



Intra-Africa Academic Mobility Scheme
Climate Research and Education to Advancing Green
Development in Africa (CREATE-GreenAfrica)
Student Scholarship Agreement.

Full official name of the **Coordinating University/Institution**: University of Dar es Salaam
 Address: **University of Dar es Salaam,**
Institute of Resource Assessment,
P.O. Box 35097,
Dar es Salaam,
Tanzania.

The official name of the **Host Institution**:
 Address:

Called hereafter "**the Host Institution**", represents "**the coordinating Institution**" for the purposes of signing this agreement:
 of the one part, and

Mr/Ms
 Full name: _____
 Date of birth: _____
 Nationality: _____
 ID/Passport No. _____
 Address: _____

 E-mail: _____

Called hereafter "**the scholarship holder**" of the other part,

Have agreed on the provisions below, which form an integral part of this agreement ("**the agreement**");

1. THE AGREEMENT

1.1 The Hosting Institution shall provide support to the scholarship holder for undertaking a mobility activity for studies and research under the Intra-Africa Academic Mobility Scheme, in the framework of the project. The Host Institution shall provide support to the scholarship holder for undertaking a mobility activity for studies and research under the Intra-Africa Academic Mobility Scheme, in the framework of the project Climate Research and Education to Advancing Green Development in Africa (CREATE-GreenAfrica).

1.2 The scholarship holder accepts the mobility conditions as specified in this agreement.

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



2. Details of the mobility

Host University/Institution:

Host Contact Person:

Type of Mobility:

Field of Study Position Duration:

Mobility Scholarship Duration:

Target group:

3. Duration of the mobility/scholarship

- 3.1 The total duration of the scholarship may not exceed the maximum duration nor the duration of the academic program itself. Students' short-term mobility is governed by the guidelines established by the CREATE-GreenAfrica project.
- 3.2 The mobility period shall start on *dd mm yyyy* and end of *dd mm yyyy*. The start date of the mobility period shall be the first day that the scholarship holder needs to be present or start academic activities at the host institution. The end date of the period -shall be the last day the scholarship holder needs to be present or end academic activities at the host institution.
- 3.3 Demands by the institution to modify the duration should be introduced at least two months before the end of the originally planned mobility period. The full-time mobility must respect the maximum duration allowed by the Intra-Africa Programme.
- 3.4 The Transcript of Records, Academic Records or Teaching/traineeship certificate or statement shall provide the evidence of confirmed start and end dates of the mobility period.

4. Scholarship funds

- 4.1 The monthly scholarship funds amount to EUR 890 and EUR 1230 for Masters and PhD respectively and will be paid on a quarterly basis to the scholarship holder after the arrival at the hosting institution, registration and signing all necessary documents. The subsequent payment will be paid after submitting his/her progress report approved by his/her supervisor.

The scholarship funds cover the following costs:

- Travel
- VISA
- Installation
- Accommodation
- Subsistence

NOTE:

In case of partial months, a pro-rata unit cost of 1/30 will be reimbursed for each day.

- 4.2 The scholarship holder will cover all his/her cost to arrive at the Hosting Institution and will be paid the scholarship funds after the arrival at the hosting institution. Travel cost will be covered under scholarship awarded.
- 4.3 The scholarship holders should arrive and leave the Hosting Institution on dates as close as possible to those stated in Article 3.2 and provided by the Hosting Institution, 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 within 14 days.

5. Payment arrangements

5.1 Hosting Institution is responsible for making the payment of:

- Scholarship funds
- Tuition fee
- Direct cost

Payments to the scholarship holder shall be made to the bank account indicated by the scholarship holder upon arrival at the Host Institution. However, in the absence of a local bank account, the initial allowances may be paid into an approved bank account of the scholarship holder. You are encouraged to open local bank account upon arrival to facilitate payment.

A copy of the bank document with the account details shall be attached to this agreement. It should indicate:

- Full name of the scholarship holder:
- Bank account number:
- 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 as soon as possible within 14 days of such change.

5.2 The conversion in local currency of the allowances amounts indicated in EURO/USD will be done at the exchange rate at which the amount was received by the host institution and converted from EURO/USD into local currency when making payments to scholarship holders, as agreed by the Partnership in the Memorandum of Understanding.

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

5.4 By signing this agreement, 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.

5.5 By signing this agreement, the scholarship holder commits not to benefit from another EU funded scholarship scheme to follow the same academic programme during the mobility period.

5.6 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.

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



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6. Insurance

- 6.1 The host University will organize and pay full insurance coverage (accident, travel, health) for the full length of the duration of the scholarship provided. Cover will take effect by the time the scholarship holder starts His/her journey to participate in the mobility and will be valid until one month after the end of the mobility scholarship.
- 6.2 It is the personal responsibility of the scholarship holder to ensure insurance coverage for any period exceeding the official duration of the Intra-Africa Academic Mobility Scheme.

7. Obligations upon arrival at the Host University

The contact person at the Host University has to sign a *Confirmation of arrival/departure* and immediately inform the Coordinating Institution.

8 Research costs

The Intra-Africa Academic Mobility Scheme does not cover research funds. The scholarship holder can spend part of the scholarship funds to cover his/her research cost. However, depending on resource availability, the host institution may provide partial research funding to the student.

9 Academic commitment

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

10 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 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 Host Institution.

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.

11 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).



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11.1 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.

11.2 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.

11.3 Early termination

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

12 Obligations before leaving the Host University

The following documents need to be submitted to the contact person at the host institution.

- *Final Report*
- *Confirmation of arrival and departure* duly completed and signed by the official contact person.
- *Confirmation of Payment / Confirmation of Participation* signed by the scholarship holder
- 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)



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.

Name of scholarship holder: _____

Signed at _____ on this day _____ of _____ 2024

Signature of the scholarship holder

Name of Host University/Institution: _____

Signed at: _____ on this day _____ of _____ 2024

Signature of the Host Institution