.
 - d. Language courses.
 - e. Other activities or other information of interest.
2. Arrange for the Grant Holder contract to be signed. Upload the signed Grant Holder contract to the database.
3. Upload in time the original receipts (boarding passes, eligible costs of visa/residence permit and other travel costs such as bus or train) in the database.
4. Upload the signed Learning Agreement or research/Work Plan.

During the scholarship period

1. Fill in a progress report every six months (the Coordinator will make the form available in the database).
2. Attend all follow-up meetings organized by the host university.
3. Inform the Coordinator lotus@uadm.uu.se, the contact person at the host university and at the home university of any situation that may affect the scholarship, as indicated in the Grant Holder Contract.

At the end of the scholarship

2. Submit the final report/transcript of records.
3. Submit the boarding passes from the return flight.

F. Contacts at partner universities

University	Contact person	E-mail address
Ghent University	Mrs Inge Mangelschots	inge.mangelschots@ugent.be
Université Paul Sabatier - Toulouse III	Prof Sovan Lek; Ms Aude Garses	sovan.lek@univ-toulouse.fr ; aude.garses@univ-tlse3.fr
University of Groningen	Ms. Charlotte Hoekstra; Annet K. den Hartog-Huisman	C.M.Hoekstra@rug.nl msd@rug.nl
University of Göttingen	Mr Netra Bhandari , Ms Esther Lauer	Netra.Bhandari@zvw.uni-goettingen.de ; Esther.Lauer@zvw.uni-goettingen.de
University of Kent	Ms Hazel Lander	h.lander@kent.ac.uk
University of Limerick	Mrs Ivanna D'Arcy Mrs Sharone O'Loughlin	Ivanna.DArcy@ul.ie Sharone.OLoughlin@ul.ie ;
University of Porto	Ms Ana Reis	lotus@reit.up.pt
Uppsala University	Ms Ulrica Ouline, Ms Malin Andersson	lotus@uadm.uu.se
Vrije Universiteit Brussels	Ms Ann-Sophie Vanderschueren	emundus@vub.ac.be
Royal University of Agriculture	Mr Theng Kouch	rua@camnet.com.kh
Royal University of Phnom Penh	Vice-rector Phal Des	phaldes@gmail.com
Nanjing University	Mrs Sun Wen; CHEN Xiaoqing	wensun@nju.edu.cn chenxq@nju.edu.cn
Peking University	Mrs Ruqing (Rachel) Zheng; Mrs Ma Lan	rzheng@pku.edu.cn ; malan@pku.edu.cn
Sichuan University	Mr Guan Ping ; Mrs Li Zhuyu	nic8207@scu.edu.cn ; zyli@scu.edu.cn
University Gadjah Mada	Dr. I Made Andi Arsana; Ms. Davina Azalia Khan	head-oia@ugm.ac.id ; madeandi@ugm.ac.id ; assistant-headoia@ugm.ac.id
Yezin Agriculture University	Mrs Yves Callebaut ; Myo Kywe (Rector)	s.f.m@telenet.be ; mkywe1@gmail.com ; myintthuzarupm@gmail.com ; tintinaye64@gmail.com
Pyongyang University of Science and Technology	Mrs Norma H. Nichols ; Mr Collin McCulloch	pustnorma@fastmail.fm ; colinatpust@gmail.com
Thammasat University	Dr Supreedee Rittironk	dukenow@hotmail.com
Hanoi University of Science and Technology	Mrs Thai Linh Thu	thu.thailinh@hust.edu.vn
Hué University	Mr Hoang Huu Hanh (Director)	hanh@hueuni.vn