

Fostering Research & Intra-African knowledge transfer through Mobility & Education Student Scholarship Agreement

Full official name of the Coordinating Institution: Namibia University of Science and Technology
Address: **13 Jackson Kaujeua Street**
Private Bag 13388
Windhoek, 10000
Namibia

Called hereafter "**the Coordinator**", represented for the purposes of signature of this agreement by the project's contact person at the Coordinating Institution, name (email), Project Coordinator,

of the one part, and

Mr/Ms

Full name: _____

Date of birth: _____

Nationality: _____

ID/Passport No. _____

Address: _____

E-mail: _____

Called hereafter "**the scholarship holder**" of the other part,

Have agreed the provisions below which form an integral part of this agreement ("**the agreement**"):

1. THE AGREEMENT

1.1 The Coordinating Institution shall provide support to the scholarship holder for undertaking a mobility activity for studies and research under the Intra-Africa Academic Mobility Scheme, in the framework of the project Fostering Research & Intra-African knowledge transfer through Mobility & Education (FRAME), project number:2019-1973/007-001.

1.2 The scholarship holder accepts the mobility conditions and the individual and travel support as specified in this agreement.

1.3. Amendments to the agreement, including the start and end dates, shall be requested, and agreed by both parties through a normal notification by letter or by electronic message.

2. Details of the mobility

Host University
Host Contact Person

Type of Mobility
Field of Study
Position Duration
Mobility Scholarship Duration
Target group:

3. Duration of the mobility/scholarship

3.1 The maximum duration of the scholarship is stated in Art. 2. The total duration of the scholarship may not exceed the maximum duration nor the duration of the academic program itself.

3.2 The mobility period shall start on *dd mm yyyy* and end of *dd mm yyyy*. The start date of the mobility period shall be the first day that the scholarship holder needs to be present or start academic activities at the host institution. The end date of the period abroad shall be the last day the scholarship holder needs to be present or end academic activities at the host institution.

3.3 Demands by the institution to modify the duration should be introduced at least two months before the end of the originally planned mobility period. The mobility must respect the maximum duration allowed by the Intra-Africa Programme, notably 6 months for staff mobility, 24 months for Master and 48 months for Doctorate.

3.4 The Transcript of Records, Academic Records or Teaching/traineeship certificate or statement shall provide the evidence of confirmed start and end dates of the mobility period.

4. Subsistence allowance

A monthly subsistence allowance will be provided to cover the costs during the mobility period.

It amounts to EUR 600 and EUR 900 for Masters and PhD respectively and will be transferred on a regular basis to the scholarship holder.

If the student goes to their home country either to visit or collect research data, their subsistence allowance will be suspended if the duration of their stay is longer than 14 days. ***The host coordinator should be informed prior any travels outside the hosting university, hosting city or hosting country.***

5. Settling-in allowance applicable to student mobilities as per mobility type

One extra month subsistence allowance will be provided upon arrival for covering settling-in costs.

6. Allowance for female scholarship holders [Article applies only for female master students and female doctoral candidates]

An extra one-month subsistence allowance will be provided per academic year to female master students and doctoral candidates for mobility equal or longer than 2 academic years (i.e. the extra-allowance will only be received if the scholarship holder has fulfilled all the academic obligations corresponding to 2 academic years and completed a mobility period of a minimum duration of 20 months).

7. Travel arrangements & visa costs

7.1 A travel ticket in economy class will be provided to the scholarship holder. The visa costs will also be covered by the project. For this purpose, the scholarship holder should get in touch with the host contact person name (email) in order to agree on travel arrangements.

7.2 The maximum amount for travel costs (return ticket(s) and visa costs) are defined based on the distance between on one side the Home University (for Target Group 1) or closest city of departure as location of origin (for Target Group 2) of the student/staff and on the other side the Host University premises.

7.3 Only for mobility equal to or longer than 2 academic years, 2 return tickets may be purchased to allow for an additional travel back home during the long mobility if need arises. To be entitled to a second return ticket, students must have fulfilled all the academic obligations corresponding to 2 academic years and completed a mobility period of a minimum duration of 20 months.

7.4 The scholarship holders should arrive and leave the host university on dates as close as possible to those stated in Article 3.2 and provided by the Host University, within a margin of up to seven days.

IMPORTANT: The original travel documents (invoices, tickets, boarding passes, etc.) must be handed to the Coordinating Institution via the Host University within 14 days. Furthermore, in case of advance payment by the scholarship holders, a *Request for reimbursement of travel and visa costs* form has to be signed. Without the original travel documents, the travel costs cannot be reimbursed.

8. Payment arrangements

8.1 NUST as the Project Coordinating Institution is responsible for making the payment of:

- the subsistence and settling-in allowances.
- the travel and visa costs.

8.1 The Home/Host/ together with Coordinating Institution will provide the scholarship holder with individual and travel support in a timely manner.

8.3 Payments to the scholarship holder shall be made to the bank account indicated by the scholarship holder upon arrival at the Host Institution. However, in the absence of a local bank account, the initial allowances may be paid into an approved bank account of the scholarship holder. Alternatively, funds may be paid into Host Institution and paid to the scholarship holder in cash as long as original record of proof of payment is maintained and submitted to the coordinating institution

A copy of the bank document with the account details shall be attached to this agreement. It should indicate:

- Bank account where the financial support should be paid
- Bank account holder (if different than student)
- Bank name:
- Clearing/BIC/SWIFT number
- Account/IBAN number

Any change of the bank account or the contact email of the scholarship holder during the stay abroad need to be communicated to the Host University contact person as soon as possible within 14 days of such change.

8.4 The conversion in local currency of the allowances amounts indicated in EURO will be done at the exchange rate at which the amount was received by the coordinating institution and converted from EURO into local currency when making payments to scholarship holders – as agreed by the Partnership in the Memorandum of Understanding.

8.5 The financial support may not be used to cover similar costs already funded by EU funds.

8.6 By signing this agreement, the scholarship holder declares not to have already benefited from a previous scholarship under the Intra-ACP Academic Mobility Scheme or the Intra-Africa Academic Mobility Scheme.

8.7 The financial support or part thereof shall be repaid by the scholarship holder if she/he does not carry out the mobility activity in compliance with the terms of the agreement. If the scholarship holder terminates the agreement before it ends, he/she shall have to refund the amount of the grant already paid, except under the circumstances indicated in Art. 15.

8.8 The financial support shall be repaid by the scholarship holder in case of fraud or false declaration.

9. Insurance

9.1 The project will provide the scholarship holder with adequate insurance coverage. Cover must take effect by the time the scholarship holder starts her/his journey to participate in the mobility and must be valid until one month after the end of the mobility.

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

9.3 It is the personal responsibility of the scholarship holder to assure insurance coverage for any period exceeding the official duration of the Intra-Africa Academic Mobility Scheme mobility/scholarship.

10. Obligations upon arrival at the Host University

The contact person at the Host University has to sign a *Confirmation of arrival/departure* form and send it immediately to the contact person at the Coordinating Institution *name (email)*.

11. Tuition Fees

Tuition, registration and other academic related fees will be covered from the participation fees allocation up to a maximum EUR 3500 and EUR 4000 for Masters and PhD respectively per academic year longer than 10 months.

11.1 At the home university:

The scholarship holder will continue paying the registration/tuition fees at her/his Home University only if the mobility is less than 10 months.

11.2 At the Host University:

No tuition fees will be charged by the Host University. If applicable, the Intra-Africa scholarship scheme will cover the costs of the participation fees at the Host University following the rules and regulations agreed by the partnership.

12 Research costs

The costs of the research carried out during the mobility can be covered up to a maximum of EUR 1200 for Masters and EUR 6000 for PhD based on the partnership's decision, i.e. Memorandum of Understanding. Research costs may be reimbursed to those students who carry out mobility flows equal or longer than 10 months. Please note that these funds are managed by the partnership and that their distribution is decided on the basis of the actual research needs of selected students by the host university according to the partnership MOU.

13 Academic commitment

Four weeks after the starting date of academic activities, **at the latest**, the scholarship holder must sign a Learning Agreement or Study/Research Plan. This document must be countersigned by:

- the responsible person at the Home University (for Target Group 1)
- the responsible person at the Host University

A copy of this document must be submitted to the contact person at the project Coordinating Institution *name (email)*

14 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.

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 contact person of the Coordinating Institution *name (email)*.

Final report:

At the end of the mobility period at the Host University, each scholarship holder has to prepare a detailed final report which has to be submitted with the written consent of the academic supervisor and the official contact person at the Host University to the Project Management Unit *name (email)*.

15 Interruption of the mobility or withdrawal from the scholarship

The student mobility periods can only be interrupted if the student has to temporarily stop the academic activities at the host institutions for duly justified and well documented personal reasons (e.g. serious illness, parent loss, etc.) or academic reasons (e.g. research activities abroad).

15.1 Suspension/interruption for personal reasons: the scholarship payment will be interrupted until the scholarship holder has resumed the academic activities at the host institution. However, if despite the temporary absence the scholarship holder can catch up on the study/research activities without needing to extend the originally agreed scholarship duration, the monthly allowances corresponding to the period of interruption could be paid to the student upon agreement of the partnership.

If the scholarship holder could not catch up because of serious and justified reasons, her/his absence might lead to an extension of the mobility duration, within the maximum eligible duration for this type of mobility (see Article 3.3 of this agreement).

15.2 Suspension/interruption for academic reasons: academic grounds may justify an interruption of a period of mobility, for instance to allow a student to study or carry out research activities for a short period of time abroad (e.g. in his/her home country or any other institution outside the partnership). However, in this case, the scholarship will not be paid during the period of interruption.

The compulsory/institutional breaks in the academic calendar and the scholarship holders' holiday rights are not considered as suspension/interruption and are not concerned by the above provisions.

15.3 Early termination

If the scholarship holder withdraws during the mobility, the payment of the subsistence allowance is stopped at the time of termination.

16 Obligations before leaving the Host University

The following documents need to be submitted to the contact person at the host institution *name (email)* and to the contact person at the project Coordinating *name (email)* 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 scholarship holder
4. Updated and signed Learning Agreement or Study/Research Plan (only if changes occurred after the start of mobility), transcript of records and copy of the degree awarded (for degree seeking mobility only)

17 Treatment of personal data

Some of the scholarship holder's personal data is collected and processed by the Education, Audio-visual and Culture Executive Agency (EACEA) in the context of managing the Intra-Africa Academic Mobility Scheme. Some of the scholarship holder's personal data is therefore shared with EACEA through the EACEA Mobility Tool (EMT) and treated according to the privacy statement available in the section "Privacy" of the EMT.

https://eacea.ec.europa.eu/mobility/docs/privacy_statement_emt.pdf

We undersigned, parties of the present agreement, hereby confirm to have carefully read, be fully aware of and accept the provisions laid down in the present agreement.

Signatures

Name of scholarship holder: _____

Signed at _____ on this day _____ of _____ 2023

Signature of the scholarship holder

Name of Project Coordinator: _____

Signed at : _____ on this day _____ of _____ 2023

Signature of the Project Coordinator