

**Intra-Africa Mobility Scheme**  
**Mobility for high skilled scientists and entrepreneurs on orphan crops in higher education for accelerated climate change solutions in Africa (ORPHAN)**  
**STUDENT AGREEMENT**

**START OF THE SCHOLARSHIP**

**Nomination Letter**

The Nomination Letter specifies the details of the Intra-Africa – **Mobility for high skilled scientists and entrepreneurs on orphan crops in higher education for accelerated climate change solutions in Africa (ORPHAN)** scholarship awarded to the grantee. It is an integral part of this agreement.

**Duration of the scholarship**

The maximum duration of the scholarship is stated in the Nomination Letter. By no means, the duration of the scholarship may exceed the maximum duration stated in the Nomination Letter nor that of the academic program itself.

**Subsistence allowance**

The monthly subsistence allowance depends entirely on the type of mobility and will be transferred on a regular basis. It will be calculated as follows:

890 € x month (Master)  
1230 € x month (Doctorates)  
2370 € x month (Staff)

**Payment and management of the scholarship**

The hosting university is responsible for the management of the payment of the subsistence allowance and the reimbursement of the residence permit as agreed with the project coordination.

Changes of the bank account or the contact email during the stay abroad are not allowed. If such a change cannot be avoided due to *force majeure*, the grantee has to inform the host university and the Project Management Unit (email address of the coordinating HEI) as soon as possible.

**Travel arrangements & residence permit costs**

The return travel ticket will be covered by the grantee. On request, and only in duly justified cases, a prepaid flight ticket will be provided to the scholarship host university. For this purpose, the grantees should get in touch with the contact person at the hosting university.

The grantee should arrive and leave the host university on dates as close as possible to those stated in the learning agreement provided by the host university, within a margin of up to seven days. E.g. if the dates of the grantee's mobility are from **September 8<sup>th</sup>** to July 20<sup>th</sup>, the grantee should not arrive at the host university before September 1<sup>th</sup> and should have left by July 27<sup>th</sup>.

**IMPORTANT:** In order to get reimbursed the incurred residence permit costs the original documents will have to be handed in to the coordinating university. Furthermore, the *Request for reimbursement of residence permit costs* form has to be signed. Without the original documents, the costs cannot be reimbursed.

## Insurance

The coordinating/home or host university will organize and pay insurance coverage (accident, travel, health) for the full length of the duration of the scholarship.

It is the personal responsibility of the grantee to assure insurance coverage for any period exceeding the official duration of Intra-Africa scholarship.

## STAYING ABROAD

### Arriving at the host university

- 1) The grantee has to sign immediately this *student agreement*.
- 2) The grantee must open a bank account and fill in the *Bank Detail Form*. The *Bank Detail Form* must be handed in at the scholarship managing university. In case of difficulties to open bank account, the grantee will receive his allowance by check issued by the host countability office
- 3) The official contact person at the host university has to sign the *Confirmation of arrival/departure* form and to send it immediately to the Project Management Unit of the Coordinating University.

### Tuition Fees

#### At the home university:

Students will continue paying the registration fees at their home university.

#### At the host university:

For short stays no tuition fees will be charged.

Degree seeking students will not pay tuition fees at the host university. If applicable, the Intra-Africa – scholarship scheme will cover the costs of the fees following the rules and regulations agreed by the partnership.

\* A small fee might be applied to the incoming students in order to cover library fees, laboratory consumable costs, etc. which should be paid out of the scholarship from the grantee.

### Academic commitment

#### **For exchange students (Master exchange, Doctorate exchange):**

It is the grantee's responsibility to hand in the Learning Agreement or Study/Research Plan including possible changes made to the originally proposed Learning Agreement or Study/Research Plan signed by him/herself and the

- official project contact person at the home university (if applicable)
- academic coordinator at the home university
- official project contact person at the host university
- academic coordinator at the host university

seven days after the starting date of academic activities at the host university, the latest. A copy of this document must be submitted to the Project Management Unit (email address of the coordinating HEI).

### For Staff:

Staff grantees are responsible for submitting the Study/Research/Work Plan including possible changes made to the originally proposed Study/Research/Work Plan signed by them and the

- official contact persons at the home and host universities
- academic coordinator/head of department or faculty at the home and host universities

seven days after the starting date of mobility, the latest. A copy must be submitted to the Project Management Unit (e-mail address of the coordinating HEI).

### Regular reports

Regular progress reports will have to be submitted if the mobility flow is longer than one semester. In any case a final report will have to be submitted at the end of the mobility period at the host university.

#### Progress report (for mobility flows longer than one semester):

The first one is due after one semester and the following reports have to be submitted at the end of the first and, if applicable, the second year. Each report has to be accompanied by a short-standardized statement of the supervisor evaluating the grantee's performance and, based on that recommending the renewal or termination of the scholarship. The reports will have to be sent to the Project Management Unit (email address of the coordinating HEI). However, whatever the mobility, the host institution, can decide the frequency of the report submission.

#### Final report:

At the end of the mobility period at the host university, each grantee has to prepare a detailed final report which has to be submitted with the written consent of the supervisor and the official contact person at the host university to the Project Management Unit (email address of the coordinating HEI).

### Interruption of the mobility or drop out from the scholarship

If the grantee is not involved in any academic activity at the host university for more than 1 month, no subsistence allowance will be paid out for this period. This does not apply for regular vacation periods at the host university. As soon as academic activities continue at the host university, the grant will continue to get transferred.

However, if the duration of the academic activities plus the vacation periods, adds up to more than the maximum duration of the grant awarded, the vacation periods normally covered by the grant will necessarily be reduced to allow the grantee to successfully complete all the academic activities at the host institution.

If the grantee resigns from the scholarship or abandons the host university before the official end of the mobility period, the payment of the scholarship will be stopped immediately. In this case, the grantee might be requested to pay back the whole or a part of the grant already received.

The entire mobility period must be **uninterruptedly** spent at the host institution. Some exceptions may be allowed by the coordinating institution as long as they receive the former and written approval by the host and coordinating institutions as well as from the EACEA –Education, Audiovisual and Culture Agency (Brussels, Belgium).

### Conflict resolution

The grantee is invited to comply to the host institution regulations for the well implementation of its mobility.

In case of conflict arise between the student and his/her host supervisor, he/her should inform the coordination that will seek for solution.

## END OF MOBILITY

### Before leaving the host university

The following documents need to be submitted to the contact person at the scholarship managing university and the Project Management Unit ([kevinkouamekoffi@gmail.com](mailto:kevinkouamekoffi@gmail.com)) with copy to ([orphan2427@gmail.com](mailto:orphan2427@gmail.com)) at the end of mobility:

1. *Final Report*
2. *Confirmation of arrival and departure* duly completed and signed by the official contact person at the host university
3. *Confirmation of Payment / Confirmation of Participation* signed by the grantee
4. *only for exchange grantees:* Updated and signed Learning Agreement or Study/Research Plan (only applicable if changes occurred since 4 weeks after the start of mobility) and transcript of records (if applicable)
5. *only for staff:* Updated and signed Study/Research/Work Plan (only applicable if changes occurred since the start of mobility)
6. *only for degree students:* all transcripts of records and all documents detailing the academic achievements including a copy of the degree awarded

### Last instalment (not applicable for staff)

The last instalment of the scholarship may be retained and transferred only when the scholarship managing university has received all necessary documents which the grantee must submit no later than one month after the end of my mobility.

These documents are:

1. *Final report*
2. *Confirmation of Arrival and Departure* signed by the grantee and the official contact person at the host university
3. *Confirmation of Payment / Confirmation of Participation* signed by the grantee
4. Updated *Learning Agreement* or *Study/Research/Work Plan* (if applicable)
5. Only for Master, Doctorate exchange students: Scanned versions of the *transcripts of records* (or equivalent proof of successful participation (e.g. proof of research activities))

Hereby I confirm to have carefully read, be fully aware of and accept the scholarship guidelines laid down in the present agreement.

Name and signature of the grantee: \_\_\_\_\_

Date:

Name and signature of the host supervisor: \_\_\_\_\_

Date: