



2nd International Winter School of Finno-Ugric Studies

Szeged, January 19 – February 1, 2014

GUIDELINES FOR PARTICIPANTS

Dear participant,

Below, you will find important information about the upcoming Winter School in Szeged. Please read the information carefully and do not hesitate to ask, if anything is unclear.

Your main contact person for organisational issues and questions about the guidelines below is our project assistant Betti Bíró (birobernadett9@gmail.com). Please feel free to contact her if you have any questions!

1. General information

The IP “[Winter School of Finno-Ugric Studies](#)” is an Erasmus Intensive Programme funded by the European Union and will take place from Monday, January 19, to Saturday, February 1, 2014. The IP's schedule can be found at <http://inter-finno-ugric.univie.ac.at/home/winter-school-2014-szeged/programme/>.

The Head Coordinator of the IP is Johanna Laakso (johanna.laakso@univie.ac.at) at the University of Vienna, in cooperation with the IP's partner universities in Szeged, Munich, Hamburg, Tartu and Helsinki. Coordinating partners at each university are:

Hamburg: Beáta Wagner-Nagy (beata.wagner-nagy@uni-hamburg.de)

Helsinki: Janne Saarikivi (janne.saarikivi@helsinki.fi)

Munich: Elena Skribnik (skribnik@lmu.de)

Szeged: Marianne Bákro-Nagy (bakro@nytud.hu)

Tartu: Gerson Klumpp (gerson.klumpp@ut.ee)

The working language of the IP will be English (but multilingualism is encouraged ☺).

Important: Participants from the partner universities will receive financial support from the Lifelong Learning Programme to cover the costs of their stay in Szeged, as well as reimbursement of their travel costs upon successful completion of the IP.

Please read the information below carefully and do not hesitate to ask if something is unclear.

2. Travel

You are required to organise and pay for your trips yourself and in advance. This includes transport from the city of your home university to Szeged and back.

You will **afterwards** be **paid back in full, IF:**

- you have filled out and signed the **registration form** and handed it in both electronically and in print.
You received the registration form per e-mail. You can fill it out electronically. (Note: You will need [Adobe Reader](#) in order to do this.) Please submit the form via e-mail to johanna.laakso@univie.ac.at and birobernadett9@gmail.com, then print it, sign it, and give the signed paper version to your university's project coordinator (see the list in section 1). They will send it to us.
- you have participated in the IP for its **entire duration**.
You have to be there every day and sign a list of attendance! This is necessary for our Final Project Report – we will not receive any funding for you if we cannot prove that you were present and participated in the whole programme. (You will also not get any ECTS if you skip any days.)
- you have completed and handed in the **official evaluation form** at the end of the IP.
You have to fill out an anonymous evaluation form after completing the IP and give feedback about the programme. (This will be organised in Szeged during the winter school, so you don't have to worry about it.)
- you have provided the project coordinators in Vienna with the **original tickets and boarding passes of your trips**.
IMPORTANT: The European Union will not sponsor anything unless we can prove 100% that you really did take that particular plane or train to Szeged and back home. So PLEASE PLEASE make sure you keep as much proof of your mode of transportation as possible! Save and print all confirmation e-mails, e-tickets, paper tickets, boarding passes, luggage stickers, etc.! **We really want you to get the full costs refunded, but our hands are tied if you don't provide us with the original tickets!**
- the **sum total** of your travel costs does NOT exceed the budget limit that each university has been given.
Each partner university has been granted a certain amount of money per person to organise their trip. For this IP, the budget limits are as follows:
Hamburg: 270€
Helsinki: 410€
Munich: 230 €
Vienna: 230€
Tartu: 370 €
Please stay within those prescribed limits for the budget when booking your trip. **You cannot be refunded more than what has been granted!**

You are required to go for the cheapest transportation possible. If you are from Vienna or Munich, you have to take the train, people from Helsinki and Tartu obviously have to take the plane, and if you're from Hamburg, you can technically choose either (but if you find a cheap flight, please fly).

Taking the car is NOT encouraged. We cannot guarantee you will receive any financial compensation if you arrive by car!

Please start looking for flights and trains as soon as possible and keep an eye out for good offers from train and flight companies!

Your date of arrival should be SUNDAY, January 19th, and your date of departure should be SATURDAY, February 1st, 2014.

As there is no international airport in Szeged, people arriving from farther away will have to fly to Budapest and then take a train. Betti Bíró will find out about the train connections and post more information ASAP.

3. Your stay in Szeged

The organisers have been granted a lump sum for each participant. Unfortunately the cost rates for students are pretty modest and so will be the accommodation: please be prepared for a hostel accommodation and sharing a room with some fellow students.¹

If you have special needs or health issues, extra funding might be available – please contact the organisers ASAP.

We will organise pause refreshments and breakfasts and attempt to cover at least part of the meals from our organisatory budget. However, we cannot promise full board for the whole time of the winter school.

More information about the accommodation as well as the meals will be provided ASAP.

The weekend between the two working weeks will be free. The organisers and your student colleagues from Szeged will give you advice for planning your individual programme for the weekend. Most probably, you will want to use part of the time just for resting and, perhaps, preparing your course contributions...

Important: Just like with travel costs, the IP will not receive funding for you if you are not present for the whole duration of the IP. **If you register and then decide to drop out, and no suitable replacement can be found for you in time, you will be asked to carry the costs for all expenses caused by your registration.** That means if you do not show up and we end up losing the funding for you, you will have to pay for the bed we booked for you at the hostel!

In case you get sick before or during the IP and cannot participate/have to leave early, it is of absolute importance that you **notify us immediately!** In this case we will do our utmost best to make sure you don't have to pay anything (but be prepared to send us some kind of confirmation from a doctor that we can show the national agency).

The IP is not liable for any damages, injuries or accidents while you are in Vienna. You are free to organise insurance at your own cost for the duration of your stay.

¹ Note: If this is unacceptable to you, you are welcome to organise your stay yourself. However, the IP will not be able to provide any financial support if you choose to do this.

4. Requirements

In order to successfully complete the IP and receive 10 ECTS, you have to:

- fill out and submit your **registration form**, both electronically and in print.
- familiarise yourself in advance with the **study material** that will be available on the course's Moodle platform. (You will receive your UserID after your registration.)
- **be present** on every one of the 10 IP work days.
- **actively participate** in all workshops, lectures and language courses.
- keep a **study diary** (~15 pages) throughout the IP's duration.
- fill out and hand in your **evaluation form** at the end of the IP.
- provide the originals of your **travel documents** (also so you can be reimbursed the costs!)

All of the above conditions need to be fulfilled in order for accreditation of the course and/or reimbursement of travel costs!

5. Contact

If you have any questions concerning the Winter School and its organisation, please feel free to ask the organisers (johanna.laakso@univie.ac.at, birobernadett9@gmail.com) – or approach the teacher in charge at your home university.