***Mobility in Innovative Green Technologies for Climate Change Mitigation and Sustainable Bioeconomy (INTERACT-Africa)***

Student Agreement

Full official name of the Host Institution:

Address: [official address in full]

Called hereafter "the Host Institution", represented for the purposes of signature of this agreement by the project's contact person at the Host Institution, [name(s), forename(s) and function],

of the one part, and

Mr/Ms [Student name and forename] Date of birth:

Nationality:

Address: [official address in full] Phone:

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. The Host Institution shall provide support to the scholarship holder for undertaking a mobility activity for studies under the Intra-Africa Academic Mobility Scheme 2022-2027 (NDICI-2023-MOBAF), in the framework of the project Number 101144299 - Mobility in Innovative Green Technologies for Climate Change Mitigation and Sustainable Bioeconomy (INTERACT-Africa).
	2. The scholarship holder accepts the mobility conditions and the individual support as specified in this agreement.

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

# The scholarship holder declares that they have not previously benefited from a student scholarship under the projects selected in the framework of the Intra-Africa Academic Mobility Scheme 2022-2027.

* 1. The scholarship holder commits not to benefit from another EU funded scholarship scheme to implement the same activity during their Intra-Africa mobility period.
	2. The scholarship holder commits to reimburse the financial support in case of incomplete or false declaration.

**2. Details of the mobility**

**Host University:** «Host\_University»

**Host University Contact Person:** «contact\_person\_host\_university»

«E-mail»

**Type of Mobility:** «Student Credit/Degree seeking mobility»

**Nature of mobility:** Studies

**Area of study/work:** «Programme of study»

**Maximum duration:** «Duration» months

**Mobility period start date:** «Date; Month; Year»

**Mobility period end date:** «Date; Month; Year»

**Target group** «Target Group1/Target Group 2»

**3. Duration of the mobility/scholarship**

* 1. The maximum duration of the scholarship is stated in Article 2. The total duration of the scholarship may not exceed the maximum duration nor the duration of the academic program itself.
	2. The mobility period start and end dates are stated in Article 2. The start date of the mobility period shall be the first day that the scholarship holder needs to be present at the Host University. The end date of the period abroad shall be the last day the scholarship holder needs to be present at the Host University.
	3. Demands to the institution to modify the duration should be introduced at least one month before the end of the originally planned mobility period. The mobility must respect the maximum duration foreseen by the Intra-Africa Programme, notably «24 months for Master’s degree, 36 months for PhD degree, 6 months for Masters Credit-seeking and 10 months for PhD Credit-seeking».
	4. The Transcript of Records or Teaching/traineeship certificate or statement shall provide the confirmed start and end dates of the mobility period.

**4. Subsistence allowance and accommodation**

A monthly subsistence allowance will be provided to cover the costs during the mobility period. This also includes (1) travel cost to and from the host institution, (2) Visa costs, (3) accommodation, and (4) settling in costs. The monthly subsistence allowance depends entirely on the type of mobility and will be transferred on a regular (monthly) basis. It will be calculated as follows:

* + - Masters/PhD student: EUR [amount]/month × [Number] months

# For partial months, a pro-rata unit cost of 1/30 will be reimbursed for each day

**5. Settling-in allowance:** As indicated in Article 4 above under subsistence allowance and accommodation

No extra monthly subsistence allowance will be provided upon arrival for covering settling-in costs.

**6. Travel arrangements, travel insurance & visa costs**

* 1. The project coordinator at the host institution shall be responsible for finding an adequate travel agency, which will be responsible for organizing travels for the student on mobility. The cost of travel from home country to host institution shall be recovered from the scholarship holder’s scholarship contribution at once or in two installments within the first three months after the student reports to

the host institution. For this purpose, the scholarship holder should get in touch with the project contact person at the host institution in order to agree on travel arrangements.

* 1. The scholarship holder shall meet his/her visa costs.
	2. The cost of travel from the host institution to home country upon successful completion of the mobility period shall be paid by the scholarship holder from his/her scholarship contribution.
	3. 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.
	4. The Project Coordinator, «Name\_Project\_Coordinator» - «E-mail\_Project\_Coordinator» at the host institution will provide the scholarship holder with individual and travel support in a timely manner.

**IMPORTANT**: The original travel documents (invoices, tickets, boarding passes, etc.) must be handed to the Host University

**7. Payment arrangements**

* 1. The host institution shall be responsible for making the monthly payment of subsistence allowance.
	2. Payments to the scholarship holder shall be made to the bank account indicated by the scholarship holder upon arrival at the Host Institution. Payments shall be made in accordance with the policies of the Host University.
	3. Confirmation by the bank of the bank account details shall be provided to the Host University and to the Coordinating Institution. 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
	4. Any change of the bank account or the contact email of the scholarship holder during the stay abroad must to be communicated to the Host University contact person immediately.
	5. Payment shall be made in the local currency of host university/country on an amount equivalent to the euro allowance. The conversion to local currency of the allowance amounts indicated in EURO will be done at the exchange rate at which funds were paid to the university making the payment.
	6. The financial support may not be used to cover similar costs already funded by EU funds.
	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 Article 14.
	8. The financial support shall be repaid by the scholarship holder in case of fraud or false declaration. In case of any repayment obligation, the scholarship holder has 30 days upon return to the home country to carry out such reimbursement to the host Institution, following the instructions that will be

provided. If the scholarship holder fails to do so, additional banking fees and interest may be charged or legal steps may be taken.

**8. Insurance**

* 1. The project will provide the scholarship holder with adequate health and accident insurance coverage. Cover must take effect by the time the scholarship holder starts their journey to participate in the mobility and must be valid until one month after the end of the mobility related activities (e.g. end of the course/research/placement/assignment, unless the scholarship holder leaves earlier).
	2. The Host University will organize and pay full insurance coverage (accident and health) for the full length of the duration of the scholarship.
	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 scholarship.

**9. Obligations upon arrival at the Host University**

* 1. The grantee is required to sign the *learning agreement* immediately*.*
	2. The grantee must open a bank account and inform the Host University and the Coordinating Institution as indicated in Article 7.3.
	3. The contact person at the Host University has to sign a *Confirmation of arrival* form and send it immediately to the contact person at the Coordinating Institution «E-mail\_Project\_Coordinator»
	4. Scholarship holders must comply with the rules and regulations of the host institution.

**10. Tuition Fees**

No tuition fees will be charged to the scholarship holder. 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.

**11 Research costs**

* 1. The total amount available for research costs should be considered as a pool managed by the partnership to cover the costs related to research activities of the scholarship holder on mobility.
	2. Project coordinators at the host institution will be responsible for ensuring that the research costs will be allocated to the students based on the real/actual research needs. A proposal for real/actual research costs shall be submitted to the host institution’s project coordinator by each student, and in collaboration with the academic supervisor (s) for requesting the release of research costs.
	3. Research costs will not at any given time be paid directly to the scholarship holder

**12 Academic commitment**

The scholarship holder must sign the Learning Agreement, as well as possible changes made to the originally proposed Learning Agreement or Study/Research Plan. This document must be countersigned by the responsible person at the Host University

This document must be signed four weeks after the starting date of academic activities at the Host

the Coordinating Institution «E-mail\_Project\_Coordinator».

**13 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 report is due after one semester and the subsequent reports are to be submitted at the end of the first and, if applicable, the second year. Each report is to be accompanied by a short standardized statement by the supervisor evaluating the scholarship holder’s performance and, based on performance, recommending the renewal or termination of the scholarship. The reports are to be sent to the contact person at the Coordinating Institution «E-mail\_Project\_Coordinator».

# 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(s) and the official contact person at the Host University to the Project Management Unit «E- mail\_Project\_Coordinator»

**14 Interruption of the mobility or withdrawal from the scholarship**

* 1. The mobility period must be fully respected; it is not possible to divide the duration of stay foreseen by the project. The student mobility periods can only be interrupted if the student has to temporarily suspend 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).
	2. Any absence from host programme activities must be duly justified to the INTERACT-Africa contact person at the host institution (e.g. a statement from a medical professional), with a copy to the Coordination Office.
	3. **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.
	4. If the scholarship holder cannot 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).
	5. **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.
	6. 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.

# Early termination

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

**15 Obligations before leaving the Host University**

* 1. Scholarship holders must complete successfully their mobility period at the host institution as follows:
		+ Degree-seeking mobility: all courses and research requirements must be met according to the rules and regulations of the host institution.
		+ Credit-seeking mobility: all research requirements must be met according to the rules and regulations of the host institution.
	2. The following documents need to be submitted to the contact person at the host institution and to the contact person at the project Coordinating Institution «E-mail\_Project\_Coordinator» 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 (only applicable if changes occurred after the start of mobility), transcript of records and copy of the degree awarded (for degree seeking mobility)

# The scholarship holder is obliged to submit, within 30 days of the end of the mobility period, an evaluation form provided online by the Coordinating Institution

**16 Treatment of personal data**

The European Education and Culture Executive Agency (EACEA), in the context of managing the Intra- Africa Academic Mobility Scheme, collects and processes the personal data of some of the candidates. In particular, certain data of the scholarship holders is shared with the Agency through the mobility tool under EU Funding and Tenders Portal and treated according to the following [privacy statement.](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/ftp/privacy-statement-grants-and-prizes_layer2_en.pdf)

We, the undersigned parties to 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: \_

Date Signature of the scholarship holder

Name of the Contact person of the Host University:

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Date Signature of the contact person of the Host University