



UNIVERSITY OF CRETE

Department of Physics

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CPOTS Erasmus IP cpots2012.physics.uoc.gr

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July 12, 2012

Dear CPOTS 2012 teacher,

As project coordinator of CPOTS 2012 on behalf of the organizers I would like to welcome you to this Erasmus Intensive Programme (IP).

Please read carefully the following instructions concerning your participation:

- 1. Attendance:** The IP will take place in Heraklion, Crete from August 18 to September 1, 2012. For teachers the minimum suggested stay at an Erasmus IP including travel both ways is **5 days** (as certified by the attendance sheet). Minimum number of suggested lecturing hours at an Erasmus IP is **5 hours** (as certified by the attendance sheet). A minimum of **three** laboratory instructors should be available at every afternoon laboratory session. The instructor in charge of each unit will be responsible for:
 - i) The proper execution of the lectures as described in the work program.
 - ii) The accreditation quiz at the end of the unit (subsection #8 of each unit). Contributions to the quiz in the prearranged format (multiple-choice questions with 4 answers – only 1 correct) will be prepared (together with solutions) and graded by all lecturers of that unit.
 - iii) The material (simulations, etc.) of the corresponding afternoon laboratory.

Please check the **CPOTS2012 Instructors teaching Schedule** and detailed program to know the exact date and time of your lectures and/or labs.

- 2. Morning lectures** (unless otherwise noted) will take place in the 3rd floor seminar room of the Physics Dept. in Voutes.
Simulation labs will take place in the special PC room of the Physics Dept. on the 1st floor. The latest [detailed CPOTS2012 program](#) of lectures is given at the CPOTS website. General directions from airport and other points in Heraklion to the Physics Dept. are given [here](#).
- 3. Course material:** Please make sure you bring some notebooks, pens etc. These will **not** be supplied by CPOTS. These of course can also be bought in Heraklion. You may also download from the [CPOTS 2012 website](#) whatever you find interesting. Some material is only for participants and you will need a password. At this time the password is cp0t\$. If this changes you will be notified via e-mail. **The password is strictly for CPOTS participants and should not be given to non-participants.**
- 4. SIMION 8.1 software:** Should be officially downloaded from the SIMION registration site. Please see directions on CPOTS SIMION registration form (attached pdf file).

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5. **Certificate of attendance:** All fully attending students will receive the CPOTS Physics Department, University of Crete certificate of attendance.
6. **ECTS:** All students receiving the certificate of attendance may also receive certification for **6 ECTS** units **upon successfully passing the CPOTS 2011 ECTS certification exams.**
7. **Subsistence Support:**
 - a. **Students (non-local students only!)** are supported by the IP with a 20 Euros per diem for 14 days ($20 \times 14 = 280$ Euros total). This support is used to pay for the hotel. Therefore students **will not receive** any cash for their subsistence, but will have their hotel completely covered (see item #9 below).
 - b. **Teachers (non-local teachers only!)** are supported by a flat per diem rate according to Erasmus IP rules. This support will be **wired to your bank after CPOTS** once all required documentation of attendance has been processed (attendance sheet, boarding cards, air tickets etc.). So please do not delay in sending back this documentation.
8. **Travel Support:**
 - a. Student will have their travel expenses to Heraklion covered by the IP at 90% of the actual cost and up to a maximum of 450 Euros.
 - b. Teachers will have their travel expenses to Heraklion covered by the IP at 75% of the actual cost (charter or economy class only)

*According to IP rules you can only be reimbursed for actual costs as proved by receipts in your name. You will therefore need to forward to our secretary all your Tickets and Boarding Passes along with the Receipt / Invoice indicating the price of the tickets (please keep them all!). All payment of travel expenses will be deposited in **your personal** bank account, after the end of the IP and **ONLY** after having received the return flight boarding passes as well. These rules must be **strictly and timely** enforced otherwise **NO** reimbursement will be possible.*

9. **Accommodation:**
 - a. **Students:** All non-local students will be sharing rooms with other students at the **ALBATROSS APARTMENTS** hotel. Bed and breakfast is covered for all students staying in this hotel. At check-out students will only have to pay for any additional expenses they might have incurred (see item #4 above). Initial rooming arrangement information should have already been supplied to you by your local CPOTS contact.
 - b. **Teachers:** All non-local teachers will be staying at the ALBATROSS or nearby hotels as prearranged by the organizer at preferred rates. **At check-out teachers will have to pay for their hotel** as they will be reimbursed later according to their per diem (see item #7 above).

ALBATROSS APARTMENTS,
NAXOU Street No. 5, AMOUDARA,
HERAKLION GR-71414, CRETE, GREECE,
Proprietors: GEORGE & MARIA GOURNIANAKIS
Tel: +302810821698 or 822044, Mobile: +306936716626, Fax: +302810
822074.
Email: info@albatross-crete.com, Web: <http://www.albatross-crete.com/>

The hotel is in Amoudara, the beach coast west of Heraklion about 5km from the center of Heraklion and about 4 km from the University of Crete in Voutes. Amoudara is a lively, holiday destination with many restaurants, pubs,

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hotels, apartments, cinema complex all in easy proximity. There is bus connection to downtown Heraklion, the port and airport.

Crete is the 5th largest island of the Mediterranean with a population of about 650,000 spread across the island. Heraklion has about 250,000 inhabitants. Crete is a favorite summer destination for many tourists not only for its famous Knossos Archaeological site and museum but also for its natural beauty with beaches, mountains and gorges. Suggestions of places worth visiting as well as cultural events will be given at:

http://cpots2012.physics.uoc.gr/social_programme.php

Maps and Directions can be found at (see also maps attachment):

[*Airport to Albatross Hotel*](#)

[*Hotel – Physics Dept. Univ. of Crete*](#)

10. CPOTS 2012 Registration: Will take place for all on **Sunday Aug. 19** by the **ALBATROSS hotel pool from 19:00-20:00** followed by a pool side **barbecue reception.**

To expedite registration it is suggested that instructors make sure from before that students from their university have all the required forms ready.

For those that don't make it on time, registration will also be open on **Monday Aug. 20 from 8:00-8:30** just outside the CPOTS lecture hall on the 3rd floor of the Physics Dept. building.

For the registration **please makes sure you have with you (or that the CPOTS secretariat has already received by e-mail) the following:**

- Your arrival **boarding passes and tickets (e-tickets and electronic boarding passes are highly recommended!)**
- **Tickets**
- **Receipt** for the cost of your travel (in electronic form if possible)

You will also need to send **the return trip boarding passes** too. **ONLY AFTER RECEIPT OF ALL REQUIRED DOCUMENTS WILL THE BUSINESS OFFICE BE ABLE TO COMPENSATE YOU FOR THE COST OF YOUR TRAVEL.**

Please fill out the official pre-registration form (attached pdf file) to expedite your registration and send it by e-mail to the CPOTS secretariat at cpots@physics.uoc.gr

11. Health: All international students should make sure to bring along their *European Health Insurance Card*. All European participants are entitled to one obtained at their university. Turkish participants should obtain a letter from their University/local health authorities stating that their medical costs are covered. If not they should get private insurance coverage for the period they will be in Greece.

12. Car rental: A special reduced car rental offer at 350 Euros for 2 weeks (from airport to airport) including insurance has been secured for those interested. It is typical for participants to share a car rental which they can then use in their

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daily commute from the hotel to the CPOTS course as well as on the weekends to explore the island. The price is for a 1200cc mid size category. For more details please contact Mr. George Gournianakis of Albatross directly. Of course you are free to make your own independent arrangements with any company you wish.

13. Weather conditions: The weather in Heraklion in August is typically hot (24-35C air, 25C sea) windy (4-5 Bfts) and fairly dry (40-60%). Chance of rain near zero. A sweater in the evenings can be useful on some nights. Sandals, hat, shorts or light clothing is suggested for use during the day.

Please **always check** the CPOTS web site (cpots2012.physics.uoc.gr) for the latest changes in events, dates or times in the program.

If you have additional questions or require assistance in any of the above matters please feel free to contact the CPOTS secretariat directly by e-mail at any time. However, it's probably best to first consult your local CPOTS contact.

I look forward to meeting you personally and wish you a pleasant stay in Crete and a successful IP,



Prof. Theo Zouros

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