

## Mobility of African Scholars for Transformative Engineering Training (MASTET)

### STUDENT AGREEMENT

Full official name of the Host University:

Address:

Called hereafter "the Host Institution", represented for the purposes of signature of this agreement by the project's contact person at the Host University,

of the one part, and

Mr.

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_\_(DD/MM/YYYY)

Nationality: \_\_\_\_\_

Address: \_\_\_\_\_

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"):

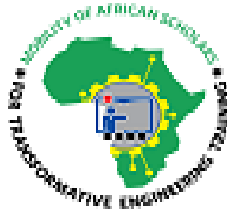
#### 1. The Agreement

1.1 The Host University shall provide support to the scholarship holder for undertaking a mobility activity for studies under the Intra-Africa Academic Mobility Scheme, In the framework of the project MASTET [Project no. •614584-PANAF-1-2019-1-CM-PANAF-MOBAF.]

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.





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### 2. Details of the Mobility

|                                 |                |
|---------------------------------|----------------|
| Host University:                |                |
| Host University Contact Person: |                |
| E-mail Address:                 |                |
| Type of Mobility:               | Degree Seeking |
| Area of Study:                  |                |
| Maximum Duration:               |                |
| Target Group (Students only)    |                |

### 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 as specified in the admission letter by the host university and end on as specified in the admission letter by the host university. 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.

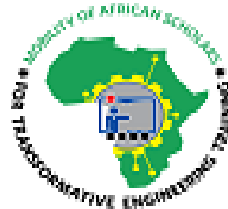
3.3 Demands to the university to modify the duration should be introduced at least one month before the end of the originally planned mobility period. The mobility must respect the maximum duration foreseen by the Intra-Africa Programme, notably 6 months for staff mobility, 24 months for Master and 48months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

3.4 The Transcript of Records or Teaching/Trainee-ship certificate or statement shall provide the confirmed start and end dates of the mobility period.

### 4. Subsistence Allowance

A monthly subsistence allowance of EURO 600 for Masters Students and EUR 900 for Doctorate Candidates will be provided to cover the costs during the mobility period and will be paid on a regular basis to the Scholarship holder.





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### 5. Settling-In Allowance

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

### 6. Allowance for Female Scholarship Holders

An additional allowance will be paid to female students. This allowance will be the equivalent of two months subsistence allowance.

### 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, Prof. Tanyi-[emmantanyi@gmail.com](mailto:emmantanyi@gmail.com) 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) 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

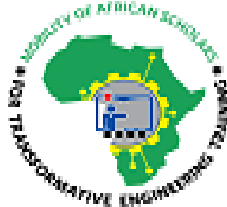
8.1 The host university is responsible for payment of the following costs related to the mobility from the funds provided by the project:

- the subsistence and settling-in allowances;
- the travel and visa costs..
- Additional allowance for Female students

8.2 The Host University will provide the scholarship holder with individual and travel support in a timely manner.

8.3 Payments to the scholarship holder shall be made either in cash to the bank account of the Scholarship holder. The student will indicate the preferred mode of payment. In the case of transfer to bank accounts, the student should provide the following:





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- Bank account where the financial support should be paid
- Bank account holder (if different than students)
- 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 allowance amounts indicated in EURO will be done at the exchange rate of the date of transfer of the installment budget from the European commission to the lead applicant and or to the host in the case that the budget is automatically transferred from the lead applicant to the host universities of partners before any currency fluctuation happens. Besides, the scholarship package may be subjected to loss due to daily currency exchange fluctuations during transfer process to the lead applicant and further to the host university.

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 of the Students Grant Agreement.

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.

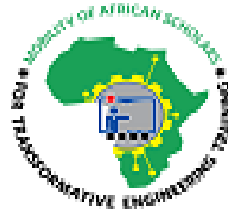
9.2 The Lead University will organize and pay full insurance coverage (accident and health) for the full length of the duration of the scholarship.

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 Lead Coordinator [emmantanyi@gmail.com](mailto:emmantanyi@gmail.com)





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### 11. Tuition Fees

The host University will not charge the students tuition fees. If a Host University insists on payment of fees, this will be handled within the limits of the participation cost paid to the University.

### 12. Research Costs

The costs of the research carried out during the mobility can be covered up to a maximum of EUR 600 for Masters Students and EUR 2000 per year for PhD students. Please note that these funds are managed by the host university and that the distribution is decided on the basis of the actual research needs based on proposals written by the student.

### 13 Academic Commitments

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.

The signed Learning Agreement or Study/Research Plan shall be submitted to the Coordinator at the Host University within Four Weeks after the starting date of academic activities, at the latest.

The Host University must submit a copy of this document to the Lead Coordinator [emmantanyi@gmail.com](mailto:emmantanyi@gmail.com)

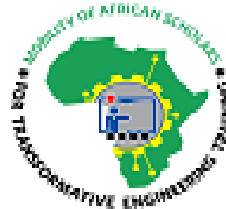
### 14. Regular Reports

14.1 Regular progress reports shall be submitted by the supervisor evaluating the grantee's performance 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.

14.2 Progress report (for mobility flows longer than one semester: The first one is due after the first semester or if not possible because of examination procedures of the host university it can be reported at the end of the first 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 shall be sent to the Lead Coordinator [emmantanyi@gmail.com](mailto:emmantanyi@gmail.com)

14.3 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 Lead Coordinator [emmantanyi@gmail.com](mailto:emmantanyi@gmail.com)





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### 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 university 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 university. 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 university outside the partnership). However, in this case, the scholarship will not be paid during the period of interruption.

The compulsory/university 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.

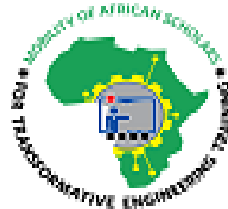
### 16. Obligations Before Leaving the Host University

The following documents need to be submitted to the contact person at the host university and to the Lead Coordinator [emmantanyi@gmail.com](mailto:emmantanyi@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 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
5. For staff: updated and signed Study/Research/Work Plan







## Mobility of African Scholars for Transformative Engineering Training (MASTET)

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: \_\_\_\_\_

Signature of the scholarship holder: \_\_\_\_\_

Date: \_\_\_\_\_

Name of the Contact person of the Host University: \_\_\_\_\_

Signature of the contact person of the Host: University: \_\_\_\_\_

Date: \_\_\_\_\_

