



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



## ERASMUS INTENSIVE PROGRAMME

APPEPLA 16 - 27 July 2012

“Applications of Electronics in Plasma Physics”

### Students' Mobility



Dear all,

Thank you for your interest to participate in APEPLA 2012 IP.

APPEPLA 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 basic and advanced topics of Plasma Physics and Applications. This year the programme will cover the principles of laser fusion with strong emphasis to the HiPER project.

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 16th of July until 27th of July 2012.

The programme covers travel expenses, accommodation and subsistence cost for all the participating students.

More analytically:

#### Travel arrangements and expenses

Your destination is Greece / Crete Island / City of 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 60km and 75km respectively. For your transportation from Heraklion/Chania to Rethymno you may



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use the public transportation service. Buses (KTEL) run on a daily basis (<http://www.bus-service-crete-ktel.com>).

Regarding flight booking please consider that you must be here 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. Apex tickets or special fares must be used as far as possible. Air travel costs higher than an economy class are not allowed<sup>1</sup>.**

The Course begins on the 16<sup>th</sup> of July and it lasts until the 27<sup>th</sup> of July. So, the day of arrival should be the 15<sup>th</sup> of July (Sunday - arrival at Rethymno) and the day of departure the 28<sup>th</sup> 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). 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 tickets coupons and boarding cards of return flights and any other

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<sup>1</sup> Please keep the prices of your travel cost (roundtrip) in line with the following financial estimates (included KTEL - Bus cost from Heraklion/Chania to Rethymno, which is approximately 15€ roundtrip). For travelling from:

- *Belfast or York of United Kingdom* to Crete : 500€
- *London of United Kingdom* to Crete: 400€
- *Portugal, Spain or Czech republic* to Crete : 500€
- *France* to Crete: 450€
- *Italy* to Crete: 400€



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travel receipts (by the 10th of August) in the address mentioned in section “Refunding”.

### Accommodation and subsistence cost

Administration of APPEPLA 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 15th of July (check in) until the 27<sup>th</sup> of July (check out on the 28<sup>th</sup> 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 city 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, additionally 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 accurate date and time of your arrival and departure, so that we can proceed with hotel arrangements (deadline for room reservations 10<sup>th</sup> of June).

***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.*

### Refunding



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Each one will be informed of the amount he/her 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 **10th of August** (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:
<p><input type="checkbox"/>ECHNOLOGICAL <input type="checkbox"/>DUCATIONAL <input type="checkbox"/>NSTITUTE OF CRETE</p> <p><i>P.O. Box 89, KDS Chania</i></p> <p><i>10, Anapavseos St, 73135 Chania, Crete, Greece</i></p> <p><i>Attention to: Mrs Calliope Tsitou</i></p>	<p><input type="checkbox"/>ECHNOLOGICAL <input type="checkbox"/>DUCATIONAL <input type="checkbox"/>NSTITUTE OF CRETE</p> <p><i>3 Romanou St, Chalepa - 73133 Chania, Crete - Greece</i></p> <p><i>tel: +30 2821023038</i></p> <p><i>Attention to: Mrs Calliope Tsitou</i></p>

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
- ✓ Code Number of the account
- ✓ IBAN code
- ✓ Swift code

**Should you have any further questions, don't hesitate to contact us at:**  
[ptsitou@chania.teicrete.gr](mailto:ptsitou@chania.teicrete.gr) for Mrs Calliope Tsitou (tel: +30 2821023038)

PS - ore details can be found in: <http://appepla2012.chania.teicrete.gr/>

**Rethymno, 06/04/2012**



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**Best Regards**

**Mrs Calliope Tsitou**  
**IP Course Administrator**