



NOMINATION LETTER

Dear «Given_name» «Family_name»,

We are pleased to inform you that your application for an *Intra-Africa* – <<name of the project>> scholarship was successful and you were selected for a stay at the «name_Host_University». The details of the scholarship are as follows:

Programme:	Intra-Africa Academic Mobility Scheme
Title of the project	«Project_title»
Host University:	«Host_University»
Host University Contact Person:	«contact_person_host_university» «E-mail»
Type of Mobility:	«Student Credit/Degree seeking mobility / Staff mobility»
Area of study/work:	«Subject»
Maximum duration:	«Duration» months
Target group (students only)	«Target Group1/Target Group 2»

The scholarship includes a settling-in allowance (for students only), a monthly subsistence allowance as well as full insurance coverage (accident, travel, health) for the duration of the scholarship.

[Only for female students: An extra month subsistence allowance will be provided per academic year to female master students and female doctoral candidates provided that they have successfully fulfilled all the academic obligations corresponding to 2 academic years and completed a mobility period of a minimum duration of 20 months].

The travel costs will also be reimbursed in line with the conditions set in the **student/staff** agreement.

The full details of the scholarship are provided in the enclosed **student/staff agreement.**

You will need to establish your place of stay at the location of the Host University. The welcome and housing services of the Host University will assist you to find suitable accommodation.

If you accept the scholarship and agree with the terms of the enclosed agreement, please sign it and send it back to the Host University at «contact_person_host_university» («E-mail») and a copy to us («E-mail_Project_Coordinator») as soon as possible so that we can start taking the practical arrangements for your mobility.

We wish you a successful stay at the «Host_University».

Yours sincerely,

«Name_Project_Coordinator»
Project Coordinator

«E-mail_Project_Coordinator»



<<Project Name>> Student/Staff Agreement

[This model Student/Staff Agreement can be adapted by the partnership, but the contents therein are minimum requirements.

The grey parts are guidance for the partnership/Coordinator that should be deleted;

The yellow parts should be selected or edited as applicable by the Coordinator]

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

1.1 The Host Institution shall provide support to the scholarship holder for undertaking a mobility activity for [studies/research/teaching/training] under the Intra-Africa Academic Mobility Scheme, in the framework of the project [project number + project title].

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 to 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_University»

Host University Contact Person:

«contact_person_host_university»

«E-mail»

Type of Mobility:

«Student Credit/Degree seeking mobility / Staff mobility»

Area of study/work:

«Subject»

Maximum duration:

«Duration» months

Target group (students only)

«Target Group1/Target Group 2»



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 [date] and end on [date]. The start date of the mobility period shall be the first day that the scholarship holder needs to be present at the host institution. The end date of the period abroad shall be the last day the scholarship holder needs to be present at the host institution.

3.3 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 6 months for staff mobility, 24 months for Master and 48 months for Doctorate.

3.4 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

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

It amounts to EUR [....] and will be transferred on a regular basis to the scholarship holder.

5. Settling-in allowance [Article to be included only for master students and doctoral candidates]

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

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

An extra 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 project contact person, «Name_Project_Coordinator» - «E-mail_Project_Coordinator» 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 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 can be purchased to allow for an additional travel back home during the long mobility. 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 Host University. 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 Please indicate here which institution (Home/Host/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/Project 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.

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 in due time.

8.4 The conversion in local currency of the allowances amounts indicated in EURO will be done at the exchange rate [to be completed: please indicate here the modality/exchange rate to be used for currency conversion from EURO into local currency when making payments to scholarship holders – as agreed by the partnership (e.g. 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 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 start her/his journey to participate in the mobility and must be valid until one month after the end of the mobility.

9.2 Please indicate here which institution (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 «E-mail_Project_Coordinator».

11. Tuition Fees [Article to be included only for doctoral candidates and for master students]

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 [Article to be included only for doctoral candidates and for master students with research needs – as defined by the partnership]

The costs of the research carried out during the mobility can be covered up to a maximum of EUR [...]. Please define here how the research costs will be covered (based on the partnership's decision, i.e. Memorandum of Understanding) e.g. 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.

13 Academic commitment

Text to be used for students:

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

four weeks after the starting date of academic activities, **at the latest**.

The Host University must submit a copy of this document must be submitted to the contact person at the project Coordinating Institution «E-mail_Project_Coordinator»



Text to be used for Staff:

Staff scholarship holder must sign a **Study/Research/Work Plan**. This document must be countersigned by:

- the responsible person at the Home University
- the responsible person at the Host University

ten days after the starting date of mobility, at the latest. The Host University must submit a copy of this document to the contact person at the project Coordinating Institution **«E-mail_Project_Coordinator»**.

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.

Please define the reporting requirement. Here below an example:

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 [email address].

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 (email address of the coordinating HEI).

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 terminated 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 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. For students: 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)
5. For staff: updated and signed Study/Research/Work Plan (only if changes occurred since the start of mobility)

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: _____

Date

Signature of the scholarship holder

Name of the Contact person of the Host University: _____

Date

Signature of the contact person of the Host University