

Erasmus Intensive Program

EmpatiA – Architecture and Empathy. Towards an inclusive built environment

GUIDELINES / December 2013

GENERAL INFORMATION

Design task

The design task revolves around the idea of Empathy in Architecture with special emphasis on accessibility and inclusiveness of built environment. The task focuses on housing design and calls for combining conceptual thinking and practical design. The students will be working with various scales of residential environment: from the scale of the community to details, always considering the empathetic principles such as perception and experience of the built environment.

The design task will be supported by lectures given by the participating teachers as well as invited experts. We would be glad if all participating teachers could give a lecture. We will be contacting you later about the topics and schedules. A practical simulation of impairments will also be organized.

Participants

There will be one teacher and 7 students participating from each school, altogether 42 students from 6 universities. Students will be working in international groups (1 student per each school). Participating students should be on master's level, i.e. 4-5th year students, or they should at least be ending their 3rd year in the spring. Good spoken English is another requirement. Students with disabilities are strongly encouraged to take part. Students will receive 4 ECTS credits for participating in the program.

Please be prepared to name the students taking part in the workshop by the end of January.

Schedule

The workshop will start on Friday 4th April with a welcoming party in the evening. We are asking all participants to arrive in Fiskars preferably before 5PM. We will organize transportation from the closest railway station in Karjaa. There are trains from Helsinki to Karjaa once every hour. You can find information on train timetables: www.vr.fi

There will be 10-11 working days and 1-2 days for excursions and leisure activities. Final evaluation of the design project as well as a farewell party will take place on Wednesday 16th April. Journey back home should take place on Thursday 17th April.

Location and accommodation

The workshop will be organized in Fiskars, a beautiful small village in southern Finland, some 100 kilometres west of Helsinki. Fiskars ironworks was built in the 17th century, and today the village is known as a centre for art, design and handicrafts – making it a perfect place for an architectural workshop. You can find more information about Fiskars village in: www.fiskarsvillage.fi/en

Accommodation will be organized by the coordinator of the program. The program will cover the costs of accommodation for both the students and the teachers. Accommodation for the students is organized at the B&B's in the area of Fiskars village. The teachers of the group will be accommodated in one of the hotels at the Fiskars village.

Further information of the accommodation will be given during the month of January.

DECLARATION OF EXPENDITURE

Name of the IP: Architecture and Empathy

Partner: UNIRC , Reggio Calabria, Italy

Country of origin: Italy

Travel costs

Travel costs of the attendees will be covered according to guidelines defined by CIMO.

Each country has a maximum travel costs per participant which will be reimbursed by 75% of the total cost.

<u>Country</u>	<u>Max travel cost/participant</u>	<u>Max reimbursement 75%</u>
Italy-Reggio Calabria	425 euros	318,75 euros

The basic guideline is to use the most economical way to travel. Use economic class tickets, business class is not accepted.

In order to receive reimbursement to travel costs the travel documents and receipts need to be attached to the travel claim form.

Attachments:

- flight tickets, boarding passes, receipts of the payment
- bus/train/tram tickets and receipts of the payment
- car, the reimbursement is 0,22eur/km. Please note that reimbursement will be paid only to driver of the car.

- taxi or rental car is acceptable if the cost is not considerably higher than using public transportation.

Please note: if means of transportation other than the cheapest public ones have been used without very good justifications, the program will not cover anything more than expenses that would have been incurred using the cheapest means of transportation.

Travel claim form

Travel claim form is asked to be filled out by the financial correspondent of the attending university and to be sent to the coordinating university TUT.

Travel claim form is attached to this letter in to which we kindly ask you to fill in the names of the students and the teacher joining the program. Mark down the days each person has attended the course and the costs of the travel.

Fill in the white columns of the chart. Name of the student or teacher on column C. Duration of the stay in column F. Total real travel costs in column L (students) and N (teacher).

Attach the receipts of the flight tickets; boarding passes and others receipts of the travel to the travel claim form. Mark down that you have received the receipts and take a signature of the attendant.

We kindly ask you to keep the receipts of each attendant in separate folders (envelopes).

Memo:

- 1 travel claim form
- 1 envelope of the receipts of the teacher
- 7 envelopes of the receipts of the students (mark the name of the student to each envelope).

The travel claim form, travel documents and receipts are kindly asked to be sent to the following address by May 9th at the latest:

Tampere University of Technology
School of Architecture/Financial Secretary
Korkeakoulunkatu 10
P.O Box 527
FI-33101 Tampere
FINLAND

Attachment: Travel claim form