

NOMINATION LETTER

Dear «First_name» Given-name «Family_name»,

We are pleased to inform you that your application for an *Intra-Africa – MAINSTREAM* 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	«MAINSTREAM»
Host University:	«Host_University»
Host University Contact Person:	«contact_person_host_university»
	«E-mail»
Type of Mobility:	«Student Credit 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.

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.

Please note that some of the scholarship holders' personal data is collected and processed by the Education, Audiovisual and Culture Executive Agency (EACEA) in the context of managing the Intra-Africa Academic Mobility Scheme. Therefore, some of your personal data will be shared with the Agency through the [EACEA Mobility Tool \(EMT\)](#) and treated according to the privacy statement available in the section "Privacy" of the EMT.

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

Yours sincerely,

«Name_Project_Coordinator»

Project Coordinator

«E-mail_Project_Coordinator»

<<MAINSTREAM>> Student/Staff 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): Family named + First name + Given name(s)and function],

of the one part, and

Mr/Ms [Student name: Family name + First name and Given name]

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 101144305 — MAINSTREAM].

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.

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 originally planned mobility period ends. The mobility must respect the maximum duration foreseen by the Intra-Africa Programme, notably 3 months for staff, 6 months for Master students, and 12 months for PhD students mobility.

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 every month to the scholarship holder.

5. Travel arrangements & visa costs

5.1 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 of their home institution or sending institution, «Name_Project_Coordinator» - «E-mail_Project_Coordinator» in order to agree on travel arrangements.

5.2 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.

5.3 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.

IMPORTANT: The original travel documents (invoices, tickets, boarding passes, etc.) must be handed to the Host University. Furthermore, in case of advance payment of visa and travel costs 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.

6. Payment arrangements

6.1 The coordinating institution is responsible for arranging monthly payments for subsistence allowance for the scholarship holder.

6.2 The home institution/sending institution will provide the scholarship holder with travel support on time and make payments for travel and visa costs where applicable.

6.3 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 needs to be communicated to the Host University contact person in due time.

6.4 The conversion in local currency of the allowances amounts indicated in EURO will be done at the exchange rate as agreed by the bank at the time of sending the funds

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

6.6 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.

6.7 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. 13.

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

7. Insurance

7.1 The project will provide the scholarship holder with adequate insurance coverage. The 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.**

7.2 The sending institution/home institution will organize and pay for the scholarship holders' insurance coverage using the institutional support budget.

7.3 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.

8. 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 Project support unit of the Coordinating Institution at ckobugabe@mmu.ac.ug and copy to kviolet@mmu.ac.ug

9. Tuition

9.1 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.

9.2 At the Host University:

No tuition fees will be charged by the Host University if the duration of the mobility is 3 months or less. For longer mobility stays, the host institution will pay tuition fees using the institutional support budget.

10. 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 depending on the research to be conducted and available budget. 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.

11. Academic Commitment

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**.

A copy of this document must be submitted to the contact person at the project support unit at the Coordinating Institution at ckobugabe@mmu.ac.ug and copied to kiviolet@mmu.ac.ug

For Staff:

Staff scholarship holders 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 support unit at the Coordinating Institution at ckobugabe@mmu.ac.ug and copied to kiviolet@mmu.ac.ug

12. Regular reports

Monthly progress reports will have to be submitted by the scholarship recipient to the host university contact person. A final consolidated report will have to be submitted at the end of the mobility period.

Progress report:

A monthly report template will be provided to the student and the report is expected at the end of each month. Each monthly report has to be endorsed by the academic supervisor at the host institution with a recommendation to renew or terminate the scholarship. The reports will have to be sent to the project support unit of the Coordinating Institution [email address ckobugabe@mmu.ac.ug and copied to kviolet@mmu.ac.ug]. It is upon receipt of this report that the next scholarship payment will be sent to the student/staff.

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 and sent to the Project Management Unit of the coordinating institution using the 2 addresses above.

13. Interruption of the mobility or withdrawal from the scholarship

The student/staff 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).

13.1 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)..

13.2 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.

13.3 Early termination

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

14. 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 support unit at the coordinating Institution ckobugabe@mmu.ac.ug and copied to kviolet@mmu.ac.ug 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) and transcript of records if applicable

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

15. Treatment of personal data

Some of the scholarship holder's personal data is collected and processed by the Education, Audiovisual 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.

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