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**Memorandum of Understanding
between
Universität Bayreuth (UBT), Germany,
Moi University (MU), Kenya,
Université Mohammed V de Rabat (UM5R), Morocco,
Addis Ababa University (AAU), Ethiopia,
Université d'Abomey-Calavi (UAC), Benin, and
Universidade Eduardo Mondlane (UEM), Mozambique**

The Universität Bayreuth ('UBT'), the Moi University ('MU'), the Université Mohammed V de Rabat ('UM5R'), the Addis Ababa University ('AAU'), the Université d'Abomey-Calavi ('UAC') and the Universidade Eduardo Mondlane ('UEM') desiring to build on the collaborative relations between the institutions existing for many years within the framework of the Bayreuth International Graduate School of African Studies (BIGSAS) and in the form of several Memoranda of Understanding, in order to promote friendship and to co-operate toward the internationalisation of higher education in a mutually beneficial association in general, and therefore, to develop academic and cultural exchange in education, research and in collaborating within the "Intra-Africa Academic Mobility Scheme" in particular, have agreed that:

1. With reference to the signed mandates, the University of Bayreuth will act as technical partner within the mobility scheme, whereas Moi University will be the coordinating/applicant HEI. As technical partner, UBT will provide support in the management of the partnership and the organisation and implementation of the mobilities planned within the project. Furthermore, UBT shall provide guidance and support in order to contribute to the success of the project. It shall also share its experience in the organization of mobility, play an advisory role for financial management and accounting and provide benchmarking for good practices to be shared among all partners and for the benefit of each participating institution.
UBT does not participate in the mobility funding. However, financial resources out of each participating partner's lump sum for project organisation will be equally mobilized for the use of the technical partner. UM5R, AAU, UAC and UEM will act as partners within the project. As coordinating institution, MU will act in the name of all partners involved.
2. The academic programme coordinators of the project are Prof. Dr Dymitr Ibrizimow (UBT), Prof. Dr. Anne Nangulu (MU), Prof. Dr. Yamina El Kirat (UM5R), Prof. Dr.



Brook Lemma (AAU), Prof. Dr. Dodji Amozouvi (UAC) and Prof. Dr. Gregório Firmino (UEM). They will form the steering committee for all activities within the project.

3. The steering committee shall undertake the following tasks:
 - a. Suggest any necessary amendments to the present Agreement;
 - b. Agree on the adaptations and update the joint curriculum in order to meet recent developments;
 - c. Organise the yearly joint student selection process.

Concerning the selection of the students and scholars the steering committee shall:

- a. Review admission criteria and the academic calendar for the project annually and make necessary changes;
 - b. Agree on any changes in the selection procedure and methods;
 - c. Agree on the allocation of evaluation tasks between partners;
 - d. Take final decisions on the proposed lists of scholarship holders based on unanimous decision;
 - e. Select the teachers-researchers to be invited and establish the proposed list;
 - f. Discuss and agree on the allocation of funds to each participating university in line with the planned and agreed upon activities taking place at each university;
 - g. Discuss on the financial and technical reporting and monitoring mechanisms;
 - h. Collect feedbacks from students and academic staff on the effectiveness of the mobility scheme.
4. The Parties undertake to collaborate in the active, innovative promotion of the Programme at international, national and regional levels. The steering committee will collaborate with the officers of the services from each of the partner universities to develop a distinctive and unique pedagogical model and adequate promotion tools. Each of the Parties shall use its own networks to disseminate all the information for the promotion of the Programme as widely and as effectively as possible.
 5. Each university assumes its responsibility in the quality control of the academic part of the programme. All participating partners agree that all mobility flows will be implemented only in accredited academic programmes linked to the relevant thematic fields. Programmes involved in this project are approved by the respective university senate/council and accredited by the relevant national authorities.
 6. All partners agree to select students on the basis of academic proficiency and ability to gain from inter-cultural exchange as well as the student's statement of purpose/motivation letter and the reference letter. A maximum of nine (9) students



UNIVERSITÄT
BAYREUTH

(Master), four (4) students (PhD) and three (3) staff members from each university will participate in the project. The number of annual admissions can be modified upon consensual agreement of the steering committee and the parties and in accordance with the ranges of mobility distribution set by the EACEA (Education, Audiovisual and Culture Executive Agency).

7. In order to participate in the Programme, the students must have already completed a bachelor's degree (for master students) and a master's degree (for PhD students). The academic coordinator of each university will communicate all the required information concerning the application procedure. The deadline for the application shall be fixed following the academic year schedule applicable in each partner university. All partner universities will communicate the results of the selection to all candidates.
8. A student wishing to visit any one of the other partner universities he or she shall submit the following documents to the coordinator:
 - a. Certificates, diplomas or documentation indicating that the student has obtained the required level of education by the time of enrolling in the project mobility;
 - b. Transcript of records;
 - c. Proof of language proficiency according to the standards of the host institution;
 - d. Letter of statement / motivation letter;
 - e. Curriculum vitae
 - f. Reference letter of his/her supervisor;
 - g. Copy of national identity card, passport and/or residence permit.
 - h. Research proposal of five pages for MA candidates and of ten pages plus work plan for PhD candidates.

All documents can be submitted in the language of the local selection committee.

9. The selection procedure of the programme comprises three steps followed by a gradual and continuous process of selection to ensure the involvement of every partner university in the selection of potential students.
 - a. First step – Eligibility
This step is carried out by a selection committee comprised of the coordinators of the studies programmes involved and headed by the programme coordinator of the university in which the candidate has submitted the application.
 - b. Second step - Definition of a pre-selection list



This step is performed by the selection committee of the university in which the candidate has submitted the application. The selection committee decides on the pre-selection list and the waiting/reserve list.

c. Third step - Final nomination list

The pre-selection list is sent to the programme coordinator of the other partner university. This one can validate it or propose changes in accordance with his/her counterpart.

d. Fourth step – Final decision

The final nomination list is communicated to the steering committee for final decision. If a nominated student withdraws his/her application, the place will be offered to the next person from the reserve list.

10. Students engaging in short-term exchanges (credit-seeking mobility) remain enrolled in graduate degree programmes at their home institution during the exchange period, but have to enrol in graduate degree programmes at the host institution. Students are expected to return to the home institution to complete their programmes at the end of the exchange period.
11. Students wishing to complete a study programme (degree-seeking mobility) must be enrolled as full-time students in the degree programs at the host institution.
12. Students shall register for courses at the host institution. The required learning/research agreement, which has to be presented by the student at the host institution upon arrival, shall be subject to consultation with and approval of the respective academic supervisors and the programme advisors in the home institution who would have to sign the learning agreement prior to the departure of the student.
13. In accordance with the principle of recognition of each partner university's institutional quality procedure, each partner university shall be responsible for the assessment of the incoming students. The normal processes for assessment shall be followed.
14. To receive a Master's degree (degree-seeking mobility) of one of the partner institutions, students have to fulfil all the requirements needed at the respective host institution.
15. Institutions agree to accept the equivalence of the grades of the respective host institution.
16. At the end of the exchange period, the host institution will provide the home institution with official transcripts of grades for its students for credit-seeking mobility. On the basis of this mutual agreement both institutions recognize the coursework, the achieved credits and/or results, the internship (if any) and the thesis as equivalent



UNIVERSITÄT
BAYREUTH

workload and, in the case of degree-seeking mobility, award a master degree to the students who have fulfilled the requirements.

17. Students shall enjoy all privileges, and be subject to all academic and other regulations, at the host institution, on the same basis as local students in the home degree programme.
18. Students shall be subjected to the tuition policy of their respective home institution during their exchange period. They shall be subjected to the tuition policy of the host institution according to the host institution's regulations. Other fees charged to exchange students at the host institution shall be on the same scale as for local students (e.g. statutory fees).
19. The host institution agrees to provide orientation and support to exchange students from the home institution including counselling in administrative and legal procedures as well as to foster their integration, and to assist them in finding suitable living accommodations. In emergency situations affecting visiting students, the host institution will act on behalf of the home institution as appropriate under the circumstances and inform the respective home institution about any occurring events.
20. Students will receive a grant/allowance for their study/research stays which is based on the application of lump-sums for the organisation of mobility and unit costs for the implementation of mobility. This includes subsistence allowances, participation costs, research costs, insurance and visa costs and travel costs. The final amount of the grant is established after completion of the project upon approval of the final report providing details of the implementation and results of the action, verification of the implementation of the activities and/or the production of the deliverables planned in the application. All payment arrangements shall be in accordance with the rules and regulations set by the EACEA and comply with the budget established between the partner universities of this project.
21. Each partner university including the technical partner will receive a budget for organisation of mobility as detailed in the Budget and Mobility Form (annex 2).
22. Each partner university will implement its local evaluation system for courses and programmes. Partner universities will cooperate in external evaluation procedures set up by their respective governments and in obtaining accreditation according to the legislation of both countries.

The steering committee has the responsibility of the programme quality. It analyses the needs of students and implements the supervision of the process of studies in the universities. Students and staff of the partner universities will engage in ongoing



review and evaluation of both the programme and the services provided in order to gradually improve the project.

Should any doubt or dispute arise from the interpretation or implementation of the present agreement, the Parties will strive to achieve a solution by mutual consent. Should this solution not be possible, the steering committee will act as a mediator or judge.

23. Selection of academic staff for mobility shall be done based on open call within the participating universities according to professional expertise relevant to the studies programmes and to merit based competition. Participating academic staff will abide by the regulations of the host institution. The courses taught by academic staff for the mobility programme will be allocated by the study programme coordinator in consultation with the coordinator of the host university; they form part of the courses of a degree/diploma offered by the host institution.
24. The project considers gender balance in the process of recruitment and implementation of the mobility programme as per the recommendation of EACEA. Furthermore, all institutions will respect the full principles of non-discrimination and promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
25. In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "the Education, Audiovisual and Culture Executive Agency cannot be held responsible in case of a conflict." In this case, any student or staff member who has commenced a course of study or research at the respective partner institution prior to the date of unilateral termination, he/she may complete the course of study as planned and in accordance with the regulations of this Memorandum.
26. If a participant terminates the agreement before the agreement ends or if he/she fails to follow the agreement in accordance with the rules, he/she shall have to refund the amount of the grant already paid, except if agreed upon differently with the institution. In case of termination by the participant due to "force majeure", i.e. an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part, the participant shall be entitled to receive the amount of the grant corresponding to the actual duration of the mobility period as



defined. Any remaining funds shall have to be refunded, except if agreed upon differently with the sending organisation.

27. All Parties shall undertake to:

- a. Take all the steps necessary to prepare for, perform and correctly manage the Programme set out in this Agreement and its annexes;
- b. Act at all times in good faith and respecting the partner institution, in accordance with scientific and academic ethics.

28. This Memorandum shall become operative on the 1st November 2016 (start of the eligibility period) and shall remain in force for the duration of the project.

For the University of Bayreuth:



Prof. Dr. Dymitr Ibriszimow

For Moi University:



Prof. Dr. Anne Nangulu

For Université Mohammed V de Rabat:



Prof. Dr. Yamina El Kirat

For Addis Ababa University:




Prof. Dr. Brook Lemma

For Université d'Abomey-Calavi:



Prof. Dr. Joseph Adande

For Universidade Eduardo Mondlane:



Prof. Dr. Gregório Firmino