

## General Recommendations regarding the registration of grant-holders

This is a summary of the responsibilities of all parties involved in grant holder's mobility.

In addition to this, the tutor in the institution of origin and the supervisor in the host institution have signed the ALFA "Page of Signature" when joining the programme. The major responsibilities of tutor and supervisor for grant-holders are pointed out there.

Grant holders have approved the "Guidelines for Applicants" posted on the SCAT webpage and accept its terms and conditions.

### Appointment of the grant-holders

Once the selection procedure is complete (according to the Guidelines) all documents that were pending at the selection stage or that are required prior to departure must reach the coordination office in Bristol.

### Obligations of the Grant-Holder

The Grant-Holder is responsible for:

- I. Signs and sends the **ResponsibilitesGrantHolders\_en\_v4** document to the SCAT office in Bristol, to ensure his/her commitment with SCAT mobility grant.
- II. Get a **VISA** valid at least for the full length of the stay, ideally one year. It is important that you get your Visa before you bought your ticket, as SCAT doesn't pay the ticket until you reached your destination. Note that visa and/or passport expenditures are not reimbursed under the SCAT provisions, and must therefore be born by the grant-holder).
- III. Booking and **buying his/her airfare** for the approved dates. Date of the travel must correspond to the approved dates of the project. However, the ticket must be open to one year, be fully refundable, and allow for changes of dates in case of modification of the length of the research project.
- IV. Getting full **medical and travel insurance** before the commencement of the mobility, and for the whole length of the stay visa (one year is recommended).
- V. Caring for his/her **accommodation** in the host city.

### Tasks of the Tutor (Institution of origin)

Broadly speaking, the tutor would be responsible for providing assistance in all aspects in which the grant-holder would face difficulties. In particular, he/she would ensure that the grant-holder:

- I. Help the grantholder to get his/her visa in due time and to buy his/her **airfare** for the required period.
- II. The tutor will ensure that the grant-holder gets due support from his/her institution of origin for attending the **SCAT fellowship and that this would be recognised afterwards** by the institution's authorities as a valid course.

### Tasks of the Supervisor (Host Institution)

The host supervisor must take special care in doing what follows:

- I. Send an **invitation to the grant-holder** accepting him/her as a SCAT fellow, and stating at least the following: full name of the grant-holder, date of birth, dates of minimum stay allowed by the award and amount of the funding, details of the ALFA contract and the funding authority, and responsible person at the host institution (see template provided by the UOB for details called *UOB-Invitation*).
- II. Provide for **desk and PC** for the all stay of the grant-holder, as well as access to communications and any available services.
- III. Enrol the student as a **registered fellow of your institution** (with a fee waiver), granting him/her full use of the facilities, libraries etc.
- IV. Facilitate access to a **language course**, should the need arise.
- V. Ensure that the monthly stipend could be paid directly to the Grant-holder. Can he/she open a bank account? Or should the payment be sent by cheque to the Grant-holder, who will cash it in a bank? For the first month, it is expected that the grant holder could be **paid in cash** to ensure he/she can have money to settle down properly when arriving at the host institution.

### For further information, please contact

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